



# Student Handbook

2009 - 2010

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](http://www.govst.edu/policy). For additional information on procedures, see the Governors State University Catalog at [www.govst.edu/catalog](http://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 Services**

### **Academic Computing Lab**

D2431

708.534.5370

[www.govst.edu/acs](http://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**

B1215

708.534.4508

[www.govst.edu/arc](http://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

## **ACCESSS**

Room A2122

708.235.7377

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

ACCESSS is an acronym for Access to a College Education Student Support Services. This program is designed to help Governors State University students make most of their college years by offering the academic and counseling support. ACCESSS guides and assists students during their baccalaureate education and encourages them to seek postgraduate degrees.

ACCESSS is one of the TRIO programs, which offers educational opportunity for low-income, first generation, and disabled Americans funded under Title IV of the Higher Education Act of 1965.

## **Bookstore**

708.534.4558

Toll-free: 877.525.6578

[www.govst.edu/bookstore](http://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](http://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](http://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

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 C1310

708.534.4480

[www.govst.edu/finaid](http://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

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.

## **Latino Center for Excellence**

A2101

708.534.4553

*www.govst.edu/latinocenter*

The Title V Cooperative Grant Latino Center for Excellence at GSU supports Hispanic students through graduation and ensures that they are prepared to face the professional challenges of a highly competitive society. LCE services include assistance in the transition to GSU from other institutions, increasing the university's personnel cultural competence, and training professors on inclusive teaching techniques to engage and enhance the learning process.

Additional services to students include:

- Mentorship
- Individual Advising
- Access to enrichment seminars
- Access to dedicated computer lab

The Center is funded through a Title V Collaborative Grant from the U.S. Department of Education and in partnership with Morton College in Cicero, Illinois.

## **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**

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](http://mygsu.govst.edu/ics)

### **Recreation/Fitness Center**

Room A-1106

708.534.4945

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

Free membership to currently enrolled students.

Paid memberships available for family members.

- Swimming pool
- Fitness room
- Gymnasium
- Racquetball court
- Fitness classes

### **Registrar**

C1300

708.534.4500

[www.govst.edu/register](http://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](http://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 Clubs and Organizations**

708.534.4552

[www.govst.edu/studentlife](http://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 Involvement at 708.534.4552.

## **Student Commons**

A 2140

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

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

## **Student Life Unit**

*www.govst.edu/studentlife*

## **University Library**

*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.

## **Welcome Center**

Room D1429

708.534.4550

- Student ID cards
- Student lockers
- Student handbook
- Post notices on campus bulletin boards

## **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 Academic Services Posting Policy**

Prior approval by the Director of Student Involvement and Leadership 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. Sodexo, 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 by the Director of Student Involvement and Leadership.

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 eleven (11) 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 eleven (11) 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 Involvement and Leadership 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 [www.govst.edu/cleryact](http://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

Associate Vice President for Student Affairs and Dean of Students: 708.235.7594

Non-emergency from other phones: 708.534.4900

Non-emergency from campus telephone: 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](http://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](http://www.govst.edu)); and broadcasted voice message through speakers on campus telephones (Berbee). The soon to be implemented School Messenger System will enable 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; or
- Take shelter in a steel-framed or reinforced concrete building;
- Avoid buildings with wide-span roofs; and
- 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 is published in the university catalog, [www.govst.edu/catalog](http://www.govst.edu/catalog) and in the Office of the Provost, [www.govst.edu/policy](http://www.govst.edu/policy). Questions regarding FERPA should be directed to the Registrar, room C1300, 708.534.4500.

## **Definitions**

A **student** is defined as a person who is or has been enrolled at Governors State University on campus and/or off campus, and for whom the university maintains education records.

The term **enrolled** is defined as having registered and paid tuition and fees. The definition includes enrollment in mediated instruction courses, independent study, and correspondence study. For the purpose of this policy only, any student attending Governors State University will be considered to be an adult and to have sole control over the release of his/her information except as provided in this policy.

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

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

**Student information** means any information contained in an education record as defined above. Personally identifiable information includes but is not limited to the following:

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

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

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

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

## **Identification, Description, and Location of Records**

### **Academic Records**

The Office of the Registrar maintains records relating to the student's application for admission or readmission to the university, transfer credit evaluation, and other data pertinent to the student's admissibility. This office also maintains the official academic record of a student. It is a cumulative history of the student's admission, registration, and academic performance.

Certain demographic and biographic information is also kept for identification, for enrollment, and research-related purposes, or as required for reporting purposes. For information, contact the registrar, Office of the Registrar at 708.534.4500.

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

- Dean, College of Arts and Sciences, 708.543.4101
- Dean, College of Business and Public Administration, 708.534.4930
- Dean, College of Education, 708.534.4050
- Dean, College of Health and Human Services, 708.534.4388
- School of Extended Learning, 708.534.4099

### **Financial Records**

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

Financial Services and Comptroller's Office: 708.235.3990

Cashier's Office: 708.534.4055

The Office of Financial Aid maintains records of students receiving loans, grants, VA benefits, or other forms of aid along with scholarship information and some academic data. It also maintains records pertinent to student employment. For information concerning these records, contact the director of Financial Aid at 708.534.4480.

### **Counseling/Testing/Tutoring**

The Academic Resource Center maintains records of services that office provides. For information concerning these records, contact the Academic Resource Center at 708.534.4508

### **Disciplinary Records**

The Office of the Associate Vice President for Student Affairs and Dean of Students or designee maintains records of disciplinary action which has been taken against a student. For information concerning these records, contact the Associate Vice President for Student Affairs and Dean of Students or designee at 708.235.7595.

### **Career-Related Records and Job-Placement Records**

The Governors State University Office of Career Services recommends online credential services through Interfolio, *www.interfolio.com*, a web-based credential file management system. Interfolio is an affordable and convenient way for students and alumni from the College of Education and secondary education majors from the College of Arts and Sciences to establish a credential file to apply for teaching positions. In addition, Ph.D. candidates may also wish to use Interfolio as a way to send academic credentials to a search committee or an undergraduate student may use Interfolio to send application materials to graduate and professional schools. For more information, call the Office of Career Services at 708.235.3974.

## **Access to Records**

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

A student may be required to submit the request in writing to the appropriate office and will be required to present appropriate identification. The appropriate office shall comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request. Original records may not be removed from any office where they are maintained.

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

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

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

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

## **Disclosure of Information from Education Records**

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

1. The student himself/herself.
2. University personnel whom the institution has determined to have legitimate educational interests. The head of the unit from which the records are sought will determine the sufficiency of the need for student information.

- a. University personnel are those members of the institution who act in the student's educational interest within the limitations of their need to know and who may include faculty, administrators, clerical and professional employees, and other persons who manage student record information. Legitimate educational interest means the demonstrated need to know to permit the performance of their assigned duties and responsibilities, including, but not limited to, teaching, research, academic advising, record keeping, and various student support services.
  - b. Student information supplied, in any format or medium, to any Governors State University personnel or units, is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect the confidentiality of student information they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All GSU personnel should be alert to refer promptly to the appropriate unit's requests for transcripts, certifications, or other information. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their area of responsibility.
3. Officials of other schools in which the student seeks or intends to enroll, or in which the student is currently enrolled or receiving services from, if there is a legitimate need. The head of the unit from which the records are requested will determine the sufficiency of the need. The university will make a reasonable attempt to notify the student before disclosure. A copy of any information sent will be provided to the student upon request.
4. Faculty or staff conducting student characteristics research, providing the research project has the written approval of the academic dean or vice president sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
5. Certain state or federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the university participates, with the guarantee that the identity of the students will be protected and that the information will be destroyed when no longer needed for the purposes for which it was provided.
6. State and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosure.
7. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student will be protected and that the information will be destroyed when no longer needed for the purposes for which the study was conducted.
8. In connection with financial aid for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the aid, to determine the conditions for the aid, or to enforce the terms and conditions of the aid.

- Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student will be protected.
9. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
  10. Be in compliance with a judicial order or lawfully issued subpoena, the university will make a reasonable effort to notify the student in advance of compliance.

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

The written consent required by this section must be signed and dated by the student and must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to this section, the appropriate record-keeping office will, upon request, provide the student a copy of the records which were disclosed.

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

**Disclosure of Directory Information:** Directory information pertaining to individual students may be released at the discretion of the university. The definition of directory information will be published in the university catalog or other designated publication each academic year. Students may notify the Registrar in writing they do not want directory information disclosed without prior written consent. The request for not disclosing information will be honored until otherwise notified by the student in writing. The procedural requirements of this section do not apply to the disclosure of directory information from the education records of an individual who is no longer enrolled at the university.

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

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

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

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

### **Challenging the Contents of an Education Record**

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

**NOTE:** Academic grievances are covered in the university’s **Grievance Procedures for Academic Matters** available at [www.govst.edu/policy](http://www.govst.edu/policy) and not by this policy.

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

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

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

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

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

### **Right to File Complaints**

If a student thinks that his/her rights have been violated, he/she should first file a complaint with the head of the unit which maintains the records in question. If, after exhausting all internal remedies available within the university, the student still thinks that his/her rights have been violated, written complaints can be filed with the following office:

Family Policy and Regulations Office

U.S. Department of Education

Washington, D.C. 20202

A written complaint to the Family Policy and Regulations Office must contain specific allegations of fact which have led the student to believe that a violation of the Family Educational Rights and Privacy Act has occurred. The Family Policy and Regulations Office will notify the complainant and the University of the receipt of the complaint and an investigation will follow.

### **Destruction/Disposal of Records**

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

Explanations placed in the record and the record of disclosure of information must be maintained as long as the record to which it pertains is maintained. Persons in charge of student records should ensure that only pertinent items are retained in a student's record.

## **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
Associate Vice President for Student Affairs and Dean of Students:	Dial 708.235.7594

A supervisor, division/department chair, dean, 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.

## **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](http://www.govst.edu/policy).

## **Interim Student Conduct Code Policy and Procedures**

### **Conduct Code Policy, Sanctions, and Procedures**

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 grievance policy and procedures. Please check with the appropriate division/department chair or dean's office in your college regarding a grievance policy and procedures specific to your academic major.

As a university student, you are a member of the academic community at Governors State University. As a member of the academic community, you are entitled to all the rights and protections enjoyed by all members of society. You are also subject to obligations by virtue of your membership in the university community. You are also subject to all civil laws, the enforcement of which is the responsibility of duly constituted civil authorities. When you violate a university regulation, you are subject to disciplinary action by the university whether or not your conduct violates civil laws. When you violate civil law off campus, you may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general laws, but when a violation of the law also adversely affects the orderly operation of the university, the university may enforce its own regulations regardless of any civil proceedings or dispositions. University action will be initiated only when the institution's interest as an academic community is clearly involved.

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

### **Code of Conduct**

1. Governors State University recognizes the basic rights and responsibilities of the members of the university and accepts its obligation to preserve and protect those rights and responsibilities. Further, the university must provide for its members the opportunities and protections which best serve the nature of the educational process. The Student Conduct Code governing the behavior of students of the university must ensure the basic rights of the individual as well as the practical necessities of the community.
2. The code must also prohibit or limit acts which interfere with the basic purposes, necessities, or processes of the university, or with the rights of its members.
3. Finally, the code must reconcile the principles of maximum freedom and necessary order. The student conduct regulations which follow are set forth to give students general notice of prohibited conduct. These regulations are intended as a guide and are not meant to define misconduct in every circumstance. They apply to actions on university premises and at university-sponsored activities off campus.

### **Conduct Prohibitions**

Academic/non-academic misconduct is defined as:

1. 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.
2. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
3. Furnishing false or misleading information to the university.
4. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
5. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
6. 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.
7. Willfully damaging or destroying property of the university.
  8. Use, possession, or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
  9. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
  10. Knowingly violating terms of any disciplinary sanction imposed in accordance with the code.
  11. Failure to comply with the directions of university officials, including campus police officers acting in performance of their duties.
  12. Forgery, unauthorized alteration, or unauthorized use of any university document or identification card.
  13. Unauthorized presence in or use of university premises, facilities, or properties.
  14. Theft or damage to public or private property.
  15. Misuse of university computer systems, laboratories, equipment, or software in violation of university policies.
  16. 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**

1. Cases delineated in #2 through #16 above, 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.
2. Cases of alleged academic misconduct shall be handled by the respective collegial unit, except recommendations for probation, suspension, or dismissal, which 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 compose 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 trimester of enrollment, except as noted under Disciplinary Suspension and Disciplinary Dismissal.

1. **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.
2. **Disciplinary Probation** - Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the university. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the university is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may

result in further disciplinary action. While on disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university offices.

3. **Disciplinary Suspension** - Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of university facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for registration in compliance with the academic good standing policy then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.
4. **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.
5. **Loss of Privilege** - Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).
6. **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 events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).
7. **Summary Suspension** - A summary suspension requires that a student immediately leave the campus.

## **Procedures for Filing Charges for Academic Misconduct**

(Procedures for Faculty to Take Action 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.

If the issue is not resolved informally as described above, then the faculty member must notify the student in writing, by both certified letter and regular mail, of the alleged misconduct within fifteen working days (when the university is in session) of discovering the misconduct, or 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.
3. 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.
  4. If action is to be taken to reduce or change a grade, the faculty member must send written notification both by certified and regular mail (with Return Receipt Requested) to the student with copies to the division/department chairperson, and the college dean within ten working days (when the university is 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.

### **Student Appeal Process for Reduced Grade**

The student may appeal the faculty member's action of reducing a grade through the academic grievance procedures.

### **Division/Department Chair and College Dean Responsibilities to Determine Violation**

Consideration may be referred to the Conduct Code 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. Within ten working days (when the university is in session) of the date of the faculty member's request for a meeting with the division chair.
3. The division/department chair and faculty member will meet to determine if the misconduct is perceived as warranting additional disciplinary sanctions.
4. If it is determined that no further action is warranted, the student will be notified of this in writing both by certified and regular mail.
5. If the misconduct is perceived as warranting additional disciplinary sanctions, the division/department chair will forward this recommendation 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 Dean of Student Affairs and Services 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 time line of ten working days applies.

# **Academic Misconduct Procedures for Violation Which Warrant Disciplinary Sanctions and Non-Academic Misconduct Procedures for Violations which Warrant Disciplinary Sanctions**

**(Referrals from 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. 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.
2. Non-academic violations of the university standards of conduct will normally be 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.
3. 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 a violation of the university standards of conduct related to an academic matter by someone other than a division 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 procedures outlined above regarding academic grievances.
4. 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 conduct hearing as delineated below.
5. The Associate Vice President for Student Affairs and Dean of Students or designee shall be responsible for all administrative details involved in student conduct. For academic misconduct issues, this applies to misconduct issues once they have been referred to the Associate Vice President for Student Affairs and Dean of Students or designee by the appropriate dean.
6. 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.
7. Within ten working days (when the university is in session) from the notification of the conduct code violation, the Associate Vice President for Student Affairs and Dean of Students or designee will inform the student of the charges against him via both certified and regular mail and advise the date, time, and place that a disciplinary hearing is scheduled which complies with the ten working days requirement (when the university is in session).
8. Simultaneously with #5 above, within ten working days (when the university is in session) from the notification of the conduct code violation, the Associate Vice President for Student Affairs and Dean of Students or designee will notify the

chairperson of the Student Conduct Committee of the violation and advise the date, time, and place that a disciplinary hearing is scheduled which complies with the ten working days requirement (when the university is in session).

9. The Associate Vice President for Student Affairs and Dean of Students or designee will notify the student in writing per both certified and regular mail of the date and time of the hearing at least five working days in advance of the hearing.

### **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.
2. Membership: 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 may excuse themselves from hearing any case in which they feel they could not render an impartial judgment.

### **Procedures for 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 hearing(s).
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 dean of Student Affairs and Services has the right to reschedule the hearing.
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 designee 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 thereto.
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, including the accused person.
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 audiotape recording shall be made of the hearings and the chairperson of the committee shall prepare a summary thereof. 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 the university is 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.
18. The student may appeal the decision of the Associate Vice President for Student Affairs and Dean of Students or designee by submitting a written request for review to the provost. The provost or designee must review the request within ten school days of the dean's decision. The decision of the provost or designee is final and binding.

### **Procedures for Student Appeals of Disciplinary Action**

1. If a student questions the fairness of the disciplinary action taken by the Associate Vice President for Student Affairs and Dean of Students or designee, she/he shall be granted, on written request, a hearing before the provost or designee (unless this right has been waived by the student in writing).

2. In order for the request to be considered, it must be received in the Associate Vice President for Student Affairs and Dean of Students or designee office within ten working days (when the university is in session) of the date of the notification to the student.

### **Removal of Student from Campus Prior to 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 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 or if the decision was made by the provost it must be received in the Provost's 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.

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

## **Academic Grievances**

As a university student, the student is a member of the academic community at Governors State University. As a member of the academic community, the student is entitled to all the rights and protections enjoyed by all members of society. He/she is also subject to obligations by virtue of his/her membership in the university community. As a student member of the university community, the student has a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment related to the issuance of grades, academic advising, and other academic related issues.

*Note: The accrediting groups for the various academic majors at Governors State University have different standards and requirements regarding grievances, which supersede the university's grievance policy and procedures. Please check with the Division/Department chair or Dean's Office in your college regarding a grievance policy and procedures specific to your academic major.*

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

### **Informal Resolution**

1. 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.
2. The student must seek this informal resolution within fifteen working days (when the university is 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**

1. To file an official academic grievance, the student must submit a written statement to the division/department chair of the collegial unit in which the course(s) is offered.
2. The division/department chair must receive the written grievance statement within thirty days of the event which led to the grievance.
3. The written grievance must state the reasons for the grievance and the remedy that is sought.

### **Request for Extension of Filing a Grievance**

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

### **Determination if the Grievance is an Issue of Substance**

Upon receipt of the grievance, the division/department chair has seven working days to determine if the grievance is an issue of substance.

### **Determination Grievance Is Not an Issue of Substance**

1. If within seven working days (when the university is in session) after receiving the grievance, the division/department chair decides that the grievance does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons.
2. 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 the university is in session) of receipt of the division/department chair's decision.
3. The decision of the dean/director shall be submitted in writing to the provost (or designee), the chairperson, and the student.
4. The student may appeal the dean/director's decision to the provost (or designee) in writing within ten working days (when the university is in session) of receipt of the college dean/director's decision.
5. The decision of the provost (or designee) is final and binding.

### **Determination Grievance Is an Issue of Substance**

1. Within seven working days (when the university is in session) after receiving the grievance and upon determining it represents an issue of substance covered by the context of the procedures, the division/ department chair shall refer the grievance to the chair of the Collegial Grievance Committee.
2. The grievance 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 the university is in session) of receiving the grievance.
3. If the grievance 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.
4. The response is to be received by the grievance chair within seven days of the request (when the university is in session).
5. The grievance chair shall convene the student grievance committee within ten working days (when the university is in session) of receiving a written response from the faculty/administrator involved.

### **College Grievance Committee/Grievance Hearing Guidelines**

1. Responsibility for establishing the validity of the grievance shall be upon the student.
2. An advisor of his /her choice may accompany the student and/or the faculty/administrator.
3. 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.

4. The hearing shall be closed, except when both parties agree that it should be open.
5. The grievance 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.
6. 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.
7. Both grievant and respondent must have the opportunity to address the committee.

### **Recommendation(s) of the Grievance Committee**

1. The committee shall make no final recommendation and no testimony heard unless a majority of voting members are present.
2. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
3. The final recommendation of the collegial Grievance Committee shall include:
  - a statement concerning the validity of the alleged grievance;
  - a recommendation for resolving the grievance.
4. Recommendations of the collegial 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**

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

### **Appeal of the Division/Department Chair's Decision**

1. If the decision by the division/department chair is unsatisfactory to the grievant, the grievant may request a review by the dean.
2. The grievant's request must be made in writing within ten working days (when the university is in session) of receipt of the division/department chair's decision.
3. The dean will submit a written decision within ten working days (when the university is in session) of receipt of the request to the grievant and the chairperson. (If the respondent is a division/department chair, the collegial 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.)
4. The student may appeal this decision to the provost in writing no later than ten working days (when the university is in session) of receipt of the college dean's decision.
5. The decision of the provost (or designee) is final and binding.

6. If the respondent is a dean, the provost or designee will assume the functions of the division/department chair specified in the preceding section G. 1 through 3 above. In this instance, the University Academic Grievance Committee assumes the role of the collegial grievance committee.
7. Recommendations from the University Academic Grievance Committee are submitted directly to the provost (or designee) whose decision is final and binding.

## **Non-Academic Grievances**

This policy is applicable to student complaints regarding discrimination, harassment, or other unfair treatment related to non-academic issues. As a university student, you are a member of the academic community at Governors State University. As a member of the academic community, you are entitled to all the rights and protections enjoyed by all members of society. You are also subject to obligations by virtue of your membership in the university community. As a student member of the university community, you have a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment related to non-academic issues.

**Regarding specific issues, such as those listed below students may file a complaint with the Director of Human Resources.**

- a) Discrimination based on race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status.
- b) Sexual Harassment in higher education means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of creating an intimidating, hostile, or offensive educational environment, or when the higher education representative either explicitly or implicitly makes the student's submission to or rejection of such conduct a basis of determining:
  - i) whether the student will be admitted to an institution of higher education,
  - ii) the educational performance required or expected of the student,
  - iii) the attendance or assignment requirements applicable to the student,
  - iv) to what courses, fields of study or programs, including honors and graduate programs, the student will be admitted,
  - v) what placement or course proficiency requirements are applicable to the student,
  - vi) the quality of instruction the student will receive,
  - vii) what tuition or fee requirements are applicable to the student,
  - viii) what scholarship opportunities are available to the student,
  - ix) what extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate,
  - x) any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled,
  - xi) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled, or
  - xii) what degree, if any, the student will receive.

**Regarding other non-academic issues/complaints, which are 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:**

1. 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.
2. The written complaint must state the reasons for the grievance and the remedy that is sought.

**Request for Extension of Filing a Grievance:**

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

**Determination if the Complaint is an Issue of Substance:**

- 1) 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 is an issue of substance.
- 2) Determination Complaint Not an Issue of Substance:
  - a. If within seven working days (when the university is 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 represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons.
  - b. The student may appeal (except in cases in which the provost or designee has rendered the decision) the Associate Vice President for Student Affairs and Dean of Students or his/her designee's decision of no substance to the Provost/Vice President of Academic Affairs in writing within ten working days (when the university is in session) of receipt of the decision.
  - c. 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.
  - d. 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 the university is in session) of receipt of the decision.
  - e. The decision of the provost (or designee) is final and binding.
- 3) Determination the Complaint is an Issue of Substance:
  - a. Within seven working days (when the university is in session) after receiving the complaint and upon determining it represents an issue of substance the 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 the university is in session) of receiving the grievance.

- b. 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.
- c. 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 the university is in session) to the provost (or designee) and the student.
- d. 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 the university is in session) of receipt of the dean's decision.
- e. 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/](http://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/](http://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](http://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](http://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](http://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](http://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.