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**Faculty Handbook**  
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## **Policies**

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#### **Student Academic Standards and Performance**

##### **Absence from Class for Official University Business - 118**

Students who are absent from class due to official University Business (e.g., athletic events, music, theater, dance productions, academic field trips, Student Senate) will be excused for up to 15 percent of the scheduled contact hours of their classes. Such an excuse is contingent, however, on the student and the sponsoring unit informing the instructor(s) and advisor in writing at least one week in advance of the anticipated absence. Instructors who use class attendance as a basis for determining grades should not count these excused absences. However, the student is not excused from fulfilling the academic requirements of the course. Where appropriate notice of absence has been given, the instructor will endeavor to give the student an opportunity to complete assignments in advance, to arrange make-up assignments, or to do equivalent work. The student should recognize that in some instances it will not be possible to make up course activities such as field trips or special laboratory experiments. It is the responsibility of the student to take all factors into consideration when deciding how to resolve conflicts between classes and other official University activities. Due to patient care issues, instructors and the respective Dean (Dean's designate) in health professional schools will be provided latitude in limiting absences to no more than 10 percent (following consultation with the student and the Office of the Provost).

In the case of such absence beyond 15 percent of the contact hours in a given term, the instructor(s) may grant excused absences if they wish, but are under no obligation to do so. (Post-season tours and other special circumstances warrant faculty discretion in helping the students meet their educational goals.)

*Approved by Chancellor effective 2/28/11*

*This policy was issued on April 29, 2011, replacing the January 11, 2002 version.*

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**Policies**  
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**Class Attendance Policy - 1I9**

Upon registration, students accept the responsibility for attending classes and completing course work. It is the responsibility of students to ascertain the policies of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to missed course work. Students should understand that it is particularly important to attend the first meeting of a course. Failure to attend the first session of a course may result in the student's place in class being assigned to another student.

**[EFFECTIVE FALL 1997 THE FOLLOWING IS ADDED]**

The Registrar, in consultation with the faculty member involved, reserves the right to withdraw administratively an undergraduate student from a course because of excessive absences, provided that the number of absences causing this type of withdrawal from the course is stipulated in the course syllabus. The student will receive the grade WR (withdrawal by the Registrar) for the administrative withdrawal during weeks 3 - 10 (weeks 3 - 5 during Summer Term), and will receive the grade UW for administrative withdrawal after week 10 (after week 6 during Summer Term). The student will have no entry on the transcript for administrative withdrawal prior to week 3. Students may appeal being withdrawn administratively from the course to the dean of the school or college in which the course is offered within seven (7) calendar days of notification being sent by the Registrar of their removal from the course.

*Approved by Chancellor effective 1/9/92*

*This policy was issued on January 2, 1997, replacing the February 1, 1996 version.*

*Document Reference: 1I9*

*Origin: UC #20/4; CC 20-91/92; CC 9-95/96*

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**Policies  
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Declaration of a Major or Minor**

Once a student has been accepted into a major, that student shall be called a declared major. A student who has not been accepted into a major shall be called an undeclared student. [EFFECTIVE FALL 1997 THIS PROVISION IS ADDED: "An undergraduate student in undeclared status must declare a major by the time the student has completed sixty (60) earned hours."]

**1. Transfer Student:**

A student who has an Associate of Arts or Associate of Science Degree, and who has met the established prerequisites for the intended major shall, subject to provisions of point 3 below, be accepted to a major program of study upon admission to the University. The student shall be advised by the school/college or department appropriate for the intended major. Other transfer students will be admitted to the University as undeclared students and will be initially advised by the Office of Academic Counseling and Advising.

**Undeclared Student:**

- a. A student who wishes to apply for a major shall make an appointment with an adviser in the Office of Academic Counseling and Advising. The adviser shall inform the student when he or she becomes eligible to apply for a major and shall assist the student in completing the "Application for Major/Minor" form when appropriate.
- b. A student who has not completed high school course deficiencies, or who has academic development requirements to complete based on the results of standardized tests, or who has not met the established prerequisites for the intended major as specified in the University undergraduate catalog, does not qualify for submitting an application for a proposed major or minor. The student shall be permitted to complete an "Application for Major/Minor Form" only when all such requirements are fulfilled.

**Subsequent Review:** The academic school/college or department, upon subsequent review, may deny a student's "Application for a Major/Minor," if the student has not fulfilled the established prerequisites for the major or if space is not available in the program. If there is a lack of space in the program, a mutually acceptable procedural framework for dealing with applications for the major must be developed by the unit involved and Academic Counseling and Advising.

**Change of Major:** Once a student has been accepted into a major program, subsequent requests for a change of major shall be processed by the school/ college or department in which the newly requested major is located.

**Second Major or Minor:** Once a student has been accepted into a major program, subsequent requests for a second major or a minor shall be processed by the school/college or department in which the student's current major is located.

**Request for Minor or Change in Minor:** A student may apply for a minor when initially applying for a major through the Office of Academic Counseling and Advising, but will not be accepted to the minor until he or she has been approved for a major. After a student has applied for an has been accepted by a major program, the school/college or department of that major is responsible for approving and processing a student's request for a minor or change in minor.

**Progress in Major:** A student who has been accepted into a major program and who subsequently fails to meet the school/college's or department's retention standards may be dropped from that major program and returned to undeclared status. The student shall subsequently be advised by the Office of Academic Counseling and Advising.

*Approved by Chancellor effective 4/11/96*

*This policy was issued on July 1, 1996, replacing the February 1, 1996 version.*

*Document Reference: 115*

*Origin: CC 14-78/79; OP 2/2/87; CC 18-88/89; CC 20-88/89; CC 7-93/94; CC 15-95/96*

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**Policies**  
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**Examinations**

**Extracurricular Activities for Students During Exams Period - 1K3**

Athletic trips and all other extracurricular activities that conflict with final examination periods should not be scheduled during the week of final examinations.

Your adherence to this policy is requested in order that final examinations may be held as scheduled whenever possible.

*Approved by Provost effective 4/1/75*

*This policy was issued on February 1, 1996, replacing the April 30, 1984 version.*

*Document Reference: 1K3*

*Origin: AAT 81*

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## Policies Policies & Procedures Student Financial Aid Policies

### Financial Aid Satisfactory Academic Progress Policy - 4A2

United States Department of Education regulations, Illinois Student Assistance Commission rules, and University policy require a student applying for and/or receiving federal, state, and University financial assistance to maintain Satisfactory Academic Progress in order to receive these funds. Students must be making academic progress regardless of whether the student has previously received aid. The standards must be cumulative, and as such all prior terms of attendance are included in the evaluation, per Federal, State, and University regulations. Students who have been academically suspended from the University are also suspended from financial aid and, if allowed to re-enroll, must successfully complete the reinstatement process or have an appeal granted in order to receive future financial aid.

#### Purpose

The intent of this policy is to 1) ensure that students using financial aid programs are demonstrating responsible use of public funds in pursuit of their educational goals; 2) set standards for monitoring all financial aid recipients' course completion rates each term (or each year for dental medicine students), warning individual students when progress is so slow that financial aid eligibility may run out before completion of the degree program; and 3) give students whose progress does not meet the completion rate and/or GPA standards of this policy at least one term of financial aid on a probationary basis in which to improve their academic progress.

#### Definitions

1. Attempted course - A course which remains on the student's record after the first two weeks of the term.
2. Completed course/earned credit - A course in which a grade of A, B, C, D, or P was received. Withdrawals (WP, WE, [WF EFFECTIVE FALL 2001], W and UW), progress grades (PR), no credits, blank grades, incomplete grades (I), audits (AU), and failures (E) [(F) EFFECTIVE FALL 2001] are not considered "earned credit" for meeting progress requirements.
3. Developmental course - Course with the prefix of "AD" or numbered "OXX" (not 100 level skills courses).
4. Financial aid - Federal Title IV programs, plus the state and institutional programs listed below.
  - Federal Pell Grant
  - Federal Perkins Loan
  - Federal Supplemental Educational Opportunity Grant
  - Federal Work Study
  - William D. Ford Federal Direct Loan (subsidized and unsubsidized)
  - William D. Ford Federal Direct PLUS Loan
  - Illinois Monetary Award Program
  - Illinois Merit Recognition Scholarship
  - Illinois Paul Douglas Teacher/MTI/ITEACH Scholarship
  - SIUE Foundation Grant
  - SIUE Foundation Loan
  - SIUE Regular Student Employment
  - SIUE Scholarships
  - SIUE Student-to-Student Grant
  - SIUE Tuition Waiver (except graduate and employee waivers)
5. Financial aid probation - A term in which a student who has been identified as not meeting one or more standards in this policy continues to receive financial aid.

If, at the end of the probation term, a student has achieved a cumulative completion rate greater than or equal to 67% **and** their cumulative GPA is greater than or equal to 2.00, they will be considered to be making satisfactory academic progress for financial aid.

If, at the end of the probation term, a student has not achieved the required cumulative rate, but their term completion rate is greater than or equal to 67% **and** their term GPA is greater than or equal to 2.00, they will stay on

probation as their term progress contributes to their cumulative progress.

If, at the end of the probation term, both the cumulative and term requirements are not met, the student will be placed on financial aid/academic termination/suspension.

6. Financial aid termination/suspension - The point at which a student is no longer eligible to receive financial aid as defined in this policy; normally, this is following an unsuccessful term of probation.
7. Incomplete - A grade of "I" received for an attempted course; no credit until the course is completed.
8. Maximum timeframe - Time limit set for receipt of financial aid that is specific to a student's program of study. For undergraduate programs, federal law defines this limit as 150% of published program length.
9. Satisfactory Academic Progress/satisfactory progress - Completion of courses at a rate which meets the standards defined in this policy.
10. Transfer credit - Course accepted for credit at SIUE from another institution.

## Authority

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for federal aid programs. Nothing in this policy shall be construed as an exemption from the requirements of any other federal or state agency, or other granting or governing authority that apply to a student or to the financial assistance the student receives, nor does this policy limit the authority of the Director of Financial Aid when taking responsible action to eliminate fraud or abuse in these programs.

## Satisfactory Progress Standards

To remain eligible for financial assistance students must:

- complete courses at an overall rate which will ensure graduation within the maximum timeframe (67%);
- complete developmental and incomplete courses in a timely manner;
- graduate within the maximum timeframe (150%) specific to their degree programs;
- maintain academic standing, usually a specific term and cumulative grade point average, consistent with SIUE academic policy.

Maximum timeframe - To retain financial aid eligibility, a student must complete his or her degree program within the published program length of the program, defined in cumulative attempted hours for undergraduate/graduate students and years for dental medicine students. Attempted hours for this purpose includes regular course hours, as well as accepted transfer credit. Once a student reaches the maximum timeframe, he or she is ineligible for financial aid. The timeframe limit may be reevaluated by the Director of Financial Aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program. Developmental hours are eliminated from the timeframe limit; while they may be required, they do not contribute to the hours required for a degree.

1. Overall completion rate - Completion rates reflect the rate at which students earn credit for courses attempted. Federal and State regulations require all students to complete their degree program within 150% of the published program length. In order to accomplish this, a student must maintain a cumulative completion rate of at least 67%. The tenth day class listing is used to determine a student's attempted hours.
2. Incomplete grades - Students receiving excessive incomplete or "I" grades in their courses are not progressing satisfactorily. Consequently, a student who has six or more hours of incomplete in any term *or at any time* will be placed on financial aid probation for the next term of attendance and expected to complete the courses with "I" grades by the end of that term. Longer periods of probation may be granted on a case-by-case basis with coordination of the student and instructor.
3. Developmental course completion - Students taking developmental courses are eligible to receive financial aid for their first thirty hours of developmental classes attempted. Developmental courses must be completed at the same 67% cumulative completion rate as other courses.
4. Grade point average/suspension - Students must meet the University's policy on scholastic standing, grades, and grade point average as defined in the appropriate catalog. A student who is on scholastic/academic suspension has not maintained acceptable academic progress as defined in Federal and State regulation and is therefore also suspended from financial aid. If readmitted or reinstated, the student may appeal to receive financial aid during a term of financial aid probation.

## Notification of Financial Aid Probation or Termination

The Office of Student Financial Aid will send a warning letter to any student who is put on financial aid probation or a termination letter to any student who is no longer eligible for financial aid. The letter will be sent to the student's local address during any term of enrollment and to the permanent residence during term breaks. It is the responsibility of the student to maintain current addresses with the Office of the Registrar. Students on Academic Probation are notified by the University of their standing, the financial aid office does not send notification of Academic Probation.

## Reinstatement

1. Students who have been suspended from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, without the benefit of the aid from which they have been suspended, both the cumulative 67% completion rate and cumulative 2.00 GPA required. Reinstatement may be requested for the term after this occurs.
2. Student with grade changes – The student, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.
3. Students requesting evaluation of grade changes or reinstatement must notify the financial aid office; the office cannot automatically evaluate the progress of students who have met the reinstatement conditions or have had grade changes.

## Appeals

Students who have extenuating circumstances that contributed to their failure to maintain Satisfactory Academic Progress may complete a Financial Aid Appeal. These circumstances must be documented.

Extenuating circumstances that **will** be considered in an appeal include, but are not limited to, the following:

- The death of an immediate relative.
- Severe personal injury or illness.
- Severe illness of a relative for whom the student has custodial responsibility.
- Loss of student's home by fire or flood.
- Military reassignment or required job shift change.
- Separation or divorce.
- Childcare and/or transportation problems beyond the student's control.

Extenuating circumstances that **will not** be considered in an appeal include, but are not limited to, the following:

- Complaint about instructor/course/staff/University policy.
- Failure to study/immaturity.
- Childcare and/or transportation problems within the student's control (ex. losing driver's license due to excessive tickets.)
- Failure to read, understand, and follow published Financial Aid and University policy.

Extenuating circumstances must be documented and should pertain to all terms that contributed to the failure to maintain Satisfactory Academic Progress.

Students who cannot meet the above requirements for an appeal must reestablish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

Students granted an appeal will regain eligibility for financial assistance on Probation. They will remain on Probation until both their completion rate and GPA are satisfactory according to the Satisfactory Academic Progress Policy. While on Probation, failure to maintain the required completion rate and GPA during any term will result in Suspension.

The Financial Aid Appeals Committee consists of at least three faculty and staff members familiar with University academic policy. The Committee considers, in a timely manner, appeals that are referred to it. The Committee normally reviews only the written record and does not conduct hearings unless unusual circumstances warrant it. The Director of Student Financial Aid may also review appeals without the Committee on occasion.

## Promulgation



This policy will be included in University catalogs and other appropriate University publications. The policy, or a summary of its primary features, will be provided to each financial aid recipient with his or her award letter. The Office of Student Financial Aid will update it as needed.

## Amendment to the Policy

This policy will be amended whenever applicable federal or state law or regulations are changed. Upon approval of the Chancellor, the Director of Student Financial Aid is authorized to incorporate and implement changes required in this policy by federal or state law or regulations. Other amendments to the policy, not required by changes in the law or regulations, will be considered through the revision procedures of the Financial Aid Advisory Committee.

*Approved by Chancellor effective 3/26/04*

*This policy was issued on April 1, 2004, replacing the February 9, 2000 version.*

*Document Reference: 4A2*

*Origin: OP 7/21/86; OP 11/29/89; OP 4/9/90; OP 11/5/90; OP 5/9/91; CC 16-91/92; OP 4/21/95; OC 3/26/04*

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## Policies Policies & Procedures Graduate School

### Graduate Student Course Loads - 1L1

During the academic year, full-time enrollment for graduate students consists of enrollment for 9 or more credits in graduate-level courses. The maximum course load, except as described on the chart below, is 15 credits. Students holding appointments as graduate assistants are considered as full-time if they enroll in a minimum of 6 credits of graduate-level course work. During the summer term, full-time status requires a minimum course load of 3 credits for all students. The maximum course load, except as described on the chart, is 10 credits. Course load maxima and minima for special circumstances are as follows:

	<b>Fall &amp; Spring Maximum</b>	<b>Semesters Minimum</b>	<b>10 Week Maximum</b>	<b>Summer Term Minimum</b>
Graduate Assistantships	12	6	6	3
Full Veteran's Benefits	15	9	10	3
Graduate Fellowships & Scholarships	15	*	10	*

\* Refer to conditions of award.

A graduate student must enroll in courses bearing graduate credit in order to meet the stated minima. Enrollment in all work taken for credit counts toward the maximum credit that can be accumulated in a single academic term. Audit work does not qualify in meeting the minima; however, audit work is calculated in determining a student's maximum course load.

Exceptions to these maxima and minima are possible only with the written permission of the Dean of Graduate Studies and Research.

*Approved by Chancellor effective 10/7/91*

*This policy was issued on April 4, 2000, replacing the February 1, 1996 version.*

*Document Reference: 1L1*

*Origin: AAT 111; OP 10/7/91*

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## Office of the Provost Faculty Handbook

### POLICY ON GRADUATE STUDENT MATRICULATION, ADVISEMENT, INSTRUCTION, EVALUATION AND ASSISTANTSHIPS, POLICIES AND PROCEDURES, SIUE, 1L6

#### Introduction

*Student Conduct and Student Grievances: Rights and Responsibilities* addresses the rights and conduct standards for all students at SIUE. In addition, the Graduate Assistant Employment (Non-Academic) Grievance Procedure addresses matters of concern to teaching, research and general administrative graduate assistants at SIUE. However, because of their special place in the academic community, an additional statement of graduate student rights and responsibilities in regard to matriculation, academic advisement, instruction, evaluation and assistantships is needed.

The relationship between graduate students and the academic professorate is distinctly different from that of the undergraduate student and the professorate in that graduate education has different academic goals and occurs at a time when students are much closer to realizing their own professional goals. Since graduate student/faculty relationships are often close and sometimes approach peer status, the specification of the rights and responsibilities of each is necessary. This document is a statement of graduate student rights and responsibilities in regard to matriculation, academic advisement, instruction, evaluation and assistantships, and lists existing practices and procedures that affect graduate students.

By providing a set of University-wide procedures and guidelines, this document (1) defines the multiple roles, relationships, and expectations which exist between graduate students and the various units of the University, and (2) identifies the fundamental principles of equity that should govern these relationships.

#### Scope

The policy statements in this document, in *Student Conduct and Student Grievances: Rights and Responsibilities*, in the Graduate Assistant Employment (Non-Academic) Grievance Procedure, in the Graduate Assistant Handbook, and in the Graduate Catalog shall govern all graduate student rights and responsibilities. It is the responsibility of each student to be aware of the contents of all of these documents.

#### Matriculation

1. In admission to graduate education there shall be no discrimination on the basis of age, sex, race, color, creed, religion, or ethnic origin. In addition, there shall be no discrimination on the basis of physical disability provided that the disability does not prevent the student from completing her/his program.
2. Students are responsible for completing Graduate School admission requirements no later than the end of the first regular academic term of their enrollment.
3. Any criteria beyond the general Graduate School requirements for admission, terminations, or withdrawal of students from a graduate program shall be approved by the Graduate School and published in the Graduate Catalog.

#### Academic Advisement

1. Each graduate program shall make known in writing to each student at the time of admission to graduate study its degree requirements including research, residence, time limitations, and any applicable code of professional conduct or academic standards which are beyond Graduate School requirements.
2. Requirements for the satisfactory completion of a degree program shall be those in effect at the time the student is admitted to the program. In the event the program requirements are altered during the student's course of study, the student shall have the choice, insofar as possible, of adhering to the original requirements or meeting the new requirements. An academic unit is not responsible for offering all courses described in the Graduate Catalog.
3. Within the student's first term of study, an advisory committee of at least three members of the graduate faculty (a chairperson and two others) shall be formed in consultation with the student to oversee and direct the student's program. An advisory committee report, listing all degree requirements, shall be filed with the unit's Graduate Program Director and a copy shall be provided to the student. The program will not be considered binding unless signed by the student's advisory committee chairperson and the student. This report, as amended in writing and in full consultation between the student and the advisory committee, shall be regarded as the statement of program requirements. Changes in this program may be initiated by either the student or the committee.
4. Once designated, the advisory committee shall oversee the student's progress. Changes in the membership of an advisory committee may be initiated by the student or committee members and are to be reported to all parties concerned. Committee members on leave are responsible, in consultation with the student, for securing substitutes.

### **Instruction and Evaluation**

1. Graduate students and faculty have a shared responsibility to maintain a classroom atmosphere that is beneficial to learning. Instructors shall discharge their responsibilities in accordance with the guidelines established in the Faculty Code of Ethics and Conduct and the Ethics of Instruction.
2. Any evaluation placed in a student's official record or file shall be made available to the student in accordance with University guidelines and the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380).
3. As soon as it is determined that a student's performance or progress does not meet Graduate School standards, she/he and the unit's Graduate Program Director shall be notified by the Graduate School according to the retention policy stated in the Graduate Catalog, and appropriate action shall be taken.
4. As soon as it is determined that a student's performance or progress does not meet criteria for the graduate program in which the student is enrolled (see section 3 under "Matriculation," above), she/he and the Graduate School shall be notified in writing by the Graduate Program Director or designated representative. Recommendations for making up the deficiencies shall be included in the written notification.
5. The faculty of each graduate program shall establish a policy governing the passing of the Final Examination, oral and/or written, and a procedure whereby students may appeal an unfavorable decision. Copies of such policy and appeal procedures shall be filed in the Graduate School.
6. The nature and scope of the thesis (or its equivalent) shall be defined by the faculty of the graduate program and the advisory committee according to the professional and scholarly research standards of the discipline. The faculty of the graduate program shall specify the acceptable style and form of the thesis in accordance with University guidelines for the preparation of theses. The Graduate School establishes and publishes standards for typing and reproduction and deadlines for acceptance.
7. All information regarding students' academic progress and performance shall be held confidential between the student and any faculty and academic units involved. It shall be released only with the consent of the student. If this information becomes relevant in a grievance proceeding, such information shall be released to the appropriate grievance committee(s) or agencies in accordance with the Family Education Rights and Privacy Act of 1974 (Public Law 93-380) and the applicable University grievance policies and procedures. The same privacy shall be accorded the reasons for a student's temporary or permanent withdrawal from the University.

### **Assistantships**

1. Departments shall establish training programs for all new teaching assistants. For teaching assistants who are engaged in classroom or laboratory instruction, such programs shall include (a) an introduction to instructional responsibilities, (b) student rights and responsibilities, (c) course goals, (d) grading criteria and practices and (e) classroom procedures. The program shall also include prearranged classroom visits by supervising faculty. The teaching assistant shall be responsible for full and active participation in the training program.
2. Other policies and regulations pertaining to graduate assistants and assistantships are described in the Graduate Assistant Handbook available in the Graduate School. This booklet defines the three assistant classifications and specifies their respective assignments, compensation schedules, work load and class load restrictions, appointments, privileges and grievance procedures.

### **Limitations**

1. No regulations from graduate student advisory committees, department or comparable units, or schools or comparable units, shall supersede or be in conflict with the regulations stated herein, except as specifically authorized by the Graduate Dean.
2. No regulations herein contained or added to this document shall supersede or be in conflict with the Statutes, By-laws, and Policies of the Board of Trustees, regulations contained in Student Conduct and Student Grievances: Rights and Responsibilities, Procedures Governing Student Work Grievance and Appeals, Graduate Assistant Employment (Non-Academic) Grievance Procedure or any other pertinent University policies.

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**Policies**  
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**Homework - 114**

With some exceptions, undergraduate students are expected to spend at least two hours in preparation for every hour in class.

*Approved by Chancellor effective 3/23/81*

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## Policies Policies & Procedures Student Academic Standards and Performance Plagiarism - 116

The University recognizes plagiarism as a serious academic offense. Plagiarism is presenting another existing work, original ideas, or creative expressions as one's own without proper attribution. Any ideas or materials taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from subject to subject. To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures. Examples of plagiarism, subject to interpretation, include but are not limited to directly quoting another's actual words, whether oral or written; using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; and offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

Normally a student who plagiarizes shall receive a grade of E [F EFFECTIVE FALL 2001] in the course in which the act occurs. The offense shall also be reported to the Provost. In addition, any graduate student who has been found to have committed an act of plagiarism may be dropped from his or her graduate degree program by his or her department. A student who is reported a second time shall be suspended from the University for a period of not less than one term. Should a student who has been suspended for plagiarism be readmitted and be again found guilty of the offense, he/she shall be permanently expelled from the University.

This policy statement shall appear in the University catalogs and course announcements, shall be called to the attention of advisers, shall be explained during the program of new student orientation, and shall be published in the Alester at least once during the beginning of each fall term.

The Provost and Vice Chancellor for Academic Affairs is charged with administrative responsibility for handling complaints, allegations, or grievances against students concerning plagiarism, according to the *Student Academic Code* (Policy 3C2).

### References and Selected Resources:

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**Policies  
Policies & Procedures  
Miscellaneous**

**Policy on Release of Student Information and Access to Student Records, SIUE - 3G2**

**I. PURPOSE**

Southern Illinois University Edwardsville, hereinafter referred to as the "University", maintains individual records and information about students who are legitimately enrolled, for the purpose of providing educational, vocational, and personal services to the student. For the purpose of complying with federal regulations regarding the maintenance of confidentiality of student educational records, as required by the Family Educational Rights and Privacy Act of 1974, as amended, (20 U.S.C. par. 1232g) the Board of Trustees of Southern Illinois University enacts the following policy.

**II. DEFINITIONS**

A. "Student" is defined as a person who is or has been enrolled at Southern Illinois University Edwardsville in a course of study either on campus or off campus. For purposes of this policy, any student attending SIUE will be considered to be an adult and to have sole control over the release of his or her information, except as provided in this policy. The term "enrolled" is defined as having been duly admitted as a student, registered, and paid appropriate fees.

B. "Educational Records" means (1) those records which are directly related to a student, and are maintained by SIUE or by any party acting for SIUE; (2) the term does not include:

1. Personal records of instructional, supervisory, and administrative personnel which are not revealed to other individuals.
2. Records of a law enforcement unit of an educational institution which are (1) maintained apart from the educational records, (2) maintained solely for law enforcement purposes, and (3) are not disclosed to individuals other than law enforcement officials of the same jurisdiction.

For purposes of this policy, the SIUE Police Office will be treated as an outside agency and will therefore be required to comply with all formal regulations relating to the disclosure of information from student's educational records, as set forth in this policy.

3. Employment records, so long as they are maintained separately from any educational record.
4. Records of a physician, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity which are used only in connection with treatment and are not disclosed to individuals other than those providing the treatment; provided, that these records can be personally reviewed by a physician or other appropriate professional of the student's choice and so designated within the appropriate record.
5. Records which are created, maintained, or developed after that person is no longer a student at SIUE, such as alumni files.

C. "Student Information" means any information contained in an educational record as defined in II.B.

D. "Personally Identifiable Information" (P.I.I.) includes:

1. The name of a student, the student's parents, student's spouse, or other immediate family member.
2. The address of the student.
3. Student's identification number.
4. A list of personal characteristics which would make the student's identity easily traceable.
5. Other information that would make the student's identity easily traceable.

E. "Directory Information" includes:

1. Student name.
2. Student local address and telephone number.

3. Student home address and telephone number.
4. E-mail address.
5. Major field of study.
6. Classification.
7. Dates of attendance.
8. Full or part-time status.
9. Attempted hours.
10. Degrees and awards received.
11. The most previous educational agency or institution attended prior to enrollment at Southern Illinois University Edwardsville.
12. Participation in officially recognized activities or sports.
13. Weight and height of members of athletic teams.
14. Date of birth.

### III. BASIC POLICY REGARDING DISCLOSURE OF INFORMATION FROM EDUCATIONAL RECORDS

#### A. Disclosure not requiring prior consent.

The appropriate recordkeeping office shall obtain the written consent of the student before disclosing "personally identifiable information" from the educational records of a student, except in the case of "directory information" as delineated in (II.E.) or disclosure to:

1. The student himself/herself.
2. University personnel who have a legitimate educational interest to permit their functioning or research. The sufficiency of the interest will be determined by the head of the unit from which the records are sought.

Student information supplied to any SIUE personnel or unit is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All institutional personnel should be alert to refer promptly to the appropriate office, requests for transcripts, certifications, or other information which that office typically provides.

3. Officials of other schools or school systems in which the student seeks or intends to enroll, if there is a legitimate interest. The sufficiency of the interest will be determined by the head of the unit from which the records are sought. A copy of any information sent will be provided to the student upon written request.
4. Faculty or students conducting student characteristic research providing the research project has written approval of the academic unit executive officer sponsoring the research and providing guarantees are made that no "personally identifiable information" will be published or released and such information will be destroyed when no longer needed for the purpose for which it is collected.
5. Certain state and federal representatives specified by Title 20, par. 1232g for the sole purpose of evaluation and auditing of governmentally funded programs in which the University participates, with the guarantee that the identity of the students shall be protected.
6. State and local officials as directed by State Statute adopted prior to November 19, 1974, as approved by the General Counsel of the University.
7. Authorized organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student shall be protected and such information will be destroyed when no longer needed for the purpose for which it is collected.

8. Appropriate parties in connection with financial aid for which the student has applied or received.
  9. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student shall be protected.
  10. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
  11. Comply with a judicial order or subpoena. The sufficiency of the order or subpoena will be determined by the General Counsel.
- Disclosure without consent can only be effected with written notice given the student in all cases as soon as practically possible.

**B. Disclosure Requiring Prior Consent**

1. Except as listed in "A" above, all requests for student information other than "directory information" must be accompanied by a written consent of the student.
2. The written consent required by this section must be signed and dated by the student giving the consent and shall include (a) a specification of the records to be disclosed, (b) the party or parties to whom the disclosure is to be made, and (c) the purpose or purposes of the disclosure.
3. When a disclosure is made pursuant to this section, the appropriate recordkeeping office shall, upon request, provide to the student a copy of the records which are disclosed.
4. Student information will not be released to parents of students without the student's written consent. Exceptions to this procedure can be made if the Office of the Registrar is provided with appropriate documentation certifying the student as dependent as defined by the Internal Revenue Code. In the case of divorced parents, Illinois law requires the consent of both parents and the student before academic information may be released to the noncustodial parent. (750 ILCS 5/513).
5. Disclosure of information will be effected only with written agreement of the third party not to effect further disclosure.
6. The written consent of the student shall be filed in his permanent record.

**C. Disclosure of Directory Information**

Directory information may be released by the University at any time. The University must publish information relating to what constitutes directory information at least once each academic year in the campus student newspaper or other designated publication with wide circulation. Enrolled students must be given a reasonable period of time to inform the University in writing, through the Office of the Registrar, that they do not wish their directory information to be released without their prior written consent. The Office of the Registrar will be responsible for identifying or withholding directory information which the student requests not to be released and for informing all University recipients of that information that such information is not to be released. This directory information hold will remain in effect until a written cancellation is filed by the student with the Office of the Registrar.

The procedural requirements of this section do not apply to the disclosure of directory information from the educational records of an individual who is no longer in attendance at the University. Thus, the University (or appropriate recordkeeping office) is not required to give public notice of the above to former students.

All recipients of student information will be bound by this policy. Lists of student information are never knowingly provided to any requesting party for a commercial or political purpose.

**D. Records of Disclosure Made**

Records of disclosure are not required to be kept in the record of a student when the disclosure is initiated by the student himself/herself. The institution shall maintain a record within the student's educational record, indicating all individuals, agencies, or organizations which have requested or obtained access to a student's educational record which will indicate specifically the legitimate interest that each person, agency, or organization has in obtaining same.

Subject to the provisions herein, the University may disclose "personally identifiable information" from the educational records of a student only on the condition that the party to whom the disclosure is made will not further disclose the information without the student's written consent, except in the case of disclosure of "directory information".

The University shall, except for the disclosure of "directory information", inform the party to whom disclosure is made of the obligation to receive the student's consent before further disclosure to other parties.

## E. Waiver of Right to Inspect and Review Educational Records

1. The student may waive his or her right to inspect and review his/her educational records. The waiver, in order to be valid, must be in writing and signed by the student. The University (or each appropriate recordkeeping office) may not require a waiver of rights, but it may request said waiver.
2. If a student has waived his/her right to see confidential letters of recommendation placed in his/her record after January 1, 1975, the waiver will be effective only if: (a) the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements; (b) the letters or statements are used only for the purpose for which they were originally intended, and (c) such waiver is not required by the University as a condition of admission to or receipt of any other service or benefit from the University.
3. A waiver may be revoked, but the revocation must be in writing and signed by the student. Revocation of waiver will affect only documents received after its execution.

## IV. IDENTIFICATION AND DESCRIPTION OF STUDENT INFORMATION

### A. Academic Records

The Office of the Registrar, (The Office of the Registrar at the School of Dental Medicine for students enrolled in the School of Dental Medicine), retains the official academic record of a student. It is a cumulative history of a student's admission, registration, and academic participation and performance. Certain biographic and demographic information is also kept for identification for enrollment and research-related purposes. For information concerning these records, contact the Office of the Registrar, (the Office of the Registrar at the School of Dental Medicine for students enrolled in the School of Dental Medicine.) Academic records may also be maintained in academic units, departments, and schools or colleges. For information concerning these records contact the head of the academic unit, department, or schools or colleges in question. The Office of Institutional Research also maintains some academic records.

### B. Financial Records

Offices within the business area maintain certain financial records which relate to the payment and accounting of tuition, fees, and other charges. They also maintain records which record student loans and grants. For information concerning these records, contact the Bursar's Office.

For billing purposes, the Office of the Registrar, (The Office of the Registrar at the School of Dental Medicine for students enrolled in the School of Dental Medicine), maintains a record of financial aid received and tuition and fees paid. For information concerning these records, contact the Office of the Registrar (the Office of the Registrar at the School of Dental Medicine for students enrolled in the School of Dental Medicine).

The Office of Student Financial Aid, (or the Office of Student Affairs for the School of Dental Medicine), maintains records of students receiving loans, grants, and aid along with scholarship information and some academic information. It also maintains records pertinent to student employment including the family financial statement. For information concerning these records, contact the Director of Student Financial Aid, or the Director of Student Affairs for students enrolled in the School of Dental Medicine.

The Housing Office maintains records of housing accounts. For information concerning these records, contact the Director of Housing.

### C. Medical Counseling/Clinical Records

The University Health Service maintains medical records of students. Only information pertinent to the health of the individual is contained therein. For information concerning these records, contact the Director of Health Service.

Counseling Services maintains counseling records pertinent to services rendered by that office. For information concerning these records, contact the Director of Counseling Services.

## D. Disciplinary Records

The Office of the Vice Chancellor for Student Affairs (or The Office of the Dean of the School of Dental Medicine for students enrolled in the School of Dental Medicine), maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto. That office also maintains only the academic information necessary to permit its functioning. For information concerning these records, contact the Vice Chancellor for Student Affairs, or the Dean of the School of Dental Medicine for students enrolled in the School of Dental Medicine.

## E. Placement Records

The Career Development Center creates a record for those persons who wish to avail themselves of its services, with the student's voluntary participation. This information is distributed to potential employers. It consists of self-completed resumes and various personal references. For information concerning these records, contact the Director of the Career Development Center.

## V. ACCESS TO RECORDS

### A. Right to Inspect or Review Educational Records

1. The student has the right to physically review his records in the presence of a designated University representative.
2. Requests for review are required to be submitted in writing to the appropriate office.
3. That office shall comply with the request within a reasonable time, but in any case, compliance shall be effected not more than thirty (30) days after the receipt of the request.
4. Where requested by the student concerned, a written interpretation of the record shall be provided by qualified University personnel and said interpretation filed in the educational record.
5. Original records cannot be removed from University premises. A copy will be provided if requested, but only if not providing a copy will preclude review of the educational record by the student.
6. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available or going to the original source would cause undue hardship as determined by this University.

### B. Limitations on Right to Inspect or Review

1. The student may not inspect the following records:
  - a. Financial records and statements of his parents.
  - b. Confidential letters or statements of recommendation, placed in records before January 1, 1975, so long as they were solicited with an understanding of confidentiality and are used only for the purpose for which they were written.
  - c. Confidential letters of recommendation and confidential statements of recommendation placed in the educational records of the student after January 1, 1975, are subject to the student's right to inspect and review unless the student has signed a "written waiver of the student's right to access" after being notified of the names of those persons making confidential recommendations, and that such recommendations are used solely for the purpose for which they were intended.
2. Reports that involve two or more persons are considered confidential to protect the identity of the other person(s), but review is permitted as to that portion relating to the student concerned.

## VI. CHALLENGING CONTENTS OF A STUDENT'S EDUCATIONAL RECORD

### A. Purpose

A student has the right to challenge the content of a record on the ground that he/she believes it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents. Academic grade review procedures are covered by separate policy. (A hearing may not be requested by a student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the educational records of the student.)

B. Procedure

To initiate such a challenge, the student shall, within sixty (60) days after he/she has inspected and reviewed the record in question for the first time, file with the University office responsible for maintaining such record a written request for correction, on a form specified by the University. Within thirty (30) days following receipt of such request, the head of such office, or his/her designated representative, shall review the record in question with the student, and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request, or notify the student of the right to a hearing, at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request is inaccurate, misleading, or otherwise inappropriate. The head of the office, or his/her designated representative, shall have five (5) days from the time of the review to notify the student of his/her decision. If the student desires a hearing on the decision, the student shall exercise said option in writing within ten (10) days of said notice, and file the request for a hearing with the head of the office.

C. Hearing

The student shall be given written notice, sent to his/her last known local address of the time and place of such hearing, not less than ten (10) days in advance. The hearing will be conducted by a University representative who does not have a direct interest in the outcome. The student is permitted to challenge the hearing officer as to qualification and/or prejudice. Any disagreement as to the selection of the hearing officer will be resolved by the Chief Officer for Student Affairs, or designee. The hearing must occur no later than fortyfive (45) days from a request for same.

The student shall have the right to attend the hearing, to be advised by an individual of his/her choice at his/her own expense, including an attorney, and to call witnesses in his/her behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing. Such decision is final, subject to appropriate review by the Chancellor, President and Board of Trustees at the request of either party. The decision reached shall be based solely upon the evidence presented at the hearing and shall include a written summary of the evidence and reasons for the decision, the same of which shall be filed in the student's official record.

VII. DESTRUCTION OF RECORDS

The University may destroy educational records when they are no longer necessary, with the following limitations:

- A. Educational records may not be destroyed if there is an outstanding request to inspect and review them.
- B. Explanations placed in the record by the student and the record of requests and disclosures of information must be maintained as long as the educational record to which they pertain is maintained.

VIII. RIGHT TO FILE COMPLAINTS

- A. If the student thinks his or her rights have been violated, he or she should first file a complaint with the head of the office which maintains the records in question.
- B. After exhausting all the internal remedies available within the University, if the student still thinks his or her rights have been violated, written complaints can be filed with:

The Family Educational Rights & Privacy Act Office  
Department of Health, Education and Welfare  
330 Independence Avenue, S.W.  
Washington, D. C. 20201

The Office shall notify the complainant and the University of the receipt of the complaint and an investigation will follow.

*Approved by Chancellor effective 11/15/02*

*This policy was issued on November 22, 2002, replacing the November 20, 2002 version.*

*Document Reference: 3G2*

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**Policies**  
**Policies & Procedures**  
**Advisement**  
**Student Academic Advisement**

A. Undergraduate Student Advisement

Students entering the University are assigned an academic counselor/adviser who provides assistance to students regarding appropriate courses, career options, and related matters. Advisement is mandatory for all students prior to registration each term.

Generally, students may apply for major status at any time, but some schools have admission criteria which must be met prior to admission to a major. Application for major status must be completed prior to the senior year.

Students remain with the assigned counselor/adviser until admitted to a major. After students are admitted to a major, they are advised by advisers in the department.

B. Graduate Student Advisement

The graduate student must assume responsibility for consulting a graduate adviser and for keeping an up-to-date record of the courses taken. Responsibility for errors in program or in interpretation of regulations of the Graduate School and the University rests upon the student.

*Approved by Chancellor effective 4/10/91*

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*Document Reference: 1G1*

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## **Policies**

### **Policies & Procedures**

#### **Courses**

#### **Student Program Changes and Late Registration - 1C7**

A student is officially registered for only those courses selected at the time of registration, modified by any program changes which he or she may have made. No change is effective until it appears in the Student Information System. The program change procedure for adding classes is as follows:

1. A student already registered for classes in a term may add any "open" classes and any "closed" classes for which a Class Permit Card is available, through the first week of classes.
2. A student already registered for classes in a term may add a class during the second week of classes only upon presentation of a Class Permit Card which must include approval signatures of the instructor, department chair, and advisor.
3. The only classes which may be added after the second week are those which start after the end of the second week, e.g., a workshop, independent readings class, etc.
4. No registration will be accepted after a term's census date, with the exception of classes noted in item 3 above.

Exceptions to the policy as outlined above must be approved by the appropriate dean and the Registrar. This policy applies to all academic terms.

Different sections of the same course are considered separate classes for the purpose of dropping and adding. Changes between sections of the same course are treated similarly to dropping or adding a class and subject to the same deadlines.

*Approved by Chancellor effective 1/5/01*

*This policy was issued on January 11, 2001, replacing the October 22, 1999 version.*

*Document Reference: 1C7*

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**Policies  
Policies & Procedures  
Student Rights and Conduct  
Student Conduct Code - 3C1**

**INTRODUCTION**

Southern Illinois University Edwardsville (SIUE) is dedicated to the traditional academic pursuits of instruction, scholarship and public service. The University assigns first priority to excellence in education. Further, the University values a humane, safe, and supportive environment to aid students in their pursuit of knowledge. Therefore, the President, under the authority of the Board of Trustees, has approved a code of behavior to govern student conduct while enrolled at SIUE. This code shall be known as the Student Conduct Code. The Student Conduct Code assures that student rights to due process are respected and exercised. The Student Conduct Code may be amended periodically. Responsibility for the enforcement of regulations associated with the Student Conduct Code rests with the Chancellor or the Chancellor's designee. Immediate responsibility rests with the Vice Chancellor for Student Affairs or designee. The Vice Chancellor for Student Affairs may develop policies and procedures for the administration of the Student Conduct Code which are consistent with the provision of this Code.

**I. JURISDICTION**

- A. The Student Conduct Code applies to all students at Southern Illinois University Edwardsville, the East St. Louis Center, residence and extension centers operated by SIUE, and for students enrolled in the School of Dental Medicine. The Policies of the School of Dental Medicine apply for academic and professional misconduct and student grievances.
- B. This Policy applies to:
  1. Conduct occurring on any property controlled, operated, or owned by the University.
  2. Conduct occurring while using University-owned, leased or rented vehicles, or vehicles leased with student-appropriated funds.
  3. Conduct occurring off-campus:
    - a. events and meetings sponsored by University-recognized student organizations
    - b. meetings or events where students represent the University or University-recognized organizations
    - c. off-campus housing officially designated by the University as fraternity or sorority housing
    - d. practicum, internship, student field trip, student teaching, clinical settings, extension centers, residence centers, and independent study settings.
    - e. other off campus conduct such that the student's conduct substantially interferes with the mission of the University including but not limited to, interference with the educational pursuits of its students, faculty, or staff.
  4. Conduct of student organizations.

When a student organization engages in violations of the Student Conduct Code, actions may be taken against the student members as well as the organization itself when violations by those associated with the organization have received either express or implied approval or encouragement of the organization or its representatives. With respect to organizations, the term "student" shall also refer to organizations.
  5. Conduct by a University Housing resident who is not a student, but which substantially interferes with the University's educational functions.
  6. Conduct by a guest of a student occurring on any property controlled, operated, or owned by the University.

**II. DEFINITIONS**

**Administrative Review:** Review of charges and appeals conducted by the Vice Chancellor for Student Affairs or designee and/or the Chancellor or designee who will determine facts and render a decision or recommendation. This process may include interviews with the complainant, respondent and such witnesses as deemed appropriate by the administrator. Subsequent levels of administrative review may be based on the written record only or may include interviews with the grievant, respondent, and witnesses.

**Complainant:** The person(s) who files a charge.

**Clinical Settings:** Professional, clinical, or hospital setting under the supervision of, or pursuant to an agreement with, the School of Nursing, School of Dental Medicine, the School of Education, College of Arts and Sciences or any academic unit, or any course, class, or program in which students perform assignments in the treatment of patients or clients or undertake student teaching duties.

**Days:** Regular work days in the normal work week, Monday through Friday, exclusive of University holidays, days of administrative closure, and term breaks.

**Faculty:** Members of the University faculty including part-time and non-regular faculty.

**Instructor:** For purposes of this policy, an instructor includes anyone assigned the responsibility of teaching a class.

**Notice:** Notice to any party shall be sent by certified mail to the party's last known address as recorded with the University or upon personal delivery to the party. Failure to have one's current address on record with the University shall not invalidate notice and may result in a hearing or administrative review held in absentia.

**Mediation:** It is a process where the parties in disagreement resolve their differences by agreement with the assistance of an impartial mediator who facilitates a resolution in a private and confidential setting. This agreement is reduced to writing and is binding on the parties to the dispute.

**Professional Performance:** Performance characterized by or conforming to the technical or ethical standards of a profession.

**Record:** All materials related to a charge brought under this policy.

**Respondent(s):** The person(s) against whom a charge is brought.

**Sanction:** A penalty imposed upon a student after the student has either admitted guilt or been found guilty of having committed a violation of the *Student Conduct Code*.

**Sexual Orientation:** Female or male homosexuality, heterosexuality, or bisexuality.

**Staff:** Any University employee other than faculty. Student workers and graduate assistants are not considered staff under this policy.

**Student:** One who is registered, or enrolled, or who has paid tuition, fees, or other University costs for credit or non-credit instructional activities.

**University Judicial Officer:** University employee appointed by the Chancellor to hear, decide, and make recommendations concerning allegations of misconduct under this code.

**Vice Chancellor for Student Affairs:** SIUE Vice Chancellor for Student Affairs or his/her designee.

### III. ACTS OF MISCONDUCT

Acts of misconduct for which students are subject to discipline include violations of University policy and regulations, local ordinances, and state and federal laws, and include, but are not limited to:

A. Violence, including, without limitation:

1. Sexual assault
2. Physical abuse

3. Direct threat of violence
4. Harassment
5. Intimidation
6. Intentional obstruction or interference with anyone's right to attend or participate in any University activity
7. Intentional interference with or disruption of any class
8. Behavior or conduct which poses a threat to the mental, emotional, or physical well being of self or others.

B. Property damage, such as:

1. Arson
2. Willful or malicious damage or destruction of property
3. Behavior representing a danger to University property or property belonging to another.

C. Unauthorized possession or use of weapons or dangerous substances including but limited to:

1. Firearms
2. Explosives and/or explosive devices
3. Weapons described under Illinois Compiled Statutes Ch. 720, sections 5/ 24-1 and 5/24-6
4. Pellet guns and B-B guns
5. Fireworks
6. Dangerous chemicals or fuels.

D. Non-Compliance

Non-Compliance, interference or resistance with a reasonable verbal or written instruction or direction given by any properly identified University employee.

E. Unauthorized entry or trespassing

Unauthorized entry to any property, location, or space without authorization by the person or persons authorized to control the use or occupancy of the property, location, or space. (Entry to areas recognized to be public areas within established operating hours and subject to any other restrictions specific to the occasion of entry is recognized as authorized entry.)

F. Deception

1. Forgery, alteration, or misuse of University documents, records, and identification cards
2. Forgery or intentionally issuing a bad check or other financial instrument.

G. Theft

1. Misappropriation or conversion of University or other's funds, supplies, labor, material, space, or facilities
2. Knowingly possessing stolen property
3. Willful violations of copyright or other intellectual property laws.

H. Endangering safety

1. Intentionally setting false fire alarms
2. Bomb threats
3. Tampering with fire extinguishers, alarms, or safety equipment
4. Tampering with elevator controls and/or equipment
5. Willful failure to evacuate during a fire, fire drill, or false alarm
6. Willful or grossly negligent failure to follow safety standards.

I. Controlled substances, as defined by law, including illegal drugs

1. Manufacture
2. Sale or delivery
3. Unauthorized possession or use.

J. Alcoholic Beverages

1. Violations of the Student Alcoholic Beverages Policy of Southern Illinois University Edwardsville
2. The unauthorized manufacture, sale, delivery, possession or use of alcohol
3. Operation of a motor vehicle while under the influence of alcohol.

K. Hazing

1. Hazing is when a student knowingly requires the performance of any act by a student for the purpose of induction or admission into any group organization or society associated or connected with the University. The act must be one that is not sanctioned or authorized by the University and the act must result in bodily harm to the person or
2. Hazing is any pastime or amusement engaged in by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to ridicule, or which poses a hazard to the health and safety of the student.

L. Abuse or disorderly conduct

M. Violations of University housing regulations

- N. Violations of other University policies or regulations including, but not limited to, alcohol, drugs, communicable diseases, demonstrations, pets, smoking, solicitation, parking and traffic, and guidelines for access to or use of computers, computer data, and programs.

O. Acts against the administration of this policy

1. Initiation of a complaint or charge knowing that the charge was false
2. Interference with or attempt to interfere with the enforcement of this policy, including but not limited to intimidation, bribery, acceptance of bribes, dishonesty, and disruption of proceedings and hearings held under this policy
3. Violations of the terms of any sanctions or attached conditions imposed in accordance with this policy.

P. Furnishing false information to a University official

Q. Resume or transcript falsification

R. Racial, ethnic, gender and sexual orientation intimidation

Acts of misconduct, as defined in this section, when committed by reason of the race, color, creed, religion, national origin, gender, handicap, age, veteran status or sexual orientation of another individual or group of individuals.

S. Misuse or Unauthorized Use of Computer Resources or Information

Misuse, or unauthorized use of stored data, communication interfaces, and related computer software, or hardware; granting access to others to computer resources and/or information to a person or persons not authorized to have access to such resources or information; any conduct that impairs the proper access and/or usage of computer resources or facilities by members of the University community.

T. Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this policy.

## MAJOR VIOLATIONS

The University considers involvement in the student judicial process to be part of a student's learning experience. Through a system of discipline, it is anticipated that a student will realize the importance of functioning within the University's policies, procedures and regulations. Though every case involving the violation of University policies or procedures is considered on the basis of the merits in that case, there are some categories of violations so serious that the anticipated minimum sanction will be **separation** or **expulsion** from the University. Such major violations include, but are not limited to, the following:

- A. Violence including, but not limited to, those cases where bodily injury and/or mental anguish was inflicted upon the victim.
- B. Hazing, when bodily injury and /or mental anguish was the result of the hazing or where the potential for injury would be the reasonably foreseeable outcome of such conduct, or where destruction of property in excess of \$100 in value was the result of hazing.

- C. Distribution of Illegal Drugs. Sale, distribution or possession of a controlled substance, with the intent to deliver the controlled substance to another person, except as expressly permitted by law.
- D. Weapons. Possession, use or distribution of any firearms, explosives, dangerous chemicals, or other weapons as described by Illinois law on University premises, or at a University function, except as permitted by University policy.
- E. Armed Robbery and Unarmed Robbery, involving bodily injury or threat of such injury.
- F. Unauthorized entry or trespassing. Entry to any property, location or space including buildings, residence halls or rooms therein, apartments or any other structure or vehicles without authorization with the intent to commit theft.
- G. Theft from the Person. Stealing from the person of another where the property taken or damage exceeds \$300.00 in value.
- H. Explosive and/or Incendiary Devices. Use and /or possession of explosive devices or materials which pose a threat of bodily injury and/or property damage.
- I. Arson. Conduct which causes the willful and malicious burning of property or which may endanger the health or safety of any member of the University community.
- J. Racial, ethnic, gender and sexual orientation intimidation. Acts of misconduct when committed by reason of the race, color, creed, religion, national origin, gender or sexual orientation of the person.
- K. Conduct which poses a significant threat to self, or to others, or substantially interferes with the rights of others to continue normal and lawful University functions and activities.

#### IV. SANCTIONS FOR STUDENT MISCONDUCT

University sanctions are independent of other sanctions that may be imposed as a result of civil or criminal prosecution. The sanctions listed in this section may be imposed singly or in any combination. Sanctions provided for under this section may be accompanied by additional conditions of appropriate counseling and participation in University or community service activities. Sanctions appropriate for student misconduct may also include interim separation pursuant to this policy. Prior determinations of misconduct under this or other student conduct policies may be considered in the determination of a sanction for a present violation. The student held responsible for violations of the Student Conduct Code shall have a disciplinary file maintained by the Vice Chancellor for Student Affairs. Other than cases involving the sanctions of suspension and expulsion, the Vice Chancellor for Student Affairs has the discretionary authority to expunge a student's disciplinary record. The record will be expunged at the student's request after graduation from the University.

##### A. Disciplinary reprimand.

A verbal or written warning noting the seriousness of the violation of the conduct standards and that repetition of the violation or additional violations will subject the student to further sanctions. This warning shall last for a stated period of time and until the conditions of any other imposed sanctions have been met.

##### B. Disciplinary probation.

A status imposed for a specific period of time, which places the student on notice that further misconduct may result in separation from the University. A student on disciplinary probation must demonstrate conduct in conformance with University standards of conduct. The student may not hold office in any University-approved organization, serve on University committees, or participate in University-approved campus recreation or intercollegiate activities during the period of probation. Violations of the *Student Conduct Code* while on University disciplinary probation may result in separation from the University, and/or other appropriate sanctions.

##### C. Assessment for restitution.

Payment for the restoration of property or other costs incurred as a result of student misconduct. Failure to pay the assessed amount in a specified period of time will prevent the student from obtaining transcripts and registering for classes, and may subject the student to further sanctions.

**D. Restricted access.**

Restriction from access to specified persons, to entering certain designated areas and from use of specific equipment and facilities for a specified period of time.

**E. Community Service.**

A number of hours to be served or project to be completed by the student relating to community service to be assigned by the Vice Chancellor for Student Affairs.

**F. Counseling**

Referral to or mandated participation in counseling.

**G. Evaluation or Assessment**

Diagnostic evaluation by a mental health professional other than University staff. The evaluation will be paid for by the University.

**H. Restricted course enrollment**

A student's enrollment may be restricted by limiting him or her to certain courses or to a limited number of hours of enrollment.

**I. University residence probation.**

A status imposed for a specific period of time which places the student on notice that any violation of this policy while on University residence probation may result in separation from the University residence or other sanctions. A student must demonstrate conduct in conformance with the University residential (housing) standards and other University standards of conduct.

**J. University residence transfer or separation.**

The transfer of a student from one University residence (apartment, floor, or building) to another or the termination of a student's residency to live in University housing and the removal of the student from the University residence in which he or she is living, without the option of moving to another University residence.

**K. Separation from the University**

Separation from the University may be for a specific period of time, an indefinite period of time, or permanent separation. In either of the first two instances, readmission is contingent upon both satisfactory fulfillment of any conditions imposed by the Vice Chancellor for Student Affairs and a written petition for readmission to the Vice Chancellor for Student Affairs.

A decision to permanently separate a student from the University is the responsibility of the Chancellor as provided in the Policies of the Board of Trustees.

**V. INTERIM SEPARATION**

The Vice Chancellor for Student Affairs or designee may separate a student for an interim period, pending proceedings under this policy, whenever the Vice Chancellor or designee reasonably believe there is evidence that the continued presence of the student at the University poses a significant threat to the safety of faculty, staff, students, self, others, or property. Additionally, the Vice Chancellor for Student Affairs or designee may separate a student whose continued presence substantially interferes with the rights of others to continue normal and lawful University functions and activities.

- A. A student separated on an interim basis shall be given written notice of this interim separation and a brief statement of the reasons for interim separation.
- B. The Vice Chancellor for Student Affairs shall limit the scope of interim separation to that necessary to protect those possibly affected by the actions of the student. Access to portions of the University campus, student activities, classes, or a particular class or course may be proscribed. In cases of seriously disruptive or dangerous behavior, the Vice Chancellor for Student Affairs may deny the student access to the campus.
- C. For cases in which a student disrupts a class session, the instructor may exclude the student from that particular class session and may seek separation of the student from the course using the procedures set forth in Appendix C.
- D. The separated student has the opportunity to request a hearing before the Vice Chancellor for Student Affairs. If the student requests the hearing, the Vice Chancellor for Student Affairs shall hold the hearing within five (5) days from the date of service of the notice of the interim separation.
- E. The Vice Chancellor for Student Affairs shall consider the following factors exclusively:
  - 1. Whether the information concerning the student's conduct is reliable
  - 2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the class or course, activity, or on the University campus, or facilities, poses a significant threat to himself or herself, or to others, or substantially interferes with the rights of others to continue normal and lawful University functions and activities.
  - 3. Whether the scope of the separation is reasonable.

In considering the foregoing issues, the Vice Chancellor for Student Affairs shall not sustain any interim separation which fails to meet all of the above standards.
- F. An interim separation shall terminate when rescinded by the Vice Chancellor for Student Affairs upon conclusion of proceedings under this policy or upon expiration.

## VI. CHARGES AND PROCEDURES FOR MISCONDUCT

Any member of the University community may charge a student with alleged acts of misconduct using the procedures of this policy. Academic misconduct shall be referred to the Provost for proceeding under the appropriate code. Acts of social misconduct should be reported to the Dean of Students. The Vice Chancellor for Student Affairs or designee will determine whether the charge is one of academic or social misconduct and will make a referral if appropriate.

- A. Charges of misconduct shall be submitted in writing by the complaining party to the University Judicial Officer with the Office of the Vice Chancellor for Student Affairs. Complainants may be filed on a "Complaint Form", an Incident Report or other written documentation which shall contain the following information:
  - 1. The name of the person or organization against whom the complaint is made
  - 2. The specific charges of misconduct
  - 3. A detailed statement of the circumstances and evidence
  - 4. Documentary evidence in support of the complaint
  - 5. A list of witnesses
  - 6. Resolution sought
  - 7. If the resolution sought seeks interim separation, the Vice Chancellor for Student Affairs shall review the charge for the application of Part I, Section E. of this policy in addition to implementing the process provided for under this section.
- B. Charges of intimidation or harassment based on race, color, creed, religion, national origin, gender, age, disability, or sexual orientation must be reported for informational purposes to the Assistant Provost for Cultural and Social Diversity.
- C. If the University Judicial Officer deems it appropriate, mediation may be suggested to the parties involved in the dispute at any time in the process. If all parties agree, a mediation effort will be attempted. If successful, the agreement must be reduced to writing. Such agreement signifies that the dispute is terminated and no further action or appeal will be granted. If unsuccessful, the University Judicial Officer will proceed as described in this Code.
- D. A student charged with social misconduct may choose between an administrative review by the University Judicial Officer or a review before a University Hearing Panel.
  - 1. Administrative review.



- a. The administrative review option shall be followed only if the University Judicial Officer and the student concur in writing.
- b. If the administrative review option is agreed to, the University Judicial Officer shall arrange for a time and place for the review and shall notify the parties involved. The review shall take place not less than five (5) nor more than twenty (20) days from the receipt by the parties of the notice that administrative review will be the means for resolving the complaint.
- c. The University Judicial Officer shall notify the parties involved of her/his decision in writing within ten (10) days of the completion of the review. The decision will become effective as soon as practical but no later than 14 days after the receipt of the decision by the parties unless an appeal is made.

2. Hearing Panel Review.

The review by a Hearing Panel shall follow the procedures set forth in Appendix D . The University Judicial Officer shall within five (5) days of the receipt of the charge:

- a. Notify, in writing, the student against whom the complaint is made of the charges made and provide all information relative to the complaint.
- b. Provide all parties with a copy of this policy

Additionally, the University Judicial Officer shall:

- a. Inform the University Hearing Panel of the charge.
- b. Inform the parties involved of the identity of the panel members and that each party has the right to challenge panel members who they believe are biased or prejudiced as provided for in Appendix E.
- c. Forward all materials of the case (the record) to the chair of the University Hearing Panel.
- d. Arrange for and give notice of the review time and place to the parties involved. The date of the review shall be not less than ten (10) days nor more than thirty (30) days from receipt by the parties of the notice of the review and will be conducted in accordance with this policy.
- e. In whichever review option is chosen, the panel or University Judicial Officer shall work cooperatively with the student to arrange a date and time for the review; however, the panel or University Judicial Officer shall have the power to set the date and time of the review if a date and time cannot be mutually agreed upon. The review may be conducted in absentia if the student fails to attend the review.

- E. A University Hearing Panel shall conduct a review in accordance with this policy and the Chair of the Panel shall forward the panel's recommendation, including any minority recommendation, to the University Judicial Officer.
- F. Whether by administrative review or Hearing Panel, the decision shall be made on the basis of whether it is more likely than not that the accused student violated the Code. The University Judicial Officer shall notify the parties involved of the decision in writing within ten (10) days of the receipt of the recommendation of the University Hearing Panel. The University Judicial Officer shall determine the effective date of the decision and shall have the discretion to impose the sanction immediately upon good cause shown regardless of whether an appeal is taken.
- G. Either party to a decision may appeal the decision to the Vice Chancellor for Student Affairs by filing a written appeal, within five (5) days of receipt of the decision.
- H. Appeals shall be limited to one or more of the following purposes:
  1. to determine whether the original hearing was conducted in conformity with the prescribed procedures herein.
  2. to determine whether the sanction(s) imposed were appropriate for the violation.
  3. to consider new evidence or facts, sufficient to alter a decision, that were not brought out in the original hearing because such evidence or facts were not known or available through reasonable inquiry at the time of the hearing.
- I. The appealing party shall submit to the Vice Chancellor for Student Affairs, in writing, that party's specific objections to the previous decision and any material relevant to the objections.
- J. The Vice Chancellor for Student Affairs shall within five (5) days, in writing, acknowledge the receipt of the appeal to the appealing party, and notify all parties to the appeal that an appeal has been filed.
- K. Upon receipt of the appeal notice, the University Judicial Officer shall forward the record of the case to the Vice Chancellor for Student Affairs.

- L. The Vice Chancellor for Student Affairs may conduct a fact finding hearing only if he/she determines that new facts are discovered.
- M. The Vice Chancellor for Student Affairs shall notify the parties involved of his or her decision, in writing, within thirty (30) days of receipt of the record of the case from the Vice Chancellor for Student Affairs. The decision of the Vice Chancellor for Student Affairs shall have the discretion to impose the sanction immediately upon good cause shown regardless of whether an appeal is taken. The decision is subject to the policy of the Board of Trustees regarding appeals of administrative decisions and on separation of students.
- N. The Vice Chancellor for Student Affairs may extend for a reasonable period of time, not longer than 30 days, the decision date in the event that additional fact finding is deemed necessary.
- O. The regulations in the policy govern basic student rights and conduct at SIUE. Substantial compliance with this policy constitutes full compliance by the parties subject to it.

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## APPENDIX A

### STUDENT RESPONSIBILITIES AND STUDENT RIGHTS

#### STUDENT RESPONSIBILITIES

Students enrolled at Southern Illinois University Edwardsville have responsibility for maintaining an environment which encourages free inquiry and expression, abiding by applicable laws and University policies and procedures, responsibly fulfilling civic duties within their communities, and respecting the rights and responsibilities of faculty, staff members and fellow students. Students are expected to follow course or class guidelines as set forth in syllabi and as enunciated by their instructors. Students who fail to follow classroom instructions may be involuntarily withdrawn in accordance with the provisions of this policy.

#### STUDENT RIGHTS

- A. The University will comply with applicable law.
- B. Each student has the right to peaceful pursuit of knowledge in an environment dedicated to that purpose.
  - 1. A student is eligible to register for courses for which he/she has met the prerequisites so long as space is available except where the appropriate dean has approved restrictions based on objective criteria in advance of course registration and in accordance with applicable University policy and practice.
  - 2. No student who meets the prerequisites of a course shall be involuntarily dropped from the course except as provided for under this policy, and the policy on class attendance for the first class meeting of a term as enunciated in University publications.
- C. No qualified student shall be barred from admission to the University, or participation in an institution, organization, or activity sponsored by the University on the basis of race, sex, creed, national origin, age, religion, sexual orientation, handicap, or other prohibited bases of discrimination under law and the University Affirmative Action Plan. Students are entitled to an environment free from discrimination or harassment on the basis of the factors listed above.
- D. The student body shall have a means of participation in the formulation and application of institutional policies affecting academic and student affairs through the University governance structure as defined in 3 Policies of the Board of Trustees F.
- E. A student's academic and professional performance shall be evaluated solely on academic and professional grounds.
- F. A student shall be able to take exception to data or views offered in the classroom in a manner which does not interfere with the instructional process.
- G. A student may appropriately express political or social views in accordance with prevailing law and University policy.
- H. No adverse action shall be taken against a student solely because of his or her association with groups or individuals.
- I. Student organizations shall not be required to submit membership lists for recognition, although they are required to submit and keep current a list of executive officers and their student identification numbers.
- J. A student shall have the right to meet at a mutually convenient time with the director of any function or operation within the University with regard to seeking a resolution of a complaint pertaining to that function or operation.
- K. A student charged with violations of University regulations shall be informed of their rights as provided for under this policy. Pending action on charges, the status of the student shall not be altered or the right to attend classes suspended, except as provided in this policy.

- L. A student's disciplinary records, to the extent provided by law, shall be kept confidential and separate from academic records.
- M. A student shall have the right to be reinstated when the conditions of disciplinary separation from the University for a definite period of time are fulfilled, provided he/she meets all other admission criteria.
- N. Records relating to student discipline shall be maintained according to the University's Records Management Program and applicable law.
- O. A student has a right to expect reasonable accommodations from instructors to celebrate their religious holidays.
- P. Instructors will uphold the "Ethics of Instruction" policies published in Policies and Procedures, SIUE and other applicable policies and procedures.

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## **APPENDIX B**

### **VIOLATION OF LAW AND UNIVERSITY DISCIPLINE**

University disciplinary proceedings may be initiated against a student charged with a violation of a law which is also a violation of this Student Conduct Code. (For example, if both violations result from the same factual situation, without regard to the existence of civil litigation in court or criminal arrest and prosecution, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.)

In the event of proceedings off campus and on campus, the University may advise off-campus authorities of the existence of the Student Conduct Code and its procedures. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty and staff members, acting in their personal capacity, remain free to interact with government representatives as they deem appropriate.

If criminal charges are pending or potential the student respondent is permitted to have counsel at his or her own expense. Counsel may participate in Student Conduct Code proceedings only in an advisory role.

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## **APPENDIX C**

### **PROCEDURES FOR INSTRUCTORS TO FOLLOW WHEN A STUDENT DISRUPTS CLASS**

- A. If a student disrupts a class session by refusing to follow the directions of the instructor, the instructor may direct the student to leave that particular class session.
- B. If the student fails to leave a particular class session after having been directed to do so by the instructor, the instructor may call University Police and request that University Police escort the student from the class session.
- C. An instructor who directs a student to leave a class for disruptive behavior shall immediately file a written report of the occurrence with the Dean/Director and the Vice Chancellor for Student Affairs.
- D. If, in the instructor's judgment, the student is likely to return to class and continue disruptive behavior, the instructor may file a written request with the Vice Chancellor for Student Affairs for an interim separation from the class or from the University in accordance with Part IV of this policy. The instructor may seek additional sanctions against the student in accordance with this policy. The Vice Chancellor for Student Affairs will inform the instructor of action taken regarding the request for interim separation.

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## **APPENDIX D**

### **University Hearing Panel Procedures**

If the University Hearing Panel option is used, a University Hearing Panel shall be selected by the Vice Chancellor for Student Affairs or designee for each case from the University community at large with input on an annual basis from the Faculty, Student and Staff Senates. The Office of the Vice Chancellor for Student Affairs shall provide administrative assistance to the University Hearing Panel.

#### **University Hearing Panel**

- A. Depending on the alleged violation, the Vice Chancellor for Student Affairs may consider when appointing the Panel: race, gender, national origin, religion, disability, sexual orientation and other relevant aspects of diversity.

- B. The Vice Chancellor for Student Affairs shall select from the University community a panel consisting of one faculty, one student, and one professional staff or civil service member.
- C. With respect to faculty participating on the Panel, only full time faculty members are eligible to serve on a Panel.
- D. Student members shall be full-time and maintain "good standing" as defined by University policy, and have a minimum grade point average of 2.0 (undergraduate) or 3.0 (graduate) on a 4.0 scale and be under no sanctions of any University policy.
- E. The Panel shall elect its Chair.
- F. The Chair of the University Hearing Panel shall have the following responsibilities:
  - 1. Orienting new Board members to review procedures
  - 2. Arranging all meetings of the Panel
  - 3. Collecting and distributing the relevant materials to the University Hearing Panel from the parties involved.
  - 4. Presiding over the hearing.
  - 5. Recording the proceedings and results of the hearing.
- G. A University Hearing Panel hears charges brought to it; hears testimony, reviews the facts as presented and makes a recommendation as to the guilt or innocence of the respondent.
  - 1. The Vice Chancellor for Student Affairs shall have responsibility for periodically reviewing the continuing eligibility of the faculty, professional and civil service staff, and student members and shall notify constituency heads when new Panel Board members are needed. In the event that the composition of the Panel is incomplete, the Vice Chancellor for Student Affairs shall appoint members ad hoc as necessary.
  - 2. All members of the University community will cooperate with proceedings under this policy.
  - 3. The Chair shall be a voting member.
  - 4. The Panel may use an independent technical consultant as it deems necessary to reach resolution. If an independent consultant is used, all parties must be notified of the name and expertise of the independent consultant and allowed to attend the meeting(s) of the Panel with the independent consultant.

### **Hearing Panel Procedures**

The Hearing Panel shall follow the sequence indicated below:

- A. The Chair shall convene the Panel and preside over the hearing.
- B. The Chair shall be responsible for provisions for keeping an accurate record of the proceedings of the hearing(s). The hearing shall be tape recorded. The record shall be the property of the University.
- C. The Chair shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, and the maintenance of order.
- D. The Chair shall read the charges and ask the respondent to reply to the allegation(s) therein.
- E. The complainant and the respondent may make an opening statement which shall inform the Panel of the evidence to be presented and provide a general overview of the case.
- F. The complainant may then present witnesses and other evidence in support of the allegation(s).
- G. The respondent may then question the complainant and each witness presented.
- H. The complainant may question each witness again after the respondent has finished questioning.
- I. Members of the Panel may question the witnesses and the Chair of the Panel may permit further questioning by the parties.
- J. Either party may challenge the admission of evidence if the party believes there is a good reason the evidence should not be admitted. The Chair shall make the final decision in all cases regarding relevance and admissibility of evidence.
- K. The respondent may then present witnesses and evidence in an effort to respond to the charge(s).
- L. The complainant may question the witnesses.
- M. The respondent may question each witness again after the complainant has finished questioning.
- N. Members of the Panel may question the witnesses and permit further questioning by the parties.

- O. The Chair shall ask all parties to present any further information pertaining to the case and any closing statements, summarizing evidence or arguments.
- P. All parties shall have the opportunity to present additional closing statements, summarizing evidence and presenting arguments in writing within five (5) working days of the conclusion of the hearing by the Panel.
- Q. At that point, the Panel shall close the hearing and meet in executive session and make findings of fact, determine whether the respondent is guilty as charged, and provide a recommendation for sanctions within applicable time limits.

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## APPENDIX E

### Hearing Procedural Rights

Every reasonable effort will be made to provide procedural rights under this policy. The precise format of a hearing may vary depending upon the circumstances of the particular case.

The following procedural rights are assured to all parties:

1. A timely hearing.
2. Written notice of charges and a reasonable time for response.
3. Waiver of required notice or hearing by the person charged in consideration of a more immediate disposition of the alleged violation.
4. A postponement of any procedure relating to the hearing for reasonable cause.
5. Removal of any hearing panel member provided the party can demonstrate that the member is biased or prejudiced in relation to the case.
6. To hear all relevant oral evidence and view all relevant written evidence used against or in favor of either the person bringing the charge or the respondent.
7. The person bringing or prosecuting a charge has the burden of proof by the preponderance of evidence.
8. All available relevant witnesses may be heard, examined, and cross-examined. A list of witnesses will be provided to all parties and those hearing the case before a hearing.
9. Strict rules of evidence need not be followed; however, evidence which is irrelevant, immaterial, or cumulative may not be permitted.
10. Hearing shall be closed except for the parties, advisors, witnesses only while giving testimony, and those hearing the case. Hearings may be open if all parties agree in writing.
11. To be accompanied to a hearing by either an advisor (non-attorney) or an attorney for the purpose of receiving advice or assistance; advisors or attorneys shall not participate directly in a hearing, except as such participation is required by operative law or regulations in a specific instance. Consultation with advisors or attorneys during the hearing will be at the consent of the chair of the Hearing Panel.
12. To be informed in writing whether the other party will be accompanied to a hearing by either an advisor or an attorney.
13. Hearings shall be limited to the specific charges filed.
14. Those hearing the case may provide for separate hearings if a single incident gives rise to charges against more than one person. They may also hear all such cases in one proceeding.
15. All proceedings, testimony, findings, recommendations, decisions, and the names of the parties involved in any closed hearings are confidential and shall not be disclosed to anyone not involved in or not responsible for the disposition of the hearing or case, unless such disclosure is required by law.
16. Provisions shall be made by those hearing the case for an accurate record of all hearings by tape recording or other appropriate means.
17. Appeal of a recommendation by a hearing panel as provided in this policy.
18. Any situation, question, rule, point, issue, or matter not directly provided for in this policy but which arises under this policy will be resolved by the hearing panel or administrator.

*Approved by President effective 7/7/98*

*This policy was issued on October 14, 2002, replacing the December 1, 1998 version.*

*Document Reference: 3C1*

*Origin: OC 1/8/90; OC 11/14/90; OC 5/14/91; OC 3/19/92; OC 2/25/94; OC 5/4/94; OP 7/7/98*

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## Policies Policies & Procedures Student Rights and Conduct Student Academic Code - 3C2

### A. Introduction

Southern Illinois University Edwardsville ("University") strives to provide students with a solid foundation for intellectual development and an ability and desire to make contributions to society. Students are encouraged to set the events of the world in a broad perspective, bringing a reasoned approach to the challenges they may face. A presumption of intellectual honesty is the foundation of all learning. This Code is administered with the intent that the process described below is fair or just and educational. The University reserves the right to deviate as necessary from strict compliance with provisions of this Student Academic Code at any time, if the Provost determines circumstances so warrant and the best interests of students and the University are protected.

### B. Definitions

**Academic Misconduct:** Acts of academic misconduct for which students are subject to sanctions include, without limitation, plagiarism, cheating, failure or refusal to follow clinical practice standards, falsifying or manufacturing scientific or educational data and/or representing manufactured data to be the result of scientific or scholarly experiment or research, and soliciting, aiding, abetting, concealing, or attempting such acts.

**Plagiarism:** Presenting another existing work, original ideas, or creative expressions as one's own without proper attribution. Any ideas or materials taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from subject to subject. To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures. Examples of plagiarism, subject to interpretation, include but are not limited to directly quoting another's actual words, whether oral or written; using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; and offering materials assembled or collected by others in the form of projects or collections without acknowledgment. See the University's policy on Plagiarism 116 for information specific to plagiarism.

**Charge:** The written allegations of academic misconduct by the complainant against a Student.

**Clinical Practice Standards:** The prescribed level of performance in a professional, clinical, or hospital setting under the supervision of, or pursuant to an agreement with, the School of Nursing, the School of Education, College of Arts and Sciences, or any other course, class, or program in which students perform assignments in the treatment of patients or clients, or undertake student teaching duties.

**Complainant:** The person who files a charge.

**Days:** Regular work days in the normal work week, Monday through Friday, exclusive of University holidays, days of administrative closure, and term breaks.

**Faculty:** Members of the University faculty including part-time and non-regular faculty.

**Field Experience:** For purposes of this policy, field experiences denote class experiences that take place outside the typical classroom. Field experiences can include such activities as: clinicals, field placements, travel studies, and/or semesters abroad.

**Instructor:** For purposes of this policy, an instructor includes anyone assigned the responsibility of teaching a class or anyone with administrative responsibility for a field experience.

**Mediation:** A process where the parties in disagreement resolve their differences by agreement with the assistance of an impartial mediator who facilitates a resolution in a private confidential setting. This agreement is reduced to writing and binding on the parties to the dispute.

**Notice:** Notice to any party shall be sent by certified mail to the party's last known address as recorded with the University, or by personal delivery to the party. As a supplemental form of notice, e-mail to the party's last known e-mail address may be used. However, notice by e-mail alone is insufficient. Failure to have one's current address on record with the University shall not invalidate notice and could result in a hearing or administrative review held in absentia. If personal delivery is used, a receipt of notice shall be signed by the party receiving such notice.

**Professional Performance:** Performance characterized by or conforming to the technical or ethical standards of a profession.

**Record:** All materials related to a charge brought under this policy.

**Respondent(s):** The person(s) against whom a charge is brought.

**Policies  
Policies & Procedures  
Student Rights and Conduct  
Student Grievance Code - 3C3**

**A. Introduction**

Southern Illinois University Edwardsville (University) strives to provide students with a positive, collaborative and healthy approach to solving disputes with faculty and staff. This Code provides a means for students to bring a grievance against faculty and staff members for violations of their student rights as set forth in this code. It is administered with the intent that the process and resolutions of grievances be fair or just and educational.

**B. Jurisdiction**

This Code provides a means for University students to bring a grievance against faculty and staff for violations of their student rights as set forth below. This policy applies to all students at the University (except for students in the School of Dental Medicine who are covered under The School of Dental Medicine's Student Progress System) in their interaction with faculty and staff. This Code does not apply to students' grievances against other students; The Student Conduct Code covers such grievances relating to the University. This policy does not apply to grievances arising from a student work or a graduate assistant position.

**C. Definitions**

**Grievant:** The person(s) who files a grievance.

**Days:** Regular work days in the normal work week, Monday through Friday, exclusive of University holidays, days of administrative closure, and term breaks.

**Faculty:** Members of the University faculty including part-time and non-regular faculty.

**Initial Hearing Officer:** The first level person who hears a grievance.

**Instructor:** For purposes of this policy, an instructor includes anyone assigned the responsibility of teaching a class.

**Mediation:** It is a process where the parties in disagreement resolve their differences by agreement with the assistance of an impartial mediator who facilitates a resolution in a private and confidential setting. This agreement is reduced to writing and is binding on the parties to the dispute.

**Notice:** Notice to any party shall be sent by certified mail to the party's last known address as recorded with the University or upon personal delivery to the party. Failure to have one's current address on record with the University shall not invalidate notice and could result in a hearing or administrative review held in absentia.

**Professional Performance:** Performance characterized by or conforming to the technical or ethical standards of a profession.

**Record:** All materials related to a grievance brought under this policy.

**Respondent(s):** The person(s) against whom a grievance is brought.

**Sexual Orientation:** Female or male homosexuality, heterosexuality, or bisexuality.

**Staff:** Any University employee other than faculty, student workers and graduate assistants.

**Student:** One who is registered or enrolled, or who has paid tuition, fees, or other University costs for credit or non-credit instructional activities at the time during which the act occurred or is alleged to have occurred and which led to the filing of the grievance.

**D. Student Responsibilities**

Students enrolled at the University have responsibility for maintaining an environment which encourages free inquiry and expression, abiding by applicable laws and University policies and procedures, including The Student Conduct Code, responsibly fulfilling civic duties within their communities, and respecting the rights and responsibilities of faculty and staff members. Students are expected to follow course or class guidelines as set forth in syllabi and as enunciated by their instructors and to follow the academic conduct standards set forth in The Student Academic Code.

**E. Student Rights**

Students at the University are entitled to an environment which encourages learning and intellectual development. In that regard:

1. The University will comply with applicable law.
2. Each student has the right to the peaceful pursuit of knowledge in an environment dedicated to that purpose.

3. Students are eligible to register for courses for which they have met the prerequisites and for which space is available. Where appropriate, a dean may approve restrictions based on objective criteria in advance of course registration and in accordance with applicable University or school policies and practices.
4. No student who meets the prerequisites of a course shall be involuntarily dropped from a course except as provided for under The Student Conduct Code, The Student Academic Code, and University, College and school policy on class attendance.
5. No qualified student shall be barred from admission to the University, or participation in an institution, organization, or activity sponsored by the University on the basis of race, gender, creed, national origin, age, religion, sexual orientation, handicap, marital status, veteran status, or other prohibited bases of discrimination under law and the University Affirmative Action Plan. Students are entitled to an environment free from discrimination or harassment on the basis of the factors listed above.
6. The student body shall have a means of participation in the formulation and application of institutional policies affecting academic and student affairs through the SIUE governance structure as defined in *3 Policies of the SIU Board of Trustees F*.
7. A student's academic and professional performance shall be evaluated solely on academic and professional grounds.
8. A student shall be able to take exception to data or views offered in the classroom in a manner which does not interfere with the instructional process.
9. Students may appropriately express political or social views in accordance with prevailing law and University policy.
10. No adverse action shall be taken against a student solely because of his or her association with groups or individuals.
11. There shall be no censorship of University approved student publications.
12. Student organizations shall not be required to submit membership lists for recognition, although they are required to submit and keep current a list of executive officers and their student identification numbers.
13. Any student shall have the right to meet at a mutually convenient time with the director of any function or operation within the University with regard to seeking a resolution of a grievance pertaining to that function or operation.
14. Students' disciplinary records shall be kept confidential and separate from academic records.
15. Students shall have the right to be reinstated when the conditions of disciplinary separation from the University for a definite period of time are fulfilled, provided they meet other admission and retention criteria.
16. Records relating to student discipline shall be maintained according to the University Records Management Plan.
17. Students have a right to expect reasonable accommodations from instructors to celebrate their religious holidays.
18. Instructors will uphold the Ethics of Instruction; (*Policies and Procedures*), University policies, and other applicable policies and procedures.

#### **F. Burden of Proof and Time Limit for Filing Grievances**

Any student who brings a grievance against a faculty or staff member has the burden of proof and must provide documentation and evidence to support the allegation to the chair, coordinator, or director of the department or unit. All grievances must be filed within sixty (60) working days from the actual occurrence, or the discovery of the occurrence, which forms the basis of the grievance.

#### **G. Informal Process**

Before filing a formal grievance, the student must first make a good faith effort to meet and confer with the party against whom he or she has a grievance in an effort to resolve the matter informally. The following formal grievance procedure may be initiated by the student only after informal procedures have proven unsatisfactory.

Mediation may be suggested to the parties involved in the dispute at any time in the process. If all parties agree, a mediation effort will be attempted. If successful, the agreement must be reduced to writing. Such agreement signifies that the dispute is terminated and no further action or appeal will be granted. If unsuccessful, the grievance will proceed as described in this Code.

#### **H. Formal Grievance Procedure: Administrative Hearing**

The student (Grievant) shall file a grievance with the chair, coordinator, or director of the department or unit involved, hereafter referred to as the Initial Hearing Officer. If the grievance is against the chair, coordinator, or director, the grievance shall be filed with the next highest administrator. Charges of intimidation or harassment based on race, color, creed, religion, national origin, gender, age, disability, or sexual orientation must be reported for informational purposes by the Initial Hearing Officer to the Assistant Provost for Cultural and Social Diversity.

1. The Grievant shall provide the following information and documentation using the form attached to this policy. See Appendix A.
  - a. The name of the person against whom the grievance is made.
  - b. The specific charges, including the date and time of the event precipitating the charge.
  - c. A statement of the student right(s) that was (were) violated.
  - d. A detailed statement of the circumstances and evidence.
  - e. The names and addresses of witnesses.
  - f. The resolution sought.
  - g. Any documentation relating to the grievance.



2. The Initial Hearing Officer may dismiss the grievance if the circumstances giving rise to the grievance are the same or substantially similar to a pending, or previously resolved, charge pursuant to the The Student Conduct Code or The Student Academic Code.
3. The Initial Hearing Officer shall within five (5) days, in writing:
  - a. Acknowledge receipt of the grievance to the Grievant.
  - b. Forward the grievance and the statement of circumstances, evidence, list of witnesses, and a copy of this policy to the Grievant and the person against whom the charge is made (Respondent).
  - c. Arrange for and give notice of the time and place of an administrative hearing to the parties involved.
4. The Respondent shall respond within five (5) days of receipt of notice to the Initial Hearing Officer acknowledging the time and place of the administrative hearing and shall answer the grievance. The Initial Hearing Officer shall forward a copy of the response to the Grievant.
5. The Initial Hearing Officer shall conduct an administrative hearing not more than twenty (20) days from the date of receipt of the written charge.
6. At the conclusion of the hearing, the Initial Hearing Officer shall close the hearing and make findings of fact and render a decision. In his/her decision, the Initial Hearing Officer shall consider whether it is more likely than not that the Respondent committed the actions set forth in the grievance.
7. The Initial Hearing Officer shall within five (5) days after the administrative hearing notify in writing the parties involved of his/her decision and provide findings of fact and a rationale for the decision. The decision shall become effective five (5) days after receipt by the parties of this notice, unless either party files an appeal.
8. The decision shall be limited to a resolution of the dispute between Grievant and Respondent only.

### **I. Hearing Procedural Rights**

Every reasonable effort will be made to provide procedural rights under this Code. The precise format of a hearing may vary depending upon the circumstances of the particular case.

The following procedural rights are assured to all parties:

1. A timely hearing.
2. Written notice of charges and a reasonable time for response.
3. Waiver of required notice of hearing by the person charged in consideration of a more immediate disposition of the alleged violation.
4. A postponement of any procedure relating to the hearing for reasonable cause.
5. Removal of any decision maker provided the party can demonstrate that the decision maker is biased or prejudiced in relation to the case.
6. To hear all relevant oral evidence and view all relevant written evidence used against or in favor of either the person bringing the charge or the respondent.
7. The person bringing or prosecuting a charge has the burden of proof by the preponderance of evidence.
8. All available relevant witnesses may be heard, examined, and cross-examined. A list of witnesses will be provided to all parties and those hearing the case before a hearing.
9. Strict rules of evidence need not be followed; however, evidence that is irrelevant, immaterial, or cumulative may not be permitted.
10. The hearing shall be closed except for the parties, advisors, and witnesses only while giving testimony, and those hearing the case. The hearing may be open if all parties agree in writing.
11. To be accompanied to a hearing by either an advisor (non-attorney) or an attorney for the purpose of receiving advice or assistance; advisors or attorneys shall not participate directly in a hearing, except as such participating is required by operative law or regulations in a specific instance. Consultation with advisors or attorneys during the hearing will be at the consent of the decision maker.
12. To be informed in writing at least five (5) days in advance of the hearing whether the other party will be accompanied to the hearing by either an advisor or an attorney.
13. Hearings shall be limited to the specific charges filed.
14. Those hearing the case may provide for separate hearings if a single incident gives rise to charges against more than one person. They may also hear all such cases in one proceeding.
15. All proceedings, testimony, findings, recommendations, decisions, and the names of the parties involved in any closed hearings are confidential and shall not be disclosed to anyone not involved in or not responsible for the disposition of the hearing or case, unless such disclosure is required by law.
16. Provisions shall be made by those hearing the case for an accurate record of all hearings by tape recording or other appropriate means.
17. Appeal of a decision as provided in this policy.
18. Any situation, question, rule, point, issue, or matter not directly provided for in this policy but which arises under this policy will be resolved by the decision maker.

### **J. Appeals**

If a student chooses to appeal the decision of the Initial Hearing Officer, the following appeal procedures shall be followed.

1. The student may appeal the decision of the Initial Hearing Officer, by filing an appeal with the next highest administrator (Administrator) within five (5) days of receipt of the decision. Appeals shall be limited to one or more of the following purposes:

- a. To determine whether the original hearing was conducted in conformity with prescribed procedures herein.
- b. To determine whether the resolution was appropriate for the violations.
- c. To consider new evidence or facts sufficient to alter a decision that were not brought out in the original hearing because such evidence or facts were not known or available through reasonable inquiry at the time of the hearing.

The appealing party shall submit to the Administrator, in writing, specific written objections to the previous decision and any materials relevant to the specific objections. Administrators hearing appeals may contact additional witnesses to conduct a fact finding hearing only if he/she determines that new facts are discovered.

2. The Administrator shall within five (5) days, in writing:
  - a. Acknowledge receipt of the appeal to the appealing party.
  - b. Notify the Initial Hearing Officer and other parties to the appeal that an appeal has been initiated.
3. The Initial Hearing Officer shall forward materials of the case (the record) to the Administrator when an appeal is made.
4. The Administrator shall notify the parties of his/her decision in writing within ten (10) days. The decision shall become effective five (5) days after receipt of notice by the parties, unless there is a further appeal.
5. In the event the Initial Hearing Officer is a Vice Chancellor and an appeal is taken to the Chancellor, or that the Initial Hearing Officer is the Chancellor, there are no further appeals except as may be in accordance with the policies of the Board of Trustees regarding appeal of administrative decisions.
6. For all other cases, the student may appeal the decision of the Administrator by filing an appeal with the appropriate Vice Chancellor within five (5) days of receipt of the Administrator's decision. Grievances about academic matters shall be appealed to the Provost. The Administrator shall forward the record to the appropriate Vice Chancellor. The appealing party shall submit to the appropriate Vice Chancellor, in writing, specific objections to the previous decision and any materials relevant to the specific objections.
7. The appropriate Vice Chancellor shall within five (5) days, in writing:
  - a. Acknowledge the receipt of the appeal to the appealing party
  - b. Notify the Administrator, the chair, coordinator, or director of the Unit involved and the other parties to the appeal that an appeal has been initiated.
8. The appropriate Vice Chancellor shall notify the Administrator and the parties involved of his/her decision in writing within ten (10) days of receipt of the record of the case from the Administrator. The decision shall become effective five (5) days after receipt of the notice by the parties, unless there is a further appeal.
9. Appeal of the decision of the Vice Chancellor may be made in accordance with the policies of the Board of Trustees regarding appeals of administrative decisions.
10. The Vice Chancellor may extend for a reasonable period of time, but not longer than thirty (30) days, the decision in the event that additional fact finding is deemed necessary.

### Appendix A

#### Form for Filing a Grievance Against Faculty or Staff Member PDF

Students may bring grievances against faculty or staff for violations of student rights as specified under Section C. above. Please provide copies of any documentation you have supporting your grievance.

*Approved by President effective 10/26/98*

*This policy was issued on November 12, 1998, replacing the January 2, 1997 version.*

*Document Reference: 3C3*

*Origin: OC 1/8/90; OC 11/14/90; OC 5/14/91; OC 3/19/92; OC 2/25/94; OC 5/4/94; OP 10/26/98*

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**Policies**  
**Policies & Procedures**  
**Student Academic Standards and Performance**  
**Undergraduate Student Academic Overload - 1I3**

The normal academic load for undergraduate students is 16 hours per semester. The maximum load is 19 hours. Undergraduate students may be allowed by the dean or director of their academic unit to exceed 19 hours. Students requesting an overload in excess of 19 hours should have a 3.25 (A = 4.0) grade-point average or above for the preceding term. The normal summer academic load is 12 hours and the maximum load is 15 hours.

Students on academic probation may not take more than 12 hours without approval of the adviser. Students employed full-time should not register for more than 6 hours.

*Approved by Chancellor effective 1/9/92*

*This policy was issued on February 1, 1996, replacing the October 1, 1993 version.*

*Document Reference: 1I3*

*Origin: CC 6-77/78; GC #12/3; CC 17-91/92; CC 15-91/92*

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## **Policies Policies & Procedures Courses**

### **Withdrawal from Classes - 1C6**

#### Semester Term

Policy for Dropping Classes at SIUE

Weeks 1 - 2

Student may drop a class without permission of the instructor and have no entry on transcript.

Weeks 3 - 10

Student may drop a class without permission of the instructor. Grade of W is automatically assigned.

Weeks 11 - 13

Student may drop a class after approval by the instructor and advisor, but grade of WP or WE [WF EFFECTIVE FALL 2001] must be assigned by instructor; WE [WF EFFECTIVE FALL 2001] will be computed as an "E" ["F" EFFECTIVE FALL 2001] for GPA.

After Week 13

No class may be dropped; grade other than W, WP, or WE [WF EFFECTIVE FALL 2001] must be assigned by the instructor.

#### Summer Term

Weeks 1 - 2

Student may drop a class without permission of the instructor and have no entry on transcript.

Weeks 3 - 5

Student may drop a class without permission of the instructor. Grade of W is automatically assigned.

Weeks 6 - 8

Student may drop a class after approval by the instructor and advisor, but grade of WP or WE [WF EFFECTIVE FALL 2001] must be assigned by instructor; WE [WF EFFECTIVE FALL 2001] will be computed as an "E" ["F" EFFECTIVE FALL 2001] for GPA.

After Week 8

No class may be dropped; grade other than W, WP, or WE [WF EFFECTIVE FALL 2001] must be assigned by the instructor.

For courses scheduled in nontraditional formats, proportionately paced deadlines are to be in effect.

Different sections of the same course are considered separate classes for the purpose of dropping and adding. Changes between sections of the same course are treated similarly to dropping or adding a class and subject to the same deadlines.

*Approved by Chancellor effective 10/7/91*

*This policy was issued on February 9, 2000, replacing the February 1, 1996 version.*

*Document Reference: 1C6*

*Origin: CC 14-78/79; CC 16-88/89; OP 10/7/91*

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**Policies**  
**Policies & Procedures**  
**Miscellaneous**

**University Religious Observance Act - 3G4**

The University Religious Observances Act (110 ILCS 110) prohibits public institutions of higher education from discriminating against students for observing religious holidays in regard to admissions, class attendance and scheduling of examinations and work. A student who believes that he or she has not been reasonably accommodated may seek redress directly with the professor of the class or supervisor. If a grievance is not resolved, the student may file a student grievance pursuant to the Student Grievance Code. Personnel matters will be referred through the channels of the unit in which the student is employed.

Under the Act, "religious observance" or "religious practice" includes all aspects of religious observance and practice, as well as belief.

*Approved by Chancellor effective 10/11/02*

*This policy was issued on October 14, 2002, replacing the March 13, 2002 version.*

*Document Reference: 3G4*

*Origin: OC 3/12/02; OC 10/11/02*

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