



# COMMUNITY STANDARDS

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# STUDENT HANDBOOK

2017-18



## **Community Standards Overview**

GSU's Community Standards program, coordinated by the Office of the Dean of Students, strives to promote a safe and secure community while upholding the rights of all community members. The office promotes student learning, student development, and a campus culture of respect and responsibility. We aim to encourage a community of acceptance and accountability by creating processes and policies designed to resolve conflict in an appropriate manner.

Community Standards is responsible for administering the Student Code of Conduct (Policy 4), which is the primary policy used to outline the university's expectations for students and the role that they play in our community. This handbook outlines the administrative procedures used in addressing the conduct of students and/or registered student organizations that fail to abide by the university's community standards.

### **Community Standards' mission is fulfilled by:**

- Promoting a campus environment that supports the overall educational mission of the university by educating students about their rights and responsibilities as community members.
- Educating the campus community regarding the Community Standards core values of civility, integrity, responsibility, and social justice.
- Providing an avenue for individuals who have been impacted by a student's behavior to voice their concerns and request action through the Community Standards process.
- Balancing the individual rights of students with their responsibilities as members of the many communities to which they belong, including the university and local community.
- Assisting students in understanding and navigating the Community Standards process by providing them with resources and information regarding their rights and options.
- Holding students accountable for their behavior in a fair, impartial, and consistent manner.
- Designing intentional sanctions that foster reflection, growth, and positive behavior change while taking into account each student's individual experiences and circumstances.
- Helping students to reflect on the impact their choices can have, both on their current student experience and on their future opportunities.
- Offering educational and leadership opportunities for students who participate in the operation of the student conduct system.

### **Community Standards Contact Information**

Phone: 708.235.2845

Email: [communitystandards@govst.edu](mailto:communitystandards@govst.edu)

Campus Location: C1310

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

*The 2017 – 18 Community Standards Student Handbook is effective August 13, 2017.*

## **Knowledge/Interpretation Statement**

The policies and procedures listed within the Community Standards Student Handbook do not constitute a comprehensive outline of all the University's rules and regulations. Students are subject not only to all applicable laws, but also to all university policies, rules and regulations, and are responsible for informing themselves about their responsibilities and obligations. For additional information regarding university policies, please go to [www.govst.edu/policies](http://www.govst.edu/policies), the Governors State University Catalog at [www.govst.edu/catalog](http://www.govst.edu/catalog), and the Governors State University Board of Trustees policies at [www.govst.edu/About/Board\\_of\\_Trustees](http://www.govst.edu/About/Board_of_Trustees).

This Student Handbook is published to facilitate student access and understanding of official University policy. Language in the Community Standards Student Handbook may differ slightly from the University approved policies for purposes of readability and formatting. While there are no procedural implications due to language differences, the original policies are available at [www.govst.edu/student-conduct-policy](http://www.govst.edu/student-conduct-policy).

Any question of interpretation or application of this Community Standards Student Handbook or the Student Code of Conduct (Policy 4) will be referred to the Office of the Dean of Students.

## **Procedures for Amending Content in the Student Handbook**

Proposed changes to the handbook are welcome from all GSU community members. However, the Student Conduct Committee, with the addition of a member from the Educational Policies Committee (EPC), is responsible for final approval of proposed revisions and ensuring that procedures are aligned with policy.

All final changes to procedures implementing the Student Code of Conduct must be approved by at least two-thirds of the committee (Student Conduct Committee plus the EPC member). Approved revisions are finalized and held until the beginning of the following academic year and/or the effective date for the following academic year's Community Standards Student Handbook, however, should the university determine that emergency circumstances exist, or are imminent; the University reserves the right to make revisions to the Student Code of Conduct effective upon publication and notice to students.

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## **SECTION ONE: UNIVERSITY OVERVIEW**

As members of the Governor State University community, it is important that we all know what to expect of one another and how we make our shared values come to life every day. Our mission isn't a static statement – it's what we live by.

Everyone on campus has a responsibility for helping us as we strive for academic freedom, integrity, excellence in scholarship, justice, diversity, and access to education. Our Student Code of Conduct, along with other university policies, will give you clear guidance on both what you can expect from GSU faculty and staff, and what we will expect from you.

We wish you the best this academic year. And remember, we're here to help you succeed.

Dr. Elaine P. Maimon  
University President

Dr. Aurélio Manuel Valente  
Vice President for Student Affairs  
and Dean of Students

### **GSU Mission**

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

### **GSU Vision**

Governors State University 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.

## **SECTION TWO: STUDENT RIGHTS**

### **General Responsibility of Students**

Governors State University (GSU) recognizes the basic rights and responsibilities of the members of the University and strives to provide for its members the opportunities and protections that best serve the nature of the educational process. The Student Code of Conduct governs the behavior of students of the university and protects the basic rights of the individual as well as the practical necessities of the community.

The accrediting groups for the various academic programs at Governors State University may have additional ethical standards and requirements regarding student conduct which complement the university's student conduct policy and procedures.

Students are expected to:

- Treat students, faculty, and staff of the university with fairness and respect,
- Represent themselves in an honest manner
- Respect University property and the activities conducted at University facilities, or University-sponsored events,
- Respect the property of others, and
- Uphold university policies and all applicable laws.

University is expected to:

- Treat students of the university with fairness and respect,
- Afford students procedural due process before taking disciplinary actions,
- Communicate policies and procedures to students, and
- Uphold university policies and all applicable laws.

### **Student Records (FERPA)**

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Governors State University maintains individual student records for the purpose of providing educational, vocational, and personal services to the student. The Access to Student Educational Records policy provides the confidentiality of student education records as established under FERPA, establishes the right of students to inspect and review their education records, and provides 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 FERPA and university policy, and to insure that data is stored securely to prevent unauthorized access. Questions regarding FERPA should be directed to the Registrar's Office, C1300 or 708.534.4500.

The complete policy can be found under University Policies – Access to Student Educational Records (Policy 12) which can be found at: [www.govst.edu/policies](http://www.govst.edu/policies).

## **Sexual Harassment, Assault, & Violence (Title IX)**

Governors State University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. GSU is committed to providing an environment for employees, students, and campus visitors that is free from harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, veteran status, marital status, parental status, ex-offender status, or any other basis prohibited by law.

Title IX is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. As required by Title IX, the University prohibits discrimination on the basis of sex in all university activities and programs. Any form of sexual harassment, including sexual assault and sexual violence, is a violation of [University Policy 52](#) and the Student Code of Conduct. In addition to facing university consequences, those who engage in sexual harassment, sexual assault and/or sexual violence may be subjected to criminal prosecution. Consistent with both our institutional values and our legal obligations, GSU strives to comply with all applicable legal requirements prohibiting harassment against any member of the GSU community and will investigate complaints, and to take prompt action to stop harassment when it occurs.

If you experience sexual harassment, assault, or violence, or know someone that has, we encourage you to report it so that we can help create a university community free of any such conduct.

Contact the Title IX Coordinator to report incidents:

**Sandra Alvarado, Title IX Coordinator**

1 University Parkway (C1360)

University Park, IL 60484

Phone: 708.534.4100

Fax: 708.534.1642

Email: [titleixofficer@govst.edu](mailto:titleixofficer@govst.edu)

To learn more about Title IX policy and procedures, please visit: [\*If you are seeking support and wish to speak confidentially without filing a formal report, students may contact the Student Health & Counseling Center or the YWCA South Suburban Center.\*](http://www.govst.edu>Title_IX/</a></p></div><div data-bbox=)

**Student Health & Counseling Center** provides free, confidential counseling services for GSU students.

Campus Location: A1110

Phone: 708.235.7334

Email: [studentcounseling@govst.edu](mailto:studentcounseling@govst.edu)

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

**YWCA South Suburban Center** provides affordable and confidential services for survivors of sexual assault and abuse. The crisis hotline is available 24 hours, 7 days a week for free, confidential crisis intervention and referral services.

Phone: 708.754.0486

Crisis Hotline: 708.748.5672

[www.ywcachicago.org](http://www.ywcachicago.org)

Location: 320 West 202nd Street, Chicago Heights, Illinois 60411

### **Religious Observances**

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

- It is the responsibility of the student to notify (in writing) the GSU administrator/faculty member involved at least three class periods in advance of the date of the religious observance.
- Accommodations considered unreasonable are those which would necessitate the modification of academic standards or create undue hardship on the University or its staff.
- If students feel they have been discriminated against, redress can be sought through the Student Grievance Policy (Policy 5).

A more detailed description of this University policy can be found at [www.govst.edu/policies](http://www.govst.edu/policies) under Reasonable Accommodation for Students' Religious Observances (Policy 38).

### **Americans with Disabilities Act**

Governors State University complies with the Americans with Disabilities Act of 1992, as amended, and with Section 504 of the Rehabilitation Act of 1973 as well as other federal and state legislation which states that, "No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

Access Services for Students with Disabilities (ASSD) is dedicated to creating an accessible environment and equality of educational opportunities for students with documented disabilities. Legally mandated access and accommodations are available to all qualified students who self-identify with ASSD. Students must provide documentation by a qualified professional that can verify the functional impact of the disability as well as recommendations for appropriate accommodations.

The information provided by students is voluntary and confidential. For more information and/or to arrange for appropriate accommodations, please contact the Director of Access Services for Students with Disabilities in the Student Success Commons, located in B1215 and can be reached at 708.534.4090. To learn more about Access Services for Students with Disabilities (ASSD), please visit [www.govst.edu/disability-services](http://www.govst.edu/disability-services).

## **Good Samaritan/Amnesty Practice**

The health and safety of every student is important to GSU. The Office of the Dean of Students recognizes that the potential for a conduct action may deter students from seeking needed medical assistance for a fellow student or themselves. As a university, we support and encourage all students to reach out for assistance in cases of a medical emergency and/or when you see others in need.

Through the Good Samaritan/Amnesty practice, students are encouraged to be active bystanders and respond to potentially risky circumstances (such as alcohol or drug intoxication) without reasonable fear of consequence from the university.

- A Good Samaritan who makes an effort to obtain medical assistance will not face formal non-academic disciplinary action as long as there are no other violations of the Student Code of Conduct.
- Excused instances include that of the possession and/or use of alcohol/drugs by persons under the age of twenty-one (21) as well as intoxication in or on any property owned, controlled, or used by Governors State University, including that of University Housing.
- Students may still be required to meet with the Office of the Dean of Students to discuss the incident even if no formal conduct charges are filed.

Good Samaritan/Amnesty practice can also apply to situations that may arise during an approved University-sponsored event or activity wherein the serving of alcoholic beverages is permitted. In any case, should a situation arise, the Office of the Dean of Students will take all actions of a student and/or a student organization into consideration while addressing any violation of the Student Code of Conduct (Policy 4). Please note that misconduct that violates local, state, and/or federal laws are still subject to potential criminal charges.

**For medical assistance, contact the Department of Public Safety (DPS) at 708.534.4900 or dial 911. All students who reach out for assistance must self-identify so that the University is able to recognize your Good Samaritan/Amnesty practice.**

For more information about our Good Samaritan/Amnesty practice, please contact Community Standards at 708.235.2845 or [communitystandards@govst.edu](mailto:communitystandards@govst.edu).

## **Emergency & Medical Leave**

A student may request and be considered for an emergency or medical leave when extraordinary circumstances, such as a serious illness, injury, or hospitalization prevents the student from continuing classes. The severity and duration of the problem must be such that it would not be reasonable to expect the student to be able to make up the missed work. The Emergency & Medical Leave process covers both physical and mental health issues as well as military deployment.

Emergency & Medical Leave Requests are “all or nothing”; it is not possible to receive an emergency leave from individual classes while remaining enrolled in other classes. A student may withdraw from courses prior to the published withdrawal date. After the withdrawal date, students may submit a late withdrawal request to the Office of the Registrar for withdrawal from single or multiple classes after the published withdrawal date.

Details on options for students with medical issues, including the Emergency & Medical leave process can be found online at [www.govst.edu/emergencyleave](http://www.govst.edu/emergencyleave).

## **Late Course Withdrawal Appeal**

Students may withdraw from courses using the myGSU portal through the published withdrawal date. If a student wishes to withdrawal after the published date, they must submit a late withdrawal request to the Registrar. Students who are denied a late withdrawal by the Registrar may submit an appeal to the Office of the Dean of Students.

### **Submitting a Late Withdrawal Appeal**

- 1. Filing an Appeal:** Student submits a one (1) page (maximum) letter explaining the rationale for an appeal and attaches all additional supporting documentation that the student believes will be needed to effectively review the appeal request. This information must be submitted to the Office of the Dean of Students ([deanofstudents@govst.edu](mailto:deanofstudents@govst.edu)) *within ten (10) business days of the denial letter receipt* from the Registrar.
- 2. Review of Appeal:** The Office of the Dean of Students will investigate/review the appeal information in order to make a decision. The designated individual responsible for reviewing the appeal will determine if a meeting with the student to discuss the appeal is necessary or if there is sufficient information provided within the written appeal in order to make a decision.
- 3. Notice of Decision:** Students will be notified of decision *within ten (10) business days of submitting an appeal*. If the appeal is approved, the associated departments will need *at least ten (10) business days to make changes to the student’s account*.

## **Student Complaints & Grievances**

As members of the university community, students have a right to request an explanation, reconsideration, and review of a faculty member's and/or administrator's professional judgment. Students may file complaints or grievances to review academic or non-academic decisions made by the University. The policy is applicable to student complaints regarding final grades, academic advising, and other academic related matters as well as regarding discrimination, harassment, or other University error related to non-academic issues.

More information about student complaints and grievances can be found in the Student Grievance Policy (Policy 5, [www.govst.edu/policies](http://www.govst.edu/policies)) and online at [www.govst.edu/studentcomplaints](http://www.govst.edu/studentcomplaints).

### **Academic Grievance Procedure**

Students may file a complaint or grievance to review academic decisions made by the University. The policy is applicable to student complaints regarding grades, academic advising, and other academic related matters. Academic grievances are resolved in the colleges through the faculty, division/department chair, and college dean.

#### **1. Informal Resolution**

- a. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern *within 15 working days* (when classes are in session) of the occurrence of the issue.
- b. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division/department chair.

#### **2. Filing a Grievance**

- a. To file an official academic grievance, the *student must submit a written statement within 30 calendar days of the event* to the division/department chair of the collegial unit in which the course is offered.
- b. The grievance must state the reasons for the grievance and the remedy that is sought.

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

- a. The student may request a *one (1) time extension of the 30-day time period* in which a grievance must be filed.
- b. This request must be in writing to the division/department chairperson prior to the end of the 30-day period with reasons and requested time for extension.

#### **4. Determination of Grievances** (*please check with your academic college dean for the most up-to-date information*). The division/department chair has *seven (7) working days to determine if the grievance has substance*.

- a. *Determination if the Grievance is an Issue of Substance*
  - i. If the grievance is determined to be an issue of substance, the division/department chair shall refer the grievance to the chair of the College Grievance Committee.
  - ii. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within seven (7) working days (when classes are in session) of receiving the grievance.
  - iii. If the grievance chair is unable to mediate a satisfactory solution, they shall request in writing that the faculty/administrator involved submit a written response to the student's grievance.
  - iv. The response is to be received by the grievance chair within seven (7) working days of the request (when classes are in session).
  - v. The grievance chair shall convene the Student Grievance Committee within ten (10) working days (when classes are in session) of receiving a written response from the faculty/administrator involved.
- a. *Determination Grievance is Not an Issue of Substance*
  - i. If the division/department chair decides that the grievance does not represent an issue of substance covered by these procedures, they shall so inform the student in writing with reasons.
  - ii. 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 (10) working days (when classes are in session) of receipt of the division/department chair's decision.
  - iii. The decision of the dean/director shall be submitted in writing within ten (10) working days (when classes are in session) to the provost (or designee), the chairperson, and the student.
  - iv. The student may appeal the dean/director's decision to the provost (or designee) in writing within ten (10) working days (when classes are in session) of receipt of the college dean/director's decision.
  - v. The decision of the provost (or designee) shall be provided in writing within ten (10) working days (when classes are in session) and is final and binding.

**Additional information regarding Academic Grievance Procedures can be found online at  
[www.govst.edu/grievance-policy-procedure](http://www.govst.edu/grievance-policy-procedure).**

## **Non-Academic Grievance Procedure**

Students may file a non-academic grievance with the Office of the Dean of Students for matters not addressed through the academic grievance process. Non-academic grievances may be submitted online at [www.govst.edu/studentcomplaints](http://www.govst.edu/studentcomplaints).

- 1. Filing a Complaint:** To file a complaint, the student must submit a written statement to the Dean of Students or their designee within 30 calendar days of the date of occurrence. The written complaint must state the reasons for the grievance and the remedy that is sought.
- 2. Request for Extension of Filing a Grievance:** The student may request an extension of the thirty-day time period in which a complaint must be filed. This request, with rationale, must be in writing to the division/department chairperson prior to the end of the 30-day period.
- 3. Determination of Complaints:** Upon receipt of the complaint, the Dean of Students or their designee has seven (7) working days to determine if the grievance has substance.
  - a. Determination that the Complaint has No Substance:**
    - i. If the Dean of Students or their designee decides that the complaint does not have substance covered by these procedures, they shall so inform the student in writing with rationale. The decision of the Dean of Students or their designee shall be submitted in writing to the provost (or designee) and the student.
    - ii. The student may appeal the Dean of Students or their designee's decision to the provost (or designee) in writing within ten (10) working days (when classes are in session) of receipt of the dean's decision. The decision of the provost (or designee) shall be provided in writing within ten (10) working days (when classes are in session) and is final and binding.
  - b. Determination that the Complaint has Substance:**
    - i. If the Dean of Students or their designee determines the grievance has substance, they shall attempt to find a mutually satisfying solution by working with the student within ten (10) working days (when classes are in session) of receiving the grievance.
    - ii. If the Dean of Students or their designee is unable to mediate a satisfactory solution, they shall review the facts and make a decision regarding the student's complaint. The decision shall be submitted in writing within seven (7) days of the request (when classes are in session) to the provost (or designee) and the student.
    - iii. The student may appeal the Dean of Students or their designee's decision to the provost (or designee) in writing within ten (10) working days (when classes are in session) of receipt of the dean's decision.
    - iv. The decision of the provost (or designee) shall be provided in writing within ten (10) working days (when classes are in session) and is final and binding

## SECTION THREE: STUDENT CODE OF CONDUCT

### Student Misconduct

Governors State University's official policy statements on student misconduct are detailed in *Student Conduct Code* (Policy 4) and *Academic Honesty* (Policy 24). All GSU students are responsible for reading, understanding, and following the official policies, located at [www.govst.edu/policies](http://www.govst.edu/policies).

### Disciplinary Records

The university disciplinary process is designed to educate students and hold them accountable for their conduct and decision-making. For that reason, disciplinary records are a part of a student's educational record. The disciplinary information is considered an educational record and is not subject to review by the public and must follow the guidelines in accordance with GSU's Access to Student Educational Records Policy (Policy 12).

### Authority & Jurisdiction

The [Student Code of Conduct \(Policy 4\)](#) outlines the student conduct system at Governors State University. This policy establishes standards of behavior for the GSU student body, both for academic and nonacademic conduct. The identified standards of behavior may be applied to student behavior both on and off campus, applicable to both individual students and registered student organizations.

- A. Authority:** The Office of the Dean of Students: Community Standards Program has primary responsibility for resolving matters of non-academic student misconduct. Faculty and academic colleges have primary authority for resolving academic misconduct. The Dean of Students (designee: Coordinator of Community Standards) shall be responsible for all administrative details involved in non-academic student conduct and academic misconduct, when requested by faculty/academic colleges.
- B. Jurisdiction:** The Student Code of Conduct is applicable to misconduct both on and off campus, including university premises and university sponsored activities. 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.
  - 1. Institution/University/School** is Governors State University.
  - 2. 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.

3. **Student** is a person currently enrolled at a campus or in a course, program or activity of the university, 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 a student, their status shall continue for disciplinary processing purposes until all University proceedings have been concluded.
- a. *Continuing Student Policy (Policy 32)* states "A continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GSU has not been interrupted for more than five years (15 consecutive semesters, including summer sessions)." The complete policy can be found at: [www.govst.edu/policies](http://www.govst.edu/policies).
  - b. Students with continuing student status who have allegedly violated policies may be referred to Community Standards. If a student is not registered for classes at the time of the incident, Community Standards may send a notice to the student regarding the incident notifying them of a hold on their student account and that the incident will be addressed by Community Standards prior to the student being permitted to register for subsequent semesters.
4. **Student Organization** is a group of persons who have complied with university requirements for recognition as established by Student Life.
5. **University premises** are buildings or grounds owned, leased, operated, controlled, or supervised by the university.
6. **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.
7. **The Student Code of Conduct** applies to actions and behaviors displayed in person and/or through the use of any electronic medium. Students should also be aware that 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 conduct violations if evidence of policy violations is posted online.
- C. **Student Code of Conduct and Violations of Law:** When students violate a university policy, they are subject to disciplinary action by the university whether or not the conduct violates civil laws. When a student is subject to allegations of violating federal, state, and/or local laws, the university may simultaneously and independently investigate and address potential conduct code violations. The university conduct process shall proceed notwithstanding any criminal complaint that may arise from the same incident.

**D. Student Code of Conduct and University Policies/Procedures:** The Office of the Dean of Students will work with other offices, as appropriate, to address any conflicts associated with concurrent processes to address the same behavior.

1. *Students with Special Relationships to the University:* Students who are athletes, student leaders, employees, or hold other relationships with the University, and whose behaviors violate the Student Code of Conduct, may also fall within the jurisdiction of another university policy or process associated with that relationship. Likewise, employees who enter into a relationship with the university as students may be held accountable for misconduct through the Student Conduct process in addition to any action they face as an employee.
2. *University Policies:* Although other policies and procedures may exist to address student policy violations, the following matters must be referred to the Office of the Dean of Students for consideration of formal Student Conduct proceedings (either instead of or in addition to other applicable policies or procedures):
  - a. Behavior that poses an imminent risk to the safety of the student or any members of the university community;
  - b. Serious infractions of the Student Code of Conduct including, but not limited to: the destruction of property; possession of weapons; bomb threats; use, sale, or possession of illegal drugs; or violations of local, state, or federal laws;
  - c. All incidents of alleged sexual misconduct, which include sexual assault, domestic violence, stalking, and dating violence.

**E. Student Status and Holds:** A student charged with violating policies may not avoid the conduct process by withdrawing from courses and/or the university. Student conduct proceedings may continue as described in this handbook without the student's participation, and/or, at the discretion of the Office of the Dean of Students, a hold may be placed on the student's record prohibiting further registration, issuance of a degree or transcript, and/or release of transcripts.

**F. Prior Conduct or Criminal History:** The university requests that students disclose a criminal or disciplinary history on their application for admission to GSU and application for University Housing. The university does not use criminal or disciplinary history in admissions decisions, but may restrict students from living in on campus housing due to a criminal history. Submitting false information on application for admission or on-campus housing may result in cancellation of an admissions decision, housing assignment, and university disciplinary action.

**G. Responsibility for Guest Behavior:** Students and their guests are expected to follow the rules and regulations defined in the Student Code of Conduct and University Housing Handbook. Students may be held responsible for the actions of their guests which violate the Student Code of Conduct. Guests include, but are not limited to university guests and guests of students residing in University Housing. Students may be held accountable for the behavior of their guests including restitution for property damage.

## **Student Conduct Policies**

Students are responsible for conducting themselves in a manner compatible with the university's mission and values and to act as responsible members of the university community. Violations of the community standards that are essential to the core educational mission of Governors State University will result in sanctions under the Student Code of Conduct. The university may at any time put into place interim measures or impose disciplinary sanctions for violations of the Student Code of Conduct. The community standards include, but are not limited to, the following:

**Standards of Classroom Behavior:** Students are expected to demonstrate behavior in the classroom that is not disruptive to the educational/learning environment. The primary responsibility for managing classroom behavior rests with the faculty. Students who engage in any behavior that results in the disruption of a class may be directed by the faculty member to leave the classroom for the remainder of the class period. A student dismissed from a class may be required to meet with an academic administrator, faculty member, or the Office of the Dean of Students before the student is permitted to return to the class. If the disruptive behavior persists, the matter may be referred for conduct action. In addition, any behavior that occurs in the classroom that constitutes a violation of the Student Code of Conduct may be referred for conduct action.

### **Academic Misconduct**

**Academic Misconduct:** 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. (*Additional details are found in Academic Honesty Policy 24; [www.govst.edu/policies](http://www.govst.edu/policies)*)

### **Faculty & Academic Colleges Authority**

The faculty member has initial jurisdiction over instances of academic misconduct that occur in association with a course being taught by the faculty member.

1. The faculty member may personally meet with the student to discuss misconduct and its consequences (e.g., zero on an exam, a lower grade for the course, etc.). If the faculty member determines that this consequence is sufficient to resolve the misconduct, a written record of the incident and its resolution needs to be drafted by the faculty member to record the resolution of this matter.
2. A copy of the letter of understanding and/or record of disciplinary action shall be sent to the chair of the program offering the course. The chair will then forward a copy to the Dean of their college and the Office of the Dean of Students. The Office of the Dean of Students will keep a record of the academic misconduct on file.
3. 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/unit director to discuss the matter.

4. The division/department chair/unit director and faculty member shall meet to determine if the misconduct warrants additional disciplinary action. If so, the division/department chair/unit director drafts a letter to the Dean of the college and the Dean of Students outlining the details of the misconduct and recommendations for sanctions or further action.
5. If a student wishes to appeal any sanctions imposed by a faculty member of division/department chair, students may pursue an academic grievance following the procedures outlined in Policy 5 (See Academic Grievances). The appellate body for faculty disciplinary actions is the division/department chair.

### **Office of the Dean of Students Authority for Academic Misconduct**

If the Dean of Students (or designee) receives a request for disciplinary sanctions from a faculty member or division/department chair, per the process stated above, the report will be reviewed in consultation with the academic college. The case will follow the Student Conduct procedures as detailed in this handbook and the faculty member and division/department chair will be notified of the outcome.

## **Non-Academic Misconduct**

### **Health and Safety Policies**

Students are expected to behave in a manner that promotes the health and safety of the university community. Violations of this expectation include, but are not limited to:

1. **Abuse/Threatening Behavior.** Prohibited acts include, but are not limited to, intentional and unwanted physical contact with another person, including assault, battery, or physical behavior and/or abusive or threatening language (expressed or implied) directed to any person (including oneself), that may be carried out in person, via electronic media, or third parties, that:
  - a. Endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action;
  - b. Substantially interferes with an individual's academic, employment, and/or living conditions/environment, or access to university resources and opportunities; and/or
  - c. Restricts the freedom of movement of another person by use of physical force.  
(Reference to Violation 4; Policy 4).
2. **Alcohol.** Prohibited acts include, but are not limited to, the use, possession, manufacture, sale, or distribution of alcoholic beverages by any person under the legal age of consumption (21 years of age) or to any person under the legal age of consumption (21 years of age). Public intoxication, driving under the influence, and all other violations of university policy and/or federal, state, or local laws related to alcohol are further prohibited. Additional regulations regarding alcohol in University Housing can be found within the [University Housing Handbook](#)  
(Reference to Violations 9 and 20; Policy 4).
3. **Bullying/Cyberbullying.** Prohibited acts include, but are not limited to, intentional, repeated, persistent, and/or aggressive behavior (physical, verbal, or written) directed at another person,

either in person or through electronic (e.g., email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, and social media sites), telephonic or other means, that intentionally or unintentionally causes fear, distress, or harm to another person's body, emotions, self-esteem, personal belongings, or reputation. (Reference to Violation 4; Policy 4).

4. **Controlled Substances (Drugs).** Prohibited acts include, but are not limited to, the use, possession, manufacture, sale, distribution, or transportation of illegal drugs and drug paraphernalia. This includes prescription medication and over-the-counter medication or any other substance being used in any manner other than its intended purpose. (Reference to Violation 1; Policy 4).
5. **Discrimination.** Prohibited acts include, but are not limited to, those that disparage other individuals based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, gender, gender identity, pregnancy, predisposing genetic characteristics, marital status, veteran status, or ex-offender status (Reference to Violation 18; Policy 4).
6. **Firearms, Weapons, & Dangerous Substances.** Firearms, weapons, and explosives of any type are prohibited on or in any property owned or leased by the university; this includes any property used to house university-sponsored events or activities. Prohibited acts include, but are not limited to, illegal or unauthorized possession, use, or unauthorized storage of firearms, fireworks, ammunition, explosives, dangerous chemicals, switchblade knives, knives with blades that are three inches or longer, other weapons, or realistic replicas of weapons on university premises or use of any such item, even if it is legally possessed, in a manner that harms, threatens, or causes fear to others (Reference to Violation 3; Policy 4 and [Concealed Carry Policy](#)).
7. **Emergencies/Fire Safety.** Violation of local, state, federal, or campus policies including, but not limited to:
  - a. Tampering with, unauthorized activation of, or misuse of emergency or fire safety equipment, including fire alarms, smoke detectors, fire alarm pull boxes, and fire extinguishers.
  - b. Failure to exit or impeding the evacuation of any facility, property, or building when a fire alarm or other emergency notification has been sounded, including blocking or locking fire exists or propping doors open is also prohibited.
  - c. Starting or maintaining any open flame in any university facility or on the campus without proper authority, including smoking indoors and disposal of lit tobacco products indoors is also prohibited.
  - d. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, terrorism or other emergency is further prohibited. (Reference to Violations 10 and 22; Policy 4).

8. **Hazing.** Knowingly requiring the performance of any act by a student or other person in the university community for the purpose of induction or admission into any group, organization, or society associated with the University if (a) the act is not sanctioned or authorized by the university; and (b) the act results in bodily harm to any person or recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student or other person in the university community. Prohibited acts include, but are not limited to, the forced consumption of any substance; paddling or striking in any manner; personal servitude; sleep deprivation; conducting activities that do not allow for time to meet academic commitments; those that require the violation of university policies or federal, state, or local laws; or any activity likely to cause embarrassment or humiliation (Reference to Violations 4 and 6; Policy 4).
9. **Indecent Exposure.** Prohibited acts include, but are not limited to, publicly exposing one's private body parts, public urination, defecation, and public sex acts (Reference to Violation 21; Policy 4).
10. **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. Prohibited acts include, but are 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 (Reference to Violation 5; Policy 4).
11. **Sexual Misconduct.** Students are expected to promote an educational environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct"). *Unwanted or unwelcome conduct of a sexual nature that is committed without valid consent of all parties involved will not be tolerated.* Prohibited acts include, but are not limited to, engaging in any acts related to sexual activities between individuals that are accomplished through force or the threat of force, or without full and informed consent of all parties involved. Sexual misconduct may include, but is not limited to, sexual assault, sexual harassment, stalking, dating violence, and domestic violence as those terms are defined on the GSU Title IX/Sexual Misconduct website found at [www.govst.edu/titleix](http://www.govst.edu/titleix) (Reference to Violation 4; Policy 4 and Policy 52).
12. **Stalking.** Engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for their safety or the safety of others, or (b) suffer substantial emotional distress is prohibited. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, device, method or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property (Reference to Violation 4; Policy 4).

## **University Facilities, Resources, and Operations Policies**

Students are expected to use and treat university facilities and resources (a) in a manner consistent with applicable policies, rules, procedures, etc., (b) for their intended use, and (c) without causing damage or harm thereto. Further, students should not unduly interfere with any university operations. Violations of this standard include, but are not limited to:

- 13. Computer/Technological Misuse.** Misuse of university computer systems, laboratories, equipment, or software in violation of university policies is prohibited (Reference to Violation 17; Policy 4).
- 14. Contempt of the Conduct Process.** Prohibited acts include, but are not limited to, failure to comply with the instructions or orders of a duly authorized conduct body or representative; failure to fully complete imposed disciplinary sanctions, interim measures, or outcomes; falsification of information; or any act which hinders or obstructs the conduct process. Unauthorized release of a student's disciplinary conduct is also prohibited. (Reference to Violations 11 and 24; Policy 4).
- 15. Destruction of Property/Vandalism.** Prohibited acts include, but are not limited to, any activity which destroys or defaces property or grounds of the university, of a university community member, of another institution, or of another person, on or off campus (Reference to Violation 8; Policy 4).
- 16. Dishonesty.** Prohibited acts include, but are not limited to, furnishing false information to any university official, faculty member, or office; or facilitation, intentionally or knowingly aiding another student in violating the Student Code of Conduct (Reference to Violations 2 and 23; Policy 4).
- 17. Disorderly Conduct.** Prohibited acts include, but are not limited to, public behavior that is disruptive; breaches the peace through rioting or other acts; or aiding/procuring another person to breach the peace at functions sponsored by the university as well as functions involving the participation of members of the university community (Reference to Violation 7; Policy 4).
- 18. Disruptive Behavior.** Prohibited acts include, but are not limited to, behaviors that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the university or the rights of other members of the university community. This includes, but are not limited to, acts that occur both inside and outside of the classroom setting and that may involve the use of electronic equipment, such as in online classes. (Reference to Violation 6; Policy 4).
- 19. Gambling.** Prohibited acts include, but are not limited to, any form of gambling; playing any games and/or extra-curricular activities for money or property; or otherwise placing bets on uncertain outcomes (Reference to Violation 19; Policy 4).

- 20. Legal.** Committing or attempting to commit any act that is or would be a violation of local, state, or federal law, on campus or at any university-sponsored event, is prohibited (Reference to Violation 22; Policy 4).
- 21. Misuse of University Documents/Materials.** Prohibited acts include, but are not limited to, forgery, alteration, unauthorized use or misuse of any documents, records, materials or ID cards belonging to the university, a student, or member of the university community; permitting the use of university documents by an unauthorized person; possession, manufacture, sale, or distribution of university materials and identification cards or devices that are false or fraudulent (Reference to Violations 2 and 13; Policy 4).
- 22. Noncompliance with University Officials.** Failure to comply with the directions of university officials, including campus police officers and emergency personnel acting in performance of their duties, is prohibited (Reference to Violation 12; Policy 4).
- 23. Theft.** Prohibited acts include, but are not limited to, attempted or actual theft, unauthorized use, or possession of any property when an individual had knowledge or reasonably should have had knowledge that it was personal or university property, equipment and/or resources is prohibited (Reference to Violations 15 and 16; Policy 4).
- 24. Trespassing.** Unauthorized presence in or use of university premises, facilities, or properties. Prohibited acts include, but are not limited to, accessing locations that are locked, closed to student use, or otherwise restricted from use (Reference to Violation 14; Policy 4).
- 25. University Housing Policies.** All students, regardless of residential status, are expected to comply with all regulations outlined in the University Housing Handbook, all regulations stated within the housing contract, as well as any supplementary expectations communicated by the University Housing staff in the performance of their duties. Additional information about these regulations can be found within the [University Housing Handbook](#) (Reference to Violation 20; Policy 4).

## Report Review Process

- A. Reporting Student Misconduct:** The Office of the Dean of Students encourages students and any other member of the university community to report violations of the Student Code of Conduct by filing a formal complaint/incident report. A complaint/report is the written record of the information brought forth regarding the alleged violation(s) of the Student Code of Conduct.
1. Reports may be made utilizing the university's online incident reporting forms.
    - a. To report non-academic misconduct, please use the Student Conduct Incident Report at [www.govst.edu/conductIR](http://www.govst.edu/conductIR)
    - b. To report academic misconduct, please use the Academic Misconduct Incident Report at [www.govst.edu/academicIR](http://www.govst.edu/academicIR)
  2. Complaints will be reviewed by the Office of the Dean of Students, and if there is reliable information indicating that misconduct may have occurred, the Student Conduct process will be initiated, creating a conduct case. The office reserves the right to initiate a case without a formal complaint and to investigate anonymous reports.
  3. Records containing complaints, reports involving student conduct, procedures for handling conduct cases, and the outcomes of hearings shall be maintained in the Office of the Dean of Students.
- B. Complaints/Incident Reports:** A complaint/incident report should be filed as soon as possible after the alleged misconduct occurred and should describe the incident, the alleged violation(s) of the Student Code of Conduct, and identify the individuals involved in or witness to the incident. Additional materials that support the complaint should be submitted (e.g. photos, written correspondence, copies of emails and/or texts). Upon review, if the complaint does not contain adequate documentation, the complainant may be contacted to provide additional information or clarification regarding the incident.
1. **Responding Student(s):** Student(s) who are alleged to have violated the university's Student Code of Conduct.
  2. **Complainant(s)/Reporter:** Person(s) who have reported or brought forth the alleged violation(s) of responding student(s).
- C. False Reports:** The university considers the intentional filing of a false complaint as a serious matter. It is a violation of the Student Code of Conduct to make an intentionally false report.
- D. Initiation of the Conduct Process**
1. **Case Not Pursued:** If there does not appear to be credible or sufficient information to suggest that a violation occurred, the complaint will not move forward through the formal Student Conduct process. The complaint and any information gathered will be kept to document that the situation was reviewed.
  2. **Informal Response:** If the behavior described is concerning, but does not appear to be a violation or falls outside the jurisdiction of the policy, there may still be an institutional response

without the initiation of the formal Student Conduct process. For example, the student may be asked to meet with a staff member to discuss the incident or participate in a mediated conversation.

3. **Referral to Academic Colleges:** Complaints alleging a violation related to academic integrity that are submitted by someone other than the instructor of record will be referred to the academic college.
4. **Community Standards Review:** Complaints alleging a violation of non-academic conduct policies will be reviewed by Community Standards and referred for a conduct hearing.
5. **Referral to University Department:** Community Standards may determine that the case should be handled—instead of or in addition to Community Standards—by another office (e.g. University Housing, Student Life).
6. **Referral to Title IX Coordinator for Investigation:** If the conduct described in the complaint suggests a possible violation of the Sexual Misconduct Policy, website ([www.govst.edu/titleix](http://www.govst.edu/titleix)), the information will be submitted to the Title IX Coordinator for investigation. Once the investigation is complete, the complaint may be referred back to Community Standards for further review and action. Refer to the GSU Sexual Misconduct>Title IX website at [www.govst.edu/titleix](http://www.govst.edu/titleix)

- E. **Request for a Delayed Process:** Requests for a delay related to the Student Conduct process will be considered only in extraordinary circumstances.

F. **Interim Measures**

1. Interim measures may be put into place at any time after the initial reporting of alleged misconduct for the following reasons (non-exhaustive list):
  - a. To protect the health, welfare, or safety of a student or the university community;
  - b. To prevent or address significant disruption to the educational process and/or the normal operations of the university;
  - c. To provide legally mandated interim remedies, such as may be required for the university to comply with Title IX or as ordered by a court;
  - d. If the student cannot be located and/or does not participate in the conduct process.
2. If interim measures are necessary, the students affected by the measures will be provided with a written notice outlining the restrictions or changes that have been imposed. The interim measure notices will be sent to both parties and will specify the measures that have been put into place and the reason(s) for the action. Interim measures will vary depending upon the facts of each case.
3. Interim measures will not include a termination of the respondent's status as a student, and will not be considered as a finding of responsibility. A student's failure to abide by any or all of the interim measures may be considered an additional violation of the Student Code of Conduct.
4. Interim measures may include, but are not limited to:
  - a. Change of University Housing room assignment or removal/ban from University Housing;
  - b. Change of dining/parking/transportation arrangements;

- c. Restrictions on participation in student organizations and student activities;
- d. Change in work schedules/assignments;
- e. Alteration of academic schedules;
- f. Withdrawal from/retake of a class without penalty;
- g. Limited access to university services;
- h. Restricted access to university buildings/facilities;
- i. Campus no-contact order;
- j. Hold on student account.

#### **G. Summary Suspension**

1. If the Office of the Dean of Students becomes aware of a student whose continued participation within the university community poses an immediate threat to the health or safety of themselves or others, or poses an imminent threat of significant disruption to normal campus operations, the Dean of Students may implement summary suspension procedures. These procedures are to be utilized only in those extraordinary situations where, in the judgment of the Dean of Students, the prescribed Student Conduct process is not appropriate, or cannot be applied in a timely manner.
2. A summary suspension may include, but is not limited to, the following:
  - a. Restriction from some or all university premises, including University Housing;
  - b. Loss of privilege to participate in classes, either in person or electronically/virtually;
  - c. Loss of privilege to participate in some or all university-related activities;
  - d. Registration hold;
  - e. Graduation hold (if student is on the graduation list or scheduled to graduate within the semester of the suspension); and/or
  - f. Notification of suspension to academic program.
3. The student will be notified of the summary suspension status by official GSU email, telephone, and/or in person. The notification will include an explanation for the imposition of the summary suspension and outline the restriction(s) imposed on the student during their suspension.
4. After the issuance of the summary suspension notice, the Office of the Dean of Students will inform all appropriate campus administrative units of the imposition of the summary suspension. The student will remain absent from the campus until the hearing, and failure to abide by this required absence may result in additional disciplinary action.
5. A student who questions the summary suspension may submit a written request for a hearing before the Dean of Students to review the summary suspension.
6. The Dean of Students will schedule a conduct hearing within seven (7) business days of the student's receipt of the notice of the summary suspension. An additional notification will be sent to the student with a date and time for the Student Conduct hearing. The hearing will be conducted as described within this policy.
7. At the discretion of the Dean of Students, the hearing may be delayed or rescheduled; however, the suspension will remain in effect until the hearing has been completed.

## **Notice to the Student**

After receiving a complaint, Community Standards will send the responding student a written notice of the alleged violations and information on the Student Code of Conduct.

- A. The standard and primary method of communication to correspond with students is through university email ([username@student.govst.edu](mailto:username@student.govst.edu)).
  - 1. Notices may also be mailed to a student's address as listed in their official records held by the Registrar, hand-delivered to the student, or given to the student in the Office of the Dean of Students.
  - 2. Students are responsible for updating their contact information with the Registrar.
- B. Students may request a meeting to learn more about the Community Standards process, the Student Code of Conduct, or information about alleged violations.

## **Hearing Options**

Student(s) who have allegedly violated the Student Code of Conduct will be invited to participate in a conduct hearing to discuss the alleged violations and respond to the charges. The university student code process is not a criminal or judicial trial/practice. The hearing process is designed to educate students and hold them accountable for their conduct and decision-making.

During the course of the school year, cases are typically assigned to an administrative hearing officer (AHO) or the Student Conduct Committee (SCC) for hearing and resolution purposes. Exceptions to this procedure include, but are not limited to:

- Periods when the committee is not in session (e.g., academic break periods, summer session, university break periods, periods at the start of each semester prior to the convening of the committee);
- Cases that required special need for confidentiality (e.g., sexual misconduct cases).

**Preponderance of Evidence:** The standard of proof that applies to all university student conduct proceedings or determinations is a preponderance of evidence. A finding of a violation of the Student Code of Conduct must be supported by evidence that is "more likely than not" that the violation was committed. The university bears the burden of proving the charges.

## **Administrative Hearing**

An informal conversation between a responding student and the administrative hearing officer (AHO) to discuss the incident and alleged violations. The hearing officer may find a student responsible or not responsible or further investigate as needed. During administrative hearings, only the hearing officer and students connected to the case are allowed to attend.

### **Administrative Hearing Format**

**A. Student attends the administrative hearing:**

1. The students may ask questions about the process;
2. The administrative hearing officer will review the facts of the report, as well as any other relevant case information received;
3. Students can respond to the information by providing their perspectives on the incident and alleged behaviors;
4. Students may present information and/or witnesses relevant to the charges;
5. The hearing officer will ask questions of the students and witnesses;
6. Students can acknowledge or deny responsibility for the alleged violation(s);
7. The hearing officer will determine whether the respondent is responsible for the alleged actions/behavior and, if so, will consider and impose appropriate sanctions;
8. Within seven (7) business days of the conclusion of the hearing, Community Standards will inform the students of the decision in writing.

**B. Student does not attend administrative hearing.** If the student chooses not to meet with the administrative hearing officer by the given deadline, the hearing officer may proceed with the determination of responsibility and any sanctions without input from the student.

1. Students who are entering the conduct process for the first time may be offered a second opportunity to attend a hearing.
2. Depending on the nature of the case, the hearing officer may instead place a hold on the student's record, preventing registration until the student has met with the administrative hearing officer.

## **Student Conduct Committee (SCC)**

A Student Conduct Committee hearing is a formal conversation between the responding student and the committee to hear alleged serious or repeat minor/moderate academic and non-academic violations of the Student Code of Conduct. The committee is comprised of students, faculty, and administrators who have been trained to hear cases.

All hearings of the Student Conduct Committee are audio recorded and stored electronically in the student's case file in a manner consistent with Policy 12: Access to Student Educational Records Policy.

The conduct committee hearing process provides the student with an opportunity to:

- Review the available case information, including the alleged violations;
- Share their perspectives on what happened, including presenting witnesses and relevant evidence; and/or
- Describe the effects the incident has had on the student and others, both negative (harm caused) and positive (lessons learned).

**A. Notice of the Hearing:** Complainants and respondents will be provided written notice of the hearing date, time, and location prior to the hearing date. The notice will include a description of the procedures to be followed at the hearing.

**B. Student Conduct Committee Hearings:** Hearing proceedings will follow the format described below.

The hearing is not conducted as a civil or criminal proceeding and consequently strict rules of evidence do not apply. At the discretion of the members, changes may be made to the hearing format to accommodate special circumstances. The Committee/Hearing Chair is responsible for asking all relevant questions, making decisions based on the materials and information provided, and imposing sanctions where appropriate. The Hearing Chair/Student Conduct Committee determines the relevance of any information, materials, or testimony, and may refuse to direct questions to the parties/witness and/or refuse to accept information, materials, or testimony it considers immaterial or irrelevant. The Student Conduct Committee hearing will utilize the following format:

1. **Introduction/Review of Alleged Violations:** The Chair of the Student Conduct Committee will convene the hearing by requesting that all individuals present state their name and role. They will then review the alleged violations of the Standards of Conduct.
2. **Opening Statements:** The complainant and respondent may each make a brief opening statement for the purpose of providing the hearing committee with a short summary of their positions relevant to the complaint and the materials/witnesses to be presented
3. **Presentation of Evidence:** The complainant and respondent may present committee any and all information, materials, and witness testimony to support their position. Community Standards may call any witnesses or investigators to present relevant findings to the hearing committee. Witnesses will only be present at the hearing while providing their testimony.
4. **Questioning of Parties/Witnesses:** After each respective presentation, the hearing committee, complainant, and respondent will have the opportunity to ask questions. The Hearing Chair/Student Conduct Committee may recall any witnesses. Once all information, materials and testimony have been presented, the hearing committee, complainant and respondent are provided a final opportunity to ask additional questions or provide additional information to the Student Conduct Committee.
5. **Closing Statements:** The complainant and respondent may each make a closing statement. The closing statement should be a short summary of the materials and information presented during the hearing and any relevant information that the student would like to share with the hearing committee.

**6. Executive Session:** The hearing committee will excuse all participants and enter into executive session during which the committee will assess the information presented as well as the credibility of the parties and witnesses. The hearing committee will decide (based on a simple majority vote): (a) whether or not, by a preponderance of the evidence, the respondent is responsible for the alleged violation(s) of the Student Code of Conduct, and, if so, (b) what sanctions are appropriate. Only after determining responsibility will the committee review and consider any previous sanctions imposed on the respondent. The review of any previous sanctions will include all disciplinary actions taken as a result of an Administrative Hearing, or imposed by a hearing or appeal committee. The deliberations of the executive committee are not recorded.

**C. Notice of Outcome:** Following all hearings, the Office of the Dean of Students will formally notify the student in writing of the findings and sanction(s) to be imposed, if applicable. Students will also be informed of their right to appeal.

## Rights of Students in the Conduct Process

Students are given certain due process (procedural) rights that are in compliance with the Fourteenth Amendment of the U.S. Constitution, 1961 *Dixon v. Alabama Board of Education* and 1974 *Goss v. Lopez*, which requires all public institutions of higher learning to afford students minimal procedural process prior to taking disciplinary actions, including notifying students of alleged charges and providing an opportunity for the student to respond to the charges.

Students charged with violations of the Student Code of Conduct are advised of their due process rights when they meet with Office of the Dean of Students staff and designees, and throughout the process, they are entitled to the procedural rights listed below. All students should familiarize themselves with the following rights and procedures. The hearing information and procedures apply to Administrative Hearings and Student Conduct Committee hearings unless otherwise noted. Please note that processes for sensitive cases such as sexual misconduct may differ from what is listed below.

- A. Notice of Charges:** The student will be given the opportunity, upon request, to read all written reports to be presented at the hearing regarding the circumstances and allegations of the case. (To protect the rights of others involved, presented documentation may be redacted.)
- B. Respond to Charges:** It is presumed that a student charged with a violation of the Code is not responsible for such violations unless the student accepts responsibility or is found responsible following a hearing. Both the responding student(s) and the complainant(s) will be provided with an opportunity to meet with the hearing officer/committee to share information about the incident. Students have the right to question persons presenting information regarding the alleged incident. Contact between the responding and complainant parties may be limited to necessity.

- C. Choosing Not to Participate:** Students are not required to appear at a hearing or participate in the resolution of their charges. In this situation, the Office of the Dean of Students will proceed to resolve the charge without the participation of the student.
- D. Hearing Body:** For an Administrative Hearing, a hearing officer hears the case and determines the outcome. For a Student Conduct Committee Hearing, a quorum consists of four voting members of the Student Conduct Committee from at least two groups (student, staff, and faculty).
- E. Incidents Involving Multiple Students/Separate Hearing:** When more than one student is involved in the same incident, the Office of the Dean of Students will determine the appropriate approach to resolution, balancing students' privacy rights with the university resources available to provide a timely and fair resolution.
- a. *Combined Hearings:* If a decision is made to combine the hearings of all the students involved in an incident, all parties (complainants and respondents) will be present for the reading of the charges, opening remarks, complainant's presentation of evidence and witness testimony, and closing statements.
  - b. *Separate Statements:* If a combined hearing occurs, at the time the individual respondent presents their case, the other respondent(s) and their advisor and witnesses may be excused from the hearing unless otherwise agreed upon by the respondent(s) and the committee.
- F. Information about Conduct Process:** The student has the right to information about the conduct process and procedures and to have their questions answered about the process.
- G. Notification of Hearing Outcome:** Within seven (7) business days of the conclusion of the hearing, a written decision will be issued to the respondent and all appropriate parties. Decision notices are sent to GSU student email and including information about charge(s), sanction(s), and appeal process. If there is no disciplinary action needed, the decision letter will communicate that no action is required from the student.
- H. Participants in Hearing:** All hearings are closed and not open to the public except for the following individuals: administrative hearing officer or members of the Student Conduct Committee, the complainant(s), the respondent(s), advisors, witnesses, Office of the Dean of Students staff, and the Department of Public Safety. The responding student may request that the hearing be open to member of the university community and this request must be approved by the Committee and the Office of the Dean of Students.
- I. Personal Safety Considerations:** The student will be given reasonable accommodations for concerns related to personal safety, well-being, and/or fears of confrontation of persons involved with the case during the hearing process. In situations where reasonable fear for physical safety and/or retaliation exists, the Conduct Committee Hearing Chair reserves the right to take appropriate and reasonable measures to adjust the hearing format, including having police present and/or using

technology to allow parties to participate in a manner that addresses the concerns while allowing the process to move forward.

- J. **Privacy of Information:** Student conduct records are maintained in accordance with the GSU Student Records Policy (Policy 12), as well as applicable federal and state laws. All hearings, proceedings, and case information are considered confidential except to those who have a legitimate educational interest in them, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.
- K. **Reasonable Accommodation:** Any student with a disability involved in this process has the right to request reasonable accommodations in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Access Services for Students with Disabilities.
- L. **Record of Hearing:** For a Student Conduct Committee Hearing, Community Standards will maintain a record of the hearing which may be in the form of a written summary of the proceedings or an audio recording. Administrative Hearings are not recorded.
- M. **Remote Participation:** Any party, including the respondent, complainant, or any witness, may participate in a hearing remotely by way of telephone, videoconferencing, or other appropriate means provided the identity of the person participating remotely is known to all parties and all other guidelines and procedures described in this handbook are followed. Requests for remote participation must be approved by the Office of the Dean of Students and will only be considered in extenuating circumstances.
- N. **Right to an Advisor:** Students have the right to an advisor to provide advice and or support to a student during the conduct process. The role of the advisor will be restricted to advising and supporting the student. Advisors are not permitted to speak on behalf of the student.
  - a. Students who wish to have an advisor participate must notify Community Standards in writing at least 48 hours in advance of the hearing.
  - b. Advisors who do not comply with the above guidelines or otherwise interfere with the hearing process will not be permitted to participate in the hearing.
- O. **Right to Submit Witnesses:** Students have the right to submit witnesses who directly observed an incident or have direct or indirect knowledge related to an incident. Witnesses should be able to speak knowledgeably about the incident and be able to provide relevant facts. Reliable witnesses are critical to the integrity and effectiveness of the process.
  - a. Students who wish to have witnesses participate must notify Community Standards in writing at least 48 hours in advance of the hearing. Witnesses must be pre-approved by Community Standards and will receive an email notification with guidance on serving as a witness.
  - b. Witnesses cannot participate solely to speak about an individual's character.

- c. The respondent, the complainant, and/or the Office of the Dean of Students may request relevant witnesses to participate in the process and limit the number of witnesses.
  - d. The Office of the Dean of Students may request a written statement from the witness and/or a meeting with the witness prior to the hearing.
  - e. Witnesses who do not comply with the above guidelines or otherwise interfere with the hearing process will not be permitted to participate in the hearing.
- P. **Standard of Proof:** A preponderance of the evidence, or “more likely than not,” standard is the official evidence standard of the Student Code of Conduct. In this context, the respondent will be found to be responsible for the alleged violations if the hearing officer/hearing committee concludes that it is more likely than not that, based on careful review of all information presented, the respondent is responsible for the alleged acts/behavior and these acts/behaviors constitute a violation.
- Q. **Statements and Evidence:** The hearing committee/hearing officers will make determinations based on all available information and materials. Failure of the respondent to be present or participate in the proceedings will not be seen as an admission of responsibility. Likewise, failure of the complainant to participate in the proceedings will not be seen as evidence that favors the respondent.
- R. **Timeliness of Conduct Process:** The University strives to complete the Student Conduct process, including the time for any hearings or appeal processes, within sixty (60) days. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. Consequently, some matters will be resolved before the designated time frames and some may require additional time

## **Sanctions**

Sanctions are designed to promote the university’s educational mission and safety of the university community, and to deter students from behavior that violates the Standards of Conduct. Some behavior may be so harmful or disruptive to the university community or to the educational process that it may require more severe sanctions. More than one sanction may be imposed in any one case.

The following factors are generally considered when determining sanctions for a particular case:

- A. The nature of the violation(s);
- B. Prior findings of responsibility and sanction(s);
- C. Mitigating circumstances surrounding the violation;
- D. The student’s motivation(s) for engaging in the behavior;
- E. Impact of the behavior;
- F. Sanctions which have been imposed in similar cases in the past;
- G. The developmental and educational impact on the student; and
- H. The overall impact on the university community.

**Conduct Hold/Office of the Dean of Students Hold:** A hold is an administrative notation on a student's account which prevents the student from registering for classes, dropping or adding courses, and/or obtaining transcripts.

1. A hold may be issued when a student has failed to complete a sanction by the deadline, failed to attend a required meeting with the Office of the Dean of Students, or was not currently enrolled when the alleged violation was reported.
2. The Office of the Dean of Students reserves the right to place disciplinary holds at any point during and after the Community Standards process.
3. Once imposed, a hold will not be removed until the student has completed their outstanding sanctions and/or resolved any pending disciplinary matters. Students who wish to have their hold temporarily removed to register for classes must contact the Office of the Dean of Students.

**Records of Conduct Action:** Records of disciplinary action shall be recorded and kept by the Dean of Students (or designee) in a manner consistent with the GSU Access to Student Educational Records Policy (Policy 12).

**The following disciplinary sanctions shall comprise the range of official sanctions which may be imposed for violation of the Student Code of Conduct.**

### **Administrative Sanctions**

- A. **Disciplinary Warning:** Official notice to a student that previous conduct was unacceptable and that future misconduct may result in additional disciplinary action.
- B. **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 student leadership positions, 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.
- C. **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 violation committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).
- D. **No Contact Directive:** A no contact directive may be issued on an interim or permanent basis prior to and/or after a hearing if it is believed necessary to protect the safety of a person and or preserve a safe environment. A no contact directive prohibits contact with a specific individual or individuals through use of ANY means, including, but not limited to direct or indirect contact (e.g., by having others act of their behalf), contact via verbal, physical (e.g., gestures on paper), or electronic means (e.g., email or social media).
- E. **Restitution:** Requires a student to pay for damages to, or misappropriation of, university property, or the property of visitors to, or members of, the university community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly

participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

- F. **Loss of Recognized Student Organization/Club Status:** Loss of all privileges identified within the student club/organization protocols, for a specified period of time.

### **University Housing Sanctions**

- A. **University Housing Probation:** Housing probation may be imposed for a specific period of time, during which the student must demonstrate they are capable of functioning in a way which does not violate the Student Code of Conduct or University Housing Conduct Policies. Any misconduct by the student while on Housing Probation may result in additional conduct action, including suspension or dismissal from University Housing or the university.
- B. **University Housing Suspension:** Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- C. **University Housing Expulsion:** Permanent separation of the student from University Housing.

### **Educational/Developmental Sanctions**

- A. **Educational Paper or Program:** Educational programs include activities and assignments designed to increase awareness and education about the impact of policy violations on the self and community, and/or educate students about the Student Code of Conduct. This may include written assignments, completion of learning modules, or attendance at campus programs.
- B. **Community Service Hours:** Community services hours must be completed (1) at a non-profit organization, (2) under the supervision of an employee or volunteer coordinator who is not a relative of the student, and (3) without payment or other compensation for the work performed. Community service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Students must obtain prior written approval for their intended service. Students are recommended to contact the Center for Civic Engagement ([www.govst.edu/service](http://www.govst.edu/service)) for assistance in identifying service opportunities.
- C. **Recommendations for Assistance/Counseling Assessment:** A recommendation may be made for the student to seek assistance from various resources (e.g., counseling services). The intent of the initial counseling assessment is to evaluate harm to self/others as well as determine a plan for further counseling should it be deemed necessary. Counseling Center staff will report whether or not the student attended their initial assessment, but will keep session content confidential.

### **Elevated Sanctions**

- A. **University Disciplinary Suspension:** Suspension means temporary exclusion from the university for a specified period of time and includes (a) both a withdrawal from all classes and a prohibition on registration and/or enrollment in classes until the end of the suspension period; (b) removal/exclusion from University Housing; and (c) revocation of all student privileges and rights related to access to and participation in university facilities (subject to arrest for trespassing and a

charge of failure to comply), resources, activities, and events (including graduation privileges). A student may be required to fulfill one or more conditions during the period of suspension in order to qualify for readmission. The student has the right to re-enter the university or have their privileges reinstated after the specified time only if the student provides the required verification that the conditions of suspension, if any, have been met. A student who is suspended from the university is nonetheless responsible for all financial obligations to the university that they incurred. There will be a notation on the student's transcript during the period of suspension which is permanently removed upon reinstatement. Further incidents of misconduct, after the student is readmitted, may result in disciplinary dismissal.

- B. University Disciplinary Dismissal:** Dismissal means exclusion from the university with no promise (implied or otherwise) that the student may return at any future time. Dismissal includes (a) both a withdrawal from all classes and a prohibition on registration/enrollment in classes, (b) removal from University Housing; and (c) revocation of all student privileges and rights related to access to and participation in university facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events including graduation privileges. A student may also be required to fulfill one or more conditions prior to becoming eligible for readmission. A student who is dismissed is nonetheless responsible for any and all financial obligations to the university that they incurred. There will be a permanent notation of dismissal on the student's transcript, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the university president. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal. Students must reapply which the student must reapply to be considered for admission. Readmission is not automatic or guaranteed. Each case shall be reviewed by the appropriate college with full knowledge of the disciplinary dismissal.

### **Financial Responsibility**

A student who is suspended or dismissed from the university is nonetheless responsible for all financial obligations to the university that they incurred.

### **Sanction Submission & Review**

All sanctions that require follow up submission to Community Standards should be submitted online at [www.govst.edu/sanctionsubmission](http://www.govst.edu/sanctionsubmission). Sanctions will be reviewed and marked complete if the stated guidelines have been met. Sanctions which do not meet the guidelines will be returned to the student.

### **Transcript Notations**

When a sanction of Disciplinary Suspension is issued due to conduct action, a notation will be placed on the academic transcript for the duration of the suspension period. When a sanction of University Dismissal is imposed, the Dismissal sanction will remain as a permanent notation on the transcript.

## **Parent/Guardian Notification**

Parents, or designated guardians, will receive written notification when a student is found responsible for violating the Student Code of Conduct or engaging in the following behaviors:

- Alcohol Policy Violation
- Controlled Substances (Drugs) Policy Violation
- Firearms, Weapons, & Dangerous Substances Policy Violation
- Alcohol/Drug Citation Issued by University Police
- Medical/Intoxication Transport: The student received medical assistance due to incapacitation, suspected incapacitation, and/or self-injury.

This notification is supported by FERPA, which allows colleges and universities who receive federal funding to notify parents/guardians of dependent students when a student has been found responsible for violating university alcohol, drug, or weapons policies.

This notification occurs because of the significant health and safety risks and consequences associated with underage alcohol consumption, drug use, and weapons possession. Governors State University supports the concept that the student, their parents/guardians, and the university are engaged in a partnership in which each partner has the responsibility to promote a healthy and productive educational experience for the student.

## **Student Conduct Appeals**

Students have the rights to file a written appeal request of the findings of responsibility or the sanctions of an administrative hearing or a conduct committee hearing. The Office of the Dean of Students will review all requests for appeal to determine if the student has demonstrated appropriate grounds for appeal. Appeals will not be granted based solely on a student's disagreement with the outcome.

**Grounds for Appeal:** Appeals must be based upon one or more of the following grounds:

- 1. Procedural Error:** A procedural error occurred in the handling of the complaint which substantially affected the outcome of the hearing.
- 2. New Evidence:** New evidence exists, sufficient to alter a decision, which was not available at the time of the original hearing. Information will not be considered "new evidence" if the respondent or complainant did not attend the original hearing or voluntarily withheld information during the original hearing.
- 3. Sanction(s) not Appropriate for Violation(s):** The sanction(s) imposed are substantially disproportionate to the severity of the violation(s) for which the respondent was found responsible.

## Appeal Requests

**Filing an Appeal:** The student may file a request for appeal no later than **five (5) business days** after the decision letter was issued and the respondent has been found responsible for violating the Student Code of Conduct. An appeal must include a one (1) page maximum statement explaining the grounds for the appeal and the desired outcome of the appeal request. Students may submit relevant supporting evidence and documentation. Appeals may be submitted online at [www.govst.edu/conductappeal](http://www.govst.edu/conductappeal).

*Request for extension of timeline:* A student may file a one-time request for an extension to submit an appeal in extenuating circumstances but this request must be filed within the five (5) day timeline. Requests for extensions will be reviewed by the Dean of Students (or designee). A delay in the student opening/receiving the emailed decision letter will not be grounds for submitting a delayed appeal.

**Review of Appeal Request:** After receiving an appeal request, Community Standards will review all materials submitted and make a determination regarding whether or not the appeal request contains sufficient merit to grant an appeal hearing. Students will receive a written response to the appeal request within five (5) business days.

1. If the appeal request is granted, Community Standards will notify all parties (i.e., the responding student, the complainant) and will schedule an appeal hearing.
2. If the appeal request is denied, Community Standards will notify the student of the decision along with the rationale for denial.

## Appeal Hearings

Appeal hearings will seek to address if a case will need to be reheard or imposed sanctions need to be changed or if the original decision will be upheld. An appeal hearing will be scheduled within ten (10) business days of the student's appeal request. Appointments with the complainant, victim/survivor, and responding student may be arranged to discuss an appeal.

- A. **Appeal of an Administrative Hearing:** The appellate body for an administrative hearing may be a second administrative hearing officer or the Student Conduct Committee, depending on the violation(s). Appeals can be submitted online at [www.govst.edu/conductappeal](http://www.govst.edu/conductappeal).
- B. **Appeal of a Student Conduct Committee Hearing:** The appellate body for the Student Conduct Committee is the Dean of Students (or designee). The Office of the Dean of Students will investigate/review appeal information in order to make a decision. Appeals can be submitted online at [www.govst.edu/conductappeal](http://www.govst.edu/conductappeal).
- C. **Appeal of a Dean of Students Decision:** Students who wish to appeal a conduct decision by the Dean of Students must submit a written appeal within seven (7) business days of the Dean of Students decision notice. Appeals should be submitted to the Provost or designee. The provost or designee receives appeal and must review within ten (10) business days. The provost/designee is

the last appellate body for such an appeal. The student is notified of final and binding outcome with a copy sent to Office of the Dean of Students. No further appeals are permitted.

**Notice of Outcome:** Students will be notified of a decision through their GSU student e-mail account within ten (10) business days of the appeal hearing.

## **SECTION FOUR: GENERAL POLICIES AND PROCEDURES**

The policies and procedures listed below do not represent the comprehensive policies and procedures of Governors State University. For full details regarding University policies and procedures, review [www.govst.edu/policies](http://www.govst.edu/policies) and the Governors State University Catalog at [www.govst.edu/catalog](http://www.govst.edu/catalog).

### **Smoke Free/Tobacco Free Campus**

In accordance with (110 ILCS 64/) the Smoke-Free Campus Act, as of July 1, 2015, Governors State University prohibits smoking and the use of tobacco products indoors and outdoors on campus property, including parking lots and in parked cars. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

The purpose of the Smoke Free/Tobacco Free Campus Policy is to provide a healthy environment that promotes and encourages the health, well-being, and safety of students, faculty, staff, and visitors at Governors State University by minimizing the negative effects of secondhand smoke; to improve safety; and to encourage a more sustainable environment. For more information please review the *GSU Smoke Free Policy* at [www.govst.edu/smokefree](http://www.govst.edu/smokefree).

### **Alcohol, Drugs, and Violence**

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. GSU students are expected to comply with local, state, and federal laws related to the use of drugs, alcohol, and crimes of violence. The Student Code of Conduct details expectations for students' behavior regarding alcohol, drugs, and violence.

The Student Health and Counseling Center offers professional counseling assistance to students with 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. Some alcohol, drug, and/or crimes of violence must be deferred directly to public safety to enforce appropriate charges for their illegal actions.

### **Concealed Carry**

The Concealed Carry policy was developed in response to the Illinois Firearms Concealed Carry Act, 43 ILCS 66 [the "Act"]. The Act prohibits anyone from knowingly bringing a firearm onto property owned or controlled by an institution of higher education. It also authorizes the GSU to restrict persons from carrying concealed firearms onto their property, including university vehicles, to regulate student, employee or visitor misconduct or violations of regulations, and to establish regulations for the storage and maintenance of firearms on university property.

The policy expands the restriction of firearms and includes weapons which shoot a projectile, are explosive or are designed or traditionally used to inflict harm and includes threatening, intimidating, or bullying actions in the restricted activities. It also places restrictions on the movement and storage of firearms or weapons in privately owned vehicles on university property. For more detail information, please see the [Concealed Carry policy](#).

### **Volunteer Emergency Worker**

Consistent with the Volunteer Emergency Worker Higher Education Protection Act (110 ILCS 122), Governors State University will provide reasonable accommodations for any student who is absent from class due to the performance of their 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 they have been unreasonably denied this accommodation may seek redress through the Academic Grievance procedure. Information about the *Volunteer Emergency Worker Policy (Policy 67)* is available at [www.govst.edu/policies](http://www.govst.edu/policies).

### **Civility Policy**

As set forth in its Mission Statement, "Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society." 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 standards for civility and respect.

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

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| Red Campus Phones:                             | Direct line to DPS                       |
| Yellow Campus Phones:                          | Red button provides a direct line to DPS |
| Campus Phones - Emergency:<br>- Non-Emergency: | Dial 911<br>Dial 4900                    |
| Non-emergency - Other Phones:                  | Dial 708.534.4900                        |
| Office of the Dean of Students:                | Dial 708.235.7595                        |

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

### **Areas of Free Expression, Demonstration, and Protest**

The *Facilities Use Policy* specifies that Governors State University has designated two areas where individuals, organizations, or groups may engage in free expression. Reservations for these areas must be made at least 24 hours in advance by contacting the Director of University Events at [universityevents@govst.edu](mailto:universityevents@govst.edu).

**Area A:** The Columbus Carillon Area, south of the university's main entrance at D building, between Parking Lot East 1 and Parking Lot West 1. Commercial activities associated with the event require the advance approval of the University Risk Manager. Amplified sound is permitted if used so as not to interfere with classes, events, or the operations of the university.

**Area B:** The GSU Main Entrance at D Building sidewalk, at least 25 feet from the doorway, from the eastern limit of D building to the eastern limit of C Building. Amplified sound is not permitted.

### **Student Life Posting Procedures**

Prior approval by [Student Life](#) is required to post materials on Student Life and University Housing bulletin boards. Types of material which may be posted include, but are not limited to: event notices of activities offered by Student Life, events and activities sponsored by recognized student groups and organizations, events, and activities offered by GSU or their associates (e.g., Dining Services, Follett Bookstore), non-profit events and activities of interest to Governors State University students, and direct service items considered on a case-by-case basis.

Approved items must have a Student Life unit date stamp and authorized initials/signature, which may be obtained in the Office of Student Life (A2100). 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. Student Life may remove unauthorized or outdated material on a daily basis. The maximum posting time for any material posted is 30 days.

## Campus Safety

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. 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 Clery Act, the Campus Security Report is available for review on the [university website](#) and in printed form at [Department of Public Safety \(DPS\)](#), located in C1375.

## Meningitis Notice

Governors State University, consistent with the American College Health Association (ACHA) and Centers for Disease Control and Prevention - Advisory Committee for Immunization Practices (CDC-ACIP), recommends that students consider vaccination to reduce their risk for potentially fatal meningococcal disease. For personal assistance regarding all immunizations for yourself or a member of your family, please see your health care provider.

For additional information, please refer to the index of ACHA and other resources at [www.acha.org/Topics/meningitis.cfm](http://www.acha.org/Topics/meningitis.cfm), and the Centers for Disease Control and Prevention at [www.cdc.gov/meningococcal/about/index.html](http://www.cdc.gov/meningococcal/about/index.html).

This announcement is intended to promote public health awareness and practices, and is in compliance with the Illinois Meningitis Information Law (110 ILCS 690/35-120).

## Mental Health Contact Information Disclosure

In accordance with the Student Optional Disclosure of Private Mental Health Act (110 ILCS 74/), Governors State University provides students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of your choosing.

This Act states that an institution of higher learning may disclose information about a mental health emergency to a designated person if the student grants permission. If a mental health emergency occurs such that a student poses a threat to the safety of themselves or others, a university staff member will attempt to contact the designated mental health contact person and notify them that the student poses a clear, imminent danger to themselves or others.

If you wish to designate a person that would receive certain private mental health information in an emergency, please complete the Student Optional Disclosure of Mental Health Contact Information Form online at [www.govst.edu/counselingcenter](http://www.govst.edu/counselingcenter).

## **Missing Student Notification Procedures**

Governors State University strives to offer the safest learning environment for all members of the campus community. The *Higher Education Opportunity Act of 2008* requires all institutions of higher education to establish a missing student notification policy for students that reside in on-campus housing. The Act requires such institutions to ensure that on-campus residential students have a process for which they can register confidential contact person information as well as procedures for implementation of this policy. For more detailed information, please refer to the [University Housing Handbook](#) or visit [www.govst.edu/housing](http://www.govst.edu/housing).

## **Supplementary GSU Student Resource Guides**

### **Members and Student Leaders in Student Organizations**

All recognized student organizations are entitled to certain procedural rights and guarantees in the student conduct process. For more detailed information about expectations and procedures as they pertain to clubs and organizations, please refer to the [Clubs and Organizations Resource Manual](#).

### **Resident Students**

To learn more about living on campus, please visit the [University Housing website](#) or refer to the [University Housing Handbook](#).

### **Student Athletes**

For more information about our Recreation and Fitness Center, please visit the [GSU Athletics website](#) or refer to the [Student-Athlete Handbook](#).

## SECTION FIVE: STUDENT SERVICES AT A GLANCE

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| Tutoring, Disability Services,<br>Writing Center   | Academic Resource Center<br>B1215, 708.534.4090<br><a href="http://www.govst.edu/arc">www.govst.edu/arc</a>  |
| Career Services, Student<br>Employment   | Career Services<br>B1215, 708.235.3974<br><a href="http://www.govst.edu/careerservices">www.govst.edu/careerservices</a>   |
| Academic Advising  | Undergraduate Academic Advising Center<br>C3385, 708.534.8043<br><a href="mailto:advising@govst.edu">advising@govst.edu</a>  |
| Educational Interest, Major,<br>and Career Exploration                                     | Center for the Junior Year<br>C1322, 708.235.2855  |
| Student Financial Accounts,<br>Check Cashing   | Cashier's Office<br>C1336, 708.534.4055<br><a href="http://www.govst.edu/student-accounts/">www.govst.edu/student-accounts/</a>  |
| Student Advocacy, Student<br>Concerns, Student Conduct,<br>and Campus Threat<br>Assessment | Community Standards / Office of the Dean of Students<br>A2134, 708.235.2845<br><a href="http://www.govst.edu/communitystandards">www.govst.edu/communitystandards</a>                        |
| Lost and Found, Escort<br>Services, and Car Unlocking<br>Services                          | Department of Public Safety<br>C1375, 708.534.4900<br><a href="http://www.govst.edu/campus-safety/">www.govst.edu/campus-safety/</a>   |
| Financial Aid, grants,<br>scholarships   | Office of Financial Aid<br>D1400, 708.534.4480<br><a href="http://www.govst.edu/finaid/">www.govst.edu/finaid/</a>   |
| Childcare Services   | Family Development Center<br>FDC Building, 708.235.7300<br><a href="http://www.govst.edu/FamilyDevelopmentCenter/">www.govst.edu/FamilyDevelopmentCenter/</a>                                |
| myONECARD, Student<br>Identification Services  | Student Central or University Housing & Auxiliary Services<br>D1400 or C1331, 708.534.4363<br><a href="http://www.govst.edu/Campus_Life/myONECARD/">www.govst.edu/Campus_Life/myONECARD/</a> |
| International Student Services   | International Student Services<br>GMT 168, 708.235.7611<br><a href="http://www.govst.edu/ois">www.govst.edu/ois</a>  |
| Recreation and Fitness,<br>Intercollegiate Athletics                                       | Recreation and Fitness<br>A1106, 708.534.4556<br><a href="http://www.govst.edu/Campus_Life/Recreation_and_Fitness/">www.govst.edu/Campus_Life/Recreation_and_Fitness/</a>                    |

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| Student Involvement,<br>Community Service, Diversity<br>Programs | Student Life<br>A2100, 708.235.7362<br><a href="http://www.govst.edu/studentlife">www.govst.edu/studentlife</a>         |
| Student Military Support   | Veterans Resource Center<br>GMT 160, 708.235.7597<br><a href="http://www.govst.edu/veterans">www.govst.edu/veterans</a> |

*Handbook information adapted from the University of Illinois at Chicago Student Disciplinary Policy.*