

Governors State University



Student Handbook

2011-2012

The policies and procedures located in this planner are not the full and complete policies and procedures of Governors State University. For full policies and procedures go to the Student Handbook at www.govst.edu/studenthandbook or the Governors State University Catalog at www.govst.edu/catalog.

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MISSION STATEMENT

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.

STUDENT HANDBOOK

The policies and procedures located in this handbook are not the full and complete policies and procedures of Governors State University. For a full listing of official GSU policies, visit www.govst.edu/policy. For additional information on procedures, see the Governors State University Catalog at www.govst.edu/catalog.

STUDENT SERVICES

ACADEMIC COMPUTING LAB

Room D2431

708.534.5370

www.govst.edu/acs

The ACS Lab provides computer facilities and support to students, faculty, and staff. Our services include access to PCs and Macs with a wide variety of software applications, scanners,

printers, Internet access, and more.

ACADEMIC RESOURCE CENTER

Room B1215

708.534.4508/4090

www.govst.edu/arc

The Academic Resource Center provides:

- Undergrad online orientation
- Student counseling services
- Services for students with disabilities
- CLEP testing
- Tutoring: in basic business, computer science, mathematics, statistics, and science

BOOKSTORE

Room D1493

708.534.4558

Toll-free: 877.525.6578

www.govst.edu/bookstore

The Follett GSU Bookstore sells textbooks, GSU apparel, and other academic supplies.

All course-material sales are final.

CAREER SERVICES

Room A1120

708.235.3974

www.govst.edu/careerservices

The Office of Career Services is a free resource center for current students and alumni seeking career guidance, internships, or full time or part time jobs. Career Services offers:

- Resume, cover letter, and credential file preparation
- Job search and interview strategies
- Career assessment, exploration, and identification assistance
- Resource materials
- Career and internship fairs
- Job and internship postings
- Career building workshops

THE CENTER FOR PERFORMING ARTS

708.235.2222

www.centertickets.net

The Center for Performing Arts continually exceeds expectations by offering exceptional performances by amazing artists. From comedians like Bill Cosby and musicians like B.B. King

to Broadway productions like *Hairspray* and *Miss Saigon*, The Center consistently brings world-class entertainment to the region.

DISABILITY SERVICES

708.534.3968 (Contact Robin Sweeney)

Room B1209

Disability Services is dedicated to creating an accessible environment and equality of educational opportunities for students with documented disabilities. The 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 recommendations for appropriate accommodations. The information provided by students is kept in locked, confidential files and is not made available to the campus community without the consent of the student.

To arrange for appropriate accommodations, please contact the coordinator of Disability Services in the Academic Resource Center. Legally mandated access and accommodations may include support such as:

1. Sign language interpreters;
2. Readers or scribes for exams;
3. Modifications in test procedures;
4. Note-taking assistance;
5. Relocation of classes to more accessible spaces or use of specialized furniture;
6. Use of specialized technology; and
7. Conversion of materials into other formats such as large print.

FINANCIAL AID

Room D1400

708.534.4480

www.govst.edu/finaid

The Office of Financial Aid assists students in obtaining the financial resources needed to finance their education and provides:

- Assistance with student employment or work study
- Explanation of financial aid and award criteria
- Assistance with financial aid application process
- Assistance with veterans' benefits
- Distribution of book advances
- Management of financial aid accounts

FOOD SERVICE

708.235.7433

FSI provides the GSU food service. The full-service cafeteria provides breakfast, soups, salads, daily entrees, made-to-order sandwiches and grill specialties, and, of course, desserts. The cafeteria accepts cash, Visa, and MasterCard. Hours of operation and services provided may vary.

Food services also include catering and vending. Vending machines are located next to the cafeteria and in various locations on campus.

INTERNATIONAL STUDENT SERVICES

Room C3370

708.534.3087

www.govst.edu/ois

The Office of International Services (OIS) is committed to helping international students at GSU with advice and support to help students meet their academic goals and have a successful experience in the U.S.

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NATHAN MANILOW SCULPTURE PARK

708.534.4486

www.govst.edu/nmsp

Open dawn to dusk, 365 days a year

The Nathan Manilow Sculpture Park is a nationally recognized outdoor museum of contemporary sculpture. Premier examples of modern works by some of the world's most respected sculptors surround the university. Docents are available to guide tours of the park and introduce the art and artists.

OFFICE OF ADMISSION

Room D1400

708.534.4490

www.govs.edu/admission

Admission Office counselors and staff:

- Help make the application process straightforward and seamless
- Distribute information and applications
- Provide admissions counseling services

Admissions Processing

Check application status at *mygsu.govst.edu/ics*

RECREATION/FITNESS CENTER

Room A1106

708.534.4945

www.govst.edu/recfit

Free membership to currently enrolled students.

Paid memberships available for family and community members.

- Swimming pool
- Fitness room
- Gymnasium
- Racquetball court
- Fitness classes
- Team sports: Table Tennis and Women's Volleyball

REGISTRAR

Room C1300

708.534.4500

www.govst.edu/register

The Registrar's Office preserves the academic integrity of the university and serves as the official recorder and keeper of student records. The office preserves and maintains official academic records.

Access your academic records, register for classes, or check financial aid status via the Student Web Information System (*www.govst.edu/register*). Forms for additional registrar services are available in the office or online.

The privacy of student information maintained by the university is protected by Federal Law, the Family Educational Rights and Privacy Act (FERPA)

STUDENT LIFE SUITES

ROOM A2100

www.govst.edu/studentlife

STUDENT CLUBS AND ORGANIZATIONS

708.534.4552

www.govst.edu/studentlife

Students may take advantage of the more than 40 student and university clubs and organizations, including the Student Senate, which exist at GSU. These clubs provide students with the opportunity to meet others with the same majors or interests. The majority of organizations are related to academic programs, while others support a variety of social and special interests.

Any group of students can form new clubs and organizations. A minimum of seven students can seek chartering as a student club or organization through the Office of Student Life. Students can select their advisor in cooperation with the Office of Student Life and the College. All organizations must renew their charters each academic year. For information or assistance, contact the Director of Student Engagement and College Relations.

STUDENT COMMONS

Room A2140

Enjoy the large-screen television, lounge, vending, and study area.

Reserve meeting rooms at the Welcome Center or by calling 708.534.4550.

STUDENT GAME LOUNGE

North "A" Study Hall

Enjoy a game of billiards or ping pong, television, lounge, vending, and study area. Meet other students or just relax. Gaming equipment can be requested from the Recreation and Fitness Center.

UNIVERSITY LIBRARY

Room D2400

www.govst.edu/library

Reference: 708.534.4111 Circulation: 708.534.4112

The Governors State University Library currently has more than 430,000 volumes, series back files, and documents, as well as over a million volumes on microforms and more than 26,000 volumes of audiovisual materials. The library also maintains 1,900 current serial subscriptions, 75 journal indices, full-text databases, web-sources, and technology services, serves as a national depository of state and federal documents, and is linked to libraries around the state.

VISUAL ARTS GALLERY

Adjacent to E-Lounge

708.534.4021

Exhibitions of student and faculty artwork as well as regional art exhibitions, visiting exhibitions and juried shows are held at the Visual Arts Gallery throughout the year. The exhibits are free and open to the public.

STUDENT CENTRAL/WELCOME CENTER

Room D1400

708.534.4550

- Student ID cards
- Student lockers
- Student handbook planner
- Post notices on campus bulletin boards
- GSU Express schedules (shuttle)
- General Information

WRITING CENTER

Room C1319

708.534.4508

www.govst.edu/owl

- On-site tutoring - By appointment only
- Tutors in the Library
- Online Writing Center - submit papers to *www.govst.edu/owl*, and receive revision suggestions

STUDENT AFFAIRS AND SUPPORT SERVICES POSTING POLICY

Prior approval by the Director of Student Life and Student Development is required to post materials on Student Life Bulletin boards.

Types of material which may be posted include, but are not limited to: event notices of activities offered by the Student Life Unit, events and activities sponsored by recognized student groups and organizations, events and activities offered by Governors State University or their associates (i.e. FSI, Follett Bookstore), non-profit events and activities of interest to Governors State University students, and direct service items considered on a case-by-case basis.

Approved items must have a Student Life unit date stamp and authorized initials/signature, which may be obtained in the Welcome Center (D1429). Materials are displayed within 48 hours of submission.

Due to limited board space, full exposure for very large, double-sided, or bi-fold pieces cannot be guaranteed on Student Life bulletin boards. Only twelve (12) copies for display are accepted. The Welcome Center may remove unauthorized or outdated material on a daily basis. The maximum posting time for any material posted is 30 days.

In addition to the twelve (12) Student Life Bulletin Boards, another means of advertising is on the internal video monitors (maintained by the Office of Public Affairs) located throughout the university. The Director of Student Life and Student Development requires two weeks advance notification for monitor postings.

Subject of monitor postings follows the approved postings guidelines for bulletin boards.

STUDENT RIGHT TO KNOW

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Establishing and maintaining a safe and secure environment for our staff, students, and visitors is of primary importance to Governors State University. As part of this commitment and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, the Campus Security Report is available for review on the web at

www.govst.edu/cleryact and in printed form at Department of Public Safety (DPS), located on the university's main campus, room C1375.

EMERGENCY PROCEDURES

The Governors State University Department of Public Safety (DPS) is open 24 hours a day providing police services seven days a week. The DPS operates three shifts working both foot patrols and vehicle patrol throughout campus. The Department operates a 24 hour Communication Unit. A communication officer receives all incoming telephone calls and coordinates all radio traffic. The communication unit dispatches police officers to locations on campus to answer calls for service.

CONTACT NUMBERS

Red Campus Phones: Direct line to DPS

Yellow Campus Phones: Red button provides a direct line to DPS

Campus Phones - Emergency: Dial 911

Other Phones: 708.534.4900

Interim Dean of Students : 708.534.4376

Interim Assistant Dean of Students: 708.534.4552

Non-emergency from other phones: 708.534.4900

Non-emergency from campus telephone: extension 4900

University Closing Information: 708.534.4909

CLOSINGS

University Closing Information: 708.534.4909

Students can also learn about school closings on the following radio and television stations: WGN AM 720, WBBM AM 780, WBBM TV Channel 2, WMAQ TV Channel 5, WLS TV Channel 7, WGN TV Channel 9, WFLD TV Channel 32, and on cable at CLTV News.

For the most up to date information regarding closings, visit the Governors State University web page at *www.govst.edu*.

TIMELY WARNING REPORTS

If at any time the Chief of Police of the University's Department of Public Safety believes that a possible threat exists to Governors State University students, faculty, and staff because of an incident occurring on or off campus, or because of any other circumstance, the Chief will issue a warning of that threat through GSU's e-mail system to enrolled students, faculty, and staff; posted notices on the front page of the GSU website (*www.govst.edu*); broadcasted voice message through speakers on campus telephones (Berbee); and via the School Messenger System. The School Messenger System enables emergency notification via text messages to cell phones, voice mail to designated telephone numbers, and to an additional email address as designated by the registered recipients of this service.

FIRE PROCEDURES

All students and university personnel must evacuate the building when the fire alarm sounds. Faculty members in classrooms and administrators in all buildings are to enforce the following safety regulations when the fire alarm sounds:

- Evacuate all areas
- Close all doors and windows
- Identify any disabled person needing assistance; arrange for necessary aid in evacuation
- Follow directional signs to fire exits; use stairs, not elevators
- Move away from the building, across the street, down the sidewalks, or to a designated safety area

TORNADO PROCEDURES

A Tornado Watch indicates a possible storm; a Tornado Warning means a tornado has been sighted in the area and residents should seek shelter.

If a Tornado Warning is issued by the Weather Bureau and you are inside:

- Remain calm
- Open a few windows on the northeast side of the building to equalize the pressure.
- Make sure disabled persons receive assistance as needed
- Lie under a desk or heavy table or go out into a designated area (see posted signs) and stand against the inside wall at the center of the designated area
- In the event of a Tornado Warning in the counties that surround Will County, seek immediate shelter. Do not leave until the GSU Department of Public Safety indicates it is safe to do so

If a Tornado Warning is issued by the Weather Bureau and you are outside:

- Travel at right angles to the path of the funnel
- Lie in a ditch and protect your head
- Take shelter in a steel-framed or reinforced concrete building
- Avoid buildings with wide-span roofs
- Do not stay in your car

VOLUNTEER EMERGENCY WORKER

Consistent with the Volunteer Emergency Worker Higher Education Protection Act (110 ILCS 122), Governors State University will provide reasonable accommodation for any student who is absent from class due to the performance of her or his duties as a volunteer emergency worker. A volunteer emergency worker is defined in the Volunteer Emergency Worker Job Protection Act (50 ILCS 748) and in most cases would be a volunteer firefighter, emergency medical technician, ambulance driver or attendant, or other first responder.

If an absence is the result of a student's documented performance of emergency volunteer work, an instructor must accommodate the absence within reason. A student who believes that he or she has been unreasonably denied this accommodation may seek redress through the academic grievance procedure outlined in the Institutional Policy Manual.

STUDENT RECORDS POLICY (FERPA)

Governors State University maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, the following policy outlines procedures for access to student records. The policy is intended to ensure the confidentiality of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The university has an obligation to limit access to student information to those legitimate uses defined in the policy, and to insure that data are stored securely to prevent unauthorized access.

The following briefly outlines procedures for access to student records as required by FERPA. The complete policy may be found at www.govst.edu/policy. Questions regarding FERPA should be directed to the Registrar, room C1300, 708.534.4500.

Definitions

A **student** is any person who is, or was, in attendance at Governors State University.

An **education record** is any record (written, printed, taped, filmed, etc.) maintained by Governors State University or by an agent or employee of the university that is directly related to a student, with the following exceptions:

- a. A record kept by a University employee if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except for a temporary substitute for the maker of the record.
- b. Records created and maintained by Public Safety strictly for law enforcement purposes.
- c. An employment record of an individual, whose employment is not contingent on the fact that the individual is a student, provided the record is used only in relation to the individual's employment.
- d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized health professional/paraprofessional if the records are used only for the treatment of a student and are made available only to those persons providing the treatment.
- e. Alumni records which contain information about a student after the student is no longer in attendance at the University and which do not relate to the person as a student.

A **parent** includes a natural parent of a student, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

An **eligible parent** is either (1) a parent of a student who has given written consent for the parent to review the student's education records or (2) a parent who has claimed the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1954 in the most recently ended tax year.

Annual Notification

GSU students will be notified of their Family Educational Rights and Privacy Act rights annually through Student Handbook and GSU Catalog

Procedure to Inspect Education Records

1. Students may inspect and review their education records upon request to the appropriate record custodians who are listed in Section H. A student should submit to the appropriate record custodian a written request that specifies the record(s) the student wishes to inspect.

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

Right of the University to Refuse Access

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

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

Refusal to Provide Copies

Governors State University reserves the right to deny transcripts or copies of records not otherwise required to be made available by the Family Educational Rights and Privacy Act of 1974 in any of the following situations:

- The student or eligible parent lives within commuting distance (presumed to be 50 miles) of the University. EducRecords.doc 3

- The student has an unpaid financial obligation to the University or an administrative hold on the academic record.
- There is an unresolved disciplinary action against the student.
- There is an unresolved academic action against the student.

Fees for Copies of Records

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

Types, Locations, and Custodians of Education Records

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

Types	Location	Custodian
Academic Records	Office of the Registrar	Registrar
CBPA		Dean
CAS		Dean
COE		Dean
CHHS		Dean
IDSS Program		Program Director
Admission Records	Admissions Office	Director of Admissions
Career Related Records	Office of Career Services	Director of Career Services
Counseling/Testing/Tutoring Records	Student Development	Director of Student Development
Disabled Student Services	Student Development	Director of Student Development
Disciplinary Records	Office of the Dean	Dean of Student Affairs
Financial Records	Business Office	Director of Business Operations

	Financial Aid Office	Director of Financial Aid
International Student Records	Office of International Services	Coordinator of International Student Services
Professional Credential Records for Employment	Office of Career Services	Director of Career Services
Miscellaneous Education Records (e.g., meetings with faculty)	The appropriate University employee official will locate and collect such records for inspection.	

Disclosure of Education Records

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

1. To university officials who have a legitimate educational interest in the records. Definitions of *university official* and *legitimate educational interest* may be found in the Student Records Policy at www.govst.edu/policy.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the United States Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the University.
6. To accrediting organizations to carry out their functions.
7. To parents of a student who claim the student as a dependent for income tax purposes as defined in section 152 of the Internal Revenue Code of 1954.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information so designated by the university.
11. The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Requests for Disclosure

Governors State University will maintain a record of all requests for and/or disclosure of information from a student's education records, other than requests by or disclosures to the student, a university official, a party with written consent of the student, or a party seeking only

directory information. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by an eligible parent or by the student.

University Directory Information

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Governors State University defines the following as directory information. Name, address, telephone number, date of birth, college and major field of study/concentration/minor, classification (graduate or undergraduate), previous institutions attended, participation in officially recognized activities, dates of attendance, degrees conferred with dates, current term hours enrolled and full-time/part-time status, awards, honors, and achievements (including distinguished academic performance) with dates, and picture.

Under the Federal Educational Rights and Privacy Act, a student has the right to request that the disclosure of directory information be withheld and omitted from the University Directory as long as the student is enrolled or maintains continuing student status at the University. If a student wishes to have any or all directory information withheld, the student must submit a written request to the Registrar's Office. Directory information may be released without permission for students who are no longer enrolled, have graduated, or have lost continuing student status at GSU, unless otherwise requested.

Correction of Education Records

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

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

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

CIVILITY POLICY

As set forth in its Mission Statement, "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."

The faculty, staff, and students of Governors State University, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others in a similar manner.

All members of the community must treat other members with civility and respect, while recognizing that disagreement and informed debate are valued in an academic community.

Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate Governors State University's standard for civility and respect.

Individuals covered by this policy include all members of the Governors State University community (faculty, staff, and students of Governors State University).

Contractors and vendors of Governors State University, as well as visitors to the campus are also expected to comply with the requirements of this policy.

Violation of the Policy: A university community member who has violated the policy is subject to disciplinary action, which may include separation of the offending party from the university, consistent with established disciplinary procedures.

Non-compliant behavior by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Governors State University.

Responsibility to Act: A member of the community who is involved in or witnesses behavior on campus that imposes imminent danger to people or property should immediately contact the Department of Public Safety.

Red Campus Phones:	Direct line to DPS
Yellow Campus Phones:	Red button provides a direct line to DPS
Campus Phones - Emergency:	Dial 911
- Non Emergency:	Dial 4900
Non-emergency - Other Phones:	Dial 708.534.4900
Interim Dean of Students:	Dial 708.534.4376

A supervisor, division/department chair, dean, the Department of Human Resources, or the Office of the Provost should be contacted in situations that do not involve imminent danger, for advice on the proper course of action, or to make a complaint.

ACCOMMODATING RELIGIOUS OBSERVANCES

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.

1. It is the responsibility of the student to notify in writing the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.
2. Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the university or its staff.
3. If a student feels he/she has been discriminated against, redress can be sought through the Student Grievance Procedure.
4. This policy must be published in the student handbook and the university catalog.

SEXUAL HARASSMENT

Governors State University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is identified. The university environment must be free of sexual harassment in work and study. Violations of the university's sexual harassment policy should be reported immediately to the Affirmative Action Officer, 708.534.4124 for investigation. The complete policy is available online at www.govst.edu/policy.

STUDENT CONDUCT

Scope and Purpose

Governors State University strives to cultivate a community which values academic freedom, integrity, excellence in scholarship, justice, diversity, and access to educational opportunities.

Each member of the community is responsible for creating and maintaining conditions which support these values and the university's mission.

This policy outlines a Code of Conduct for students at Governors State University, and specifies the rights and responsibilities of the university community in considering misconduct. This policy applies to students who are admitted or enrolled at Governors State University, and to student-sponsored organizations. This policy also specifies processes for investigation and resolution of charges of misconduct so that the rights of students and other community members are respected.

This policy also specifies the responsibilities of faculty and administrators in considering student misconduct. The policy also provides for a Student Conduct Committee which has responsibility to conduct hearings on charges of student misconduct and advise administrators in the determination of sanctions.

1. University students are members of the academic community at Governors State University. As members of the academic community, students are entitled to the same rights and protections enjoyed by members of society. Students are subject to certain obligations by virtue of membership in the university community. Students are subject to civil law, the enforcement of which is the responsibility of duly constituted civil authorities.
2. The accrediting groups for the various academic programs at Governors State University may have different ethical standards and requirements regarding student conduct which supersede the university's student conduct policy and procedures. Please check with the division/department chair or dean's office in your college regarding a grievance policy and procedures specific to your academic major.
3. When students violate a university regulation, they are subject to disciplinary action by the university whether or not the conduct violates civil laws. When students violate civil law off campus, they may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general laws, but when a violation of the law also adversely affects the orderly operation of the university and its mission, the university may enforce its own regulations regardless of any civil proceedings or dispositions. University action will be initiated only when the safety of faculty, staff, and students is endangered, or the institution's mission as an academic community is otherwise clearly involved.

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

Student Code of Conduct

Governors State University recognizes the basic rights and responsibilities of the member of the university and accepts its obligation to preserve and protect those rights and responsibilities. Further, the university must provide for its members the opportunities and protections which best serve the nature of the educational process. The Student Conduct Code governing the behavior of students of the university must ensure the basic rights of the individual as well as the practical necessities of the community.

Students are expected to:

- treat students, faculty and staff of the University with fairness , and respect
- represent themselves in an honest manner (see academic honesty policy)
- respect university property and the activities conducted at university facilities or university-sponsored events
- respect the property of others
- uphold university policies and all applicable laws

Governors State University students should expect the same degree of fairness and respect from other students, faculty, and staff.

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

Student Misconduct

Academic Misconduct includes:

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

Non-Academic Misconduct includes:

- a. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
- b. Furnishing false or misleading information to the university.
- c. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
- d. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
- e. Willfully, denying to any person freedom of movement, use of authorized facilities, or right of entrance or exit; willfully impeding, obstructing, interfering with, or disrupting the performance of institutional activities or duties; or occupying the institutional buildings or other property after due and legal notice to depart.
- f. Willfully damaging or destroying property of the university.
- g. Use, possession, or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
- h. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- i. Knowingly violating terms of any disciplinary sanction imposed in accordance with the code.
- j. Failure to comply with the directions of university officials, including campus police officers acting in performance of their duties.
- k. Forgery, unauthorized alteration, or unauthorized use of any university document or identification card.
- l. Unauthorized presence in or use of university premises, facilities, or properties.
- m. Theft or damage to public or private property.
- n. Misuse of university computer systems, laboratories, equipment, or software in violation of university policies.
- o. Disparaging comments or statements regarding the religious affiliation, gender, age, race, disability, sexual orientation or gender identity of others.

Actions Taken as a Result of Conduct Violations:

Cases of non-academic misconduct shall be immediately referred to the Associate Vice President for Student Affairs and Dean of Students (or designee), and may also be referred to the appropriate department. (i.e. damage to public property will be reported to the Department of Public Safety.)

Cases of alleged academic misconduct shall be handled by the respective collegial unit, except that recommendations for probation, suspension, or dismissal shall be referred to the Associate Vice President for Student Affairs and Dean of Students or designee.

Sanctions for Violations:

The following disciplinary sanctions shall comprise the range of official sanctions which may be imposed for violation of conduct regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the Associate Vice President for Student Affairs and Dean of Students (or designee) for five years following the last term of enrollment, except as noted under Disciplinary Suspension and Disciplinary Dismissal.

Disciplinary Warning--Disciplinary warning is a notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

Disciplinary Probation--Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the university. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the university is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may result in further disciplinary action.

Disciplinary Suspension--Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of university facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect

and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for registration in compliance with the academic good standing policy and the policy on continuing student status then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.

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

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

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

Summary Suspension--A summary suspension requires that a student immediately leave the campus.

ROLES AND RESPONSIBILITIES RELATED TO STUDENTS ACADEMIC MISCONDUCT

Faculty Roles and Responsibilities

1. The faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member.
2. The faculty member may personally meet with the student to discuss misconduct and its consequences, (e.g. zero on an exam, plagiarism, a lower grade for the course, etc.). If the student and faculty member reach an agreement, this need not go further. However, a written statement or "letter of understanding" needs to be drafted by the faculty member and signed by the student to record the resolution of this matter. A copy of students' disciplinary records will be maintained in the office of the Associate Vice President for Student Affairs and Dean of Students.
3. If the issue is not resolved, as described in #2 above, then the faculty member must notify the student in writing, by certified letter (with return receipt requested) of the alleged misconduct within fifteen working days (when classes are in session) of discovering the misconduct. If the certified letter is not sent within 15 days the faculty loses his/her right to file charges. The letter of notification sent to the student must include a request to schedule a meeting with the student within ten working days from the date of the letter (when the university is in session) to discuss the misconduct in question. The letter must specify a specific date and time for the meeting.
4. The faculty member may elect to resolve the matter by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, including failure for the course.
5. If action is to be taken to reduce or change a grade, the faculty member must send written notification to the student with copies to the division/department chair and college dean within 10 working days (when classes are in session) following the meeting with the student, or from the date of the scheduled meeting with the student, if the student failed to meet with the faculty. Notification to the student must be done by certified mail.

Student Appeal Process for Reduced Grade

The student may appeal the faculty member's action of reducing a grade through the academic grievance process. (See the Policy on Student Grievance)

Referral to the Student Conduct Committee

1. If the faculty member determines that the student's misconduct cannot be resolved by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, the faculty member must request a meeting with the division/department chair to discuss the matter.
2. The division/department chair and faculty member will meet to determine if the misconduct warrants additional disciplinary sanctions within ten working days (when the university is in session) of the date of the faculty member's request for a meeting. If it is determined that no further action is warranted, the faculty member will notify the student in writing by certified mail.
3. If the misconduct is perceived as warranting additional disciplinary sanctions, the division/department chair will forward this recommendation in writing to the dean. If the

dean agrees with the recommendation this warrants referral for disciplinary sanction he/she will forward the conduct case with all relevant evidence and information to the Associate Vice President for Student Affairs and Dean of Students (or designee) within ten working days (when the university is in session) of the consultation with the division/department chair. If the dean does not agree with the recommendation for a disciplinary sanction he/she will discuss with the division/department chair and/or faculty and a decision will be made regarding the referral. The timeline of ten working days applies.

REFERRALS OF MISCONDUCT TO THE ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS (OR DESIGNEE)

Associate Vice President for Student Affairs and Dean of Students (or designee)

Responsibilities:

1. The Associate Vice President for Student Affairs and Dean of Students (or designee) shall be responsible for all administrative details involved in academic and non-academic student conduct referrals.
2. Written complaints, reports involving student conduct, procedures for handling disciplinary cases, and the results of conducted hearings shall be maintained in the Associate Vice President for Student Affairs and Dean of Students (or designee) office.
3. Any member of the university community may notify the Associate Vice President for Student Affairs and Dean of Students (or designee) of violations of the university standards of conduct. The notification must be signed and in writing.
4. Non-Academic Violations of the university standards of conduct will normally be directly referred to and evaluated by the Associate Vice President for Student Affairs and Dean of Students (or designee) to determine if further action at the university level is appropriate.
5. Academic Violations: The Associate Vice President for Student Affairs and Dean of Students (or designee) will review referrals from the appropriate dean regarding academic violations of the university standards of conduct to determine if a hearing is warranted. If the Associate Vice President for Student Affairs and Dean of Students (or designee) is notified of misconduct related to an academic matter by someone other than a division/department chair or dean of the college in which the incident occurred, the violation will be referred to the appropriate dean and/or division/department chair who will follow the process outlined above regarding academic grievances.
6. If the Associate Vice President for Student Affairs and Dean of Students (or designee) determines a hearing is warranted, the Associate Vice President for Student Affairs and Dean of Students (or designee) will schedule a hearing before the Student Conduct Committee as delineated below.
7. Within ten working days (when classes are in session) from the notification of the conduct code violation, the Associate Vice President for Student Affairs and Dean of Students (or designee) will schedule a disciplinary hearing with the chair of the Student

Conduct Committee. The Associate Vice President for Student Affairs and Dean of Students (or designee) shall inform the student of the charges against him via certified mail and advise him/her of the date, time, and place that a disciplinary hearing is scheduled. This hearing shall be scheduled to take place not less than five and not more than 10 working days following the date of student notification (when classes are in session).

Student Conduct Committee Composition and Charge

1. The Student Conduct Committee will be a standing committee to hear both academic and non-academic conduct code violations which may result in a disciplinary sanction. The committee shall advise the Associate Vice President for Student Affairs and Dean of Students (or designee) on matters relating to determination of student misconduct and disciplinary action.
2. The committee shall be composed of seven persons as follows: four students appointed by the Student Senate and two alternates, two faculty members appointed by the Faculty Senate and one alternate; one administrator appointed by the Associate Vice President for Student Affairs and Dean of Students (or designee), and one alternate.
3. The chairperson shall be chosen from within the committee.
4. All members shall serve two-year, renewable terms.
5. At least four members (representing at least two different groups) must be present to conduct a hearing.
6. Individual members must recuse themselves from hearing any case in which they feel they could not render an impartial judgment.

Student Disciplinary Conduct Hearings

1. The complainant(s) will not be required to participate, unless his/her personal testimony is essential to the disposal of the case.
2. The hearing shall be private (closed) unless the student charged requests that it be open to members of the university community, and the request is approved by both the Conduct Committee and the Associate Vice President for Student Affairs and Dean of Students (or designee).
3. The student shall have the right to be assisted by an advisor or legal counsel at the hearings.
4. Students must inform the Associate Vice President for Student Affairs and Dean of Students (or designee) at least five working days in advance of the hearing if they intend to have legal counsel present. In such cases, the university may also have legal counsel present. If the student does not give five days notice, the Associate Vice President for Student Affairs and Dean of Students (or designee) has the right to reschedule the hearing to an agreeable time.
5. On behalf of the university, the charges and evidence will be presented by the Associate Vice President for Student Affairs and Dean of Students (or designee). The student shall have the right to call a reasonable number of witnesses in his/her own behalf who shall be subject to questioning by members of the committee and the Associate Vice President for

Student Affairs and Dean of Students or that individual's designee. The Associate Vice President for Student Affairs and Dean of Students (or designee) will determine what a reasonable number of witnesses is if this is in question.

6. The student charged shall have the right to question all witnesses. The testimony of unknown or unidentified witnesses shall not be admissible.
7. The committee may address questions to any party or to any witness called by the parties provided; however, the student charged shall not be compelled against his/her wishes to testify or answer any question, and his/her silence shall not be held against him/her.
8. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense.
9. The committee and/or the accused student may request from the Associate Vice President for Student Affairs and Dean of Students (or designee) the presence at the hearing of any member of the university community.
10. The committee and/or the accused student also may request the Associate Vice President for Student Affairs and Dean of Students (or designee) to bring records or other exhibits.
11. In the event that any person, including the student charged and/or his/her advisor or attorney, shall disrupt the hearing, the chairperson of the committee may exclude that person and proceed with the hearing in his/her absence.
12. Documentation and written statements will be admissible, providing the student has access to them in advance and is allowed to respond to them at the hearing.
13. The university shall have the burden of proof of guilt by a preponderance of the evidence.
14. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.
15. An audio tape recording shall be made of the hearings and a summary thereof shall be prepared by the chairperson of the committee. The tape recording shall be destroyed within six months after final disposition of the case by the university, except as may be directed by the Associate Vice President for Student Affairs and Dean of Students or designee.
16. The decision of the Student Conduct Committee shall be considered as a recommendation to be submitted in writing to the Associate Vice President for Student Affairs and Dean of Students or designee. The Provost may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case.
17. Within ten working days (when classes are in session) of receiving the recommendation of the Student Conduct Committee, the Associate Vice President for Student Affairs and Dean of Students (or designee) will notify the student charged of his/her decision per a certified letter with copies to the college dean, division/department chair, and faculty member.

Student Appeals of Disciplinary Action

The decision of the Associate Vice President for Student Affairs and Dean of Students (or designee) may be appealed by the student by submitting a written request for review to the Provost (unless the student has waived this right in writing). The request must be reviewed by

the Provost (or designees) within ten school days of the dean's decision. The decision of the Provost (or designee) is final and binding.

Removal of Student from Campus Prior to a Hearing (Summary Suspension)

1. A Summary Suspension may be imposed upon a student when the Associate Vice President for Student Affairs and Dean of Students (or designee) has reasonable cause to believe the continued presence of the student on campus constitutes a substantial threat to the safety of himself/herself, to other persons or property, or the stability and continuance of normal university operations. In exercising such authority, the Associate Vice President for Student Affairs and Dean of Students (or designee) or Provost may rely upon information supplied to him/her by others.
2. Following a summary suspension, permission for the student to be on campus for a specific purpose must be granted in writing by the Associate Vice President for Student Affairs and Dean of Students (or designee) or Provost (or designee).
3. Any student summarily suspended who returns to the campus without written permission from the Associate Vice President for Student Affairs and Dean of Students (or designee) or Provost (or designee) during the period of summary suspension may be subject to disciplinary dismissal.
4. If a student questions the fairness of the summary suspension made by the Associate Vice President for Student Affairs and Dean of Students (or designee) or Provost(or designee), she/he shall be granted, on written request, a hearing before the Associate Vice President for Student Affairs and Dean of Students (or designee) or Provost (or designee) respectively.
5. In order for the request to be considered, it must be received in the Associate Vice President for Student Affairs and Dean of Students office or if the decision was made by the Provost it must be received in the Provost Office within five working days (when the university is in session) of the date of the summary suspension.
6. The hearing shall be held no later than ten working days (when the university is in session) of the date of the summary suspension.
7. The Associate Vice President for Student Affairs and Dean of Students (or designee) or the Provost's (or designee) decision regarding the Summary Suspension Hearing will be final and binding.
8. Hearings held by the Associate Vice President for Student Affairs and Dean of Students (or designee) or the Provost (or designee) on summary suspension will address the following issues only:
 - a. The reliability of the information concerning one student's conduct, including the matter of his/her identity.
 - b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat to himself/herself or to others or to the stability and continuance of normal university function.

STUDENT GRIEVANCE POLICY AND PROCEDURES

Purpose and Scope The purpose of this policy is to establish a Governors State University policy and procedures for student grievances in order to ensure due process and respect for individuals' rights. This grievance policy may be invoked in order to bring resolution to disputes. This policy applies to students admitted or enrolled at Governors State University.

Circumstances Surrounding Grievances University students are members of the academic community at Governors State University. As members of the academic community, students are entitled to all the rights and protections enjoyed by all members of society. Students are also subject to obligations by virtue of membership in the university community. As student members of the university community, students have a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment related to decisions rendered in academic and non-academic grievances.

Accrediting groups for the various academic majors at Governors State University have different standards and requirements regarding grievances which supersede the university's grievance policy and procedures. The student is responsible for contacting the Division/Department Chair or Dean's Office in the college where the issue related to filing the grievance took place.

This policy is applicable to student grievances regarding academic issues, such as faculty and/or administrator's professional judgment related to the issuance of final grades, academic advising, and other academic related matters.

This policy is applicable to student complaints regarding discrimination, harassment, or other unfair treatment related to non-academic issues.

ACADEMIC GRIEVANCES

Informal Resolution

- a. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern.
- b. The student must seek this informal resolution within fifteen working days (when classes are in session) of the occurrence of the issue. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division/department chair.

Filing a Grievance

To file an official academic grievance, the student:

- a. Must submit a written statement to the division/department chair of the college unit in which the course(s) is offered, within thirty days of the event which led to

the grievance. The written grievance must state the reasons for the grievance and the remedy that is sought.

- b. May request an extension of the thirty day time period in which a grievance must be filed. This request with rationale must be in writing to the division/department chairperson prior to the end of the thirty-day period.
- c. Upon receipt of the grievance, the division/department chair has seven working days to determine if the grievance has substance.

Determination of Grievances

Determination that the Grievance has No Substance

- If within seven working days (when classes are in session) after receiving the grievance, the division/department chair decides that the grievance does not have substance covered by these procedures, he/she shall so inform the student in writing with reasons.
- The student may appeal (except in cases in which the provost or designee) has rendered the decision) the division/department chair's decision of no substance to the dean/director in writing within ten working days (when classes are in session) of receipt of the division/department chair's decision.
- The decision of the dean/director shall be submitted in writing to the provost (or designee), the chairperson, and the student.
- The student may appeal the dean/director's decision to the provost (or designee) in writing within ten working days (when classes are in session) of receipt of the college dean/director's decision.
- The decision of the provost (or designee) is final and binding.

Determination that the Grievance has Substance

- Within seven working days (when classes are in session) after receiving the grievance and upon determining it has substance covered by the context of the procedures, the division/ department chair shall refer the grievance to the chair of the College Grievance Committee.
- The respondent must receive a copy of the grievance from the division/department chair after referring it to the chair of the College Grievance Committee.
- The Grievance Committee Chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five working days (when classes are in session) of receiving the grievance.
- If the Grievance Committee Chair is unable to mediate a satisfactory solution, he/she shall request in writing that the faculty/administrator involved submit a written response to the student's grievance.
- The response is to be received by the Grievance Committee Chair within seven days of the request (when classes are in session).

- The Grievance Committee Chair shall convene the student grievance committee within ten working days (when classes are in session) of receiving a written response from the faculty/administrator involved.

Composition and Election of College Grievance Committee Members

- a. Grievance committee faculty members must be volunteers approved by the college at the start of the academic year.
- b. Grievance committee student members shall be appointed by each college as needed.
- c. The College Grievance Committee shall have four tenured faculty members from the two divisions or at least two of the departments, as defined by the college structure, and two students. In the event that there are not four tenured faculty members available to serve from that college, faculty from another college may be selected. There should be four tenured faculty alternates and two student alternates in case a quorum cannot be achieved, or if a member of the committee must be excused. The committee should elect the chair.
- d. The term of the members shall be one academic year. Members may be re-elected for subsequent years.

College Grievance Committee/Grievance Hearing Guidelines

- a. Responsibility for establishing the validity of the grievance shall be upon the student.
- b. The student and/or the faculty/administrator may be accompanied by an advisor of his/her choice.
- c. Students must inform the grievance committee chair at least five working days in advance of the hearing if the grievant chooses to be represented by legal counsel at which time the Grievance Committee Chair will notify both the Division/Department Chair and Dean of the grievant's intent to bring legal counsel. In such cases, the university may also have legal counsel present.
- d. The hearing shall be private (closed), unless the student requests that it be open to members of the university community, and the request is approved by both the Grievance Committee and the Associate Vice President for Student Affairs and Dean of Students (or designee).
- e. The Grievance Committee Chair shall keep a written record of the hearing, which shall include:
 - the names of those present;
 - a copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
 - a record of the final recommendation of the committee and its rationale.
- f. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of others;
- g. Both grievant and respondent must have the opportunity to address the committee.

Recommendation(s) of the Grievance Committee

- a. No final recommendation shall be made by the committee and no testimony heard unless a majority of voting members is present.
- b. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
- c. The final recommendation of the College Grievance Committee shall include:
 - a statement concerning the validity of the alleged grievance;
 - a recommendation for resolving the grievance.
- d. Recommendations of the College Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division/department chair.

Division/Department Chair's Role Following Committee's Recommendation and Appeal

- a. The division/department chair may affirm, reverse, or ask the committee to reconsider its recommendations.
- b. The division/department chair may also request further information from the principals in the dispute in rendering a decision.
- c. The division/department chair will render a written decision to the grievant within ten working days (when classes are in session) of receipt of final documentation from the Grievance Committee.

Appeal of the Division/Department Chair's Decision

- a. If the decision by the division/department chair is unsatisfactory to the grievant, the grievant may request a review by the dean.
- b. The grievant's request must be made in writing within ten working days (when classes are in session) of receipt of the division/department chair's decision.
- c. The dean will submit a written decision within ten working days (when classes are in session) of receipt of the request to the grievant and the chairperson. If the respondent is a division/department chair, the dean will assume the functions of the division/department chair stated above. In this instance, appeals to the decisions of the dean shall be made to the provost or designee.
- d. The student may appeal this decision to the provost in writing no later than ten working days (when classes are in session) of receipt of the college dean's decision.
- e. The decision of the provost (or designee) is final and binding.
- f. If the respondent is a dean, the provost or designee will assume the functions of the division/department chair specified in items a. through e. above. In this instance, the University Academic Grievance Committee assumes the role of the college grievance committee.
- g. Recommendations from the University Academic Grievance Committee are submitted directly to the provost (or designee) whose decision is final and binding.

NON-ACADEMIC GRIEVANCES

Discrimination and Sexual Harassment

- Discrimination complaints based on race, color, national origin, religion, gender, ancestry, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veteran status, may be filed with the Director of Human Resources.
- Sexual Harassment in higher education (in accordance with the Illinois Human Rights Act) means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of creating an intimidating, hostile, or offensive educational environment. Students may file a complaint in accordance with policy. The complete policy is available online at www.govst.edu/policy.

Other Non-academic Issues/Complaints

Regarding other non-academic issues/complaints not covered above, students may file a written complaint with the Associate Vice President for Student Affairs and Dean of Students or his/her designee.

Filing a Complaint:

To file a complaint the student must submit a written statement to the Associate Vice President for Student Affairs and Dean of Students or his/her designee within 30 days of the date of occurrence. The written complaint must state the reasons for the grievance and the remedy that is sought.

Request for Extension of Filing a Grievance

The student may request an extension of the thirty day time period in which a complaint must be filed. This request, with rationale, must be in writing to the division/department chairperson prior to the end of the thirty-day period.

Determination of Complaints

Upon receipt of the complaint, the Associate Vice President for Student Affairs and Dean of Students or his/her designee has seven working days to determine if the grievance has substance.

Determination that the Complaint has No Substance

- If within seven working days (when classes are in session) after receiving the grievance, the Associate Vice President for Student Affairs and Dean of Students or his/her designee decides that the complaint does not have substance covered by these procedures, he/she shall so inform the student in writing with reasons.
- The decision of the Associate Vice President for Student Affairs and Dean of Students or his/her designee shall be submitted in writing to the provost (or designee) and the student by certified mail (return receipt requested).
- The student may appeal the Associate Vice President for Student Affairs and Dean of Students or his/her designee's decision to the provost (or designee) in writing within ten working days (when classes are in session) of receipt of the dean's decision.
- The decision of the provost (or designee) is final and binding.

Determination that the Complaint has Substance

- Within seven working days (when classes are in session) after receiving the complaint and upon determining it has substance Associate Vice President for Student Affairs and Dean of Students or his/her designee shall attempt to find a mutually satisfying solution by working with the student within ten working days (when classes are in session) of receiving the grievance.
- If the Associate Vice President for Student Affairs and Dean of Students or his/her designee is unable to mediate a satisfactory solution, he/she shall review the facts and make a decision regarding the student's complaint.
- The decision of the Associate Vice President for Student Affairs and Dean of Students or his/her designee shall be submitted in writing within seven days of the request (when classes are in session) to the provost (or designee) and the student.
- The student may appeal the Associate Vice President for Student Affairs and Dean of Students or his/her designee's decision to the provost (or designee) in writing within ten working days (when classes are in session) of receipt of the dean's decision.
- The decision of the provost (or designee) is final and binding.

Statement of Review - This policy is to be reviewed minimally once every five years by a committee appointed by the Student Senate.

COPYRIGHT LAW

United States Copyright Office

(part of the Library of Congress)

www.loc.gov/copyright/

The Copyright Office web page contains fact sheets on United States Copyright law, search engines for searching registrations and documents, information on licensing, information on how to register, and record works, as well as other information.

Copyright Office Circulars available at *www.copyright.gov/circs/*:

Circular 1 - Copyright Basics

Circular 2 - Publications on Copyright

Circular 6 - Access to and Copies of Copyright Office Records and Deposits

Circular 7d - Mandatory Deposit of Copies or Phonorecords for the Library of Congress

Circular 15a - Duration of Copyright

Circular 15t - Extension of Copyright Terms

Circular 21 - Reproduction of Copyrighted Works by Educators and Librarians

Circular 22 - How to Investigate the Copyright Status of a Work

Circular 23 - The Copyright Card Catalog and the Online Files of the Copyright Office

Circular 38a - International Copyright Relations of the United States

Circular 55 - Copyright Registration for Multimedia Works

Circular 61 - Copyright Registration for Computer Programs

Circular 66 - Copyright Registration for Online Works

IPWatchdog.com Copyright Law for Academics *www.ipwatchdog.com*

Copyright and Fair Use in Instruction Resources

Reproduction of copyrighted material without the permission of the copyright owner is illegal and is an important issue for the academic community. The application of “fair use” rights under Section 107 USC (U.S. Copyright Law) does not automatically give free license for all educational copying. Without understanding the copyright laws and their application in the academic setting, Governors State University faculty members, staff, and students are at risk for violating the rights of the authors and publishers of the material being duplicated. There are legal cases which have tested the educational use of copyright protected works. Notable cases can be found in the *Copyright Law for Academics* section of *ipwatchdog.com* (www.ipwatchdog.com/copyedu.html#f5).

There is a disagreement between publishers, the educational community, and library community regarding the development of guidelines for the digital environment. The weighing of the four factors in applying fair use in Title 17 Section 107 USC will often result in a decision to request permission from the copyright owner for the use of materials. The University Library’s policies are formulated to comply with the law, and set standards for library services.

Many other issues related to copyright are important in the scholarly community, such as the licensing of software, downloading and sharing files from the Internet, creation of intellectual property using university resources, and the use of videotaped presentation in the classroom.

Please consult with the information materials available in the Library, or contact the Reference Desk for more information.

Disclaimer: This is offered as an educational resource only, and does not have the authority of legal advice or opinion.

DRUG AND ALCOHOL ABUSE/DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Consistent with its educational mission, Governors State University is committed to providing education about the effects of the use of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse of these substances. Counselors in the Academic Resource Center provide referrals for students needing assistance with drug and/or alcohol issues. The

Department of Public Safety and the Academic Resource Center also have preventative education materials available.

Purpose

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

Standards of Conduct

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

Disciplinary Sanctions - Students

The following disciplinary sanctions consistent with local, state, and federal law may be imposed for violation of the standards of conduct cited in this policy: warning; loss of privilege; restitution; mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry program; probation; suspension; summary suspension; or dismissal. Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed. 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 Code** (www.govst.edu/policy) and as follows:

Treatment

The university has professional counseling staff in the Academic Resource Center to provide initial counseling assistance to students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. Those students who seek university counseling assistance will also be referred to an appropriate community treatment program for more in-depth assessment and treatment if required. Because Governors State University is a nonresidential/commuter institution, students represent a broad geographical service region. The university has resources to assist with appropriate referral to counseling agencies and health facilities to reflect this broad region.

University Disciplinary Sanctions

The Student Conduct Code prohibits the use, possession, and distribution of, or being under the influence of drugs or alcohol, except as permitted by institutional policy or law. Students charged and found to be in violation of the Student Conduct Code (www.govst.edu/policy) are subject to the imposition of a range of official disciplinary sanctions. One or more sanctions consistent with

local, state, and federal law may be imposed for violation of the standards of conduct cited in this policy:

Warning: Notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

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

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

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

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

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

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

Students may be **accountable to civil authorities** as well as to the university for acts which constitute violations of local, state, or federal law. Where appropriate, referral for prosecution may be made. Disciplinary action at the university will normally proceed during the pending of

criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident(s) have been dismissed or reduced.

State and Federal Legal Sanctions

A number of Illinois and federal criminal statutes provide extended definitions of what constitutes illegal possession, use, and distribution of alcohol and drugs. Definitions of legal sanctions under Illinois law for the unlawful possession, use, and distribution of illicit drugs and alcohol are included in (720 ILCS 570/) Illinois Controlled Substance Act.

Effects/Dangers of Drugs

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

USE OF ALCOHOL ON CAMPUS

Pursuant to the Board of Trustees Regulations, the President has approved the following policies regarding the delivery, possession, use or consumption of alcoholic beverages (collective “Use of Alcohol”) on Governors State University’s property or under University supervision, and at University sponsored or sanctioned events held on or outside the GSU campus:

1. Any Use of Alcohol is subject to this policy and all applicable federal, state, and local regulations, including, specifically, limitations on legal age.
2. Use of Alcohol at university-sponsored events is prohibited unless approved, in writing, by the President or the Director of Public Safety, acting as the President’s designee prior to the Use of Alcohol at any GSU event.
3. Approvals for the Use of Alcohol at university events shall be limited to specific times and places.
4. The sale of alcoholic beverages at university events is prohibited and will not be approved.
5. Personal consumption, possession, or display of alcoholic beverages is prohibited in university public places.
6. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on university property or property supervised by the university may be subject to disciplinary action under university policies, and/or legal action.
7. The purchase of alcoholic beverages with appropriated State of Illinois funds is strictly prohibited.

When permitted under this policy, the use of alcoholic beverages on university premises is a privilege which may be withdrawn, and only be permitted when such use will not interfere with the decorum and academic environment of the university.

The policies and procedures located in this handbook are provided for the convenience of the reader, but are unofficial as included here. For a full listing of official GSU policies, visit www.govst.edu/policy. For additional information on procedures, see the Governors State University Catalog at www.govst.edu/catalog.