

Department of Nursing Student Nursing Handbook Undergraduate Program 2025-2027



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Congratulations! The fact that you are reading this handbook means that you have taken the first step toward earning your bachelor's degree in nursing. Learning is lifelong and we are pleased that you have chosen the Nursing Program at Governors State University (GovState) as the place to continue your education. GovState has been a leader in quality affordable nursing education in the South Suburban area for decades. GovState graduates can be found in a variety of health care settings, making significant contributions throughout the metropolitan area.

Please consult the most recent [Governors State University Catalog](#) for additional information regarding the university, its programs, courses, and faculty. Also, you should obtain a copy of the Student Handbook University website: <https://www.govst.edu/student-handbook-and-policies>

The right is reserved to change tuition and fees, to add or delete courses, to revise instructional assignments, or to change regulations, requirements, or procedures where such changes are thought to be in the best interests of the university.

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GOVERNORS STATE UNIVERSITY

History

Governors State was chartered by the General Assembly in 1969. It is designed to serve undergraduate transfer students, and those seeking master's degrees and doctoral degrees.

The university's main campus is located in University Park, thirty-five miles south of Chicago and easily accessible by car or commuter train. The campus is located on 750 acres of wooded landscape with several lakes and nature trails and includes the nationally renowned Nathan Manilow Sculpture Park.

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

Role and Mission

Governors State University's primary mission is teaching. It provides an affordable and accessible undergraduate and graduate education to its culturally and economically diverse lifelong learners. The liberal arts and sciences are the foundation of the university's academic programs, which generally emphasize professional preparation.

GovState will create an intellectually stimulating public square, serve as an economic catalyst for the region, and lead as a model of academic excellence, innovation, diversity and responsible citizenship.

Governors State University (GovState) is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

Accreditation

Governors State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs, and many programs are accredited by their respective professional accrediting agencies.

The baccalaureate, master's and degree programs in nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Governance

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

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

Refer to the university's current [catalog](#), [Leadership and Governance](#) and [The Student Handbook](#) for further information.

SECTION I

Introduction to the Department of Nursing

THE DEPARTMENT OF NURSING

The mission statement, philosophy, conceptual framework, and goals of the Nursing Program provide the framework for the baccalaureate, master's, post-master's certificate, and doctoral curricula.

Mission Statement

To provide an accessible, quality professional nursing education which will: Foster the acquisition of professional knowledge, values, and skills; facilitate the development of leadership, professional vision, and advocacy to promote quality in health care for diverse and underserved populations; and prepare nursing professionals to practice evidence-based nursing in a dynamic healthcare environment.

Philosophy

The faculty of the Department of Nursing, in accordance with the mission statement of Governors State University, accepts responsibility and accountability for the preparation of students for the first professional degree of baccalaureate, the master's, and the terminal professional practice degree, doctor of nursing practice (DNP). The faculty contributes to the profession, and to meeting the educational needs of the university's service region and the State of Illinois through teaching, research, and service.

The nursing faculty supports values and beliefs about humankind, society, health, nursing, nursing education, nursing practice, and the teaching/learning process. The following statements present the beliefs, which have been the basis of our program's development.

Humans are biological, psychological, social, cultural, and spiritual beings who exist in a dynamic relationship with an ever-changing environment, and have the potential for continued personal development, behavioral change, and self-direction throughout the life span. Furthermore, human beings are open, living systems using innate and acquired adaptive mechanisms to attain and maintain stability of health and well being.

Society is characterized by philosophical, cultural, economic, scientific, and political diversity, and encompasses all those dynamic forces that affect the quality of a person's life and health. Society also creates change and stress to which one must respond. The faculty believes that society exists for the benefit of humankind: that is, for individuals, families, groups, and communities.

Health is a dynamic state of being, reflective of the individual, the family, and the community's level of functioning. It is influenced by hereditary and environmental factors, as well as by actions taken (or not taken) to achieve one's own maximum potential for wellness. Health exists on a continuum from wellness to illness, and is a response to the interrelationships of biological, psychological, social, economic, cultural, environmental, and spiritual factors.

The levels of prevention of illness and disease are primary, secondary, and tertiary. In order to promote wellness and facilitate health, nursing care may become necessary at any point on the wellness-illness continuum. In the same regard, because the services needed to maintain health are the basic rights of every person, entry into the health care system may occur at any point on the wellness-illness continuum.

Nursing is a practice discipline, having its own body of knowledge drawing from the humanities, social sciences, and the natural sciences. Nursing practice interfaces with human systems processes as they interrelate in a complex hierarchy of individuals, families, groups, organizations, communities, and societies. The purpose of nursing is health promotion, restoration to maximum health, and maintenance at the maximum level of health. The faculty believes that health promotion involves the prevention of disease and injury, the promotion of positive adaptation in living, the care of the ill, the facilitation of optimal levels of health, and to assisting people to face death with dignity.

Nursing is an independent and interdependent discipline, interacting with the total health care delivery system. Independence is fostered through the framework of the nursing process. This process consists of assessment, diagnosis, planning, implementation, and evaluation. Competency in the use of this process is dependent upon a knowledge base that guides the nurse's judgment and decisions for the care of individuals and groups in a variety of settings. Interdependence is fostered through the process of collaboration.

The impact of society, the health care system, and the profession itself have influenced professional nurses to assume greater responsibility, accountability, and autonomy of practice. Members of the profession have the responsibility to use research findings in nursing care of clients, to conduct scientific investigations to improve quality of health care, and to further develop and refine nursing theories.

As a leader resource person, the nurse is who facilitates individuals and groups to make informed health care decisions and helps clients initiate their own entry into the health care delivery system. The nurse is responsible for defining and improving standards and scope of nursing practice and its contribution to society.

Education is a dynamic lifelong process, which provides for the acquisition of knowledge and understanding, the powers of reasoning and discriminatory judgment. The aim of education is to prepare the person to fulfill personal and professional goals. Professional education is based upon liberal and specialized preparation, building on previous experience and learning. Professional education is necessary for the practice of nursing and is committed to the values of collegiality and continued growth toward expert practice.

Adult learners participate in the identification of the educational needs and goals, and the evaluation of progress in meeting their goals. Faculty serves as facilitators in identifying objectives, learning activities, and needed skills for personal and professional growth. The learning process is fostered in an environment which encourages self-direction, scientific investigation, conceptualization, and decision-making, as well as a free exchange between the teacher and the learner. Diversity of motivating forces, especially with minority, female, and economically disadvantaged learners, is recognized, and provides the opportunity to explore new and challenging experiences. The nursing faculty believes that every individual has the potential for learning, and the principles of learning are the same for both the teacher and the learner. The learners experience a potential and/or actual change in behavior as a result of the active process of learning.

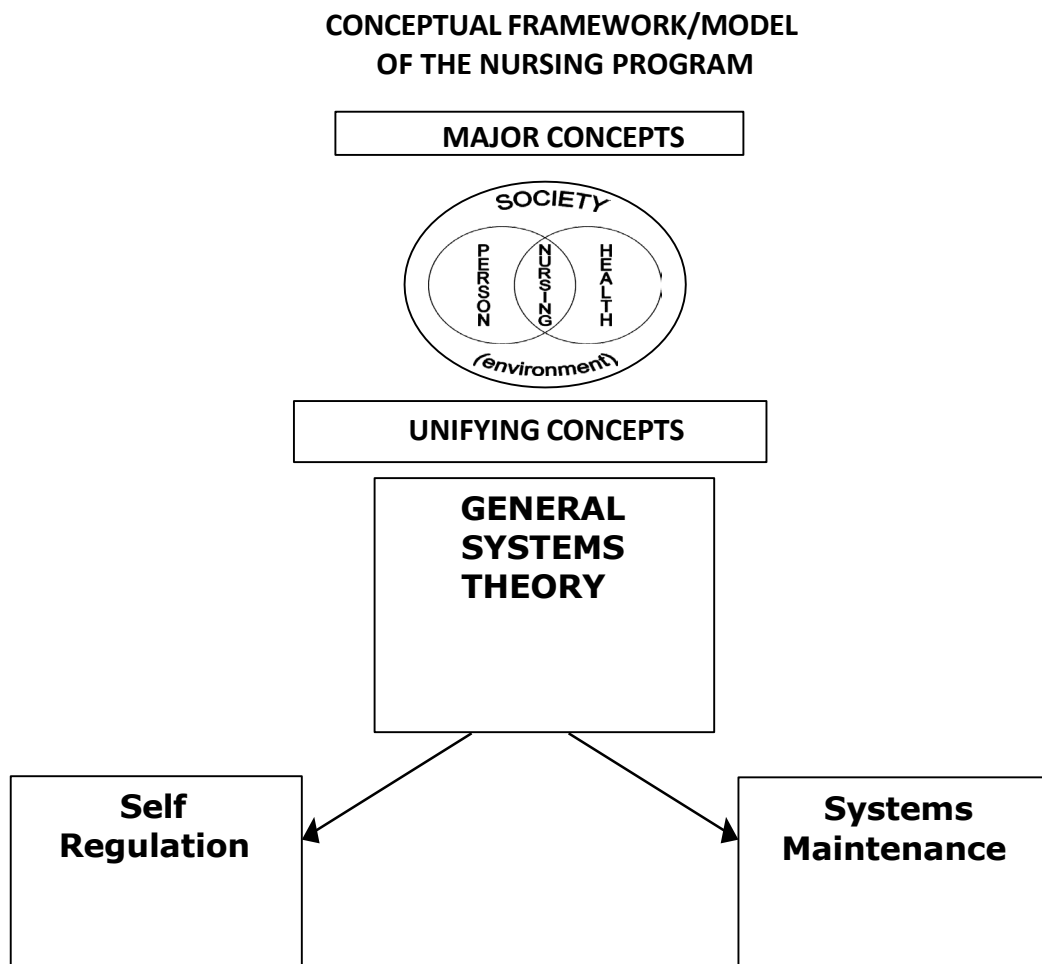
Undergraduate Program

Baccalaureate education prepares the student for beginning professional practice. The faculty believes that the registered nurse in the baccalaureate completion program at Governors State University is prepared to practice as a generalist in the community and in acute and long-term care-settings through guided learning experiences. As a generalist, the nurse functions in the role of caregiver, case manager,

patient/client advocate, teacher, role model, leader, collaborator, research consumer, and change agent. The baccalaureate Nursing Program serves as a foundation for graduate education.

Conceptual Framework of the Nursing Program

The conceptual framework is used to organize, select, and sequence curriculum content. The four major concepts of person, society, health, and nursing, described in the philosophy, become the foundation of the conceptual framework of the undergraduate and graduate programs. General systems theory is delineated as a unifying theme for the conceptual framework.



Humans as biological, psychological, social, cultural, and spiritual beings are open, living systems that exist in a dynamic interrelationship with the environment. This environment encompasses all those dynamic forces that affect the quality of a human being's life and health. Humans and their environment are constantly interacting and exchanging energy. Human personal, group, and environmental resources respond to life stresses, while maintaining integrity. Health, therefore, exists on a continuum from wellness to illness, a response to the interrelationships of biological, psychological, social, cultural, environmental, and spiritual factors. Nursing as a practice discipline interacts with human processes in a complex system of individuals, families, groups, organizations, communities, and societies.

The sub-concepts, which underlie the development of both curricula are 1) facilitation of self-regulation, and 2) systems maintenance. The concept of self-regulation encompasses 1) goal seeking; 2) organizing, coding, storing, and retrieving information; and 3) decision making. In concert with self-regulation is the concept of systems maintenance which encompasses 1) human/social organizations (hierarchy, rules, principles, customs, and norms); 2) change processes; and 3) health promotion, health restoration, and health maintenance.

Undergraduate Curriculum

The undergraduate major in nursing provides registered nurses who are graduated from either an associate degree or diploma in nursing an opportunity to obtain a baccalaureate degree in Nursing. In the undergraduate program, therefore, the major foci of the curriculum are (1) the socialization to professional nursing practice as nurse generalists and (2) internalization of the nursing process.

General systems theory is based on a process orientation in nursing practice that can be applied to a wide variety of clinical areas. The general systems perspective of the client leads the students to an understanding of the professional role in assisting clients to cope with their present situation, to learn new strategies that enable them to maximize their potential, and to maintain a lifestyle possible within their capabilities. Therefore, the student comprehends the need for recognition of a broader interpretation of clients that goes beyond the concept of simple biological beings. Theories and concepts utilized include adaptation, human development and behavior, change, communication, learning, role, systems, socio-economic and political aspects, stress/crisis, decision-making, leadership and management, ethics/law, and the existing nursing body of knowledge.

The nursing roles appropriate for the intervention in a general systems model include a caregiver but also an advocate, leader, teacher, collaborator, research consumer, and change agent. The systems approach defines role collaboratively, uses contract negotiations as an on-going process, and applies interventions with a wide variety of client systems. The student progresses from the care of individuals and their families to groups and communities as he/she assists in restoring balance and purposeful direction within the environment.

BSN Program Student Learning Outcomes

1. Practice nursing within a dynamic wellness-illness framework in the care of culturally diverse individuals, groups, families, and communities.
2. Demonstrate clinical judgment and decision-making skills.
3. Utilize nursing and other appropriate theories and models in clinical practice.
4. Apply research-based knowledge from nursing and other sciences as the basis for practice.
5. Collaborate with clients and colleagues in planning, implementing, and evaluating healthcare delivery.
6. Promote changes for improvement and delivery of healthcare services and practices.
7. Assist individuals and families in making quality-of-life and end-of-life decisions in order to achieve a peaceful death.
8. Use technology to enhance healthcare delivery.

SECTION II

Academic

Information

ACADEMIC ADVISING

Each student is assigned to the Undergraduate Nursing Program Advisor upon admission to the undergraduate nursing program.

Roles and Responsibilities

Department of Nursing Advisor

- Meet with new advisees after admission to the Nursing Program to initiate the Student Study Plan (SSP)
- Develop deficiency resolution plan and monitor compliance if necessary.
- Monitor advisees' academic progress, and discuss as needed.
- Assist with revisions of student study plan as needed.
- Address any policy or procedure issue pertinent to the advisees' progress in the program.

Advisees

- Initiate contact with advisor by email to schedule an appointment with advisor upon acceptance into the Nursing Program, as a mandatory meeting either on-campus or via computer/virtual meeting with the academic advisor is required to complete the Student Study Plan.
- Initiate a mandatory meeting with advisor at least once per semester, more often if necessary.
- Obtain approval from the advisor for any deviation from the Student Study Plan. The Student Study Plans are used to plan course offerings. Failure to follow an approved study plan may result in courses being unavailable during the semester the student wishes to matriculate.
- Seek advisor's assistance, as needed, regarding graduation requirements.
- Consult advisor about any issues relative to your progression in the program.
- Use the Nursing Student Handbook, the GovState Student Handbook, the University Catalog and other current printed or online materials as reference solutions.

Students entering the nursing program should not register for classes until they have met with their advisor and completed the Nursing Student Study Plan (SSP). Required general education courses should be completed prior to registering for nursing courses. Students who need to deviate from their study plan should discuss changes with their advisor. Students may not sign up for classes in different sequences, or in any way deviate from the study plan without the prior approval of the advisor. Students that deviate from the Student Study Plan (SSP) may extend program completion, and as a result the student may not graduate on time.

Students are responsible for adhering to their Student Study Plan (SSP). Be sure to familiarize yourself with course pre-requisite and co-requisites. Many courses have pre and co-requisites. Deviation from the SSP, without prior discussion with the academic advisor, may lead to mandatory removal from a course or impede your graduation date. It is essential that all deviation be approved with the academic advisor to ensure that you are in compliance with course sequence. Faculty cannot assume responsibility for consequences a student experiences as a result of deviating from the Student Study Plan (SSP).

RN - BSN In Nursing (BSN)

The undergraduate major in Nursing provides registered nurses who are graduates from an associate's degree program or a diploma program, the opportunity to obtain a Bachelor of Science degree with a major in nursing. This major prepares registered nurses to practice as generalists in health care settings. Leadership abilities are emphasized, along with the theoretical basis of nursing, changing scope of practice, and beginning research activities. Students are prepared for future graduate nursing education. A study plan, tailored to the needs of the student, will be developed during the first meeting with the advisor.

Students are responsible for adhering to their Student Study Plan (SSP). Because many courses have pre and co-requisites, deviation from the SSP, without prior discussion with the academic advisor, may lead to mandatory removal from a course or impede your graduation date. It is essential to clear all changes, prior to making them, with the academic advisor to ensure that you are in compliance with the courses in which you desire to register. Faculty cannot assume responsibility for consequences a student experiences as a result of deviating from the SSP.

Summary of Course Requirements: 120 Total Credit Hours

I. General Education Requirement

II. Required Courses

The following courses must be taken at the lower-division level:

***Transfer Courses Nursing Courses – 30 Hours**

General Education and Lower-Division Coursework – 55 Hours

Anatomy and
Physiology (4) General
Chemistry (4)
Microbiology (4)
Organic Chemistry
(4)*
Human Growth and Development or Life-Span Development
(3)* English 101 (3)
English 102 (3)*
Speech (3)*
General Psychology (3)*
General Sociology (3)*
Humanities Elective
(3)* Fine Arts Elective
(3)* Multicultural
Elective (3)*
Writing Intensive Elective (3)*
Basics of Information Technology (3)*
Statistics (3)*

These twelve courses may be taken at either the lower-division or upper-division level.

Upper-Division Course Work – 38 Hours

The following courses must be taken at the upper-division level:

NURS 3099 Conceptual Basis for
Professional Nursing (3) NURS 3150
Pathophysiology (3)
NURS 3160 Gerontological Nursing:
Health Promotion for Older
Adults (3)
NURS 3170 Basic Nursing Informatics (3)
NURS 3300 Nursing: Health Assessment (3)
NURS 4110 Evidence Based Research (3)
NURS 4120 Public Health
Promotion (theory) (3) NURS
4130 Public Health Promotion
(clinical) (3) NURS 4501
Leadership for Public Safety (3)
Humanities (3)***

Fine Arts (3)*** Free Elective (2)

****If the Humanities Elective and Fine Arts Elective have
already been taken at the lower division, these credits will be
replaced by Free Electives*

For university requirements for a bachelor's degree, please refer to the university catalog.

Course Descriptions

See GovState's [catalog](#) for current course descriptions.

Admission Requirements

Admission Deficit Policy

Upon entry into the undergraduate Nursing Program, those students who do not meet admission requirements must sign a deficiency resolution action plan and resolve any deficiencies within the prescribed time frame. License, malpractice insurance and proof of prior associate's degree in nursing, or diploma in nursing, must be given to the advisor before the student may take any nursing class. Any course deficiencies must be met by the end of first semester of enrollment to registration. Failure to do so will result in a **registration hold**.

Conditional Admission

You may be admitted conditionally if you have:

- A cumulative GPA below 2.0
- Pending a Register nurse License which is required by end of first semester

Governors State University Orientation

All undergraduate degree-seeking students are encouraged to complete one of the following Orientation: [Freshmen Orientation](#), [Blackboard Student Orientation](#), [First year Experience](#), [Transfer Student](#) through MyGSU Student Portal. Online Orientation includes mathematics and the English proficiency examinations before being allowed to register for their first semester. Details regarding the Orientation will be included in your acceptance packet from the University. You can also contact [Academic Resource Center](#) at (708) 534-4090 for further instructions on the Orientation.

Transfer Credit for Nursing Courses

Transfer credit for nursing courses will be granted within the limits defined in the university catalog and only for courses that are comparable to a Governors State University nursing course. In accordance with university policy, transfer credit should be reviewed before admission to the university to avoid duplication of course work. A maximum of 85 credit hours can be transferred to GovState subject to approval by department. GovState [Transfer Credit for Undergraduate Students \(Policy 31\)](#).

The review of transfer credit must be completed before the student takes a comparable nursing course to ensure prerequisites are met. This may include a review of the syllabus for course content. It is the student's responsibility to obtain and present the syllabus to the academic advisor at the time the Student Study Plan is initiated. If a syllabus is unavailable, a letter from the faculty teaching the course or the dean/director of the Nursing Program detailing the course content may be substituted. The academic advisor will notify the student whether the transfer credit was accepted, or the study plan must be revised.

Progression Requirements

Continuing Student Status-updated

According to university policy, a continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GovState is not interrupted for more than 5 years (15 consecutive semester). Students whose enrollment is interrupted for three or more consecutive semesters must contact their advisor and complete the [Continuing Student Reactivation Form](#) to be reactivated prior to re-enrollment. If enrollment is interrupted for more than three semesters, the student will be subject to the curriculum in place at the time of reactivation.

Grading Policy

All students shall maintain grades with the established university grading policy ([Policy 26](#)). No grade of incomplete is given in a nursing course except in extreme circumstances. Please refer to the university catalog for the policy governing a grade of incomplete.

All nursing courses must be completed with a grade of “C” or better. A student may repeat only two nursing courses once to earn a grade of “C” or better without being academically dismissed from the degree program

Independent Study

Independent study enables the nursing student to engage in individual reading and research in a specific area of interest, under faculty supervision. In accordance with university policy, a written proposal for an independent study, planned and developed by the student, must be approved by the program director in consultation with the faculty sponsor. Independent study may be used to meet elective credit only. A student may enroll for a maximum of three credit hours of independent study in any one semester. [GovStat Independent study policy 17](#).

Students planning to perform clinical course work as part of the independent study are subject to the program requirements for clinical study.

- The student develops a proposal and negotiates this with a selected faculty member. Revisions are made, and the proposal is forwarded to the program director for review and approval.
- Three or more meetings between the student and faculty are required throughout the semester.
- If no clinical work is involved, one credit hour = 15 contact hours.
- If clinical work is involved, one credit hour = 45 clinical hours

Evaluation method may include, but not be limited to:

- formal paper
- oral presentation
- program development
- article for publication
- clinical experiences/clinical log book
- literature review
- self-evaluation
- poster presentation

Graduation

Graduation is not automatic upon completion of all degree requirements. Students must apply for graduation at the beginning of the term in which they anticipate completion of their degree. If anticipating a summer graduation term, applications for graduation are due the first week of the spring term. This procedure is detailed in the [University Catalog](#). Please check the [Academic Calendar](#) and your university email for specific deadlines as notices are sent out from the Registrar's Office regarding graduation.

Submit the completed graduation application to the Registrar's Office by the due date specified in the Academic Calendar. *Late applications will not be accepted. It is the student's responsibility to submit graduate applications on time to the Registrar's Office.*

Students completing a certificate must complete/submit the *Award of Certification* application to their advisor the first week of the semester in which they plan to complete the certificate.

Student Feedback And Exit Surveys

Student feedback is important and can impact the future direction of the Nursing Program. In addition to course evaluations at the end of each semester students are encouraged to provide feedback, comments, and suggestions regarding the program. Students are encouraged to provide feedback by attending the Virtual Nursing Townhall Meetings. Student representation is strongly recommended. The agenda, as well as date and time will be emailed to students.

During the last semester before graduation, students will be asked to complete a graduate exit survey. The survey provides an opportunity to give feedback on various aspects of the program. Alumni and employer surveys will be mailed to students and employers after graduation. The results of these surveys are used in the evaluation of the program and may lead to program changes.

SECTION III

General

Information

Scholarship Availability

[Scholarship Universe website](#) a number of scholarships are available to students. The scholarships range from one-time awards of set amounts to full tuition. Please contact Financial Aid for further assistance at finaid@govst.edu 708-534-4480.

Tuition Waivers

Tuition waivers may be available during some semesters. The availability, requirements, and deadline for tuition waivers are available in the Department of Nursing, CHHS webpages, and on the Nursing Department Facebook page. Students are encouraged to check the nursing and college webpages frequently for information on the waivers.

Student Responsibilities

It is the responsibility of students to know and observe all policies and procedures related to the undergraduate Nursing Program, as well as those of Governors State University. In no case will a policy be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the policies or procedures. Questions on policies and their interpretation pertaining to studies at the undergraduate level should be addressed to the academic advisor or appropriate university office.

Academic Honesty

University policy on academic honesty states that students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: Use and acknowledgement of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. Full text of the policy on [academic honesty](#).

Incomplete Grades

Incomplete grades are given only when the student has experienced an extreme situation which interferes with the timely completion of course work. It is up to the instructor to decide if an incomplete grade can be given. Students must request an incomplete grade in writing no less than two weeks prior to the last day of class. See University Catalog for official policy statement on Incomplete Course Work under Academic Regulations.

Timely Submittal Of Work

All student assignments are to be submitted in the appropriate format on the date and time stated by the professor of a given course. If a student has a problem, they are to notify the course instructor prior to the due date. It is the instructor's decision only whether an extension will be granted. Points may be deducted from the late assignment at the instructor's discretion.

Student Issues/Grievances/Complaints

Student issues that are not grievable under university policy are referred to the Curriculum Committee of the Nursing Program for resolution. The Governors State University policy regarding the grievance procedure may be found in Student Policy 5. GovState [Complaint and Grievances](#).

Department of Nursing Communications

In an effort to remain informed of changes and requirements in the Nursing Program, students are encouraged to attend Virtual Town Hall Meetings on a regular basis for broadcast announcements, share concerns, learn volunteer opportunities, Chair/Director of Nursing, Program Coordinators and Director of Clinical Education provide announcements. Contact Director of Clinical Education at email address tchairse2@govst.edu.

University Services

The University Library provides reference and information services at the circulation and reference desk at 708-534-4111. For more information about library services, check out the current university catalog or visit the [library website: library@govst.edu](#).

The GovState Writing Center

The Writing Center provides students the resources necessary to become confident, effective writers and self-directed learners. We accomplish this task through encounters with students that focus on organization, content development, argumentation, proper formatting, and citation in their written work. [The Writing Center](#) helps students at every stage of the writing process and encourages them to view writing as a craft they must master through revision, reading, and perspective. Ultimately, our goal is to help students use writing as a skill that can inspire their lifelong learning, career advancement, personal fulfillment, and civic engagement. If you need assistance, please call [708.534.4090](tel:708.534.4090). If you arrive more than 15 minutes late for your scheduled appointment, you may be asked to reschedule.

Wellness Center

Governors State University [Counseling and Wellness Center \(CWC\)](#), in partnership with Advocate Health Care, provides comprehensive medical, mental health, and case management services. The CWC's mission is to help improve GSU students' mental health, academic experiences, and overall well-being through facilitating personal, emotional, and social growth so that they can achieve their goals and aspirations. In order to aid and empower students to address their personal challenges, CWC programs include both individual and group counseling, couples counseling, and mental health crisis services—with a focus on wellness and prevention, services also include consultation, outreach, training, and educational services to students. To this end, the CWC also collaborates with other departments such as academic resources, disability services, career services, and other student service departments.

Sexual Harassment

GovState provides multiple options for reporting information about possible [sexual harassment](#) and other forms of sex discrimination to the Title IX Coordinator. Students, employees, and others with information to report are encouraged to choose the option with which they will feel most comfortable. In an emergency, call 9-1-1 or contact law enforcement before using another channel to make a report to the Title IX Coordinator!

The Health Center at GovState

Governors State University [Counseling and Wellness Center \(CWC\)](#), in partnership [with Advocate Health Care](#), provides comprehensive medical, mental health, and case management services.

Student Services: As part of your Student Health Fees, the following services are available to actively enrolled students:

- Required immunizations for full compliance with the College Student Immunization
- Sexually Transmitted Disease (STD)/Sexually Transmitted Infection (STI) screenings
- Women's Health Screenings
- Basic Physicals and Sports Physicals
- Minor Illnesses: Coughs, Colds, Nausea, Earaches, Sinus Infections, Fevers, Urinary Tract Infections
- Diagnostic Testing: Strep, Influenza (Flu)
- Minor Injuries: Abrasions, Sprains, Splinters, Steri-Strip Removal, Minor Burns
- Skin Conditions: Rashes, Bites
- Consultation/Education: High Blood Pressure, High Cholesterol, etc.

Services beyond what are listed are not covered in the student health fee.

The Health Center at GovState

Location: A-1120

Phone: 708-235-2114

Hours: Monday - Thursday from 9 a.m. - 4 p.m & Friday from 9 a.m. - 1 p.m.

Center for Student Engagement and Leadership

The [Center for Student Engagement and Leadership](#) is where involvement and learning intersect. The Center for Student Engagement and Leadership encourages students to connect with their peers, attend social activities and fulfill their civic duty, all while serving as members of the GovState community. Our aim is to promote a sense of belonging and connectedness through campus programming, leadership development, intercultural education and service learning to enhance the collegiate experience for all GovState students.

Division of Student Affairs & Enrollment Management

The [Division of Student Affairs & Enrollment Management](#) provides comprehensive support for students from admission application to graduation. We actively engage students at every level of their academic journey to support their personal and professional development for success inside and outside the classroom. Our commitment to student excellence is expressed through partnerships and collaborations with stakeholders including faculty, staff, community members, and Governors State University alumni.

Our extensive relationships stem from one goal: to ensure each GovState program and initiative aligns with the university's vision, so every student enjoys a dynamic and rewarding college experience.

Liaison of Student Support and Resources

The Liaison for Student Support and Resources is dedicated to promoting student success in nursing programs by providing academic support, guidance, and resource referrals. The Liaison of Student and Resources offer student support meetings for students via Collaborate Ultra, assist students in developing effective time management, prioritization, study, test-taking, critical thinking, and clinical judgment skills. Students are referred to the Liaison of Student and Resources after first seeking assistance from the course instructor of record. The liaison works collaboratively with students to identify barriers to academic success, explore opportunities for improvement, and develop individualized support plans with measurable goals and strategies. The liaison monitors student progress follows up on agreed-upon action plans and communicates with referring faculty of course instructor of record regarding student outcome.

Additional responsibilities include collaborating with the Department of Nursing Chairperson/DON, program coordinators, and Director of Clinical Education to develop and implement student support initiatives; maintaining records of student support activities; preparing monthly reports; and submitting documentation for departmental records. The primary purpose of this role is to provide targeted support that enhances student achievement, retention, progression, and successful completion of nursing didactic and clinical courses.

Office of the Dean of Students

Navigating all of the moving parts that make up a whole university can be overwhelming – even intimidating – for students. [The Office of the Dean of Students](#) advocates for and with students to provide access across a wide spectrum of areas. We work closely with university services and community agencies to clear a pathway to success in areas such as university policies and procedures, academic performance, and personal crises. Visit the Office of the Dean of Students to learn what resources are available to you. Regardless of your need, we help students succeed! Connect with the Dean of Students Office by emailing deanofstudents@govst.edu, calling [708.235.7595](tel:708.235.7595), or visiting C-1310

The Dean of Student have various resources available for you see below:

The care program: [The CARE Program](#) (Formerly known as the Student Concerns Program) is designed to help ensure timely outreach to students who are believed to be in distress or acting in a manner of concern and connect them to resources best suited to address the conveyed concern. Since members of the campus community play a key role in identifying students who are in distress, the CARE Program depends on referrals that identify students who might benefit from proactive outreach and assistance.

Any member of the campus community is encouraged to report behaviors or concerns of any GovState student by using the online reporting form to identify students and describe their area(s) of concern. Student concerns can include, but are not limited to academic, physical, or emotional concerns such as:

- a public outburst
- sporadic attendance at classes
- disruptive classroom behavior
- distressed writing in assignments
- changes in behavior, appearance or personal habits

GSU4U

GSU4U is an initiative to strengthen support for student success. GSU4U connects students facing personal difficulties, such as food and housing insecurity, to campus and community resources. We are dedicated to assisting all students, no matter how serious or small the situation may seem. Contact Angela Johnson, GSU4U Program Coordinator, A Building 2124, Call 708-534-4083 or email ajohnson-armstrong@govst.edu.

Student Clubs and Organizations

At Governors State University, recognized student clubs and organizations are an integral part of the campus experience, fostering engagement, leadership and community involvement. With more than 40 student clubs and organizations, students have a wide range of opportunities to connect with peers, pursue personal interests and contribute to campus life.

Benefits of Joining a Student Club or Organization:

- **Establish valuable connections** with students who share similar academic, professional and personal interests
- **Strengthen or develop leadership and career-readiness skills** through collaborative projects, event planning and organizational involvement
- **Support meaningful initiatives** through community service, advocacy and campus engagement opportunities
- **Enhance your college experience by participating in** social events, competitions and university traditions

Involvement in a student club or organization provides students with opportunities for personal growth, professional development and a more rewarding university experience. With more than 40 student clubs and organizations at GovState, students have numerous opportunities to connect with peers, expand their interests and enrich their university experience.

Jaguars interested in campus activities should visit the [Jaguar Connection](#) portal or reach out to **Tatyana Esper, Coordinator of Student Clubs & Organizations** at 708-235-6347 or tesper@govst.edu as well as view the [Club/Org Handbook](#) for commonly asked questions and guidelines.

Nursing Honor Society

The Nursing Department **Lambda Lambda Chapter** is a local branch of **Sigma** (also known as Sigma Theta Tau International / STTI), the prestigious global honor society for nurses. Located at Governors State University in University Park, Illinois, the chapter is highly active within the Chicago south suburban nursing community.

Chapter Overview

- **Institution:** Governors State University (GSU), College of Health and Human Services.
- **Mission:** Developing nurse leaders, promoting nursing excellence, and advancing scholarship and clinical inquiry.
- **Activities:** The chapter regularly hosts member inductions, nursing pinning ceremonies, and community volunteer drives (such as health fairs and mobile health units).

How to Join Lambda Lambda Chapter

Membership in STTI is by invitation only, extended to students who demonstrate exceptional academic achievement, and to nurse leaders in the community: Contact Dr. Shirely Comer at email address: SComer@govst.edu

- **Undergraduate Students (BSN):** Must complete half of the nursing curriculum, rank in the highest 35% of their graduating class, and maintain a high GPA (typically ≥ 3.0).
- **Graduate Students (MSN/DNP):** Must achieve academic excellence and demonstrate leadership in nursing.
- **Nurse Leaders:** Registered Nurses with a minimum of a bachelor's degree who demonstrate marked achievements in nursing practice, education, or research.

To connect directly with the chapter leadership, check out the official [Lambda Lambda Chapter Website](#). For general information about membership benefits or to find other chapters globally, explore the [Sigma Nursing](#) portal.

If you are interested in joining, let me know Contact Dr. Shirely Comer at email address: SComer@govst.edu

- Your **current degree program** (BSN, MSN, DNP)
- Your **school name**

Whether you are a **student** or an **established nurse leader we want you to Join us.**

SECTION IV

Policies

Core Performance Standards

As a practice discipline, nursing requires cognitive, sensory, affective, and psychomotor performance. Students must meet both academic and performance requirements to remain in the Nursing Program. Academic requirements can be found in this handbook, the university catalog, and the university student handbook. In accordance with the practice of nursing, a student must additionally, with or without reasonable accommodation, satisfy these performance standards. The examples noted demonstrate some necessary activities but are not all-inclusive.

1. Critical/Analytical Thinking – Critical thinking ability sufficient for clinical judgment. Examples – Identify cause-effect relationships in clinical situations, develop nursing care plans, prioritize tasks, process information, and problem solve.
- 2.
3. Interpersonal Skills – Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, psychological, cultural, and intellectual backgrounds. Examples – Establish rapport with clients and colleagues.
4. Communication Skills – Communication abilities sufficient for interaction with others in both verbal and written English. Examples – Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
5. Mobility, Physical Strength, and Endurance – Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical stamina to perform client care activities for entire length of work role. Physical strength to perform full range of client care activities. Examples – move about in patient rooms, workspaces and treatment areas, administer CPR, and stand for periods of time.
6. Motor Skills – Gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples – calibrate and use equipment, position clients, and reach above shoulders.
7. Hearing – Auditory ability sufficient for observation and assessment necessary in nursing care. Examples – Auscultatory sounds, faint body sounds (B/P), cries for help, and able to hear without seeing lips (masked).
8. Smell – Olfactory ability sufficient to detect environmental and client odors. Examples – detect odors from clients, smoke, gases, or noxious smells.
9. Visual – Visual ability sufficient for observation and assessment necessary in nursing care. Examples – observe client responses, see markings on IV bottles, and distinguish color.
10. Tactile – Tactile ability sufficient for physical assessment. Examples – perform palpation, functions of physical examination and/or those related to therapeutic intervention (insertion of a catheter, administration of medication).
11. Emotional Stability – Emotional stability sufficient to assume responsibility and accountability for actions. Examples – provide client with emotional support, adapt to changing environment (stress), deal with unexpected (crisis), and monitor own emotions.
12. Reading and Arithmetic – Reading ability sufficient to comprehend the written word adequately for appropriate nursing practice. Arithmetic ability sufficient to do computations. Examples – read and understand documents, read graphic printouts and digital displays, count rates, compute fractions (medication doses), and use a calculator.

Students who perceive they will have difficulty with any of the above performance standards are encouraged to consult with their advisor and the Academic Resource Center, regarding possible accommodations that may be available to assist the student. Reasonable accommodation can be made for an individual, providing they do not compromise the essential functions required by the Nursing Program or necessitate a modification of an academic standard.

Access Services for Students with Disabilities

The role of Access Services for Students with Disabilities (ASSD) is to assist in providing 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.

The ASSD office operates under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self-identify with ASSD. Students must provide documentation by a qualified professional (including but not limited to an IEP/504 plan) that can verify the functional impact of the disability as well as recommendations for appropriate accommodation. The information provided by students is voluntary and confidential. To arrange for appropriate accommodations, students need to contact the ASSD office at email address: assd@govst.edu

List of possible accommodation for students with disabilities;

- Extended Time on Tests
- Reduced Distraction Testing area/room
- Recording of Lecture
- American Sign Language Interpreters
- Captioning
- Textbooks in Alternative format
- Reader for Test Taking
- Scribe for Test Taking
- Accessible seating arrangements

Students, who have a disability or special needs and require accommodation to have equal access to the course, must register with Access Services for Students with Disabilities (ASSD). Please call phone: 708-235-3968 or click on website <https://www.govst.edu/access-services-students-disabilities> for additional information.

Student Reflective Statement

At the end of each course the student is expected to write a concise, but thorough, reflective self- evaluation that relates the students' learning in the course to the expected outcomes. Self-reflection should begin with an honest self-assessment and include those strategies, skill building activities, and other processes the student used to enhance his/her own learning in the class. This is graded on a "Pass-Fail" basis. A "Pass" is required to complete the course successfully.

Clinical Practicum Experiences for Undergraduate Students

The clinical practicum experience for undergraduate students will include a variety of learning activities designed to enhance their understanding of community public health needs. Students will complete Blackboard case studies to facilitate learning and application of community public health concepts. In addition, students will conduct a windshield survey to assess community characteristics, resources, strengths, and areas of need. The faculty will guide you on additional practicum requirements.

Students will also engage in evidence-based research utilizing GSU University library resources to gather and analyze data related to identified community public health concerns. These activities will support students in developing community public assessment skills, identifying priority health needs, and applying evidence-based interventions to improve population health outcomes.

To further enhance student learning, additional educational tools and resources will be reviewed and considered in 2027 by faculty. One resource under consideration is Shadow Health, a virtual simulation platform that provides interactive learning experiences, video tutorials, and guided clinical scenarios. Shadow Health offers student's opportunities to develop assessment, communication, critical thinking, and clinical decision-making skills within simulated community and population health settings. The platform may also allow students to plan, implement, and evaluate health promotion and disease prevention activities in a virtual community environment, further supporting achievement of course and program learning outcomes.

4130 Experiential Learning

- **NURS 4130 is an online course**
- Windshield surveys are a method of assessment/data collection frequently cited in community/population health publications
- The students use a journal to convey the manner in which they fulfill this requirement
- The requirement is **56 clinical hours**

Student Conduct Policy (Policy 4)

Approved By:

President Cheryl Green

Issued:

07/24/1980

Revised: 7/24/1980; 07/08/83; 06/30/99; 09/03/04; 03/11/2010; 4/10/2014;
5/21/2015; 12/4/2019; 8/30/2021; 04/10/2024

Last Reviewed: 04/10/2024

Related Policies:

[Anti-Discrimination, Harassment, and Retaliation Policy](#), [Anti-Sex Discrimination \(Title IX\) Policy - Interim](#), [Academic Honesty](#), [Fair Use of Copyrighted Works for Education and Research](#), [Access to Student Education and Treatment Records](#)

Policy Owner / Contact Person:

[Dean of Students](#)

Additional References:

The Dean of Students shall develop and publish procedures consistent with this policy in the Student Handbook.

Policy Categories:

Academic Policies

1. Purpose

Governors State University is dedicated to the academic pursuits of instruction, scholarship, and public service. The university prioritizes excellence in education and providing a safe and supportive environment to aid students in their pursuit of knowledge. Therefore, the university has approved the Student Code of Conduct to support the educational mission of the institution.

The Student Code of Conduct establishes expectations for student conduct and prohibits behavior that adversely affects the university community. The Student Code of Conduct outlines the student conduct system for academic and non-academic misconduct, including actions that may be taken to educate students about behavioral expectations

and to protect community standards of behavior. Violations of university policies, rules, regulations or federal, state, or local law may result in a violation of the Student Code of Conduct and imposition of sanctions. The Student Code of Conduct assures that student rights to due process are respected.

2. Definitions

1. University Premises are buildings or grounds owned, leased, operated, controlled, or supervised by the university.
2. University-Sponsored Activities are all university-sponsored educational programs and services; extracurricular programs, events, or functions (including religious, service, leadership, social, recreational, and athletic) administered or coordinated through the university or one of its schools, departments or approved organizations; as to each whether occurring on or off university premises.
3. University Community includes all persons associated with the university as students, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), or members of the public lawfully in attendance at a university activity or present on university premises.
4. Student is a person currently enrolled in a university course, program, or activity, including without limitation, all persons taking courses at the university, both full-time and part-time, pursuing undergraduate or graduate studies in any university school/college or program. For individuals who become subject to the conduct process while enrolled, their status shall continue until all proceedings have concluded. If an active or continuing student is not registered for classes at the time of the incident, a hold may be placed on the student's account to prevent course registration until the case is resolved.
5. Respondent / Responding Student is the individual who may have violated the university's Student Code of Conduct.
6. Complainant / Reporter is the individual who has reported or brought forth the alleged violation(s).
7. Student Organization is a group of persons who have complied with university requirements for recognition as established by Center for Student Engagement and Intercultural Programs.

3. Policy

1. Jurisdiction

The Student Code of Conduct is applicable to academic and non-academic misconduct both on- and off-campus, including university premises and university-sponsored activities, and through the use of any electronic media. Online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of misconduct if evidence of policy violations is posted online. All students and registered student organizations are expected to follow all relevant

policies and procedures listed within the university policy directory and their respective program of study.

2. Non-Academic Misconduct

Prohibited acts include, but are not limited to:

1. Alcohol: Use, possession, manufacture, sale, or distribution of alcoholic beverages, except as expressly permitted by law and university regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under 21 years of age. Public intoxication is also prohibited.
2. Assault: Intentionally or recklessly causing physical harm, acts of violence, or other conduct that threatens or endangers the welfare of another individual.
3. Contempt of the Conduct Process: Interference or failure to comply with the university student conduct process, including failure to comply with disciplinary sanctions or falsification, failure to provide, destruction, or concealment of information.
4. Controlled Substances (Drugs): Use, possession, manufacture, sale, or distribution of illegal drugs or drug paraphernalia, including marijuana, heroin, narcotics, and other controlled substances, in accordance with state and federal law. Recreational and medical marijuana, while legal in Illinois, is not legal under federal law and is prohibited. Marijuana in any form, including but not limited to tinctures, edibles, and topicals is prohibited. Misuse of prescription and over-the-counter medication or other substance being used in a manner other than its intended purpose is also prohibited.
5. Damage and Destruction: Intentional, reckless and/or unauthorized damage to or destruction of university property or the personal property of another person.
6. Discrimination: Any act, or failure to act, that is based upon an individual or group's actual or perceived race, color, national origin, sex, sexual orientation, gender, gender identity, marital status, pregnancy, religion, age, disability, citizenship, veteran status, or other protected characteristic that is sufficiently severe that it limits or denies the ability to participate in or benefit from the university's educational program or activities.
7. Disruptive Behavior: Substantially interfering with the living, learning, or working environment of another individual or university operations including obstruction of teaching, research, administration, other university activities, and/or other authorized non-university activities which occur on campus.

8. Disorderly Conduct: Causing, inciting, or participating in any demonstration, riot, or activity that presents a clear and present danger to self or others, causes physical harm to others, or results in damage or destruction of property, except as expressly permitted by the Demonstration and Public Protest policy.
9. Election Tampering: Tampering with an election conducted by any university-recognized organization.
10. Endangerment: Acting in a way that interferes with the operation of any vital safety-providing service or equipment. Prohibited acts include, but are not limited to, failure to comply with law enforcement, emergency medical, or fire services; tampering with fire extinguishers, alarms, or safety equipment; or failure to evacuate during an emergency.
11. Failure to Comply: Failure to comply with reasonable directions of university officials or law enforcement official acting in performance of their duties.
12. Falsification: Dishonest acts or providing false or misleading information to any university official. Examples may include, but are not limited to, intentionally or knowingly entering false fire alarms, bomb threats, or other emergencies.
13. Gambling: Unauthorized gambling or wagering for money or property.
14. Harassment: Any unwelcome conduct based on an individual or group's actual or perceived race, color, national origin, sex, sexual orientation, gender, gender identity, marital status, pregnancy, religion, age, disability, citizenship, veteran status, or other protected characteristic, in accordance with the Harassment and Discrimination policy (52).
15. Hazing: Reckless or intentional acts that endanger the mental or physical health or safety of another person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership, in a group or organization.
16. Public Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
17. Retaliation: Any intentional, adverse action taken against an individual for making a complaint, cooperating with an investigation, or participating in a conduct or grievance procedure. Retaliation includes, but is not limited to, intimidation, coercion, harassment, making of threats, and any other adverse educational or employment action.
18. Sexual Misconduct: Any unwelcome conduct of a sexual nature that is committed without consent, by force, or using intimidation, coercion, or manipulation. This includes, but is not limited to sexual harassment, sexual assault, intimate partner violence, and stalking, in accordance with the Title IX and the Sexual Misconduct policy (78).
19. Smoking: Smoking, use of tobacco products, or carrying any kind of lighted smoking materials on campus property.

20. Theft: Attempted or actual theft of university property or the personal property of another person.
 21. Threatening Behavior: Written or verbal threats or implied threats (intimidation) that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 22. Unauthorized Entry: Misuse of access privileges to university premises or unauthorized entry to or use of university facilities, including trespassing, propping or unauthorized use of alarmed doors.
 23. Unauthorized Recording: Any actual or attempted unauthorized use of electronic or other devices to make an audio, video, or photographic recording of any person without their prior knowledge or without their consent is prohibited. This includes, but is not limited to, recording when the person or persons being recorded have a reasonable expectation of privacy (i.e. restroom, locker room, residential room); when such recording is likely to cause injury or distress; or when a recording is shared without the consent of those that were recorded.
 24. Unauthorized Use: Unauthorized possession, use, duplication, or other abuse of university trademark, materials, equipment, or documents, including, but not limited to keys, identification cards, computer technology, and other property.
 25. Violation of Other University Policy: Violation of other published university policies or rules, including all University Housing policies.
 26. Violation of the Law: Violation of any applicable federal, state, or local law.
 27. Weapons: Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous substances on university premises or the use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
3. Academic Misconduct

Instances of academic misconduct are delineated in Academic Honesty (24) and Fair Use of Copyrighted Works for Education and Research (62) policies. The Dean of Students will maintain records and process alleged student violation(s) of these policies as delineated in Academic Honesty (Policy 24) and Student Conduct (Policy 4).

4. Reporting Misconduct

Any member of the university community who possesses information about alleged misconduct and is acting in good faith may submit a written report to the Office of the Dean of Students. Reports should be submitted as soon as possible following an incident to ensure timely response.

5. Responding to Misconduct

The Office of the Dean of Students shall review reports of alleged misconduct and determine the appropriate course of action based on the nature of violations and student case history. Cases involving alleged violations of this policy may be resolved through an administrative or committee hearing.

1. Administrative Hearing: Administrative hearing officers are university officials authorized by the Office of the Dean of Students to investigate and resolve incidents of alleged misconduct.
2. Committee Hearing: A standing committee of six faculty members appointed by the Faculty Senate, six staff members appointed by the Dean of Students, and six students appointed by the Student Senate who are trained by the Office of the Dean of Students to hear cases of serious or repeat violations or alleged misconduct. Faculty and staff members shall serve two-year, staggered, renewable terms and must be in good standing with the university. Student members shall serve one-year, renewable terms and must be in good standing with the university. The goal is to have each hearing consist of representatives from all three groups and representative of the involved parties; however, only four members representing two of the three groups shall be present in order for a hearing to convene.
3. Title IX Referral: Allegations of Sexual Misconduct that meet the definition of "Sexual Harassment" under Policy 78 shall be referred to the Title IX Coordinator for investigation and resolution pursuant to Policy 78. If a violation of Title IX is found to have occurred, Sanctions outlined below may be imposed on the Respondent.

6. Sanctions

One or more of the following sanctions may be imposed when a student is found to be in violation of the Student Code of Conduct:

1. Warning: A written warning or official notice that previous conduct was unacceptable and that future misconduct may result in more severe disciplinary action.
2. Probation: A specific period of time during which a student must conduct Policy 4 Policy 4 p. 6 themselves in a manner consistent with university policy. Violation of university policy by a student while on disciplinary probation, as well as any sufficiently severe violation, may result in more severe disciplinary action, including separation from the university. Students on a probationary status may not be eligible for participation in student activities, intercollegiate athletics, awards, prizes, or scholarships, when conduct acceptable to the university is a condition of such participation.

3. University Suspension: Temporary separation of the student from the university for a specific period of time, after which the student is eligible to return. Conditions for return may be specified. Suspension excludes the student from registration, class attendance, extracurricular activities, and use of university facilities during the specified period of time.
4. University Dismissal: Permanent separation of the student from the university. Dismissal excludes the student from registration, class attendance, and use of university facilities with no promise (implied or otherwise) that the student may return at a future time. Use of university facilities is prohibited without authorization from the Office of the Dean of Students.
5. Educational Activities: Educational activities include programs and assignments designed to increase awareness and education about the impact of misconduct on self and community. This may include, but is not limited to, modules, assigned papers, mediation, community service, workshops, or meetings with appropriate university personnel.
6. Loss of Privilege: The withdrawal of a university privilege including but not limited to use of services, participation in a program, event, or activity for a specified period of time, or removal from an appointed position of authority.
7. Loss of Recognized Student Organization/Club Status: The withdrawal of all privileges identified within the student club/organization protocols for a specified period of time.
8. Restitution: Requires payment for damages to, or misappropriation of, university property, or the property of visitors to, or members of, the university community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs.
9. Housing Probation: University Housing probation is a specific period of time during which a student must conduct themselves in a manner consistent with university and housing policy. Failure to comply with the terms of probation or future violations while on probation may result in more severe disciplinary action, including removal from university housing.
10. Housing Suspension: Temporary separation of the student from university housing for a specific period of time, after which the student is eligible to return. Conditions for return may be specified.
11. Housing Expulsion: Permanent separation of the student from university housing.

7. Student Rights

Students shall be afforded certain due process protections and procedural rights, including, but not limited to: notification of the alleged violations, an opportunity to respond to the allegation of misconduct, the right to an unbiased decision maker, the right to have an advisor/support person, and request an appeal. The full list of student rights shall be published in the [Student Handbook](#).

8. Student Records

Student conduct records are maintained in accordance with the Student Records Policy (12), as well as applicable federal and state laws. All case information, including hearing outcomes and any assigned sanctions, is part of a student's educational record and shall not be disclosed except to those who have a legitimate educational need to know, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.

4. Acknowledgement

The university acknowledges and credits the following peer institutions and professional organizations in the re-writing the document: Eastern Illinois University, Southern Illinois University Edwardsville, Northeastern Illinois University, The NCHERM Group, and the Association of Student Conduct Administration.

Withdrawal (Policy 6)

This Policy outlines the various categories and associated grades for student-initiated for-credit course drops and course withdrawals. Additionally, this Policy outlines course withdrawals under emergency or medical conditions, and in circumstances where students have not withdrawn but course instructors and the University deem it appropriate for withdrawal under conditions outlined by Board of Trustees or University policies.

Definitions

1. Course - For the purpose of this Policy, the term "course" refers only to a credit-bearing course. The term "course" does not mean or include any non-credit bearing classes, including non-credit-bearing continuing education classes or trainings.
2. Withdraw - The term "withdraw" means to unenroll from a course in which a student previously was enrolled for/in a given semester.
3. Course Withdrawal - The term "course withdrawal" means when a student withdraws or is withdrawn from a course.
4. Course Drop Deadline – The "course drop deadline" is last date a student may drop a course. This deadline is published in the course registration system for each individual course.

The Policy

Scope

- This Policy applies to all courses, as that term is defined above, in which Governors State University students enroll.

Administrative Course Withdrawal

- The Registrar (or designee) may officially withdraw a student from any or all courses consistent with established Board of Trustees regulations and University policies.
- This includes formal notification by faculty and advisors that a student has missed all their courses before the conclusion of the drop deadline.
- A copy of the notification is also sent to the student.

Administrative Course Drop

- The Registrar may process an Administrative Course Drop for a student who is registered for a course or courses that have been transcribed in error. An Administrative Course Drop will result in the removal of the courses from the transcript.
- This includes formal notification by faculty and advisors that a student has missed all their courses before the conclusion of the drop deadline.

Student-Initiated Course Withdrawal

- If students simply stop attending a course, students are not withdrawn from that course. It is the student's responsibility to withdraw from their courses. A student may officially withdraw from any scheduled course(s) through the dates specified in the University course schedule. Students should consult with their advisor and review the Course Withdrawal checklist available through both their advisor and the Registrar. As relevant, students should consult with the Office of International Services to consider the implications of course withdrawal that might affect their financial aid and/or VISA status and consult with the Financial Aid office, the Athletic Director, and other offices to determine the implications of course withdrawal.

- Student-Initiated Course Withdrawal Categories :

Course Drop

Students who find it necessary to withdraw from a course may do so online via the GSU portal on or before the published drop deadline in the University course schedule with no penalty, tuition charges, or record on their transcript.

Course Withdrawal

Students who find it necessary to withdraw from a course after the published drop deadline may do so online via the GSU portal by the published withdrawal deadline in the University course schedule. A grade of “W” will appear on the transcript, and all associated tuition and fees will apply.

Course Late Withdrawal

Students who find it necessary to drop a course after the withdrawal deadline may petition for a late course withdrawal through the Registrar’s Office. A late withdrawal requires completed form and instructor approval. Approved late course withdrawals will have a grade of “WP” or “WF” assigned, which will appear on the student’s transcript; tuition and fees apply.

- Course Withdrawal Grade Options

1. W: Withdrawal. Authorized withdrawal. This grade is recorded for student-initiated withdrawals within established University deadlines.
2. WP: Withdrawal Passing. When a student is granted a late withdrawal and receives a passing grade in the course, a WP is recorded.
3. WF: Withdrawal Failing. When a student is granted a late withdrawal and receives a failing grade in the course, a WF is recorded.
4. W grades (W, WF, WP) are not included in the student GPA calculations.

Emergency and Medical Withdrawal

- A student may request and be considered for an emergency or medical leave by the Dean of Students (or designee) when extraordinary circumstances, such as serious illness, injury, hospitalization, or pregnancy or related condition, prevent the student from continuing classes.
- The severity and duration of the circumstances must be such that it would not be reasonable to expect the student to be able to make up the missed work
- The Emergency and Medical Leave process covers both physical and mental health issues as well as military deployment and voluntary leaves by students for pregnancy or related conditions under Title IX.

Course Refunds

- Students who withdraw from a course on or before the Course Drop Deadline are entitled to a full refund of tuition and fees.
- A course withdrawal after the Course Drop Deadline does not qualify for a refund.
- Refunds of tuition and fees after the Course Drop Deadline may be issued in the case of an approved Emergency or Medical Withdrawal, the student's death, or a remedy award granted from a successful grievance (see Policy 5: Academic Grievance Policy and Procedures).

University Withdrawal

- A student may request University Withdrawal in writing to the Registrar before their classification as a continuing student ends (see Policy 32: Continuing Student Status).
- When a student requests University Withdrawal, the Registrar will determine the status of tuition charges and transcript records for each course in accordance with this Policy.

SECTION V

Appendices

CLINICAL LOG JOURNAL SUMMARY SHEET

CLINICAL LOG JOURNAL SUMMARY SHEET

STUDENT NAME _____

AGENCY _____

DATE	# HOURS DAILY	SUMMARY OF CLINICAL WORK	TOTAL HOURS TO DATE