



CORDELL REED STUDENT UNION

CHICAGO
STATE
UNIVERSITY
Division of Student Affairs
Student Handbook
2010 - 2012

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FROM THE OFFICE OF STUDENT AFFAIRS

The Student Affairs' Student Handbook is an official Chicago State University guide to student services and nonacademic programs. Contained herein is information on many of the University policies and regulations. Additionally, standards of conduct, rules and regulations and students' rights and responsibilities are referenced.

The Division of Student Affairs is a student-centered team of caring professionals committed to empowering students to achieve their educational, personal and career goals. In collaboration with faculty, higher education administrators and students, CSU's extracurricular programs and services include a variety of activities and events for commuter and residential students.

For More Information, contact:

Office of Student Affairs

Cordell Reed Student Union, Suite 268A

Chicago State University

9501 South King Drive

Chicago, Illinois 60628-1598

Telephone: (773) 995-2448

Website: <http://www.csu.edu/dosa/>

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SECTION I

THE UNIVERSITY

About the University

The University: Founded in 1867 as a teacher training school, Chicago State University, the oldest public university in the Chicago metropolitan area, is a fully accredited university.

Academics: The University offers undergraduate programs in the Colleges of Arts and Sciences, Business, Education and Health Sciences. Graduate programs are offered in the Colleges of Arts and Sciences, Health Sciences, Pharmacy and Education.

Our Faculty: Approximately 350 full-time and 120 part-time faculty members yield a faculty-student ratio of 1 to 19. Ninety percent of all faculty have earned a doctorate or other terminal degree.

Our Campus: A veritable forest in the city, Chicago State's beautiful campus is set on 161 wooded acres and includes 11 buildings. Two recent landmark projects—a state-of-the-art library and a 7,000-seat convocation center—have transformed the campus, serving the university's academic and cultural needs while fulfilling the institution's standing commitment to foster community economic development. Enrollment: The University's culturally diverse student body comprises approximately 7,200 students, about two-thirds of whom are drawn from the Chicago metropolitan area with an additional 10 percent from out-of-state. Our international students represent 36 countries.

Athletics: The University fields National Collegiate Athletic Association (NCAA) Division I teams in seven men's and seven women's sports, including basketball, indoor and outdoor track,

cross country, golf, tennis, baseball and volleyball. Intramural sports and campus recreation are also offered.

Mission Statement

Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for all students, including those who are academically under prepared and economically disadvantaged. The university fosters the intellectual development of a diverse student population through a rigorous, positive, and transformative educational experience. CSU is committed to teaching, research, service and community development including social justice, leadership and entrepreneurship.

Pending Board approval on May 13, 2011

Statement of Mutual Responsibility

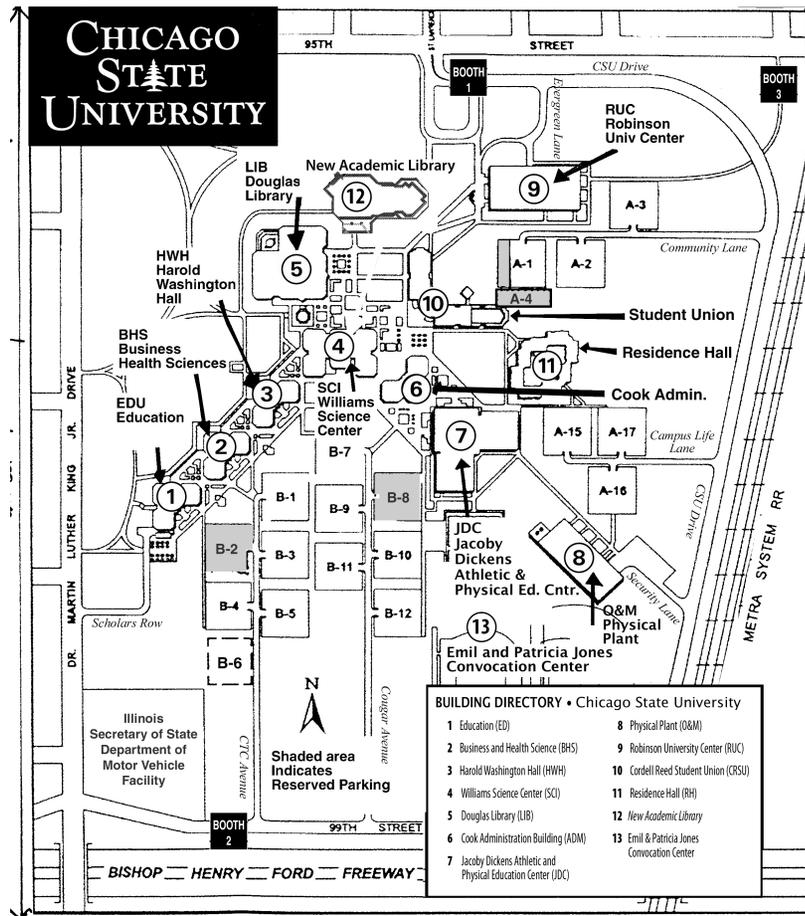
The main goal of campus life at Chicago State University is to maintain a strong educational community. While living and learning in such a community brings privileges, it also carries responsibilities. Students, by virtue of their enrollment at CSU, agree to accept the responsibilities of membership in the University community including adapting to the rules that foster the kind of campus atmosphere that Chicago State University desires. These responsibilities are detailed in the Student Judicial Code. Students are held accountable for adhering to the rules and

regulations while enrolled or participating in any University program on or off campus from the beginning to the end of each semester. Graduating undergraduates and graduating master's degree candidates remain accountable throughout commencement activities.

Statement of Appropriate Dress

Chicago State University (CSU) is committed to fostering an environment in which learning is supported by mutual respect, courtesy, and concern for the feelings of others. All members of the CSU community are expected to demonstrate this commitment by wearing clothing that expresses the dignity of the individual and the scholarly purpose of the University. The various colleges, departments, and programs within CSU may establish and enforce additional standards of dress they consider appropriate for the accomplishment of their educational missions.

Campus Map



Code of Excellence

As a member of the Chicago State University community, I pledge the following:

I will practice personal and academic integrity.

Dishonesty of any kind including the practice of plagiarism or copying another person's scholarship, lying, deceit, excuse making and disloyalty in personal relationships is not acceptable.

I will respect the dignity of all persons.

Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing and discriminating are not acceptable.

I will respect the rights and property of others.

All forms of theft, vandalism, arson, misappropriation, malicious damage to and desecration or destruction of property is not acceptable. Any behavior that violates persons' rights to move about freely, to express themselves appropriately and to enjoy privacy is not acceptable.

I will strive for true cultural diversity and learn to accept and value the differences of others.

Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage socioeconomic status, sexual orientation and gender equity, political, social or other affiliation or disaffiliation is not acceptable.

I will respect the basic human rights.

Behaviors which are inconsiderate, insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another’s abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

I will strive for personal and academic excellence.

Allegiance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship and abide by all university rules and procedures.

I will strive to abide by the principles of this code and will encourage others to do the same.

Alma Mater

Here’s to Chicago, colors evergreen and white
Hail CSU where we can reach the height
Proudly we raise all our voices to you
Helping each other to make it through

Chorus:

Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We’ll tell the story
Lifting our voices to CSU

Hail CSU where all our dreams come true
Meeting the challenge, making old things new
Onward and upward we proudly sing
All our devotion we gladly bring

Chorus:

Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We’ll tell the story
Lifting our voices to CSU

As we endeavor to achieve our goal
May we continue with a joyful soul
Fondly availing our school’s brave heart
With adoration we shall impart

Chorus:

Honor and Glory! Telling our story
Keeping our mission so true
Honor and Glory! We’ll tell the story
Lifting our voices to CSU

University Seal

The Chicago State University Seal is based on the design of the original Seal of the Normal School, probably the earliest symbol of Chicago State University. It appropriately reiterates the University’s heritage and proud past. The pine evergreen design is the symbol of vitality, life and continued growth; it is always green and growing, persistent and long living. Each stage of the evergreen’s growth broadens its base and increases its stature. The motto “Responsibility” that encircles the evergreen characterizes the university’s educational stance; its commitment to students and the urban community that it serves.

SECTION II

ACADEMIC LIFE

ACADEMIC SUPPORT AND FRESHMAN ADVISING

Location: CRSU 158
Telephone: (773) 995-4510
Hours: Mon – Fri, 8:30 am to 5:00 pm

The office of Academic Support was established as a “one stop” academic support center for students as the anchor of our retention efforts at CSU. In addition to monitoring the academic progress of students and advising all freshman students, the staff makes referrals to other support services on campus, which assist students with placement and development.

ACADEMIC EVALUATION AND ADVISEMENT

Location: ADM 128
Telephone: (773) 995-2520
Hours: Mon – Fri, 8:30 am to 5:00 pm

Upon admission to the university, students will be assigned academic advisors in their major fields of study. In most academic departments or programs, the advisors are regular faculty members. Students should contact their major departments or programs offices to ascertain the names of available counselors.

Students must meet with their academic advisor at least once per term for advisement in order to get their Registration Advising Pin (RAP) so that they can register on the web. Undergraduate-at-large students will receive their RAP numbers from the Registrar’s Office. Graduate students will receive their RAP numbers from the School of Professional and Graduate Studies.

In addition to registration and advisement, academic advisors help students to clarify their career goals, keep records of progress toward graduation and serve as resources for information about on

and off campus programs relevant to the major and to students' personal growth.

Upon admission, students with previous college credits will receive an Evaluation of Credits in their major. Academic advisors in each major field will explain the content of this evaluation during the student's regular visit for advisement.

All transfers credits are entered into the BANNER system. Students can view their credit evaluations by accessing Curriculum, Advising, and Program Planning (CAPP) on CSU X-Press. CAPP can be found in the secure area of CSU X-Press in the student menu under degree evaluation.

The CAPP system identifies how many transferred credit hours are applied to a degree, what courses satisfying the degree requirements have been completed, and what courses remain to be completed before degree attainment. All students are encouraged to check their progress toward their degrees at least once each term.

Advisors and students are required to meet and to run a CAPP degree evaluation when the student has earned 60 credit hours toward graduation and again when the student has earned 90 hours toward graduation. This is to ensure that all students stay on track to complete their degrees as quickly and directly as possible.

GRADUATE AND PROFESSIONAL STUDIES

Location: LIB 234
Telephone: (773) 995-2404
Hours: Mon, Tues, Wed, & Fri, 8:30 am to 5:00 pm
Thurs, 8:30 am to 7:00 pm

The School of Graduate and Professional Studies office is the admission office for graduate students, and distributes information on master's degrees and other programs available to graduate students. In addition, the office collects applications for graduates and compiles the master's degree graduation list. Information for graduate/master degree candidate graduation requirements can be found in the university's Graduate Catalog.

FOREIGN LANGUAGE LABORATORY

Location: DH 118
Telephone: (773) 995-2096
Hours: Mon – Fri, 10:00 am to 6:00 pm
Sat, 12:00 pm to 4:00 pm

The Foreign Language Laboratory provides assistance to students who are taking foreign languages. The laboratory is available for required tape listening sessions and tutoring Spanish, French, and other languages. Club meetings, language culture and music congregations are held in the language lab. Also, foreign films are shown.

LARRY A. HARRIS TEACHER DEVELOPMENT CENTER

Location: ED 309
Telephone: (773) 995-2014
Hours: Mon & Wed, 10:00 am to 6:30 pm
Tue & Thurs, 10:00 am to 3:30 pm

The Larry A. Harris Teaching Development Center at Chicago State University trains teachers in reading diagnosis and remediation. A limited number of people, both adults and children are enrolled in the center each year for help with reading problems. They're reading difficulties are diagnosed and graduate students, under the supervision of the Center's professional staff

gives the remedial instruction. All diagnoses and instructions are provided for a small fee on an individual or group basis.

LEARNING ASSISTANCE CENTER

Location: DH Second Floor, Suite G

Telephone: (773) 995-2273

Hours: Mon – Thurs, 10:00 am to 7:00 pm
Fri, 10:00 am to 3:00 pm
Sat, 10:00 am to 1:00 pm

Chicago State University students may come to the center for free tutoring in the following subjects:

English – All students enrolled in English Composition courses are provided English tutoring on a one-on-one or small group basis when referred by their instructors.

Mathematics – One-on-one and small group tutoring is available to all CSU students enrolled in the following mathematics courses: 009, 120, 121, 140, 141, 162, 163, 209, and 214, as well as computer science 105. Students may be referred to the center for advisement on preparation for the Math Placement Proficiency Exam: Algebra, Pre-calculus, and a variety of other Mathematic courses.

NON-TRADITIONAL PROGRAMS

Location: JDC 201

Telephone: (773) 995-2545

Hours: Mon, Tues, Wed, & Fri, 9:00 am to 5:00 pm
Thurs, 9:00 am to 7:00 pm

Non-Traditional programs were developed to meet the needs of adult students who may not be able to take advantage of the traditional four-year degree programs. These programs are the Board of Governors Bachelors of Arts Degree Program, the

Individualized Curriculum Program and the University Without Walls Program.

Students accepted into the program enrolled in regular college courses. Admission to such courses is subject to availability, course prerequisites, class space and enrollment. Students who are interested in the program should contact the program director for further information.

UNIVERSITY LIBRARY (LIB)

Location: Campus

Telephone: (773) 995-2341 for access services

Hours: Mon – Thurs, 8:00 am to 12:00 am

Fri, 8:00 am to 7:00 pm

Sat, 8:00 am to 5:00 pm

Sun, 12:00 pm to 12:00 am

(Extended hours are posted on the Web)

The CSU Library, a new 142,000 square foot facility that opened in fall 2006, is the location for many services such as:

Auditorium for lectures, recitals, and conferences;

Computing Center, all-campus with an instruction lab;

Directory information on kiosks, signs, posters, etc.

Distance Learning for online courses;

Help Desk for PC, Media-use assistance;

Group study rooms; lobbies and meeting areas;

Library Café for snacks and informal get-togethers (restrict food & beverages to these areas);

Media in all formats, online and for checkout;

Forth Floor Learning Commons for collaborative / group work;

Laptop and ipad Circulation;

Photocopying, scanning, downloading, etc.;

Private study carrels, tables, quiet zones;

Tele-conferencing, seminar rooms;
Wireless and high-speed telecommunications;
Office Center for teaching and Research Excellence;

Information services offered include:

Access Services for circulation, reserves, stack management;
Archives for CSU history and organizational records;
Bibliographic Instruction lab for Information Literacy;
Circulation, assisted and self-check;
Education Resource Center for teaching materials;
Government Documents and information service;
Maps and geographic information service;
Music and performing arts area for viewing and listening;
Reference assistance by highly qualified professional faculty and staff to find information for you;
Remote borrowing from other libraries, interlibrary delivery;
Rights managements for copyright clearance;
Special collections in African-Americans, education, leadership, local and regional studies, etc.

The general collections exceed a million bibliographic units: ca. 400 books, 23,000 electronic journals (600,000+vols.), and 50,000 multi format materials, all which are searchable through the online public-access catalog. Pre-1990 and some high-risk and special-format materials are retrieved from ROVER in the vault, a high-density, automatic storage and retrieval facility with a capacity of ca. 1M; requests are retrieved by robotic cranes in 30 second cycles. Materials are controlled by magnetic, optic and radio frequency technology. CSU is linked to more than 70 other libraries through the consortia reciprocal agreements, networks, and delivery services, and more. The Metropolitan Library System of Chicago, CARLI (Consortium of Academic and Research Libraries of Illinois), and OCLC (Online Computer Library Consortium) for access to over 30M titles state- and nation-wide.

As a member of the Center for Research Libraries (CRL) nearby the University of Chicago midway, its 3 M+ collections are available to CSU faculty, graduate students and authorized researchers arranged by classroom faculty.

Library gated security requires CSU ID for entry and use. Unobtrusive camera surveillance and sound detection, plus onsite campus police provide for your security. Cooperate by obeying alarms, evacuations procedures, and intercom directions. For further information see the CSU home website at <http://library.csu.edu>.

SECTION III

CAMPUS LIFE

ATHLETIC FITNESS CENTER

Location: JDC-210A
Telephone: (773) 995-2254
Hours: Mon – Fri, 6:00 am to 10:00 pm
Sat, 8:00 am to 2:00 pm

The Fitness Center embodies Chicago State University's commitment to community service and community education. Our mission is to provide the students, faculty and the CSU community with a holistic approach to health and fitness. Chicago State University's Fitness Center is a multi-purpose, health facility complete with indoor/outdoor track, three swimming pools, tennis courts, keiser machines, rowing units, life-cycles, treadmills, stair-master units, total arm biceps-triceps machines, total upper and lower abdominal machines, rotary-torso machines and many other machines along with free weights.

GAME ROOM

Location: CRSU 2nd floor
Telephone: (773) 995-2680
Hours: Mon – Fri, 11:00 am to 11:00 pm
Sat, 12:00 pm – 6:00 pm
(For extended hours call ext. 2680)

Students are invited to relieve stress, take a break between classes, and meet new people in the student game room. The CSU identification card will admit students into the game room to play pocket billiards and various table and video games.

STUDENT ACTIVITIES CENTER

Location: CRSU 260
Telephone: (773) 995-2300
Hours: Mon – Fri, 8:30 am to 5:00 pm

The Student Activities Center offers activities to augment and compliment the classroom experience. The center coordinates numerous University services that address the psychosocial development of the student body. The center provides cultural, social, intellectual and civic programming designed to enhance the academic experience of Chicago State University students.

The Student Activities Center works in conjunction with the Student Government Association to provide guidance and supervision to a diverse group of student programs including, but not limited to, Welcome Week, Hispanic Heritage Month, Thanksgiving Throw Down, Homecoming Week, Dr. Martin Luther King Day Celebration, Black History Month, Women's History Month, Spring Fling Week, and Graduation Celebration.

Visit the Student Activities Center for a current listing of Student Clubs and Organizations as well as Greek Letter Organizations.

STUDENT GOVERNMENT ASSOCIATION

Location: CRSU 268
Telephone: (773) 995-3695

The Student Government Association (SGA) is the representative body for students and serves as an umbrella organization for all student clubs and organizations on campus. The SGA exists primarily to advocate for services that enhance overall student life and student development. Working closely with a faculty advisor, the SGA serves as a liaison to the CSU Administration as well as

all other elements of the University community, both on campus and off campus. All CSU students are automatically members of the SGA and as such are entitled to vote, chair, and serve on committees, hold office, and take advantage of all SGA sponsored activities and services. Contact the Office of Student Activities (773) 995-2300 for more information.

SECTION IV

HOUSING, DINING, & STUDENT UNION

RESIDENCE LIFE

Location: RH 105

Telephone: (773) 995-4543

Hours: Mon – Fri, 8:30 am to 5:00 pm

The Housing and Residence Life program at Chicago State University strives to provide students with a clean, safe, healthy and attractive living environment that promotes independence, supports academic success and engages students in a living and learning experience.

The Department of Housing and Residence Life's mission is to offer Social, Physical, Intellectual, Cultural, Emotional and Spiritual programming. Professional staff and resident assistants provide on-going activities and support services to all occupants.

The Residence Hall is a three-story quadrangle, co-educational facility housing approximately 300 students. There are double rooms with adjoining bathrooms, and single rooms with private baths. Each room comes furnished with beds, dressers, desks, chairs, closet space, cable TV access, a phone line and Internet access. All rooms are equipped with smoke detectors and water sprinklers.

In the center of the Residence Hall is a courtyard, which is landscaped with trees, flowers and other greenery. The building also has several lounges, for studying, computer lab, socializing or watching TV, a laundry facility, several vending machines and an elevator. The Residence Hall is staffed 24 hours a day. The main entrance to the building has a front desk, which is staffed and maintains video surveillance throughout the building.

Residence Hall applications and contracts are available from the Residence Life office. The Residence Hall offers living

accommodations for the fall and spring semesters. Summer housing is also available on a limited basis.

Exact housing costs are published separately in the housing contract. A 19-meal plan, which offers three meals per day, Monday through Friday, and two meals on Saturday and Sunday, is included in housing fee. All residents are required to participate in the meal plan. The cost also includes all utilities, one bed, dresser, desk, chair, cable TV service, Internet access. It does not include private telephones, computers in residents' rooms and parking fees. Students who are eligible for financial aid may be able to receive financial support to cover room and board costs. You should check with the Office of Financial Aid, ADM 207, for guidelines and applications.

DINING SERVICES

Thompson Hospitality can provide you with a variety of exciting and value-oriented dining experiences! We are proud to offer one of the area's best college dining programs. Our quality, variety, flexibility and convenience make our program dynamic! We hope to enrich your dining experience by making it eventful and enjoyable. Chicago State University Dining Services will continue to make adjustments in order to keep pace with your ever-changing schedules, lifestyles, preferences and nutritional needs. In addition to American cuisine, we offer ethnic dishes, low fat and vegetarian options and special events. We encourage your involvement and input through our surveys, Dining Service Committee, suggestion box, and with the Food Service Manager.

Catering Service: It is our intention to provide a wide variety of services tailored to your individual needs. We offer a full range of catering expertise. Our catering staff will work closely with you to provide quality products and services. We provide a catering guide to serve as a beginning to plan your event. We welcome the

opportunity to provide service for your event. Contact the catering department minimum of three (3) business days prior to your event, to ensure proper planning. It can be reached at extension 3891.

Dining Behavior: The dining area is an extension of the Residence Hall, and as such, all persons are required to abide by university policy and campus regulations. Residents and their guests are expected to follow the directives from the dining services staff and other university personnel. The following behaviors are appropriate and grounds for immediate removal from the dining area along with judicial action and/or contract termination and police involvement if needed.

- Verbally abusive behavior to staff, including physically threatening gestures, verbal threats, use of profanity, name-calling, or noncompliance to university officials' requests.
- Throwing any food, dangerous items, inciting or participating in a "food fight".
- Vandalism or theft of plants, artwork, dishware, silverware, equipment, or other University property.
- The possession or use of alcohol and other drugs in the dining area is prohibited.
- Sneaking into or trespassing in the cafeteria.
- The removal of food items (except cash items), dishes, utensils, and trays from the dining area are prohibited.
- Smoking in the cafeteria area is prohibited.

Misuse of ID/Meal Card: The meal card may not be used by anyone except the resident to whom the card is issued. Lending, selling or otherwise transferring the use of a resident's ID/Meal Card by anyone other than its original contract holder is prohibited.

Residents are not allowed to feed family members and/or guests

by using meals off their ID card. Any misuse of the ID card or meal service is subject to judicial action, restitution and/or contract termination from the Residence Hall. **Residents will not be allowed meals without a CSU Resident ID Card.**

Meal Hours: The first contract meal of the semester is dinner on the first Sunday after the Residence Hall officially opens. The last contracted meal of the semester is the meal before the last scheduled final examination. Hours of operation are:

Monday – Friday:

Breakfast: 7:30 am – 10:15 am

Lunch: 11:00 am – 2:15 pm

Dinner: 4:30 pm – 7:15 pm

Saturday and Sunday:

Brunch: 10:00 am – 2:15 pm

Dinner: 4:00 pm – 7:15 pm

Meal Plan: The meal plan includes nineteen (19) meals per week during the seven-day week period. Specifically, the meal plan consists of three (3) meals per day (breakfast, lunch and dinner), Monday through Friday, and two (2) meals on the weekend, (brunch and dinner), Saturday and Sunday. Each resident will receive one card swipe for each meal.

Sick Tray: In the event a resident student is unable to eat due to illness or injury, arrangements can be made to have a sick tray delivered to the resident's room. Items such as soup, juice and hot tea may be requested. Residents must call the Housing Office to make arrangements for a sick tray. Dining service will prepare a sick tray only at the request of the Housing Office. To pick up the tray, either the resident or another Residence Hall student must take their CSU ID Card and have the cashier swipe the card. The sick tray can then be picked up and taken to the room. If you have special dietary needs, please inform the Housing Office at the time arrangements are being made.

Special Meal Arrangements: Special meal arrangements for resident students can be made for required class outings or scheduled athletic events by contacting Thompson Hospitality at least three (3) working days prior to the event at ext. 2264.

Student Employment Opportunities: Chicago State University Dining Services offers employment opportunities for students within our dining facilities. Positions offer a competitive rate and an opportunity for advancement.

CORDELL REED STUDENT UNION

Background of Adinkra Symbols

From top to bottom, Chicago State University's Cordell Reed Student Union Building, which opened July 1995, has been heralded as a fine architectural mixture of African traditions and contemporary American culture. The main section of the building is a rotunda adorned with a cone-shaped steel and glass roof. These architectonic forms are based on the "temu" or round house building indigenous to cultures in South Africa. The pyramid-shape roof is endemic to structures of Africa from Egypt (Kemet) to South Africa; but, the architects have placed these African influences in a fresh, distinctly American context.

The symbols embedded in the floor of the rotunda come from the famous Adinkra cloth of the Asante people of Ghana, West Africa. Adinkra is a plain woven cloth that is hand stamped with symbols cut from the calabash plant. It is a mourning cloth, used to say good-bye to departed ones. The Asante use specially-made shiny black ink or dye in the stamping process. Each symbol has a name and proverb attached to it. Depending on the symbol, the individual wearing the cloth can be expressing his relationship and commitment to state, family, community and God. The symbols in

the rotunda represent goals, leadership qualities, academic excellence and the spirituality of Chicago State University.

The origins or history of Adinkra cloth are two-fold. One tradition states, that Chief Kofi Adinkra of Gyaman (now the Ivory Coast) angered the Asante King Bonsu Payin by trying to copy the “Golden Stool,” the Asante national symbol of power. Chief Adinkra was defeated and slain in the ensuing war of 1818. It has been suggested that the design and technology of the Adinkra cloth was supposedly imported by the Asante and named after the defeated king.

Another theory suggests the word “Adinkra” is derived from the Akan word “di” meaning to make use of, or to employ and “nkra” meaning to part, to leave one another, to say good-bye. Dr. J. D. Danquah of Ghana states: “The word ‘nkra’ or ‘nkara’ means message and intelligence; where human destiny or the life span is concerned, it refers particularly to the intelligence or message each should take with him from God upon his obtaining leave to depart from earth.”

Clearly, the use of Adinkra cloth and symbols are intended to mark the link forged between the living and the dead, the present and the future, the affairs of the now and the affairs of the hereafter.

Dr. Danquah’s interpretation gives greater understanding and depth to the Adinkra cloth. On the other hand, we must also note that Adinkra cloth has evolved beyond that to serve other important functions.

It is now worn at joyous or special occasions such as weddings, christenings, naming ceremonies, festivals and rites of passage.

For these occasions, bright backgrounds with many shades of yellow or white are worn. A. K. Quarcoo of the University of Ghana at Legon sums it up by saying: “Not only are the patterns regarded as aesthetically and idiomatically traditional, but more importantly, they carry, preserve and present aspects of history, social values, cultural norms and philosophy of the people of Ghana.”

It is within this vein that the Adinkra symbols were chosen to be used in the Cordell Reed Student Union.

“Walking on the floor of the Student Union places one in contact, through the feet, with the symbols of the spirit-energy of the African ancestors. They are intended to give the same effect as one would have being wrapped in the large one-piece Adinkra cloth. These symbols again, in Dr. Danquah’s words, “mark the link forged between the living and the dead, the present and the future, the affairs of the now and the hereafter.”

A booklet explaining the meaning of the Adinkra symbols is available in the Office of Student Affairs, CRSU 240

The Cordell Reed Student Union was winner of the 1996 International Interior Design Association Magazine Award (featured on its November 1996 cover) and the 1996 Interior Architecture Award of the American Institute of Architects of Chicago.

Adinkra Symbols and Definitions



ADINKRAHENE

"Chief of the adinkra symbols"

Symbol of greatness, charisma and leadership

This symbol is said to have played an inspiring role in the designing of other symbols. It signifies the importance of playing a leadership role.

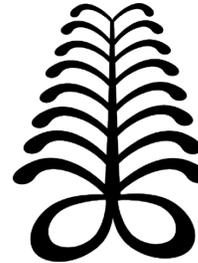


AKOBEN

"war horn"

Symbol of vigilance and wariness

Akoben is a horn used to sound a battle cry.



AYA

"fern"

Symbol of endurance and resourcefulness

The fern is a hardy plant that can grow in difficult places. "An individual who wears this symbol suggests that he has endured many adversities and outlasted much difficulty."



BI NKA BI

"No one should bite the other"

Symbol of peace and harmony

This symbol cautions against provocation and strife. The image is based on two fish biting each other tails.



DUAFE

"wooden comb"

Symbol of beauty and cleanliness; symbols of desirable feminine qualities

The meaning of this symbol is characterized slightly differently in "The Adinkra Dictionary" and "The Values of Adinkra Symbols"; the former emphasizes more abstract qualities of feminine goodness, love and care, while the latter has a more literal interpretation, looking one's best and good hygiene. In any case, the duafe was a prized possession of the Akan woman, used to comb and plait her hair.



DWENNIMMEN

"ram's horns"

Symbol of humility together with strength

The ram will fight fiercely against an adversary, but it also submits humbly to slaughter, emphasizing that even the strong need to be humble.



ESE NE TEKREMA

"the teeth and the tongue"

Symbol of friendship and interdependence

The teeth and the tongue play interdependent roles in the mouth. They may come into conflict, but they need to work together.



GYAWU ATIKO

Symbol of bravery, fearlessness, and valor



HWE MU DUA

"measuring stick"

Symbol of examination and quality control

This symbol stresses the need to strive for the best quality, whether in production of goods or in human endeavors.



KUNTINKANTAN

Symbol of mercy, fondness, and parental guidance



KWATAKYE ATIKO

"hair style of an Asante war captain"

Symbol of bravery and valor

"This symbol is said to be a special hair style of Kwatakye, a war captain of old Asante.

The symbol has come to represent bravery and fearlessness. It is also given as an earned title to any brave son of an Akan community.



MFRAMADAN

"wind-resistant house"

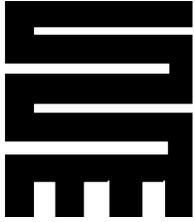
Symbol of fortitude and readiness to face life's vicissitudes

"This symbol suggests a reinforced or well-built home -- one built to withstand windy and treacherous conditions. It reflects in Asante history a clause in the unwritten constitution of the Golden Stool. Oral accounts say that according to that clause, mud houses in Kumasi must be reinforced with turf. This reinforcing would cause the house to be sturdier and resistant to unfavorable weather conditions."



NTESIE

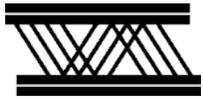
Consider and keep what you learn; wisdom, knowledge and prudence.



NKYINKYIM

"twisting"

Symbol of initiative, dynamism and versatility



OWO FORO ADOBE

"snake climbing the raffia tree"

Symbol of steadfastness, prudence and diligence

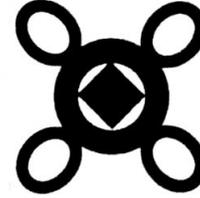
Because of its thorns, the raffia tree is a very dangerous challenge to the snake. His ability to climb it is a model of persistence and prudence.



SANKOFA

"return and get it"

Symbol of importance of learning from the past



SUNSUM

Symbol of purity and spirituality



WAWA ABA

"seed of the wawa tree"

Symbol of hardiness, toughness and perseverance

The seed of the wawa tree is extremely hard. In Akan culture, it is a symbol of someone who is strong and tough. It inspires the individual to persevere through hardship.

SECTION V

STUDENT SERVICES & RESOURCES

ABILITIES OFFICE

Location: CRSU-190

Telephone: (773) 995-4401

Hours: Mon – Fri, 9:00 am to 5:00 pm

Based upon the mandates of the Americans with Disabilities Act and Section 504 of the **Rehabilitation Act**, the Abilities Office of Disabled Student Services provides accommodations to students who have **self identified and provided verification of their disability**. Students verify their disability by providing **documentation from their physician, or therapist**. Accommodations are based on the impact, which the disabling condition has on their ability to participate in activities related to their education. **Qualified students with disabilities** are provided with note-takers, readers, interpreters, scribes, tape recordings of class lectures, **audio books, large print copies**, consultation with faculty **and** staff, advocacy, registration assistance, and test accommodations **which may include: extended time, private location, reader, scribe or adaptive software**. An accessible computer lab is available **for students currently registered with the office** which includes the following equipment/software: JAWS, **Kurzweil reader**, ZoomText, Braille, Dragon Naturally Speaking, and CCTVs. Equipment **loans** are available in the following forms: assistive listening device, tape recorders, talking calculators, and large print dictionary. Students who do not have documentation of their disabilities **or who** are unable to pay to have appropriate tests administered are referred to the Illinois Department of Rehabilitation Services. Students who are able to pay for an evaluation or those that have insurance are **provided with a list of multiple providers, which they may use to choose a place to obtain an evaluation**.

AFRICAN AMERICAN MALE RESOURCES CENTER

Location: CRSU-150
Telephone: (773) 821-2161
Hours: Mon – Fri, 9:00 am to 5:00 pm

The African American Male Resource Center (AAMRC) works in cooperation with other Chicago State University's academic support programs to provide support services for African-American male students to help them achieve the highest level of academic, vocational, and personal success possible. The services we provide include study hall, mentoring, professional development and leadership training. In addition to the aforementioned services, the AAMRC actively works to establish partnerships that will enhance the Chicago State University's articulation and transfer assurance agreements with area community colleges. We specifically target those schools where there are higher numbers of black male enrollments. Our partnerships include 100 Black Men of Chicago, Gideon 300 Faith Based institutions, Concerned Christian Men of Chicago Public Elementary and High Schools, Chicago Public Schools and the Open Book reading Program, Chicago Public Schools Area 24 and hands- on mentorship with Harlan High School.

Through the work of the AAMRC, a Virtual Campus for African American Males provides learning communities for academic support and social networking, as well as outreach services to community elementary, secondary and postsecondary institutions. The AAMRC is fortunate to be connected with a dedicated team of service agencies and organizations that work in concert with the AAMRC to identify and cultivate African American males. For more information, please visit our website at www.csu.edu/aarmc

CAMPUS MINISTRIES

Location: RH 176
Telephone: (773) 995-3869
Hours: Mon – Fri, 8:30 am to 5:00 pm

Campus ministry seeks to support, encourage and develop the faithful/ spiritual life of the university community, students, administrators, and faculty. Campus Ministry offers opportunities for bible study, worship, counseling, retreats, community service, and peace and justice awareness.

Although the campus ministers are sponsored at present by the Catholic Archdiocese of Chicago and the Chicago Metropolitan Baptist Association, their ministry is extended to all members of the university regardless of denomination. Members of the university are encouraged to utilize the Parker Meditation Room (RH 107), which is provided for quiet reflection, prayer, and worship.

CAREER DEVELOPMENT CENTER

Location: CRSU 180
Telephone: (773) 995-2327
Hours: Mon – Fri, 9:00 am to 5:00 pm

The Career Development Center is the foundation for developing and implementing career, employment, and graduate education options for CSU students and alumni, relative to accomplishing the objectives of the University. The Center offers, internships, Employments and Resume Service, Professional Development Workshops, Networking, Career Awareness Activities, and Computer Based Guidance Programs. All students interested in participating in career counseling services and programs must be in good academic standing and visit the Career Center for an

initial career screening. After prescreening, students will be referred to a career development officer for career guidance and counseling.

COUGAR ONE

Location: SCI 117
Telephone: (773) 821-2447
Hours: Mon, Wed, & Fri, 9:00 am to 5:00 pm
Thurs, 9:00 am to 7:00 pm

Your Cougar One Card is your official University ID. Many departments use Cougar One as a means to grant access to their information and services. Cougar One ID is a necessity of everyday campus life.

COUNSELING CENTER

Location: CRSU 190
Telephone: (773) 995-2383
Hours: Mon, Wed. & Fri, 9:00 am to 5:00 pm
Thurs, 9:00 am to 7:00 pm

The Counseling Center provides free and confidential psychological services and consultation to the University Community. The professional staff is concerned with the mental health of individual students and with maintaining a campus environment that is conducive to educational growth, human development and personal well being.

The Counseling Center offers individual counseling and short term psychotherapy for a variety of personal, social, educational and career concerns; including but not limited to self esteem, academic achievement, family and interpersonal conflict, anger and stress management, depression, anxiety, and sexual assault.

The Center offers academic major and career assessment, drug and alcohol screening, and psycho-educational workshops. We also offer outreach, consultation and crisis intervention campus wide. Ongoing programming includes the Effective Study Program (ESP) for Improving study skills strategies and Drug Abuse, Anger Management and Violence Prevention Groups.

The Counseling Center may facilitate referrals to community mental health and human services agencies for concerns that may require specialized services, more intensive care or for services that are beyond the scope of the Center (for example, emergency housing, drug addiction, acute/severe mental illness, etc.).
WALK – INS ARE WELCOME WITHOUT AN APPOINTMENT UP TO ONE HOUR BEFORE CLOSING

GRAPHIC COMMUNICATIONS

Location: ADM 130
Telephone: (773) 995-2013
Hours: Mon – Fri, 9:00 am to 5:00 pm

The Office of Graphic Communications (OGC) exists solely to serve faculty, staff and students. OGC is committed to the enhancement and promotion of the university through the highest quality printed materials.

The Office of Graphic Communications utilizes the most up-to-date, efficient equipment and technology to provide a full range of services such as faxing and coping. Laser image setters and electronic scanners, multi-color presses, high-speed digital printers, folders and finishing equipment are all standard in the department. The OGC staff is available to assist faculty, staff and student for additional service needs. No appointments are necessary.

LATINO RESOURCE CENTER

Location: CRSU 230-A
Telephone: (773) 995-2526
Hours: Mon, Wed, & Fri, 9:00 am to 5:00 pm
Tues & Thurs, 9:00 am to 7:00 pm

The Latino Resource Center (LRC) is a Comprehensive service unit providing pre-college resources to secondary and transfer students. Assistance is available for financial aid, scholarships, internships and admissions to CSU. Students are encouraged to become involved in any of the five Latino-based student organizations housed in the center. In coordination with other departments, units and organizations the center hosts a number of cultural events and co-curricular activities throughout the academic year to support students in academic, personal, professional and social development

MEDIA SERVICES

Location: LIB ITD Help Desk, 1st floor
Telephone: (773) 995-3963
Hours: Mon – Fri, 8:00 am to 9:00 pm

The A/V Support Unit within the Information Technology & Division provides audio, visual equipment and support to the Chicago State University community. The unit provides this support to the classrooms, auditoriums, conference rooms, etc. Support is also provided for some outdoor events held on and off campus. NOTE: Only faculty and staff members may submit media services and media productions request.

The Media Productions Unit offers the following services

- Duplicating Services – Duplicating of digital video discs (DVD's) and compact discs (CD's)

- Event Taping – Taping of an upcoming event with at least two days' notice
- Event Production – Full production services using scripts, actors, lights and cameras with at least two weeks' notice
- Commencement videos – Past and present

OFFICE OF FINANCIAL AID

Location: ADM 207
Telephone: (773) 995-2304
Hours: Mon – Fri, 8:30 am to 5:00 pm
Thurs. 9:00 am to 7:00 pm

Chicago State University makes every effort to assist students in funding their education. A variety of federal, state, institutional and private programs are available to qualified students. In some cases, the student applicant must demonstrate financial need; in others, financial need is not considered when awards are made. The programs administrated by the Office of Financial Aid are described below.

Debt Management Counseling: Students who receive Federal Family Educational Loan and Direct Loan Program are required to participate in debt management counseling. Students are required to attend an entrance interview prior to receiving a disbursement and an exit interview when they completely withdraw or graduate from the institution.

The Office of Financial Aid will accept applications on an ongoing basis; however, applicants meeting financial aid deadlines will receive maximum consideration for limited campus-based (SEOG, Federal Perkins Student Loans, Federal

CWS) funds. Contact the Office of Financial Aid regarding deadline dates. Awarding of institutional funds and campus-based assistance will be made to those students with the greatest documented need as demonstrated by their Federal Pell Grant, expected family contributions (EFC) figure. They will be considered on a first come, first serve basis beginning with those applicants meeting the financial aid deadlines. Applications will be processed only after they are complete and all required documentation, as described above, is received by the Office of Financial Aid.

OFFICE OF INTERNATIONAL PROGRAMS

Location: CRSU 240
Telephone: (773) 995-2582
Hours: Mon – Fri, 9:00 am to 5:00 pm

The Office of International Programs (OIP) is the student's link between Chicago State University and the world. Born out of the university's mission to "produce graduates who are responsible, discerning and informed global citizens with commitment to lifelong learning service," OIP serves the entire campus by raising the level of international studies through study abroad opportunities, language enhancements, and cultural enrichment.

PARKING DEPARTMENT

Location: Physical Plant Building (O&M) – 107G
Telephone: (773) 995-2141
Hours: Mon – Fri, 9:00 am to 5:00 pm

The Parking Department accepts Checks/Money Order payments only for the purchase of parking decals. All other payments can be made at the Cashier's Office in the Cook Administration Building. Do I need a parking decal? This is a personal choice depending on

the number of days you will be entering the campus. The cost for each daily entry is \$5 with the exception of Special Events which requires a \$10 fee. If the sticker or daily hang tag is not renewed prior to the expiration date, a \$5 fee will be charged at entry. Any vehicle found parked on campus without display of proper parking decal or daily hang tags are subject to receive a citation for fines up to \$75. You may purchase a parking decal on a yearly or semester basis.

PRESIDENTIAL SCHOLARS PROGRAM

Location: CRSU 243
Telephone: (773) 821-2541
Hours: Mon – Fri, 9:00 am to 5:00 pm

The Presidential Scholars Program recruits academically talented students who have demonstrated leadership ability, maintained a 3.35 cumulative grade point average and those with an ACT score of 20 and higher. A limited number of tuition awards are available to incoming freshman. Awards are also available to sophomores, juniors and college transfer students. Students must be enrolled in the University full-time.

Applicants are required to apply for state and federal financial aid, but financial need is not a requirement for receipt of this award.

Presidential Scholars must volunteer 40 hours of community service each semester; attend academic, professional and cultural workshops or seminars each semester as well as attend monthly Presidential Scholars meetings.

STUDENT EMPLOYMENT

Location: ADM 203
Telephone: (773) 995-4520
Hours: Mon – Fri, 8:30 am to 5:00 pm

The Student Employment Office offers services to students who are seeking part- time employment. There are several types of student employment: 1) Federal work/ Study (FWS), 2) College work/Study (CWS), 3) State Aide and 4) Agency positions. Interested persons should visit the office for instructions on procedures.

Students work between 10 and 15 hours per week. Rates of pay vary, depending upon the type of work and level of responsibility. When obtaining employment on or off campus, all students seeking employment must establish eligibility through Financial Aid.

STUDENT HEALTH

Location: CRSU 268-O
Telephone: (773) 995-4533
Hours: Tues – Thurs, 9:00 am to 5:00 pm
(Closed on Mon & Fri)

It is mandatory that full-time Chicago State University students have sickness and injury insurance. Students enrolled during the fall and Spring Semesters as follows are automatically charged for the mandatory insurance plan provided through the university.

DOCTORATE: 6 Credit Hours or More

GRADUATE: 9 Credit Hours or More

UNDERGRADUATE: 12 Credit Hours or More

This requirement applies to students who enroll in all on-campus courses or a combination of off-campus (Extension) and on-

campus courses. Note that students enrolled in all web/online courses are not charged for the insurance plan.

IF YOU HAVE INSURANCE: Students who are adequately insured have the option of waiving out of the mandatory health plan and having the charge removed from their tuition bills.

IF YOU ARE NOT INSURED: Students who do not have insurance must purchase the mandatory Insurance provided through the university.

Before a student can go online to waive out of or enroll into the mandatory insurance plan, she/he must have been enrolled full-time, as indicated above, for at least 24-48 hours. This window of time allows the Office of Student Health Insurance ample time to retrieve your registration status and upload it into the United Healthcare website.

As students' names are uploaded into the insurance website, they will receive notification through their CSU email addresses letting them know that they are then able to log in to the website to complete a waiver/enrollment form.

Students may use this link to gain access onto the United Healthcare Student Resources Center and complete your waiver or enrollment form: <https://studentcenter.uhcsr.com>.

Each semester, the deadline for waiving out of the mandatory insurance plan is published in the University's Academic Calendar and on the Student Health Insurance web page. This information is also sent to all students via email at their CSU email addresses.

This plan is underwritten by United Healthcare Insurance Company. The plan brochure provides details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which coverage may remain in force. Copies of the brochure are available in the Office of Student Health Insurance or may be viewed and downloaded at <http://www.uhcsr.com>.

Chicago State University now offers students the option of choosing a basic sickness and injury insurance plan without maternity coverage or a basic plan that includes maternity coverage. The plan including maternity can be purchased at a small additional cost. Students interested in the maternity option should contact the Office of Student Health Insurance.

Part-time students who enroll in 6-11 credit hours of coursework will be allowed to enroll into the student health insurance plan provided through the university on a voluntary basis. However, you must contact the insurance provider directly, either online or by phone, to enroll. You may also sign onto the following link to enroll voluntarily <http://www.uhcsr.com>.

Chicago State University students enrolled in the student health insurance plan provided through the university have the option of enrolling their eligible dependents and spouses into the plan for an additional cost.

UNIVERSITY BOOKSTORE

Location: BHS 102
Telephone: (773) 995-2323
Hours: Mon – Wed, 9:00 am to 5:00 pm
Thurs, 9:00 am to 7:00 pm
Fri, 9:00 am to 2:00 pm

Students can shop for course materials, school supplies, clothing, gift items and computer products at the University Bookstore. These items can also be purchased online at www.chistate.bkstr.com. At the end of each semester, the bookstore offers cash for books during the regular buy-back period. The bookstore also has available, for certain titles, a digital version of a textbook with social networking and note taking capability called Café Scribe.

VETERANS AFFAIRS

Location: ADM 207
Telephone: (773) 995-3549
Hours: Mon – Fri, 8:30 am to 5:00 pm
Thurs, 8:30 am to 7:00 pm
(Times are subject to change)

The Office of Veteran Affairs (VA) is designed to provide a variety of essential services and to inform Veterans of their educational benefits and activities available to them. Services provided by the Veteran Affairs office include enrollment certification, verifying information, processing appropriate applications/forms, and providing referrals for VA work-study and other help organizations. The VA office adheres to and disseminates information about University policies, procedures and regulations. It maintains current data on all veteran students to ensure successful transition to the University environment.

WELLNESS/HEALTH CENTER

Location: ADM 131

Telephone: (773) 995-2010

Hours: Mon – Fri, 8:30 am to 4:30 pm

Illinois Department of Public Health Part 694 College Immunization Code specifies that any student born on or after January 1, 1957 is required to show proof of immunizations. In order to continue your matriculation at Chicago State University, you must show documented proof of the immunizations indicated below. Data must include (MONTH, DAY and YEAR). All dates in a series must be included. All information must be written in English. To be compliant with this legislation, all information must be submitted in its entirety. Prior to registration, students must submit proof of the following to the Wellness/Health Center:

- Tetanus Diphtheria (Td/Tdap) Booster every 10 years.
- Measles, Mumps, Rubella (MMR) – documentation of two live doses of Measles Virus vaccine or proof of immunity to measles, mumps and rubella by titer. Titer must include full laboratory parameters.

Future registration and matriculation at Chicago State University will be in jeopardy and will result in an immunization hold if you do not comply with this requirement. Students who fail to comply, will be assessed a non-compliance fee.

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SECTION VI

SAFETY & SECURITY

POLICE DEPARTMENT

Location: O&M 103
Telephone: (773) 995-2111 or, on campus ext. 2111
Hours: 24 hours a day, seven days a week

UNIVERSITY POLICE

The officers of the Chicago State University Police Department continually strive to better serve the University community. Our goal is to build a solid relationship with students, administrators, faculty and staff, as we provide programs and training on safety awareness encompassing the campus and surrounding community.

Our vision is to provide a safe and secure University environment; with hands-on community policing that delivers the highest level of professional police service to all University employees, students and visitors. Our mission will always include working diligently, effectively, and cooperatively with other federal, state, and local law enforcement agencies. We will always give the utmost respect to their efforts.

Crime statistics are available upon written request from the Chicago State University Police Department. This information can be accessed via the CSU web site, <http://www.csu.edu/>. A file with the information on registered sex offenders is also maintained at the CSU Police Department.

POLICE POWERS

Authority for the Chicago State University Police Department is found in the Illinois Compiled Statutes at 110 ILCS 660/5-45 (11): Members of the Police Department shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs, including the power to make arrests on view or

warrants of violations of State statutes, University rules and regulations and city or county ordinances, except that they may exercise such powers only within counties wherein Chicago State University and any of its branches or properties are located when such is required for the protection of University properties and interests, and its students and personnel, and otherwise, within such counties, when requested by appropriate State or local law enforcement officials. However such officers shall have no power to serve and execute civil processes.

The Board must authorize to each member of the Chicago State University Police Department and to any other employee of Chicago State University exercising the power of a peace officer a distinct badge that, on its face, (i) clearly states that the badge is authorized by Chicago State University and (ii) contains a unique identifying number on its face. No other badge shall be authorized by Chicago State University.

PATROL DIVISION

Patrol officers respond to crimes in progress, traffic accidents, reports of suspicious activity, and requests for assistance. These range from disabled motorists to staff members locked out of their offices. Patrol officers conduct initial investigations of most crimes reported on campus and are often the first point of contact that the campus community has with the CSU Police Department. With thousands of pedestrians, bicycles and motor vehicles on campus, the University Police work effectively to enforce traffic laws.

Using radar detectors, DUI testing equipment and traffic citations, the CSU police officers enforce the rules of the road to the fullest extent of the law. The primary objective of the Department is to ensure the safety of all students, administrators, faculty, staff and visitors of the University. The Chicago State University Police

also serves the community with uniformed security guards and student patrols.

JEANNE CLERY DISCLOSURE ACT

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Crime Report Section on pg. 15).

CAMPUS CRIME REPORT

In Accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act, Chicago State University provides a link to the crime statistics via the CSU Police Department home page:

www.csu.edu/CSUPolice/index.htm

24-HOUR INFORMATION HOTLINE

The 24-hour Information Hot Line, (773) 821-2882, has been established for University security-related problems. This Hot Line is designed to make the University community security conscious and assisting the Chicago State University Police Department in solving University community problems. Information provided will be kept strictly confidential.

CSU EMERGENCY NOTIFICATION SYSTEM

RAVE is CSU's Emergency Notification System which allows students, faculty and staff to receive alerts via e-mails, voice, and or text messages when important information, i.e., weather alerts, school closings, etc. is to be shared throughout the campus

community. For additional information and to sign up for RAVE, go to <http://www.getrave.com/login/csu>.

RAVE Guardian is an extended service CSU's Emergency Notification System, and is designed to transform students, faculty and staff mobile phones into a personal alarm beacon. In the event of an emergency, critical information you elect to share will be provided to Chicago State University Police Department to help them more quickly respond and help you.

For additional information and to sign up for RAVE Guardian, go to <http://www.getrave.com/login/csu>.

PERSONAL SAFETY TIPS

We encourage the CSU community to take safety precautions while on campus and in the community.

- Be alert and observant. Stay in well-lighted areas away from alleys, bushes and entryways.
- When walking at night, avoid dark vacant areas near campus.
- Establish a buddy plan with fellow students, faculty, and or staff members.
- If approached on the street, make brief, stern eye contact and continue walking. If someone insists on talking, acknowledging his or her presence with a nod and continue walking. Do not stop and engage in a conversation.
- Never get into a vehicle even if forced at the point of a gun. Your chance of survival on the street is better than in a vehicle or remote location of the abductor's choice.
- Walk on the sidewalks and in populated, well-lit areas whenever possible.
- Walk confidently, directly, and at a steady pace.

- Walk on the side of the street facing traffic.
- If a driver stops to ask directions, avoid getting near the vehicle.
- If a car appears to be following you, turn and walk in the opposite direction.
- Check inside your vehicle before entering.
- Park in well-lighted areas.
- Above all, be aware of the surroundings and the people around you, even those you know.

CAMPUS SAFETY TIPS

- Keep an eye on your belongings while in the buildings.
- Don't leave your belongings unattended.
- Report suspicious and criminal activity to the police.
- Lock and secure your room door when leaving.
- Don't leave valuables or money out in the open in your room or office.
- Know the location of the Emergency Phones and the Code Blue Phones.

CAMPUS SHUTTLE SERVICE FOR STUDENTS, ADMINISTRATORS, FACULTY and STAFF

Chicago State University Police Department offers shuttle service per the following schedule:

- Monday through Friday
9:00 am until 3:00 pm (based on driver availability)
5:00 pm until 11:00 pm (based on driver availability)
11:00 pm until 2:00 am (shuttle service offered per request only)
- Saturday and Sunday
Shuttle service offered 10:00 pm until 2:00 am per request only.

To request shuttle service, call the CSU Police Department Dispatch at (773) 821-2794.
The number is (773) 821-2784

SUPPORT YOUR UNIVERSITY POLICE, (773) 995-2111

The University Police Department provides protection for all personal and property on campus 24 hours a day, seven days a week. The University Police Department (UPD) will assist individuals in any way possible, but the success of the UPD services is dependent upon the cooperation received from the entire Chicago State University community. Individuals may assist the UPD in the following ways:

- Report any and all crimes that you observe.
- Report any and all suspicious activity, and or person(s) on campus.
- Report all vehicle incidents occurring on University property and all incidents involving state-owned vehicles, regardless of where the incident occurs.
- Report all fires immediately.
- Report, immediately, any information you may possess concerning violation of University rules and regulations, and any city, state, or federal laws.
- Give full cooperation when asked to provide personal and/or University identification in situations involving the security of persons or buildings.
- Comply with University parking and traffic information/rules/regulations.
- Notify police when an employee is working in an office beyond normal working hours.

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SECTION VII

POLICIES & PROCEDURES

DRUG AND ALCOHOL POLICY

In accordance with federal, state and city ordinances and the *Student Code of Conduct* the following drug and alcohol policy applies to all Chicago State students and their guests while on campus or at University-sponsored events. Chicago State University is required by law to provide information on CSU's Drug and Alcohol Policy to every registered student. The information contained in this document is written to serve as the official notification on CSU's Drug and Alcohol Policy.

The full scope of CSU's Drug and Alcohol Policy includes prevention, intervention and sanctions and can be viewed in electronic form found on CSU's Web site at: <http://www.csu.edu/humanresources/pdf/DrugAlcoholPolicy.pdf> . All students are expected to review the policy in its entirety. The most significant aspects of the policy are listed below.

“Possession, consumption and sale of alcoholic beverages and other non-prescription/illegal drugs, such as, MDMA, Heroin, Marijuana, Cannabis, Mescaline, Psilocybin, Steroids, Codeine, GHB, Gamma Hydroxyl Butyrate (liquid G, liquid, liquid Ecstasy, g, Georgia homeboy) Ketamine, (K, super K, special K) Cocaine, Morphine, Peyote, Barbituric Acid, Amphetamines, Lysergic Acid, Diethylamide, (LSD), Pentozocine, Methaqualone (Quaalude) Phencyclidine (PCP) any other controlled or counterfeit substance under Schedules I (720 ILCS 570/204 and 11 (720 ILCS 570/206) are prohibited.

The illegal possession, use, manufacture, sale or distribution of any form of narcotic, hallucinogenic, barbiturate drugs, “pep pills” and other dangerous drugs is prohibited in any form, except under the direction of a licensed physician or as permitted by law. Inappropriate behavior related to the use or sale of alcohol or

other nonprescription/ illegal drugs or excessive consumption manifested by impaired physical functioning is also prohibited and will result in judicial actions and/or formal disciplinary action up to and including suspension/expulsion.”

DRUG FREE WORKPLACE POLICY

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well being of fellow employees, students, and others. Therefore, the University encourages employees who are involved in the illegal use of controlled substances to seek professional advice and assistance.

Employees, directly engaged in work under a federal grant or contract, are required, as a condition of employment under the grant or contract, to:

- a. Abide by the terms of this policy, and
- b. Notify their supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such convictions may result in the application of sanctions, as described above. The university will notify the granting or contracting federal agency within 10-days of receiving notice of a criminal drug statute conviction of any employee working on a federal grant or contract when said conviction involves a drug offense occurring in the workplace. A copy of this statement shall be given to all employees assigned to work under a federal grant or contract.

For more information concerning this policy, please contact the Office of Human Resources.

FACILITIES REQUESTS POLICY

We encourage you to use the facilities in the Cordell Reed Student Union, which include the Cyber Café, Conference Rooms A, B and C, Cougar Hut, Fine Dining, Information Booth, Movie Room, and Quad Area. Please allow sufficient time when planning for an event since the process of securing space could take up to 5-10 business days. The procedures for requesting space are listed below.

1. A Space Reservation Request Form, for all campus events, is available online at: http://www.csu.edu/convocationcenter/documents/SPACER_ESERVATIONFORM_000.pdf and for all Cordell Reed Student Union room layouts, set-ups and cancellation forms, please visit our website at: www.csu.edu/dosa/forms/. Forms should be turned in to the Office of Meetings and Events (along with a flyer, if available), Emil & Patricia A. Jones Convocation Center, room 2304. This includes Request for space reservation within the University Library and other Campus Buildings. Always keep copies of forms for your records.
2. A confirmation or a denial of your room reservation request will be sent to you via interdepartmental mail or electronically.
3. Verbal requests for reserving room space will not be accepted.

FACULTY ADVISORS POLICY

All student clubs and organizations must have a faculty advisor who is recommended by the student members. The advisor is responsible for assisting students with the development of programs and activities, supervising these activities and attending functions.

FUNDING FOR CLUBS AND ORGANIZATIONS

Funding for student clubs and organizations comes from student activity fees and is allocated by the Student Activities Fees Committee (SAFC), under the supervision of the Director of Student Activities. Students should make purchases or commitments for goods or services only by submitting an authorized purchase requisition to the Director of Student Activities before the order is placed. If funds are available, a University Purchase Order, Direct Payment Voucher or Central Store Voucher is issued, and a copy is sent to the student organization for its file. A manual with details regarding purchase requisitions can be obtained from either the Department of Purchasing at (773) 995-2424 or the Student Activities Center at (773) 995-2300.

FUNDRAISING POLICY FOR CLUBS AND ORGANIZATIONS

All campus fund raising projects and event dates must have written approval from the faculty advisor and the Director of Student Activities. Forms and guidelines are available in the Student Activities Center, CRSU 260, (773) 995-2300. Organizations planning to raise funds off-campus must, in addition to the above permissions call (773) 995-2448 for more information.

MILITARY MOBILIZATION

The University has policies for both students and faculty/staff regarding calls to active military service. Refer to the Institutional Policy Manual, available online at www.csu.edu/ipm/ for the full text. Faculty and staff are excused to participate in active duty and may return to the position or another one upon their return. Students are allowed to withdraw from the University and to re-enroll after active duty. Arrangements for refunds, loans or grant

re-payments should be addressed to the Office of Financial Aid. The Office of the Registrar handles all other academic issues. Students should notify both offices immediately upon receiving an official call-up notice.

Any currently enrolled student who is called to active military service will be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student will be given priority over other students in reenrolling in the course or courses.

PARKING POLICY

University parking permits must be displayed on all vehicles (cars, vans, and trucks) operated or parked on campus by students, faculty and staff. Daily hang tags must be displayed on the dashboard with the front side visible. Parking permits may be purchased in the Parking Department (checks and money orders only), O&M 107G, as well as in the Cashier's Office located in Cook Administration 211. Motor vehicle regulations can be obtained online at:

<http://www.csu.edu/csupolice/parkingservice.htm#p4> and from the Parking Department by calling (773) 995-2141.

POLICY REGARDING STUDENTS WITH DISABILITIES

Chicago State University complies with Section 504 of the Rehabilitation Act of 1973 which states that no otherwise qualified handicapped individuals in the United States shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal

financial assistance... and the Americans with the Disabilities Act (ADA) which became a law on June 26, 1990. In compliance with the provisions of the Rehabilitation Act of 1973, applicable regulations and other applicable laws and regulations, Chicago State University will not discriminate against any employee, applicant or student for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified.

POSTING POLICY

The Student Activities Center staff must review all posters, flyers and other announcements. Approval for posting will be granted only after the Office of Marketing and Communications, located in Cook Administration 129, has reviewed and edited all documents. For additional information call the Student Activities Center at (773) 995-2300.

All posters, flyers and other announcements must be posted, with the appropriate approval stamp on designated bulletin boards. Under no circumstances may materials be displayed on doors, walls, windows or other University property. Materials that are not in compliance with the University's policy will be removed and discarded without exception.

Posters and flyers displayed off campus grounds cannot be displayed on light posts, telephone posts, etc. Displaying announcements on unauthorized areas will cause Chicago State University and the appropriate department to be ticketed by the City of Chicago Department of Streets and Sanitation.

SELLING AND SERVING ALCOHOLIC BEVERAGES

1. Persons under 21 years of age may not consume alcoholic beverages on University property or at University-sponsored activities.
2. Members of the University community may not serve alcoholic beverages to persons under 21 years of age on University property or at University sponsored activities, nor to anyone who appears to be inebriated. Enforcement is the specific responsibility of the person sponsoring the event. Persons in direct or indirect violation may be held liable in cases of litigation.
3. Members of the University community may not sell alcoholic beverages on University property or at University-sponsored activities.
4. Members of the University community may neither purchase alcoholic beverages utilizing local or state funds, nor be reimbursed with local or state funds, for the purchase of alcoholic beverages. Further, University funds may not be used to support an activity or event, which has as its primary purpose the consuming of alcoholic beverages.
5. Alcoholic beverages may not be sold, but may be consumed in designated areas at functions which are approved by the President or appropriate Vice President and which are attended by specific invitees of the President or appropriate Vice President.

It is the responsibility of the person sponsoring the function to ensure that appropriate measures will be taken to avoid violation of University policy and Illinois state statutes.

MANDATORY SEXUAL ASSAULT PREVENTION PROGRAM

At Chicago State University, we are committed on providing a safe and healthy learning environment, and are taking a highly proactive stance against sexual assault. Because of the seriousness of the issue, the State of Illinois has mandated sexual assault prevention program training.

All incoming students (freshman, transfer or graduate) during the spring of 2009 or beyond, are required to complete the “Student Success” Sexual Assault Prevention Program on-line education program at:

<https://studentsuccess.org/csu0911-sexualassault/index.php>

Under “New Users: enter the following Access Code: 1190278, then follow the instructions provided to take the program. CSU e-mail address and password are required. Failure to complete this program before May 1, 2011 will block you from registering for classes, requesting transcripts, and viewing your grades on CSU X-Press.

For more information on the Mandated Sexual Assault Prevention Program, please go to:

<http://www.csu.edu/dosa/MandatorySexualAwarenessTraining.htm>

SEXUAL ASSAULT POLICY

It is the policy of Chicago State University that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents that occur on University property, as well as at off-campus functions sponsored or supervised by the institution. The

term "sexual assault" as used by Chicago State University in this policy encompasses the legal definition of sexual assault contained in Chapter 38, Illinois Compiled Statutes and the definition of forcible and non-forcible sex offenses used in the Federal Bureau of Investigation's Uniform Crime Reporting System. It includes, but is not limited to, acts of rape (stranger and acquaintance), other forms of coerced sexual activity, and unwanted touching or fondling.

The University is committed to:

- Educating the campus community about awareness of sexual assault and its consequences, through the State of Illinois’ mandatory Sexual Assault Prevention Program located on CSU’s website,
- Providing support services to victims of sexual assault,
- Thoroughly investigating alleged incidents of sexual assault, and
- Disciplining student and employee perpetrators of such acts of violence.

Prevention and Awareness of Sex Offenses

A variety of offices in three Vice Presidential areas (Academic Affairs, Administrative Affairs, and Student Affairs) provide services aimed at the prevention of sex offenses as well as educational programs about the awareness of rape, acquaintance rape, and other sex offenses. Services and educational programs include, but are not limited to, those cited below: The numerous house phones on campus are answered by the University Police Department by dialing ext. 2111.

Procedures to Follow If a Sex Offense Occurs

1. If a sex offense occurs, the victim should give first priority to personal safety by seeking immediate assistance at the nearest

hospital or police station, or if on campus, call ext. 2111 or go to the University Police Department O& M 210, where staff is available 24 hours per day.

2. If personal safety is not an immediate concern, the victim may also seek assistance at the Counseling Center CRSU 190. Staff members are equipped to provide supportive assistance, including guidance on the importance of preserving evidence which will be necessary to prove criminal sexual assault if the victim subsequently chooses to pursue the incident through proper law enforcement channels. It is important for the victim to give serious consideration to reporting such incidents that do occur to the proper law enforcement agency.
3. If the victim chooses to report an incident of sexual assault, it should be reported to the appropriate police department or, if the incident occurred on campus, the University Police Department at (773) 995-2111, O&M 210. For campus disciplinary action the Police Department will refer the matter to the Office of Judicial Affairs if the alleged perpetrator is a student or to the appropriate Vice President if the alleged perpetrator is an employee. For criminal prosecution, the Police Department will refer the matter to the detectives of the violent crimes unit of the Chicago Police Department.

SEXUAL HARASSMENT POLICY

It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents that occur on University property, as well as off campus functions sponsored or supervised by the University. One of Chicago State University's goals is to foster an open learning

and working environment free from sexual harassment and from the fear that it may occur. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act. Sexual harassment has been defined as: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." There are two categories of behaviors that may constitute sexual harassment. The first category, "quid pro quo", refers to situations in which a tangible benefit (a grade, a job, a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, "hostile environment," refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together. Intimate relationships between faculty and students, as well as between supervisors and subordinates raise serious professional concerns. When one party has power over the other, the relationship is inherently unequal. The faculty member or supervisor cannot be certain that the relationship is truly welcome or consensual. If the relationship deteriorates, possible allegations of "quid pro quo" harassment may arise. Furthermore, others who perceive preferential treatment between the parties to the relationship may feel themselves in an offensive environment. Finally, a consensual

intimate relationship poses a professional conflict of interest. All University employees in a supervisory role have the duty to report to the Equal Employment Opportunity (EEO) Office any alleged sexual harassment and/or behavior that creates a hostile environment, as soon as they become aware of the allegation, even in the absence of a complaint. For more information, please visit the following web site:

<http://www.csu.edu/ipm/Articles/articleIISection7-personalconductonuniversityProperty.pdf>

Complaint Procedures

Complaints should be submitted as soon as possible after the alleged discrimination has occurred in order to permit prompt and equitable resolution. The confidentiality of information presented by all parties will be observed, except in those instances when it interferes with the ability of the University to investigate the allegation(s) and take necessary corrective action. In situations that require immediate action because of safety or other concerns, the University may take appropriate disciplinary action (e.g. suspension with pay pending full investigation by the EEO Office). The investigation shall be completed within 8 to 10 calendar weeks, if consideration cannot be completed within this time, the parties will be notified as to the delay.

1. Complainant will be asked to complete an in-take form that will include a brief description of the alleged discrimination and the nature of the remedy desired.
2. A private, in-depth interview will be conducted by the EEO Officer or designee with the complainant.
3. The EEO Officer or designee will contact the person(s) against whom the complaint is being filed and will also interview that

person(s) to ascertain her or his response to the substance of the complaint.

4. The EEO Officer or designee may assist in the informal resolution of the complaint. With the consent of both parties involved, the Officer will arrange for information to be shared between the parties regarding applicable issues and appropriate remedies. Failure to reach a resolution will result in the investigation proceeding to step 5
5. The investigation by the EEO Officer will include interviewing witnesses, confirming information and seeking additional information and / or documentation. In conducting the investigation, the EEO Officer shall have unrestricted access to all pertinent materials, records, reports and documents in possession of any University personnel and shall be afforded the opportunity to interview all persons possessing relevant information.
6. The EEO Officer will forward a written report of the investigation and recommendations of resolution to the Vice President of the respondent or, when appropriate, to the President's designee. The Vice President (or President's designee) will decide whether or not University or Board of Trustees policies prohibiting discrimination and sexual harassment have been violated and, if so, what remedial action will be taken by the University.
7. If the Vice President, or designee, determines that further investigation is needed, the EEO Officer will continue to do a follow-up review and/or interviews.

8. A final written determination setting forth the Vice President's, or designee, decision on the basis of the evidence gathered during the investigation will be sent to both the complainant and the respondent.
9. If disciplinary action is required as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, Board of Trustees Regulations, State University Civil Service Status and Rules, or University *Student Code of Conduct* will be followed.
10. An appeal may be made to the President. The President's decision is final. Any retaliatory action, of any kind, taken by a Chicago State University employee or student against a complaining party as a result of that party's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures. It is a violation of this policy for anyone to knowingly make false accusations of discrimination or harassment. Failure to prove a claim is not equivalent to a false allegation. Sanctions will be imposed for making false accusations of discrimination or harassment.

SOCIAL SECURITY NUMBER AND STUDENT ID POLICY

We are pleased to announce that effective in March 2007, Chicago State University implemented the first phase of a policy designed to ensure the privacy and proper use of the Social Security Number. The primary purpose of this Social Security Number Policy is to ensure that the necessary procedures and awareness exist to comply with both the letter and the spirit of the Family Education Rights and Privacy Act and Privacy Act of 1974.

Your UID number can be used to access CSU Xpress as well as other areas that previously required use of your Social Security Number. The unique UID may be used across systems, applications and business processes throughout the lifetime of an individual's relationship with Chicago State University. For instance, an individual may start out as a student, return a few years later as an employee, decide to complete his/her Doctoral Degree, and return again years later as a faculty member all using the same UID.

The University will still collect Social Security Numbers for services such as those relating to employment and student financial aid administration. For example, a valid SSN will be required for all applicants to begin the hiring process, and for all students at the time of application to the University. The Social Security Number will be changed to a UID for all new employees as soon as possible after they are hired. The Social Security Number for students will be changed to a UID at the time of their initial registration.

STUDENT CODE OF CONDUCT

Chicago State University (CSU) has a *Code of Excellence*, which expressly states the standard of conduct expected of all members of the CSU community. The *Student Code of Conduct* is the university's formal policy that governs the administrative process pertaining to standards of behavior and conduct expected of students enrolled at CSU. The Office of Judicial Affairs (OJA) is responsible for overseeing the administrative process for protecting students' rights to live and learn in a safe and crime-free environment. The OJA administers CSU's student judicial process and follows the procedural guidelines established by the university. The Director of Judicial Affairs or a hearing committee, representing faculty and/or staff and students, is

responsible for hearing student judicial matters and levying sanctions (penalties) in matters where a student has been found responsible for violating the *Student Code of Conduct*.

Any student accused of violating the *Student Code of Conduct* has the right to a hearing before any final determination or sanctions are issued. However, an immediate temporary sanction will be issued, until a hearing is scheduled, for any alleged violation that threatens the safety of the student or safety of other campus members. In addition, any student found responsible for conduct violations resulting in the sanction of suspension or expulsion has the right to appeal the decision to the Dean of Students or his/her designee.

Sanctions for violating the *Student Code of Conduct* are intended to provide educational experiences that will develop behavior and conduct, demonstrative of responsible citizenship. This does not mean that sanctions are not also punitive in nature. Therefore, sanctions are levied relative to the nature and scope of the violation.

RIGHTS & RESPONSIBILITIES

It is Chicago State University's right to establish policies pertaining to the standard of students' conduct and behavior. It is the university's responsibility to protect the rights of all members of the university according to the rules, regulations and laws that govern the institution. To ensure that a collegial and cooperative educational environment is maintained, Chicago State University has the right to investigate allegations, conduct hearings and levy sanctions against any student found responsible for violating the University's *Code of Excellence* and/or the *Student Code of Conduct*. Maintaining these standards, established by the university, is critical to providing an optimal learning, living and

working environment which impacts all members of the CSU community. You may view the *Student Code of Conduct* in its entirety at www.csu.edu/judicialaffairs.

Office of Judicial Affairs
Director, Shannon L. VanSlyke
CRSU 247
(773) 995-2150
svanslyk@csu.edu

Office of Judicial Affairs
Administrative Clerk, Anika Miller
CRSU 247
(773) 821-2156
amille20@csu.edu

STUDENT CONFIDENTIALITY POLICY

The Family Educational Rights and Privacy Act of 1974 is a Federal Law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students may be available. The law provides that the institution maintains the confidentiality of student education records. This document reflects that legislation and incorporates more recent amendments regarding access to and distribution of records. Students may obtain a Release of Information form from the Office of the Registrar, Cook Administration Building, Room 128.

STUDENT CLUBS AND ORGANIZATIONS POLICY

Chicago State University recognizes those organizations that have been properly registered through the Student Activities Center. Any educational, professional, recreational, social, or honorary student organization may apply for university registration by submitting for approval a completed registration form from the Office of Student Activities, CRSU 260.

An organization must meet the following criteria for registration:

1. Obtain registration form located in the Office of Student Activities, CRSU 260.
2. Select a faculty, staff or administrator to serve as the advisor.
3. Submit a copy of the organization's constitution and by-laws for approval.
4. Student clubs and organizations cannot discriminate on the basis of race, sex, religion or national origin, except in the case of sororities relative to women or fraternities relative to men and which are consistent with applicable state/federal laws.
5. Each student organization must keep accurate financial records in compliance with the Office of Student Activities and the University.

I. Membership

Active voting membership of registered student organizations is limited to those whom are currently enrolled as a student at Chicago State University. Any elected or appointed officer of a student organization including fraternities and sororities are required to maintain a 2.5 grade point average for any given organization should be 2.0.

II. Annual Renewal/Registration

Each student organization must have all registration forms completed and approved by July 1st, prior to the new fall semester. Renewal will be granted by the Student Government Association and approved by the Office of Student Activities. Organizations that do not renew their registration by July 1st, of each year will be subject to suspension from the University and all given privileges will be automatically suspended until such time

as the registration is properly processed. Registration forms are available in the Student Activities Center, CRSU 260.

III. Withdrawal of Registration

Those organizations whose purpose is to discriminate against any group or individual will not be granted the privilege to register their organization. Registration may be revoked, or if granted, withdrawn because of policies and practices harmful or dangerous to the best interests of the university and of the student involved. An organization's registration may be withdrawn for any of the following reasons:

1. Failure to re-register by July 1st of each academic year
2. Failure to meet academic requirements
3. Failure to designate an advisor

Affiliation with National Organizations

All registered campus organizations that wish to affiliate with any organization must be in existence on campus one full year prior to affiliation. This also applies to sororities and fraternities. If a national organization wishes to establish a chapter, one may be granted. The Office of Student Activities will monitor this colony for one year. The petition to form a colony must be approved by the Dean of Students. Such organizations with national affiliation may register at Chicago State University if they meet the following criteria:

1. The constitution of the national organization must conform to university policies and regulations or the national organizations must agree in writing to waive any conflicting requirement with respect to the university.
2. The organization must submit a copy of the national constitution along with the chapter's local constitution and registration form.

TUITION WAIVER POLICY FOR SENIOR CITIZENS

The University allows individuals who qualify for benefits listed under the Senior Citizens Disability Pension Tax Relief and Pharmaceutical Act to receive a tuition waiver. By resolution of the Board of Trustees, Chicago State University extends the waiver of tuition for no more than three-credit hours to residents of Illinois who have attained the age of 65 at the time of registration. The waiver is applicable to all baccalaureate and graduate courses, with the exception of doctoral and professional degree programs, for which Chicago State University receives funding on an annual basis from the Illinois Board of Higher Education. Individuals must meet the entrance requirements for admission as well as any course or program prerequisites. The waiver is applicable to those courses where the minimum number of tuition paid registrants has been received and space is available up to the maximum class enrollment. The Provost and Senior Vice President of Academic and Student Affairs may, at his/her determination, waive the previous requirement when sufficient funds are available. Student activity and other course related fees may not be waived and will be paid by each senior citizen registrant.

Applications for tuition waivers are available in the Office of Financial Aid Cook Administration 207. Please call (773) 995-2304 for more information.

UNIVERSITY-SPONSORED STUDENT TRAVEL POLICY

To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator.

Chicago State University, in furtherance of its not-for-profit mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These guidelines do not apply to international travel, study abroad travel or travel under the auspices of the Department of Athletics. The Office of International Programs, the Risk Management Department, and/or the Department of Athletics should be consulted for additional information.

The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Chicago State University.

- To request travel authorization, members of the faculty, staff or recognized student organizations, granted funding, must submit a completed Travel Authorization Form to the appropriate administrator for approval. The request must be submitted at least two weeks in advance of travel. Sports organizations should consult with the Athletic Department for specific details concerning exceptions to the two-week notice period.
- Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

- All trip participants are required to comply with the standards set forth in the Chicago State University's *Student Code of Conduct* and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities.
- All University-sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator.
- Students traveling on their own behalf for a recognized student organization, (e.g., clubs, sports teams participating in out of town competitions and Greek organizations) must meet with the appropriate administrator prior to travel.
- The Office of Student Activities, the Athletic Department and/or other university departments must review specific trip details and guidelines prior to travel.
- Names and pertinent emergency contact information must be submitted to the faculty and staff chaperon. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

Please note: For University-sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University's vehicle safety policy.

VOLUNTEER EMERGENCY WORKER POLICY

The University has a policy to cover students called for active duty as a result of serving as a volunteer emergency worker. Refer to the Institutional Policy Manual for the full text, available online at www.csu.edu/ipm/. Students are excused to serve as a volunteer worker and may return to classes when the emergency has ended. The policy covers short leaves of absences (less than three weeks) or complete withdrawal as well as handling loans. Upon receipt of an official request calling him/her to active volunteer service, the student should contact his/her advisor, the Office of the Registrar and the Office of Financial Aid.

Reasonable accommodation will be made for any student who is a volunteer emergency worker in regard to absence from class caused by the performance of his or her duties as a volunteer emergency worker. If a student believes that he or she has been unreasonably denied this accommodation, he or she may seek redress through the standard grievance procedure as outlined in the Institutional Policy Manual (Article X, Section 2.1: Grievance Procedures). Refer to the full text of the policy online at www.csu.edu/ipm/.

VOTERS' REGISTRATION POLICY

Chicago State University is required by law to provide a sample of a voter registration form and information supplied by the State Board of Elections to every registered student. The information contained in this document is written to serve as the official notification by Chicago State University regarding CSU's compliance to provide each student with information on Voting Registration Information and Access to Voters Registration Forms. Please visit us at www.csu.edu home page, in the A to Z directory, and click on Voter Registration, and you will find a

sample voter's registration form and information produced by the Illinois State Board of Elections on their electronic homepage.

WAIVER OF TUITION FOR UNIVERSITY STUDENTS

Since July 1, 2008, Tuition Waivers under this policy have been granted to both undergraduate and graduate students through the Office of the Provost. The Tuition Waiver Handbook contains the listing of waivers and their criteria. It is available online in the "A to Z" list at www.csu.edu and at www.csu.edu/provost/apca and in the Office of Financial Aid. Waivers cover the cost of tuition and limited fees. The number of credit hours allocated to students varies from one three-hour course (25% waiver) to full coverage (100% waiver). The amount of credit depends upon the type of waiver and the student's classification as undergraduate or graduate student. Tuition Waivers are not granted for terminal degrees unless they are mandated by Illinois legislation. Specific criteria based upon undergraduate or graduate status as well as the type of waiver or degree program impact eligibility.

Section 1: Effective July 1, 2008, the Tuition Waiver shall be granted at the beginning of each academic term to eligible students as part of their financial aid. The Tuition Waiver application must be submitted to the Office of Financial Aid by September 15th, January 30th, and by the first day of Intersession and Summer Session classes in which the student is enrolled. Tuition Waiver application forms presented after those dates or at the end of any term will not be approved by the Provost and Senior Vice President for Academic Affairs. Please note that a Tuition Waiver cannot be used to cover past due bills. The waiver must be used in the term for which it is granted and the course or courses are taken.

Satisfactory academic progress should be demonstrated to continue receiving waivers. This means that for those students receiving federal or state grants or funding for their education, they must meet the Student Academic Progress terms on course completion as defined by the Office of Financial Aid. Continued awarding of Tuition Waivers is contingent upon the student making satisfactory academic progress as defined by the Office of Financial Aid.

Section 2: Eligibility. Waivers are available for both graduate and undergraduate students. Tuition Waivers are granted for a variety of programs including athletics, academic achievements, leadership, talent or participation in specialized academic programs. Each program carries various eligibility requirements. Refer to the Tuition Waiver Handbook (available online in the "A to Z" list at www.csu.edu and in the Office of Financial Aid) for specific criteria.

Section 3: Limitations. Tuition Waivers are granted for undergraduate or master's level degree or degree completion. The students may need to be accepted into a specific degree or activity program to apply for the waiver.

- a. Students who need to meet any residency or internship policies required in their degree program must make individual arrangements to meet those requirements. It is not the University's responsibility to waive such academic requirements.
- b. Tuition waivers do not apply to specialized or professional degree programs beyond the master's level, unless they are statutory or mandated waivers under the State of Illinois regulations. Waivers awarded by an advanced degree program

(doctorate in educational leadership, pharmacy doctorate, etc.) will be funded and dispersed through those degree programs. Contact those offices for applications.

- c. Should a student desire to take courses/credit hours in excess of the maximum allowed through the Tuition Waiver Program, they may be required to pay tuition and all applicable fees for those credit hours/courses in excess of the maximum. Students should contact their program's waiver administrator regarding credit hour limitations. The administrator's name can be found in the Tuition Waiver Handbook.

Section 4: Processes.

- a. Students seeking tuition waivers must apply for state and federal financial aid prior to being considered for a student tuition waiver. The application process will identify whether or not the student is eligible for other educational benefits.
- b. Students seeking financial aid must complete and submit a Free Application for Federal Student Aid (FAFSA) for the U.S. Department of Education, and complete the financial aid application process before a tuition waiver can be applied to the student account. Follow the directions and guidance from the Office of Financial Aid when applying online and submitting required materials for verification.
- c. Fees beyond tuition such as mandatory and miscellaneous fees, as well as housing cost, are the responsibility of the student. These fees are not covered by the Tuition Waiver, but can be covered through other educational benefits identified through the FAFSA application and Office of Financial Aid screening.

- d. Students seeking tuition waivers who are admitted into a doctoral program must apply for a waiver through those academic programs, unless their waiver falls under the statutory of mandatory waiver program sponsored by Illinois state regulations.

LAST PAGE DISCLAIMER:

The University Catalog is the official student handbook of Chicago State University and supersedes any information contained herein. The information contained in this handbook is provided to help each student maximize her/his collegiate journey through Chicago State University. To ensure compliance with new state and federal laws and mandates, additional information, policies and procedures are available at www.csu.edu.

CHICAGO STATE UNIVERSITY

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