

# Student Handbook

## 2015-2016



CHICAGO  
STATE  
UNIVERSITY

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# SECTION I

## DIVISION OF STUDENT AFFAIRS

### **FROM THE DIVISION OF STUDENT AFFAIRS**

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

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

For more information, contact:

Division of Student Affairs  
Cordell Reed Student Union, Suite 240  
Chicago State University  
9501 South King Drive  
Chicago, Illinois 60628-1598  
Telephone: (773) 995-2448  
Website: <http://www.csu.edu/dosa/>  
Email: [deanofstudents@csu.edu](mailto:deanofstudents@csu.edu)

## **ABOUT THE CSU STUDENT HANDBOOK**

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For more information, contact:

### **Office of the Associate Vice President of Student Affairs/Dean of Students**

Cordell Reed Student Union, Suite 240

Telephone: (773) 995-2448

Contact: Farah Muscadin, Associate Vice President of Student Affairs

Email: [deanofstudents@csu.edu](mailto:deanofstudents@csu.edu)

### **African-American Male Resource Center**

Cordell Reed Student Union, Suite 150

Telephone: (773) 821-2161

Contact: "Kwesi" Ronald Harris, Director

Email: [outreach\\_aamrc@csu.edu](mailto:outreach_aamrc@csu.edu)

### **Counseling Center**

Cordell Reed Student Union, Suite 190

Telephone: 773-995-2383

Contact: Yvonne Patterson, Director

Email: [ypatte20@csu.edu](mailto:ypatte20@csu.edu)

### **Abilities Office**

Cordell Reed Student Union, Suite 190

Telephone: 773-821-2893

Contact: Gwendolyn Rowan, Abilities Coordinator

Email: [growan@csu.edu](mailto:growan@csu.edu)

### **Latino Resource Center**

Cordell Reed Student Union, Suite 230-A

Telephone: (773) 995-2526

Contact: Marlyn Flores, Assistant Director

Email: [lrc@csu.edu](mailto:lrc@csu.edu)

### Office of Housing and Residence Life

Residence Hall, Room 105

Telephone: (773) 995-4543

Contact: Tim Lee, Director

Email: [tlee27@csu.edu](mailto:tlee27@csu.edu)

### Office of Student Activities

Cordell Reed Student Union, Suite 260

Telephone: (773) 995-2300

Contact: MaToya S. Marsh, Director

Email: [mmarsh@csu.edu](mailto:mmarsh@csu.edu)

### TRiO

Cordell Reed Student Union, Suite 240

Telephone: 773-995-3753

Contact: Jasmika Cook, Executive Director

Email: [jcook25@csu.edu](mailto:jcook25@csu.edu)

### Women's Resource Center

Cordell Reed Student Union, Suite 203

Telephone: (773) 995-2300

Contact: Farah Muscadin, Associate Vice President of Student Affairs

Email: [deanofstudents@csu.edu](mailto:deanofstudents@csu.edu)

# SECTION II

# THE UNIVERSITY

## About the University

**The University:** Founded in 1867 as a teacher training school, Chicago State University, the oldest public university in the Chicago metropolitan area, has been fully accredited by the Higher Learning Commission since 1941.

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

**Our Faculty:** Approximately 350 full-time and 150 part-time faculty members yield a faculty-student ratio of 19 to 1. Ninety percent of all faculty have earned a doctorate or other terminal degree.

**Our Campus:** A veritable forest in the city, Chicago State's beautiful campus is set on 161 wooded acres and includes 13 buildings. Two buildings in particular—a state-of-the-art library and a 7,000-seat convocation center—have transformed the campus, serving the University's academic and cultural needs while fulfilling the institution's standing commitment to foster community economic development.

**Athletics:** The University fields National Collegiate Athletic Association (NCAA) Division I teams in seven men's and eight women's sports, including basketball, indoor and outdoor track, cross country, golf, tennis, baseball, soccer, and volleyball. As of July 1, 2013, the University joined the Western Athletic Conference (WAC). Intramural sports and campus recreation are also offered.



# Mission Statement

Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs. The University fosters the intellectual development and success of its student population through a rigorous, positive, and transformative educational experience. CSU is committed to teaching, research, service and community development including social justice, leadership, and entrepreneurship.

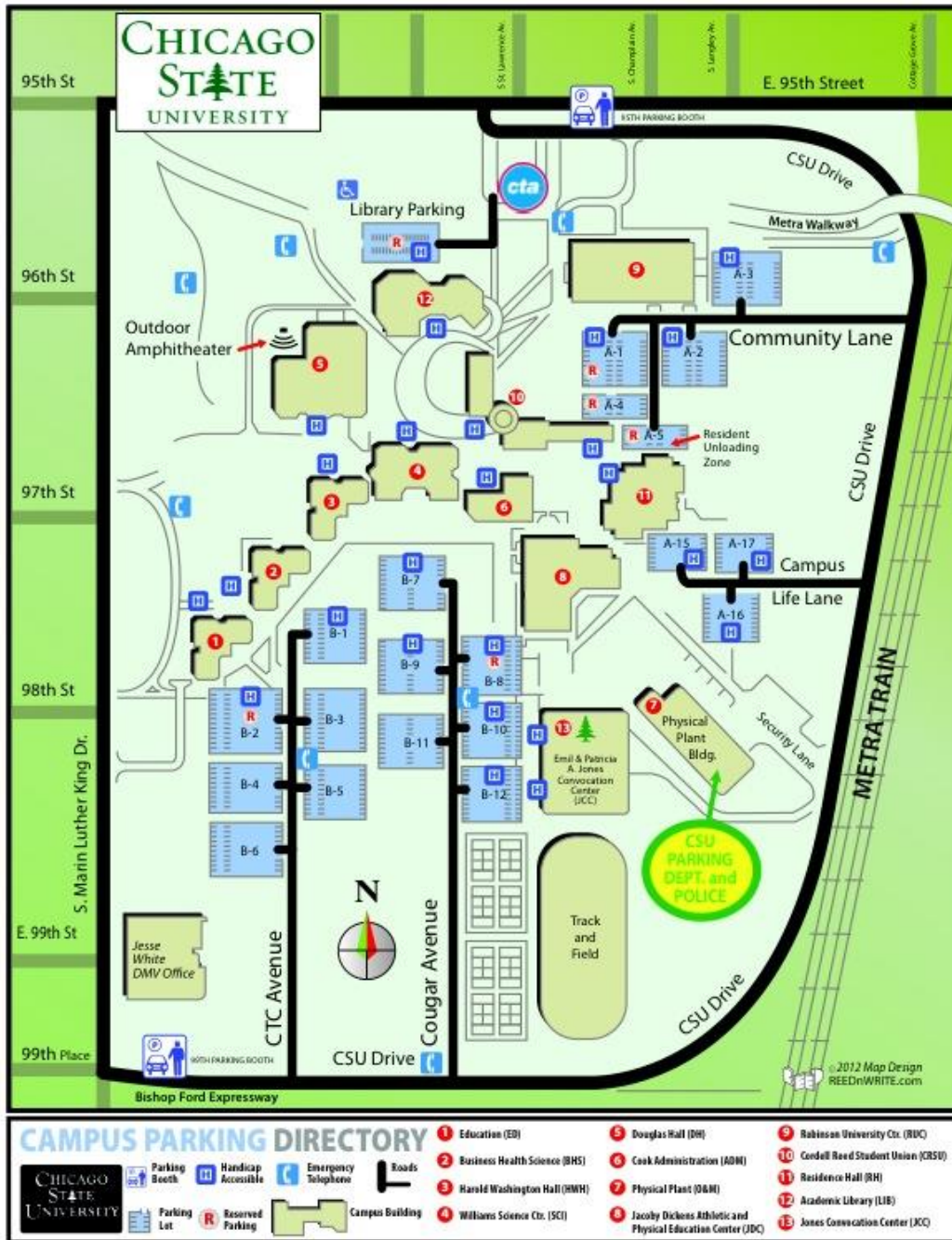
# Statement of Mutual Responsibility

The main goal of campus life at Chicago State University is to maintain a strong educational community. While living and learning in such a community brings privileges, it also carries responsibilities. Students, by virtue of their enrollment at CSU, agree to accept the responsibilities of membership in the University community including adapting to the rules that foster the kind of campus atmosphere that Chicago State University desires. These responsibilities are detailed in the Student Judicial Code. Students are held accountable for adhering to the rules and regulations while enrolled or participating in any university program on or off campus from the beginning to the end of each semester. Graduating undergraduates and graduating master's degree candidates remain accountable throughout commencement activities.

# Statement of Appropriate Dress

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

# Campus Map



Accredited by the Higher Learning Commission  
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# Code of Excellence

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

## **I will practice personal and academic integrity.**

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

## **I will respect the dignity of all persons.**

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

## **I will respect the rights and property of others.**

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

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

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

## **I will respect the basic human rights.**

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

## **I will strive for personal and academic excellence.**

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

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

# Alma Mater

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

*Chorus:*

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

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

*Chorus:*

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

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

*Chorus:*

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

# University Seal

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

# **SECTION III**

# **ACADEMIC LIFE**

## OFFICE OF FIRST YEAR EXPERIENCE AND OFFICE OF ACADEMIC SUPPORT

Location: CRSU 158  
Telephone: [\(773\) 995-4510](tel:(773)995-4510)  
Hours: Mon-Wed, Fri, 8:30 a.m. – 5:00 p.m.  
Thurs. 8:30 a.m. – 7:00 p.m.

For either a new student out of high school or a transfer student, the Office of First Year Experience (FYE) and the Office of Academic Support is committed to their academic success. The Office of First Year Experience and the Office of Academic Support were created to provide student support from orientation day to the final day of the students' first year. We provide programming that will help foster intellectual development and growth while assisting in a smooth transition into the university. Our goal is to help students achieve. Our motto is to do it one student at a time.

### ***Mission Statement***

The mission of the Office of First Year Experience and the Office of Academic Support is to provide first-year students with the academic and social resources needed to successfully transition to college life and progress towards graduation.

### ***Vision Statement***

The First Year Experience will be a leader in the development and coordination of programming for first-year students while promoting personal growth through academic and social opportunity.

### ***Key Values***

The members of the First-Year Experience and the Office of Academic Support team place the following values at the center of all programming, teaching, and outreach. These values which inspire programming and interaction with students are guided by the University's overall mission and values.

- Student-Centered Focus Culture of Inclusion
- Collaborative Teaching and Learning Culture of Optimism
- Diversity and Multicultural Leadership
- Scholarship and Lifelong Learning

## ACADEMIC EVALUATION AND ADVISEMENT

Location: ADM 128  
Telephone: (773) 995-2520  
Hours: Mon, Wed. & Fri, 8:30 a.m. to 5:00 p.m.  
Thurs, 8:30 a.m. to 7:00 p.m.

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

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

In addition to registration and advisement, academic advisors help students to clarify their career goals, keep records of progress toward graduation and serve as resources for information about on and off campus programs relevant to the major and to students' personal growth.

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

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

All students are encouraged to check their progress toward their degrees at least once each term.

Advisors and students are required to meet and to run a CAPP degree evaluation when the student has earned 60 credit hours toward graduation and again when the student has earned 90 hours toward graduation.

### FOREIGN LANGUAGE LABORATORY

Location: DH 118  
Telephone: (773) 995-2096  
Hours: Mon – Fri, 10:00 a.m. to 6:00 p.m.  
Sat, 12:00 p.m. to 4:00 p.m.

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

## LARRY A. HARRIS READING CENTER & COLLEGE OF EDUCATION TEACHER DEVELOPMENT CENTER

Location: ED 309  
Telephone: (773) 995-2014  
Hours: Mon-Thurs, 9:00 a.m. to 8:00 p.m.  
Fri, 9:00 a.m. to 6:00 p.m.  
Sat, 9:00 a.m. to 2:00 p.m.

The Larry A. Harris Reading Center in cooperation with the College of Education Teacher Development Center at Chicago State University trains teachers in reading and mathematics diagnosis and remediation. A limited number of people, both adults and children are served each year for help with reading and math problems. Their difficulties are diagnosed and graduate students, under the supervision of the Center's professional staff, provide remedial instruction. All diagnoses and instructions are provided for a small fee on an individual or group basis.

## LEARNING ASSISTANCE CENTER

Location: Academic Library - Room 450  
Telephone: (773) 995-2273  
Hours: Mon-Thurs, 9:00 a.m. to 9:00 p.m.  
Friday: 9:00 a.m. to 4:00 p.m.  
Saturday: 9:00 a.m. to 1:00 p.m.  
Sunday: 2:00 p.m. to 6:00 p.m.

The Learning Assistance Center (LAC) serves CSU students by providing free access to tutors and other resources necessary to support their academic success. Located on the fourth floor of the Library, Room 450, the LAC has drop-in tutoring for writing and math, appointment-based tutoring for a variety of disciplines, technology access and support, study hall space and information and referral services to a variety of other campus resources.

Some of the services provided to students include:

- Tutoring in a wide variety of subjects by certified tutors
- Facilitation of study hall hours
- Coordination of academic peer assistance and informal study groups
- Proctoring exams for online students
- One-on-one research support and instruction
- Technological and media support for academic assistance in math, writing, foreign languages, etc.

The LAC is open seven days a week during the academic term. During breaks the hours are reduced. Please check the website at [www.csu.askonline.net](http://www.csu.askonline.net) for up to date information on hours and to schedule an appointment.

## NON-TRADITIONAL PROGRAMS

Location: JDC 201  
Telephone: (773) 995-2545  
Hours: Mon - Fri, 9:00 a.m. to 5:00 p.m.



Non-traditional programs were developed to meet the needs of adult students who may not be able to take advantage of the traditional four-year degree programs. Students who are interested in the program should contact the program director for further information.

### UNIVERSITY LIBRARY

Location: Campus  
Telephone: (773) 995-2341 for access services  
Hours: Mon – Thurs, 7:00 a.m. to 12:00 a.m.  
Fri, 7:00 a.m. to 7:00 p.m.  
Sat, 9:00 a.m. to 5:00 p.m.  
Sun, 2:00 p.m. to 12:00 a.m.

*The online library is accessible 24 hours a day, 7 days per week @ <http://library.csu.edu/>*

Hours will vary during the summer and on University holidays.

Please check the library website for up-to-date information.

(773) 995-2235. (Extended hours are posted on the website)

The CSU Library, is a 142,000 square foot facility that opened in the fall of 2006, and is the location for a/an:

- Auditorium for lectures, recitals, and conferences;
- Computing Center, all-campus with an instruction lab;
- Directory for information on kiosks, signs, and posters;
- Distance learning for online courses;
- Help Desk for PC, media-use assistance;
- Meeting areas and group study rooms;
- Library Café for snacks and informal get-togethers (food & beverages restricted to these areas);
- Media in all formats, online and for checkout;
- Fourth floor learning commons for collaborative/group work;
- Laptop and iPad® circulation;
- Photocopying, scanning, downloading, etc;
- Private study carrels, tables, quiet zones;
- Teleconferencing and seminar rooms;
- Wireless and high-speed telecommunications; and
- Office Center for Teaching and Research Excellence;

#### **Information services offered include:**

- Access services for circulation, reserves, stack management
- Archives for CSU history and organizational records
- Bibliographic instruction lab for information literacy
- Circulation; both assisted and self-check
- Education Resource Center for teaching materials
- Government documents and information service
- Maps and geographic information service
- Music and performing arts area for viewing and listening
- Reference assistance by highly-qualified professional faculty and staff to find information

- Remote borrowing from other libraries, and interlibrary delivery
- Rights managements for copyright clearance
- Special collections in African-Americans, education, leadership, local and regional studies, etc.

The general collections exceed a million bibliographic units: ca. 400 books, 23,000 electronic journals (600,000+vols.), and 50,000 multi-format materials; all of which are searchable through the online public-access catalog. Pre-1990 and some high-risk and special-format materials are retrieved with ROVER from the vault, a high- density, automatic storage and retrieval facility with a capacity of ca. 1M. Requests are retrieved by robotic cranes in 30 second cycles. Materials are controlled by magnetic, optic, and radio frequency technology. CSU is linked to more than 70 other libraries through the consortia reciprocal agreements, networks, and delivery services, and more. The Metropolitan Library System of Chicago, CARLI (Consortium of Academic and Research Libraries of Illinois), and OCLC (Online Computer Library Consortium) provide access to over 30M titles state- and nationwide. CSU is a member of the Center for Research Libraries (CRL), which is near the University of Chicago midway. Its 3 M+ collections are available to CSU faculty, graduate students and authorized researchers.

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

# **SECTION IV**

# **CAMPUS LIFE**

## CAMPUS RECREATION and ATHLETIC FITNESS CENTER

Location: Jacoby Dickens Center

Telephone: (773) 995-2254

Hours: Mon – Fri, 6:00 a.m. to 10:00 p.m.; Sat, 8:00 a.m. to 2:00 p.m.

Website: [www.gocsucougars.com/campusrec](http://www.gocsucougars.com/campusrec)

Chicago State University's Campus Recreation program is a division of the Athletics Department. Our mission is to enhance the quality of life of the individuals within the Chicago State University community by providing a variety of fun-filled, health promoting, recreational and leisure programs conducive to wellness and personal development. The Campus Recreation program engages students, faculty, staff, alumni and the surrounding community to participate in these activities through the following structured programs and services: intramural sports, open recreation, sport clubs, special events, and instructional programs.

Within our facility we have the Fitness Center (JDC 210), the Gymnasium (JDC 100), Indoor Track (JDC 200), and the Aquatics Center (JDC 112). Additional there is an outdoor track and tennis courts available for recreational use.

## GAME ROOM

Location: CRSU, Second floor

Telephone: (773) 995-2680

Hours: Mon – Fri, 11:00 a.m. to 9:00 p.m.

Students are invited to relieve stress, take a break, and meet new people in the student game room. A CSU identification card will provide access for students into the game room to play billiards and various table and video games.

## STUDENT ACTIVITIES CENTER

Location: CRSU 260  
Telephone: (773) 995-2300  
Hours: Mon – Fri, 9:00 a.m. to 9:00 p.m.

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

The Student Activities Center works in conjunction with clubs and organizations, Student Government Association, and Fraternity and Sorority Life to provide guidance and supervision to a diverse group of student programs including, but not limited to: Welcome Week, Hispanic Heritage Month, Fraternity & Sorority Week, Homecoming, Dr. Martin Luther King Day Celebration, Black History Month, Women's History Month, and Spring Fling.

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

## STUDENT GOVERNMENT ASSOCIATION

Location: CRSU 268  
Telephone: (773) 995-2300  
(773) 821-2797

The Student Government Association (SGA) is the representative body for students and serves as an umbrella organization for all student clubs and organizations on campus. The SGA exists primarily to advocate for services that enhance overall student life and student development. Working closely with their advisor, the SGA serves as a liaison to the CSU administration as well as all other elements of the University community, both on campus and off campus. All CSU students hold general membership in SGA.

### General Membership

General members are non-voting members

All General members can attend SGA Meetings

All General members are eligible to vote in student elections and referendums

General members are able to sit on and chair committees

**SECTION V**

**HOUSING, DINING,  
&  
STUDENT UNION**

## RESIDENCE LIFE

Location: RH 105

Telephone: (773) 995-4543

Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

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

The Department of Housing and Residence Life's mission is to offer social, physical, intellectual, cultural, emotional and spiritual programming. Professional staff and resident assistants provide on-going activities and support services to all occupants.

The Residence Hall is a three-story quadrangle, co-educational facility housing approximately 300 students. There are double rooms with adjoining bathrooms and single rooms with private baths. Each room comes furnished with beds, dressers, desks, chairs, closet space, cable TV access, a phone line and Internet access. All rooms are equipped with smoke detectors and water sprinklers. The building has several lounges for studying, socializing or watching TV as well as a computer lab, a laundry facility, several vending machines, and an elevator. In the center of the Residence Hall is a courtyard, which is landscaped with trees, flowers and other greenery. The main entrance has a front desk, staffed at all times, and maintains video surveillance throughout the building.

Residence Hall applications and contracts are available from the Residence Life office. The Residence Hall offers living accommodations for the fall and spring semesters. Summer housing is also available on a limited basis.

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

## DINING SERVICES

Perkins Management Services provides a variety of dining options. They offer quality, variety, flexibility and convenience to make the dining program enjoyable for all students. Chicago State University Dining Services will continue to make adjustments in order to keep up with the pace of ever-changing schedules, lifestyles, preferences and nutritional needs. In addition to American cuisine, ethnic dishes, low fat and vegetarian options are offered. Student involvement is encouraged by feedback through dining surveys, a Dining Service Committee, a suggestion box, and direct input with the Food Service Manager.

**Catering Service:** It is our intention to provide a variety of services tailored to the individual needs of CSU. We offer a full range of catering expertise.

Our catering staff will work closely with students, faculty and staff to provide quality products and services. We provide a catering guide to serve as a beginning to plan your event. We welcome the opportunity to provide service for campus events. Contact the catering department (minimum of three (3) business days prior to the event), to ensure proper planning. Please contact catering staff at extension 2264.

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

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



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

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

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

**Monday – Saturday:**

Breakfast: 7:30 a.m. – 10:00 a.m.  
Lunch: 11:00 a.m. – 2:30 p.m.  
Dinner: 5:00 p.m. – 7:00 p.m.  
Late Night: 8:00 p.m. – 10:00 p.m.

**Sunday:**

Brunch: 10:30 a.m. – 1:30 p.m.  
Dinner: 5:00 p.m. – 7:00 p.m.

**\*Hours are subject to change**

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

Each resident will receive one card swipe for each meal.

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

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

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

## **CORDELL REED STUDENT UNION**

### *Background of Adinkra Symbols*

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

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

The origins or history of Adinkra cloth are two-fold. One tradition states that Chief Kofi Adinkra of Gyaman (now the Ivory Coast) angered the Asante King Bonsu Payin by trying to copy the "Golden Stool," the Asante national symbol of power. Chief Adinkra was defeated and slain in the ensuing war of 1818.

It has been suggested that the design and technology of the Adinkra cloth was supposedly imported by the Asante and named after the defeated king.

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

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

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

The cloth is now worn at joyous or special occasions such as weddings, christenings, naming ceremonies, festivals and rites of passage. For these occasions, bright backgrounds with many shades of yellow or white are worn. A. K. Quarcoo of the University of Ghana at Legon sums it up by saying: "Not only are the patterns regarded as aesthetically and idiomatically traditional,

but more importantly, they carry, preserve and present aspects of history, social values, cultural norms and philosophy of the people of Ghana.”

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

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

A booklet explaining the meaning of the Adinkra symbols is available in the Office of Dean of Students, CRSU 268-A.

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

# Adinkra Symbols and Definitions



## **ADINKRAHENE**

### **"Chief of the Adinkra symbols"**

Symbol of greatness, charisma, and leadership

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

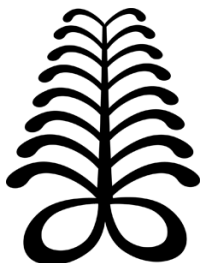


## **AKOBEN**

### **"War horn"**

Symbol of vigilance and wariness

Akoben is a horn used to sound a battle cry.



## **AYA**

### **"Fern"**

Symbol of endurance and resourcefulness

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



**BI NKA BI**

**"No one should bite the other"**

Symbol of peace and harmony

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



**DUAFE**

**"Wooden comb"**

Symbol of beauty and cleanliness; symbols of desirable feminine qualities

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

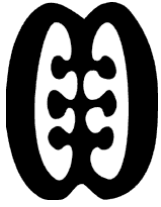


**DWENNIMMEN**

**"Ram's horns"**

Symbol of humility together with strength

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



**ESE NE TEKREMA**

**"The teeth and the tongue"**

Symbol of friendship and interdependence

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



**GYAWU ATI KO**

Symbol of bravery, fearlessness, and valor

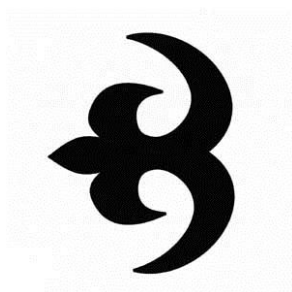


**HWE MU DUA**

**"Measuring stick"**

Symbol of examination and quality control

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



**AKOKO NAN**

**"Hen's feet"**

Symbol of parental protection and discipline tempered with love.



### **KWATAKYE ATIKO**

**"Hairstyle of an Asante war captain"**

Symbol of bravery and valor

This symbol is said to be a special hairstyle of Kwatakye, a war captain of old Asante. The symbol has come to represent bravery and fearlessness. It is also given as an earned title to any brave son of an Akan community.



### **MFRAMADAN**

**"Wind-resistant house"**

Symbol of fortitude and readiness to face life's vicissitudes

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



### **MATE MASIE**

**"I have heard what you have said"**

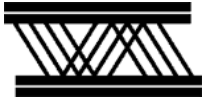
Symbol of wisdom, knowledge, prudence and thoughtfulness



**NKYINKYIM**

**"Twisting"**

Symbol of initiative, dynamism, and versatility



**OWO FORO ADOBE**

**"Snake climbing the raffia tree"**

Symbol of steadfastness, prudence, and diligence

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

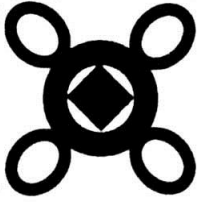


**SANKOFA**

**"Return and get it"**

Symbol of importance of learning from the past





**SUNSUM**

Symbol of purity and spirituality



**WAWA ABA**

**"Seed of the Wawa tree"**

Symbol of hardiness, toughness, and perseverance

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

**SECTION V**

**STUDENT  
SERVICES  
&  
RESOURCES**

## ABILITIES OFFICE

Location: CRSU-190  
Telephone: (773) 995-2380 or (773) 995-4401  
Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

Based upon the mandates of the Americans with Disabilities Act as amended and Section 504 of the Rehabilitation Act, the Abilities Office of Disabled Student Services provides accommodations to students who have self-identified and provided verification of their disability. Students verify their disability by providing documentation from their physician or therapist. Accommodations are based on the impact, which the disabling condition has on their ability to participate in activities related to their education.

Some of the reasonable accommodations that are provided to qualified students with disabilities include: note-takers, readers, interpreters, scribes, tape recordings of class lectures, audio books, large print copies, consultation with faculty and staff, advocacy, registration assistance, and test accommodations which may include: extended time, private location, reader, scribe or adaptive software. An accessible computer lab is available for currently registered students with the following equipment/ software: JAWS, Kurzweil reader, ZoomText, Braille, Dragon Naturally Speaking, and CCTVs.

Equipment loans are available in the following forms: assistive listening devices, tape recorders, and large print dictionaries. Students are given information and referrals for community services when appropriate.

Website: <https://www.csu.edu/dosa/abilities/>

## AFRICAN AMERICAN MALE RESOURCE CENTER

Location: CRSU 150  
Telephone: (773) 821-2161  
Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

The African American Male Resource Center (AAMRC) works in cooperation with other Chicago State University's academic support programs to provide support services for African-American male students to help them achieve the highest level of academic, vocational, and personal success possible. The services we provide include mentoring, professional development, and leadership training.

In addition to the aforementioned services, the AAMRC actively works to establish partnerships that will enhance student success. Our partnerships include 100 Black Men of Chicago, Concerned Christian Men, Metropolitan Family Services, South-side High School Network/Chicago Public Elementary and High Schools, and the Open Book reading Program, and hands-on mentorship with Harlan High School and Wentworth Elementary.

The AAMRC provides learning communities for academic support and social networking, as well as outreach services to community elementary, secondary, and postsecondary institutions. The AAMRC is fortunate to be connected with a dedicated team of service agencies

and organizations that work in concert with the AAMRC to identify and cultivate African American males. Website: [www.csu.edu/dosa/AAMRC/](http://www.csu.edu/dosa/AAMRC/)

### CAMPUS MINISTRIES

Location: DH Suite A  
Telephone: (773) 995-3869  
Hours: Mon – Fri, 8:30 a.m. to 5:00 p.m.

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

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

### CAREER DEVELOPMENT CENTER

Location: CRSU 230  
Telephone: (773) 995-2327  
Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.  
Thursday, 9:00 am to 7:00 pm by appointment

The Career Development Center is the foundation for developing and implementing career, employment, and graduate education options for CSU students and alumni, relative to accomplishing the objectives of the University. The Center offers, internships, employment and resume service, professional development workshops, networking, career awareness activities, and computer-based guidance programs.

All students interested in participating in career counseling services and programs must be in good academic standing and visit the Career Center for an initial career screening. After prescreening, students will be referred to a career development officer for career guidance and counseling.

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

### CREATIVE AND PRINT SERVICES

Location: ADM 130  
Telephone: (773) 995-2013  
Hours: Mon, Tues, Wed, Fri, 9:00 am to 5:00 p.m.  
Thurs, 9:00 a.m. – 7:00 p.m.

Creative and Print Services, within the Integrated Marketing Communications department, serves as a comprehensive, in-house resource for printed materials and graphic design services. The

office oversees the design and production of thousands of printed pieces and utilizes efficient equipment and technology to provide a full range of services from business cards, binding and banners. Basic services including fax and document duplication are also available. Standard equipment used in our office includes laser image setters and electronic scanners, multi-color presses, high-speed digital printers, and folders and finishing equipment. Our office is available to assist the University and community with print and creative service requests no matter how big or small.

### COUGAR ONE UNIVERSITY ID CARD

Creative and Print Services also produces the Cougar One Card. The Cougar One Card is the official university identification. Many departments use the Cougar One Card as a means to grant access to their information and services. The Cougar One ID allows students and staff to check out books, check account balances, and receive discounts when applicable. It is a necessity of every day campus life.

There is no charge for the university ID card. Simply bring a photo ID (driver's license, state issued ID card or passport) and a cashier's receipt to the Cougar One ID Card Office. A cashier's receipt will be given once classes are validated. Lost or replacement Cougar One IDs can be issued for \$20 (paid to the Cashier's Office). For a replacement, please bring a photo ID along with a cashier's receipt for \$20 to the Cougar One ID Card Office in ADM 130. The lost card will be deactivated. Students should carry their Cougar One ID cards at all times on campus.

### COUNSELING CENTER

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

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

The Counseling Center offers individual counseling and short term psychotherapy for a variety of personal, social, educational and career concerns; including, but not limited to self-esteem, academic achievement, family and interpersonal conflict, anger and stress management, depression, anxiety, and sexual assault. The Center offers academic major and career assessment, drug and alcohol screening, and psycho-educational workshops. The Center also offers outreach, consultation and crisis intervention. Ongoing programming includes the Effective Study Program (ESP) for improving study skills strategies, as well as alcohol and drug, anger management and violence prevention groups.

The Counseling Center may facilitate referrals to community mental health and human services agencies for concerns that may require specialized services, more intensive care or for services that are beyond the scope of the Center (for example, emergency housing, drug addiction, acute/severe mental illness, etc.).

**WALK – INS ARE WELCOME** without an appointment up to one hour before closing.

Website: [www.csu.edu/dosa/counseling/](http://www.csu.edu/dosa/counseling/)

### LATINO RESOURCE CENTER

Location: CRSU 230 A

Telephone: (773) 995-2526

Hours: Mon, Tues, Wed, & Fri, 8:30 a.m. to 5:00 p.m.  
Thurs, 8:30 a.m. to 7:00 p.m.

The Latino Resource Center (LRC) team is committed to assist you as you make your education dreams a reality. The Center provides you with a friendly environment where you can study and receive information on scholarships and internships specific to Latinos. For non-Latino members of the community the LRC provides a great space to learn about Hispanic and Latino culture. The LRC is also the place where you can meet other student with similar interests. Our motto is “**Si se Puede!**” The LRC should be your home away from home. The Latino Resource Center is also home to the Organization of Latin American Students (OLAS), one of the most active student organizations on campus. We invite you to join. The LRC sponsors a series of programs throughout the year that take place on campus and in the city of Chicago. We encourage you to discover the possibilities at CSU and we look forward to meeting you soon.

Website: [www.csu.edu/dosa/LRC/](http://www.csu.edu/dosa/LRC/)

### MEDIA SERVICES

Location: LIB ITD Help Desk, First floor

Telephone: (773) 995-3963

Hours: Mon – Thurs, 7:00 am to 12:00 a.m.  
Fri, 7:00 a.m. to 7:00 p.m.  
Sat, 9:00 a.m. to 5:00 p.m.  
Sun, 2:00 p.m. to 12:00 a.m.

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

The Media Productions Unit offers the following services

- Duplicating Services – Duplicating of digital video discs (DVD’s) and compact discs (CD’s)
- Event Taping – Taping of an upcoming event with at least two days’ notice
- Event Production – Full production services using scripts, actors, lights and cameras with at least two weeks’ notice
- Commencement videos – Past and present

## FINANCIAL AID

Location: ADM 207  
Telephone: (773) 995-2304  
Hours: Mon, Tues, Wed, & Fri, 8:30 a.m. to 5:00 p.m.  
Thurs: 8:30 a.m. to 7:00 p.m.  
Website: [www.csu.edu/financialaid/](http://www.csu.edu/financialaid/)

Chicago State University makes every effort to assist students in funding their education. A variety of federal, state, and institutional programs are available to eligible students. In order to qualify for federal student aid, students must:

- be a US citizen or eligible non-citizen
- be making Satisfactory Academic Progress
- be registered with Selective Service (if male)
- be working toward a degree or certificate
- not owe a refund on a Federal Grant
- not be in default on a Federal Student Loan

The federal and state aid programs administered by the Office of Financial Aid are described below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Iraq and Afghanistan Service Grant
- Monetary Award Program (MAP)
- Veterans/Military Benefits
- Federal Work Study
- Federal Perkins Loan\*
- Federal Direct Subsidized Loan\*
- Federal Direct Unsubsidized Loan\*
- Federal Direct Plus Loan\*

\*Student's must be enrolled at least half-time (six hours per semester) to be eligible for federal student loans.

Students who are eligible for federal student loans must complete entrance counseling and the master promissory note (MPN) via [studentloans.gov](http://studentloans.gov). The Chicago State University Federal School Code: (001694). If a student ceases enrollment, drops below half-time enrollment status or graduate s/he are required to complete exit counseling via <https://studentloans.gov/> Students who are selected for verification by the U.S. Department of Education are required to submit documentation necessary to verify the information submitted on the FAFSA. Students selected for verification will be notified by CSU email. No federal aid can be credited to the students account until verification is complete.

### OFFICE OF INTERNATIONAL PROGRAMS

Location: CRSU 268-A  
Telephone: (773) 995-2582  
Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

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

### PARKING DEPARTMENT

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

The Parking Department accepts checks/money order as payments for the purchase of parking decals. All other payments can be made at the Cashier's Office in the Cook Administration Building. Deciding to purchase a parking decal is a personal choice depending on the number of days spent on campus. The daily entry fee is \$5 or \$10 for special events. If the sticker or daily hang tag is not renewed prior to the expiration date, a \$5 fee will be assessed upon entry. Any vehicle parked on campus without displaying a parking decal or a daily hang tag is subject to receive a fine up to \$75. Parking decals may be purchased on a yearly or semester basis.

### RECORDS AND REGISTRATION

Location: ADM 128  
Telephone: (773) 995-2517  
Hours: Mon, Tues, Wed, & Fri, 8:30 a.m. to 5:00 p.m.  
Thurs, 8:30 a.m. to 7:00 p.m.

The Office of the Records and Registration provides the following services for students:

- Name and address changes
- Residency classifications
- Registration
- Enrollment verifications
- Transcripts
- Readmission of undergraduate students

### STUDENT EMPLOYMENT

Location: ADM 203  
Telephone: (773) 995-4520  
Hours: Mon – Fri, 8:30 a.m. to 5:00 p.m.



The Student Employment Office in Human Resources offers services to students who are seeking part-time employment. There are several types of student employment such as Federal Work-Study (FWS), Jones Convocation Center Workers, tutors and research assistant positions. Students should visit the office for more information on employment requirements or visit the website <https://chicagostate.peopleadmin.com/> to apply.

Students may work up to 20 hours per week. Rates of pay vary, depending upon the type of work and level of responsibility. When obtaining employment on or off campus, all students seeking employment must establish eligibility through Financial Aid. Grade point averages minimums may apply.

### STUDENT HEALTH INSURANCE

Location: CRSU 268-O

Telephone: (773) 995-4533

Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

It is mandatory that full-time Chicago State University students have sickness and injury insurance.

Students enrolled during the fall and spring semesters are automatically assessed a fee for mandatory insurance plan, which is provided through the university:

DOCTORATE: 6 Credit Hours or More

GRADUATE: 9 Credit Hours or More

UNDERGRADUATE: 12 Credit Hours or More

This requirement applies to students who enroll in all on-campus courses or a combination of off-campus (Extension) and on-campus courses. Note that students enrolled in only web/online courses are not charged for the insurance plan.

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

**IF YOU DO NOT HAVE INSURANCE:** Students who do not have insurance must purchase the mandatory insurance provided through the university. Adequate insurance must be provided through an acceptable health insurance underwriter and must be comparable to the coverage to the plan provided through CSU. Review the plan offered by the university under “Find My School Plan” at <http://www.uhcsr.com> (hold down “Ctrl” key to click onto the link).

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

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

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

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

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

Part-time students who enroll in 6-11 credit hours of coursework will be allowed to enroll into the student health insurance plan provided through the university on a voluntary basis.

However, students must contact the insurance provider directly, either online or by phone, to enroll. Students may also sign onto the following link to enroll voluntarily <http://www.uhcsr.com>.

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

### UNIVERSITY BOOKSTORE

Location: BHS 102  
Telephone: (773) 995-2323  
Hours: Mon – Wed, 9:00 a.m. to 5:00 p.m.  
Thurs, 9:00 a.m. to 7:00 p.m.  
Fri, 9:00 a.m. to 3:00 p.m.

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

### TRIO PROGRAMS

Location: CRSU Suite 240  
Telephone: (773) 995-3864  
Hours: Mon – Fri, 8:30 a.m. to 5:00 p.m.

Chicago State University is funded by the U.S. Department of Education to offer three TRiO programs targeted to serve and assist first-generation, low income individuals, and individuals with disabilities to progress through the academic pipeline from high school to post-baccalaureate programs.

- The Educational Opportunity Center (EOC) program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants.
- Project FAME Upward Bound (PFUB) serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
- Student Support Services (SSS) provides opportunities for Academic development and student support to prepare and motivate students as they move toward the successful completion of their postsecondary education. SSS may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its CSU student participants.

### VETERANS AFFAIRS

Location: CRSU  
 Telephone: (773) 995-3549  
 Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.  
           Thurs, 9:00 a.m. to 7:00 p.m.  
           (Times are subject to change)  
 Email: csu-veterans@csu.edu

The Office of Veteran Affairs (VA) is designed to provide a variety of essential services and to inform Veterans and military family members of their educational benefits and activities available to them. Services provided by the Veterans Affairs office include the processing of applications/forms for VA educational programs such as the Montgomery GI Bill, Post -9/11 GI Bill, Illinois Veterans Grant, Illinois National Guard Grant, MIA/POW, Vocational Rehabilitation (Chapter 31), Reservist Tuition Assistance and Army ROTC.

### WELLNESS/HEALTH CENTER

Location: ADM 131  
 Telephone: [\(773\) 995-2010](tel:(773)995-2010)  
 Hours: Mon – Fri, 9:00 a.m. to 5:00 p.m.

Illinois Department of Public Health Part 694 College Immunization Code specifies that any student registered for six hours or more and born on or after January 1, 1957 who is a first time freshman, a transfer student, or a student reentering the university after an absence of more than one semester will be required to show proof of immunity:

- Tetanus Diphtheria (Td) Booster every 10 years (International students are required to provide dates of any combination of three or more doses of Diphtheria and Tetanus (DT) or Tetanus and Diphtheria (Td) vaccine, with the most recent dose having been received within 10 years of the term of current enrollment).

- Measles, Mumps, Rubella (MMR) - documentation of 2 live doses of Measles, Mumps and Rubella Virus vaccine or proof of immunity by titer. Titer must include full laboratory parameters.
- Tuberculin skin test (PPD/Mantoux test) is required for residence hall students and some academic majors.

Evidence of immunity from these diseases is required for United States nationals. A registered health care provider must verify documentation of immunizations and testing. A high school health record with proof of immunizations, if properly noted and certified, is acceptable documentation for residents of Illinois. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration.

Evidence of tuberculin testing is required for some international students, residence hall students and students in programs which require proof of immunizations (e.g., health programs and education).

Students who need to obtain immunizations or information regarding immunizations may contact the Wellness/Health Center or one of the public health clinics. Students residing outside of the city of Chicago should contact the Public Health Clinic for their township or county. **Students who fail to comply, will be assessed a \$25.00 non-compliance fee.**

Students who wish to document that they have met the immunization requirements must complete the immunization form and send it to the following address:

Wellness/Health Center  
C/o Chicago State University  
9501 King Drive, ADM 131,  
Chicago, IL 60628

The other vaccines that are strongly recommended:

- Hepatitis B series or documented proof of immunity
- Varicella vaccine or documented proof of immunity
- Meningococcal vaccine\*

\*Meningococcal bacteria are transmitted by air droplets and direct contact with persons already infected with the disease. One dose is recommended at entry into college for students who wish to reduce their risk of meningococcal disease. Meningitis is a potential life-threatening bacterial infection. The Meningococcal vaccine is available for students. For more information, call the Wellness/Health Center at [\(773\) 995-2010](tel:7739952010).

## WOMEN'S RESOURCE CENTER

Location: CRSU 203

Telephone: (773) 995-2448

Hours: Mon – Fri, 8:30 a.m. to 5:00 p.m.

The Women's Resource Center is a nurturing and welcoming place where women can drop-in, meet, organize, read, and relax. The Women's Resource Center's primary focus is the empowerment of women through resources that encompass every aspect of their lives.

The Center is designed to advocate for increased access to childcare, counseling, education and healthcare services, as well as to provide referrals to the Counseling Center for cases of domestic violence, sexual assault or sexual harassment.

The Center also has a private suite in the Cordell Reed Student Union Rm. 203, offering added resources for men and women. This suite offers a central source here at the University, which supports women in their academic, professional and personal lives. The Center provides a place where students, staff and faculty can bring their concerns to be referred to the appropriate resource in the University or the local community. The Center also includes a private area for nursing mothers.

Stop in and visit! Discuss issues that are important to you.

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

# **SECTION VI**

# **SAFETY & SECURITY**

## POLICE DEPARTMENT

Location: O&M Building, Room 107  
Telephone: (773) 995-2113 on campus ext. 2113  
Emergency: (773) 995-2111 on campus ext. 2111  
Hours: 24 hours a day, seven days a week

## UNIVERSITY POLICE

The officers of the Chicago State University Police Department continually strive to better serve the University community. Our goal is to maintain a safe and secure campus environment. Members of the Department are trained professionals who present a uniformed presence while serving the University Community. In the course of their duties, they employ proactive measures to identify potential problems before they occur; thereby increasing the ability to prevent the occurrence of most serious incidents.

The CSU Police Department fosters solid relationships with students, faculty, staff and administrators in several ways:

- by being visible and approachable,
- by providing safety awareness programs on campus,
- by communicating with the surrounding communities about their safety issues,
- by exercising a high level of customer service, and
- by employing other outreach efforts designed to enrich the CSU experience.

The Chicago State University Police Department will work diligently, effectively, and cooperatively with other federal, state, and local law enforcement agencies, keeping safety of the campus community our highest priority. We will continue to serve in a manner that is respectful to all and that reflects positively upon the University.

CSU Crime Statistics can be found on the CSU website at the Police Department's home page located at: [www.csu.edu/CSUPolice/index.htm](http://www.csu.edu/CSUPolice/index.htm). Individuals can request a copy of this report by submitting a written request to the University Police at O&M, Room 210 or download a copy at <http://www.csu.edu/CSUPolice/pdf/AnnualFireSafetyReport.pdf>

## POLICE POWERS

The law enforcement officers of the Chicago State University Police Department receive their police authority via provisions of Illinois Compiled Statute, *110 ILCS 660/5-45 (11)*. "Members of the Police Department shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs, including the power to make arrests on view or warrants of violations of state statutes, University rules and regulations and city or county ordinances."

## PATROL DIVISION

The **Patrol Division** is the most critical aspect of the CSU Police Department. The University is protected by vehicular, foot and mountain bike patrols. Patrol officers respond to crimes in progress, traffic accidents, reports of suspicious activity, and requests for assistance ranging from a medical emergency to a person locked out. Patrol officers conduct initial investigations of all

crimes reported on and sometimes off campus. Patrol officers work effectively to enforce traffic laws. The CSU Police Department operates around the clock to serve the University community.

The primary objective of the Chicago State University Police Department is to insure the safety of all students, faculty, staff and visitors of the University.

The Chicago State University Police also serves the community with uniformed security guards, student patrol, and traffic units.

### JEANNE CLERY DISCLOSURE ACT

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

### CAMPUS CRIME REPORT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Chicago State University provides a link to the crime statistics via the CSU Police Department home page: [www.csu.edu/CSUpolice/index.htm](http://www.csu.edu/CSUpolice/index.htm)

### 24-HOUR INFORMATION HOTLINE

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

### CSU EMERGENCY NOTIFICATION SYSTEM

RAVE is CSU's Emergency Notification System which allows students, faculty, and staff to receive alerts via e-mails, voice, and or text messages when important information, i.e., weather alerts, school closings, etc. is to be shared throughout the campus community. For additional information and to sign up for RAVE, go to <http://www.getrave.com/login/csu>.

RAVE Guardian is an extended service of CSU's emergency notification system, and is designed to transform students, faculty and staff mobile phones into a personal alert beacon. In the event of an emergency, critical information students elect to share will be provided to Chicago State University Police Department to help them more quickly respond and help. For additional information and to sign up for RAVE Guardian, go to <http://www.getrave.com/login/csu>.

### PERSONAL SAFETY TIPS

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

- Be alert and observant. Stay in well-lighted areas, and use precautions when crossing alleys, entryways and bushes.
- Avoid dark vacant areas near campus when walking at night,



- Establish a buddy plan with fellow students, faculty, and or staff members.
- Continue walking if approached on the street. Make brief, stern eye contact and continue walking. If someone insists on talking, acknowledge his or her presence with a nod, do not stop and do not engage in a conversation.
- Never get into a vehicle even if forced at the point of a gun. The chance of survival on the street is better than in a vehicle or remote location of the abductor's choice.
- Walk on the sidewalks and in populated, well-lit areas whenever possible.
- Walk confidently, directly, and at a steady pace.
- Walk on the side of the street facing traffic.
- Avoid getting near the vehicle, if a driver stops to ask directions,
- If a car appears to be following, turn and walk in the opposite direction.
- Check inside a vehicle before entering.
- Park in well-lit areas.
- Above all, be aware of the surroundings and people around, even those who are familiar.

### CAMPUS SAFETY TIPS

- Do not leave belongings unattended.
- Report suspicious/criminal activity to the police.
- Lock and secure room/office doors when leaving.
- Do not leave valuables or money out in view within a room or an office.
- Know the location of the emergency phones and the code blue phones.

### CAMPUS SHUTTLE SERVICE FOR STUDENTS, ADMINISTRATORS, FACULTY AND STAFF

Chicago State University Police Department offers shuttle service for students, staff and faculty.

CSU Shuttle service hours of operation:

- Monday through Friday
  - 7:00 a.m. until 1:00 p.m.
  - 9:00 a.m. until 3:00 p.m. (based on staff availability)
- 4:00 p.m. until 10:00 p.m.
- 5:00 p.m. until 11:00 p.m. (based on staff availability)
- 10:00 p.m. to 2:00 a.m. (service from the Redline offered by request only)
- Saturday and Sunday
  - **No shuttle service available**

To request shuttle service call the CSU Police Dispatch at (773) 821-2784.

### SUPPORT UNIVERSITY POLICE

Telephone: (773) 995-2111

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

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

# **SECTION VII**

## **POLICIES & PROCEDURES**

## ANTI-HAZING STATEMENT AND POLICY

Chicago State University is a place of high academic study. The University has unconditionally opposed any situation, which produces mental or physical discomfort, embarrassment, harassment or ridicule. Freedom from humiliation and the danger of hazing is guaranteed to each individual student on this campus. Any violation of this guarantee should be reported immediately to the Office of the Dean of Student Affairs.

### **Chicago State University supports the Fraternity Executives Association's "Statement of Position on Hazing and Pre-Initiation Practices".**

This statement of position reads:

"The Fraternity Executives Association has stated its position, periodically, in support of constructive educational and inspirational programs and has asserted unequivocally its opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of pledges/associates and members."

The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations includes paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

### **Chicago State University, in its Policy on Student Conduct defines hazing as:**

Any act on or off the campus of the University, that a reasonable person would find to endanger the mental or physical health or the comfort or safety of a student or prospective student or member, or which results in the destruction or removal of public or private property, or which causes extreme embarrassment, or public humiliation, for the purpose of initiation or admission into, affiliation with, or confirming any form of affiliation, or continued membership in a student organization regardless of an individual's consent to participate in the activity.

### **Acts of hazing include, but are not limited to:**

- Any activity which endangers the physical health or safety of the student or prospective member, including, but not limited to, physical brutality, whipping, beating, paddling, slapping, kicking, choking, scratching, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or forced smoking or chewing of tobacco products; or
- Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress or other extreme stress inducing activity; or
- Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any University policies, rules, or regulations published in University documents; or

- Subservience, including but limited to any activity which promotes a class system within organizations or activities, which facilitate inappropriate levels of authority over students. Hazing also includes any additional acts included in the definition of hazing under Illinois law, which currently is set forth in *Section 720 ILCS 5/12c-50*, Illinois Hazing Law (may be cited as the Hazing Act).

720 ILCS 5/12C-50

Sec. 12C-50. Hazing.

(a) A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if: (1) the act is not sanctioned or authorized by that educational institution; and (2) the act results in bodily harm to any person (b) Sentence. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

### CONCEAL AND CARRY POLICY

Chicago State University is committed to providing a safe and secure environment for the CSU community and guests. Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/), **THE POSSESSION AND CARRYING OF WEAPONS ON CSU PROPERTY REMAINS ILLEGAL AND PROHIBITED.** This extends to all property owned or controlled by the University including, but not limited to, places outside of campus where university classes, programs and activities are held. Violations of this prohibition will subject persons to arrest and referral for criminal prosecution, as well as appropriate discipline up to and including expulsion from the university and/or termination from employment. If a person believed to be in violation of this prohibition is encountered, please contact CSU Police. Additional information about Illinois concealed carry legislation may be found on the Illinois State Police website.

### CYBER-BULLYING POLICY

Chicago State University recognizes the importance of information technology to the mission of the University while at the same time recognizing that these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another. In order to foster a safe learning and work environment at the University for students and employees, the University has adopted the Cyberbullying Policy, which prohibits: (i) deliberate and repeated conduct or activity that threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property, or has the effect of substantially disrupting the individual's daily life via the use of electronic information and communication devices; (ii) the use of information and communication technologies to support a deliberate, repeated, and hostile course of conduct to harm others; or (iii) intentional and repeated harm inflicted through the use of computers, cell phones, and electronic devices. Violators will be subject to disciplinary action.

## DRUG AND ALCOHOL POLICY

In accordance with federal, state, and city ordinances, and the *Student Code of Conduct* the following drug and alcohol policy applies to all Chicago State students and their guests while on campus or at university-sponsored events. Chicago State University is required by law and in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 to provide information on the University's drug and alcohol policy to every registered student. The information contained in this document is written to serve as an official notification on CSU's Drug and Alcohol Policy.

Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of University policies related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through the University's Wellness Center and the Counseling office; and of the internal sanctions and federal, state, and local legal penalties that may result from the illegal sale, possession, consumption or distribution of drugs or alcohol.

- A. **Standards of Conduct:** Chicago State University prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as any part of its officially sponsored activities. Standards relating to this prohibition are further defined in the University's Drug and Alcohol Policy, which is available in this student handbook and online at <http://www.csu.edu/humanresources/pdf/DrugAlcoholPolicy.pdf>
  
- B. **Internal sanctions and federal, state, and local legal penalties:** A number of federal, state, and local laws deal with unlawful possession, use, or distribution of illicit drugs and alcohol. Federal Laws Governing Distribution, Use & Possession of Controlled Substances. Under federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs or "counterfeit" substances (for example, cocaine, methamphetamines, heroin, PCP, LSD, fentanyl and all mixtures containing such substances, as well as "counterfeit" substances purported to be Schedule I or II illicit drugs) is a felony with penalties for first offenses ranging from five years to life (20 years to life if death or serious injury is involved) and fines of up to \$4 million for offenses by individuals (\$10 million for other than individuals). Federal law also prohibits trafficking in marijuana, hashish, and mixtures containing such substances. For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injury is involved) and fines of up to \$4 million for offenses by individuals (\$10 million for other than individuals). Penalties vary depending upon the quantity of drugs involved. For second offenses, penalties range from 10 years to life (not less than life if death or serious injury involved), and fines of up to \$8 million for individuals (\$20 million for other than individuals). For illegal trafficking in medically useful drugs, (for example, prescription and over-the-counter drugs) maximum prison sentences for first offenses range up to five years and 10 years for second offenses. Anabolic steroids are controlled substances and distribution or possession with intent to distribute carries a sentence of up to six years and a \$250,000 fine.

Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$ 100,000 for first offenses, and imprisonment up to two years and fines up to \$250,000 for second offenses. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the amount possessed.

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except long-term drug treatment programs), including contracts, professional and commercial licenses, and student grants and loans. Healthcare providers are barred from receiving federal insurance payments upon conviction of a criminal offense involving distributing or dispensing controlled substances. Property including vehicles, vessels, aircraft, money, securities or other things of value used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally, noncitizens convicted of violating any state, federal, or foreign law or regulation are subject to deportation and exclusion from entry to the United States. **A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any federal Title IV grant, loan, or work funds according to the Department of Education criteria.**

Additional information relevant to drug and or alcohol offenses can be found online on the Illinois State Police website and by reading the Illinois Controlled Substances Act.

Illinois State Police  
<http://www.isp.state.il.us/>

Illinois Controlled Substances Act:  
<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1941&ChapterID=53>

### **C. Health Risks Associated with Alcohol:**

All persons should be aware of the following health risks caused by alcohol:

- Consumption of more than two average servings of alcohol within several hours can impair coordination and reasoning, and make driving an unsafe activity.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious health problems such as damage to the liver and to the nervous and circulatory systems. Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

### **D. Health Risks Associated with Drugs:**

The health risks associated with controlled substances are numerous and varied depending on the drug. Nonetheless, the use of drugs not prescribed by a physician is harmful to the health.

For example, drug use can cause the following conditions:

- Impaired short-term memory or comprehension
- Anxiety, delusions, and hallucinations
- Loss of appetite resulting in damage to one's long-term health
- A drug-dependent newborn, if the mother uses drugs during pregnancy. (*Pregnant women who use alcohol or drugs or who smoke should consult their physician.*)
- HIV/AIDS, as a result of drug users who share needles
- Death from overdose

#### **E. Resources**

If it can be reasonably established that a student's use of alcohol or a controlled substance causes poor attendance or performance problems, then the person will be counseled to seek rehabilitation. Contact the University Counseling Center at 773-995-2383.

Additional resources can be found online at <http://www.csu.edu/dosa/healthWellness.htm>.

#### **F. Parental Notification Guidelines for Alcohol and Controlled Substances Violations:**

These guidelines are in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21 that uses or possesses alcohol or a controlled substance. This change supports the practice of Chicago State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the university believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents in an effort to determine whether such contact is the best course of action.

Factors that are considered when deciding to contact a student's parent or guardian are: A consistent pattern of destructive or harmful behavior; behavior that may affect the student's overall well-being or the well-being of others; behaviors that may jeopardize their ability to remain a student; and/or a situation of imminent danger.

When determining parental notification to be in the best interest of the student, it is the university's philosophy to assist the student in contacting their parent/guardian directly. In most cases, the university will intervene only when a student is unwilling or unable to contact their parent/guardian.

Questions or concerns regarding these guidelines should be directed to the Office of the Dean of Students, 240 Cordell Reed Student Union, (773) 995-2448.



## FACILITIES REQUESTS POLICY – OFFICE OF MEETINGS and EVENTS

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

1. A space reservation request form needs to be submitted for all campus events and is available online at <http://www.csu.edu/convocationcenter/documents/roomreservationform2.pdf>. Forms (along with an event flyer, if possible), should be submitted to the Office of Meetings and Events, Emil & Patricia A. Jones Convocation Center, Room 2304. This includes Request for Space Reservation within the University Library and other Campus Buildings. Always keep copies of forms as a record.
2. A confirmation or a denial of the room reservation request will be sent via interdepartmental mail or electronically.
3. Verbal requests for reserving room space will not be accepted.

For room requests contact

Telephone: (773) 821-2838

Email: ome@csu.edu

## FACULTY ADVISORS POLICY

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

## INFORMATION SECURITY POLICY

The Information Technology Division (ITD) at Chicago State University (CSU) will provide security for all ITD/CSU managed Information Technology (IT) resources to ensure confidentiality, integrity and availability of CSU operations. This policy defines the responsibilities and general security measures for data specific to the use of IT resources managed by ITD at CSU. This policy applies to all CSU IT resources including but not limited to desktops, laptops, servers, printers, photo-copiers, tablets, iPads, phones, network devices, among others.

### Access Control

- Access to University network systems and resources (wired and wireless) should be made using usernames and passwords.
- Login usernames for use of IT resources to conduct day-to-day operations should not have administrator level access rights.
- Usernames and passwords should not be shared. ITD should be notified if the password has been compromised so that the account can be disabled or password reset.

- Passwords should have sufficient level of complexity. The definition of complexity will be established by the Identity Management Team at CSU.

#### Internet Security

- Transfer of data classified as restricted or confidential should be through secure connections only in order to protect the contents.
- Transfer of University data over the Internet should be done using University provided accounts and should not be done using personal accounts.

#### MILITARY MOBILIZATION

The University has policies for both students and faculty/staff regarding calls to active military service. Refer to the Office of Records and Registration webpage for more information. The webpage also contains a link to the full text of the Policy for Military Mobilization <http://www.csu.edu/recordsandregistration/>. Faculty and staff are excused to participate in active duty and may return to the position or another one upon their return. Students are allowed to withdraw from the University and to re-enroll after active duty.

Arrangements for refunds, loans or grant re-payments should be addressed to the Office of Financial Aid. The Office of Records and Registration handles all other academic issues. Students should notify both offices immediately upon receiving an official call-up notice.

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

#### PARKING POLICY

University parking permits must be displayed on all vehicles (cars, vans, and trucks) operated or parked on campus by students, faculty and staff. Daily hang tags must be displayed on the dashboard with the front side visible. Parking permits may be purchased in the Parking Department (checks and money orders only), O&M 107G, as well as in the Cashier's Office located in Cook Administration 211. Motor vehicle regulations can be obtained from the Parking Department by calling (773) 995-2141 or online: <http://www.csu.edu/csupolice/parkingservice.htm#p4>

#### POLICY REGARDING STUDENTS WITH DISABILITIES

Chicago State University complies with Section 504 of the Rehabilitation Act of 1973 which states that no otherwise qualified handicapped individuals in the United States shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance... and the Americans with the Disabilities Act (ADA) which became a law on June 26, 1990.

In compliance with the provisions of the Rehabilitation Act of 1973, applicable regulations and other applicable laws and regulations, Chicago State University will not discriminate against any

employee, applicant or student for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified.

### POSTING POLICY

The Student Activities Center staff must review all posters, flyers and other announcements. For additional information call the Student Activities Center at (773) 995-2300.

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

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

### SELLING AND SERVING ALCOHOLIC BEVERAGES

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

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

### SEXUAL ASSAULT PREVENTION PROGRAM

In compliance with Illinois P.A. 95-764, and in an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and distribution), online resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year. Information about above policies, procedures, services, and programs can be obtained from the Division of Student Affairs, CSU Police Department and the Student Handbook.

If you, or someone you know, is a survivor of rape or sexual assault, the following offices can assist in providing a private, safe and supportive space to talk, an opportunity to understand options for on-campus and off-campus reporting procedures, and assist in addressing other campus concerns for the survivor.

**On-Campus Resources:**

- **University Police** -phone: 773-995-2111
- **Counseling Center** - Cordell Reed Student Union, Suite 190 phone: 773-995-2383
- **Office of the Associate Vice President of Student Affairs** -Cordell Reed Student Union, Suite 240 phone: 773-995-2448

**Off-Campus Resources:**

- **Chicago Rape Crisis Hotline** - 24 hours a day, 7 days a week, free phone: 1-888-293-2080
- **National Sexual Assault Hotline** - [www.rainn.org](http://www.rainn.org)
- **City of Chicago Domestic Violence Hotline** - 24 hours a day, 7 days a week, confidential, multilingual, LGBTQ sensitive, free. Phone: 1-877-863-6338

### **SEXUAL ASSAULT POLICY**

It is the policy of Chicago State University that the sexual assault of a member of the academic community by another will not be tolerated. This policy applies to all members of the campus community; students, employees, and visitors. This policy applies to incidents that occur on University property, as well as at off-campus functions sponsored or supervised by the institution. The term "sexual assault" as used by Chicago State University in this policy, encompasses the legal definition of sexual assault contained in Chapter 38, Illinois Compiled Statutes. The definition of forcible and non-forcible sex offenses used in this policy is derived from the Federal Bureau of Investigation's Uniform Crime Reporting System. This includes, but is not limited to, acts of rape (stranger and acquaintance), other forms of coerced sexual activity, and unwanted touching or fondling.

**The University is committed to:**

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

### **Prevention and Awareness of Sex Offenses**

A variety of offices provide services aimed at the prevention of sex offenses as well as educational programs about the awareness of rape, acquaintance rape, and other sex offenses. Contact the Office of Admissions, the Counseling Center, the University Police Department or the Division of Student Affairs for more information.

### **Procedures to Follow If a Sex Offense Occurs**

1. If a sex offense occurs, the victim should give first priority to personal safety by seeking immediate assistance at the nearest hospital, police station. If on campus, call ext. 2111 or go

to the University Police Department located at O&M 210, where staff are available 24 hours per day.

2. If personal safety is not an immediate concern, the victim may also seek assistance at the Counseling Center CRSU 190. Staff members are equipped to provide supportive assistance, including guidance on the importance of preserving evidence which will be necessary to prove criminal sexual assault if the victim subsequently chooses to pursue the incident through proper law enforcement channels.

It is important for the victim to give serious consideration to reporting such incidents that do occur to the proper law enforcement agency.

3. If the victim chooses to report an incident of sexual assault, it should be reported to the appropriate police department or, if the incident occurred on campus, the University Police Department at (773) 995-2111, O&M 210. For campus disciplinary action the Police Department will refer the matter to the Office of Judicial Affairs if the alleged perpetrator is a student. If the alleged perpetrator is an employee the matter will be referred to the appropriate vice president. For criminal prosecution, the Police Department will refer the matter to the detectives of the violent crimes unit of the Chicago Police Department.

### SEXUAL HARASSMENT POLICY

It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents that occur on University property, as well as off campus functions sponsored or supervised by the University. One of Chicago State University's goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act. According to the EEOC, "*unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*" There are two categories of behaviors that may constitute sexual harassment. The first category, "quid pro quo", refers to situations in which a tangible benefit (a grade, a job, or a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, "hostile environment," refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together. Intimate relationships between faculty and students, as well as between supervisors and subordinates raise serious professional concerns.

When one party has power over the other, the relationship is inherently unequal. The faculty member or supervisor cannot be certain that the relationship is truly welcome or consensual. If

the relationship deteriorates, possible allegations of "quid pro quo" harassment may arise. Furthermore, others who perceive preferential treatment between the parties to the relationship may feel themselves in an offensive environment. Finally, a consensual intimate relationship poses a professional conflict of interest.

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

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

### **Complaint Procedures**

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

1. Complainant will be asked to complete an in-take form that will include a brief description of the alleged discrimination and the nature of the remedy desired.
2. A private, in-depth interview will be conducted by the EEO Officer or designee with the complainant.
3. The EEO Officer or designee will contact the person(s) against whom the complaint is being filed and will also interview that person(s) to ascertain her or his response to the substance of the complaint.
4. The EEO Officer or designee may assist in the informal resolution of the complaint. With the consent of both parties involved, the Officer will arrange for information to be shared between the parties regarding applicable issues and appropriate remedies. Failure to reach a resolution will result in the investigation proceeding to step 5.
5. The investigation by the EEO Officer will include interviewing witnesses, confirming information and seeking additional information and / or documentation. In conducting the investigation, the EEO Officer shall have unrestricted access to all pertinent materials, records, reports and documents in possession of any University personnel and shall be afforded the opportunity to interview all persons possessing relevant information.
6. The EEO Officer will forward a written report of the investigation and recommendations of resolution to the Vice President of the respondent or, when appropriate, to the President's designee. The vice president (or President's designee) will decide whether or not University or Board of Trustees policies prohibiting discrimination and sexual harassment have been violated and, if so, what remedial action will be taken by the University.



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

### **SOCIAL SECURITY NUMBER AND STUDENT ID POLICY**

In order to comply with Family Education Rights and Privacy Act and Privacy Act of 1974, CSU ID numbers can be used to access CSU Xpress as well as other areas that previously required use of a Social Security number. The unique UID may be used across systems, applications and business processes throughout the lifetime of an individual's relationship with Chicago State University. For instance, an individual may start out as a student, return a few years later as an employee, decide to complete his/her doctoral degree, and return again years later as a faculty member all using the same UID.

The University will still collect Social Security numbers for services such as those relating to employment and student financial aid administration.

For example, a valid SSN will be required for all applicants to begin the hiring process and for all students at the time of application to the University. The Social Security number will be changed to a UID for all new employees as soon as they are hired. The Social Security number for students will be changed to a UID at the time of their initial registration.

### **STUDENT CODE OF CONDUCT**

The *Student Code of Conduct* is the university's formal policy that governs the administrative process pertaining to standards of behavior and conduct expected of students enrolled at CSU. The Office of Judicial Affairs (OJA) is responsible for overseeing the administrative process for protecting students' rights to live and learn in a safe and crime-free environment. The OJA administers CSU's student judicial process and follows the procedural guidelines established by the university. The Director of Judicial Affairs or a hearing committee, representing faculty and/or staff and students, is responsible for hearing student judicial matters and levying sanctions (penalties) in matters where a student has been found responsible for violating the *Student Code of Conduct*.

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

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

#### RIGHTS & RESPONSIBILITIES

It is Chicago State University's right to establish policies pertaining to the standard of students' conduct and behavior.

It is the University's responsibility to protect the rights of all members of the university according to the rules, regulations and laws that govern the institution. To ensure that a collegial and cooperative educational environment is maintained, Chicago State University has the right to investigate allegations, conduct hearings and levy sanctions against any student found responsible for violating the University's *Code of Excellence* and/or the *Student Code of Conduct*. Maintaining these standards, established by the university, is critical to providing an optimal learning, living and working environment which impacts all members of the CSU community. The *Student Code of Conduct* can be viewed in its entirety at [www.csu.edu/judicialaffairs](http://www.csu.edu/judicialaffairs).

Office of Judicial Affairs  
Interim Director,  
Deidre Cato-Baker  
CRSU 247  
(773) 995-3972  
[dcatob@csu.edu](mailto:dcatob@csu.edu)

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

#### STUDENT CONFIDENTIALITY POLICY

The Family Educational Rights and Privacy Act of 1974 is a Federal Law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students may be available.

The law provides that the institution maintains the confidentiality of student education records. This document reflects that legislation and incorporates more recent amendments regarding access to and distribution of records. Students may obtain a Release of Information form from the Office of Records and Registration, Cook Administration Building, Room 128.

#### STUDENT CLUBS AND ORGANIZATIONS POLICY

Chicago State University recognizes those organizations that have been properly registered through the Student Activities Center. Any educational, professional, recreational, social, or



honorary student organization may apply for university registration by submitting for approval a completed registration form from the Office of Student Activities, CRSU 260. An organization must meet the following criteria for registration:

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

### **I. Membership**

Active voting membership of registered student organizations is limited to those whom are currently enrolled as a student at Chicago State University.

Any elected or appointed officer of a student organization including fraternities and sororities are required to maintain a 2.5 grade point average for any given organization should be 2.0.

### **II. Annual Renewal/Registration**

Each student organization must have all registration forms completed and approved by August 1, prior to the new fall semester. Renewal will be approved by the Office of Student Activities. Organizations that do not renew their registration by August 1, of each year will be subject to suspension from the University and all given privileges will be automatically suspended until such time as the registration is properly processed. Registration forms are available in the Student Activities Center, CRSU 260.

### **III. Withdrawal of Registration**

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

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

### **Affiliation with National Organizations**

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

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

### TUITION WAIVER POLICY FOR SENIOR CITIZENS

The University allows individuals who qualify for benefits listed under the Senior Citizens Disability Pension Tax Relief and Pharmaceutical Act to receive a tuition waiver. By resolution of the Board of Trustees, Chicago State University extends the waiver of tuition for no more than three-credit hours to residents of Illinois who have attained the age of 65 at the time of registration. The waiver is applicable to all baccalaureate and graduate courses, with the exception of doctoral and professional degree programs, for which Chicago State University receives funding on an annual basis from the Illinois Board of Higher Education. Individuals must meet the entrance requirements for admission as well as any course or program prerequisites.

The waiver is applicable to those courses where the minimum number of tuition paid registrants has been received and space is available up to the maximum class enrollment. The Provost and Senior Vice President of Academic Affairs may, at his/her determination, waive the previous requirement when sufficient funds are available. Student activity and other course related fees may not be waived and will be paid by each senior citizen registrant.

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

### UNIVERSITY-SPONSORED STUDENT TRAVEL POLICY

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

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

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

- To request travel authorization, members of the faculty, staff or recognized student organizations, granted funding, must submit a completed Travel Authorization Form to the appropriate administrator for approval. The request must be submitted at least two weeks in advance of travel. Sports organizations should consult with the Athletic Department for specific details concerning exceptions to the two-week notice period.
- Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.
- All trip participants are required to comply with the standards set forth in the Chicago State University's *Student Code of Conduct* and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities.
- All University-sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator.
- Students traveling on their own behalf for a recognized student organization, (e.g., clubs, sports teams participating in out of town competitions and Greek organizations) must meet with the appropriate administrator prior to travel.
- The Office of Student Activities, the Athletic Department and/or other university departments must review specific trip details and guidelines prior to travel.
- Names and pertinent emergency contact information must be submitted to the faculty and staff chaperon. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

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

### **VOLUNTEER EMERGENCY WORKER POLICY**

The University has a policy to cover students called for active duty as a result of serving as a volunteer emergency worker. Refer to the Institutional Policy Manual for the full text, available online at [www.csu.edu/ipm/](http://www.csu.edu/ipm/). Students are excused to serve as a volunteer worker and may return to classes when the emergency has ended. The policy covers short leaves of absences (less than three weeks) or complete withdrawal as well as handling loans. Upon receipt of an official request calling him/her to active volunteer service, the student should contact his/her advisor, the Office of Records and Registration, and the Office of Financial Aid. Reasonable accommodation will be made for any student who is a volunteer emergency worker in regard to absence from class caused by the performance of his or her duties as a volunteer emergency worker. If a student believes that he or she has been unreasonably denied this accommodation, he or she may seek redress through the standard grievance procedure as outlined in the Institutional Policy

Manual (Article X, Section 2.1: Grievance Procedures). Refer to the full text of the policy online at [www.csu.edu/ipm/](http://www.csu.edu/ipm/).

### VOTERS' REGISTRATION POLICY

Chicago State University is required by law to provide a sample of a voter registration form and information supplied by the State Board of Elections to every registered student. The information contained in this document is written to serve as the official notification by Chicago State University regarding CSU's compliance to provide each student with information on voting registration information and access to voter's registration forms. Please visit the CSU homepage at [www.csu.edu](http://www.csu.edu), and click on Voter Registration in the A to Z directory. Sample voter registration forms and information produced by the Illinois State Board of Elections can be found in electronic versions on their homepage.

### WAIVER OF TUITION FOR UNIVERSITY STUDENTS

Since July 1, 2008, tuition waivers under this policy have been granted to both undergraduate and graduate students through the Office of the Provost. The Tuition Waiver Handbook contains the listing of waivers and criteria. It is available online on the Provost's webpage at [www.csu.edu/provost/apca](http://www.csu.edu/provost/apca) and in the Office of Financial Aid. Waivers cover the cost of tuition and limited fees. The number of credit hours allocated to students varies from one three-hour course (25% waiver) to full coverage (100% waiver).

The amount of credit depends upon the type of waiver and the student's classification as undergraduate or graduate student. Tuition Waivers are not granted for terminal degrees unless they are mandated by Illinois legislation. Specific criteria based upon undergraduate or graduate status as well as the type of waiver or degree program impact eligibility.

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

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

**Section 2: Eligibility.** Waivers are available for both graduate and undergraduate students. Tuition Waivers are granted for a variety of programs including athletics, academic achievements, leadership, talent or participation in specialized academic programs. Each program carries various eligibility requirements. Refer to the Tuition Waiver Handbook

(available online in the “A to Z” list at [www.csu.edu](http://www.csu.edu) and in the Office of Financial Aid) for specific criteria.

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

- a. Students who need to meet any residency or internship policies required in their degree program must make individual arrangements to meet those requirements. It is not the University’s responsibility to waive such academic requirements.
- b. Tuition waivers do not apply to specialized or professional degree programs beyond the master’s level, unless they are statutory or mandated waivers under the State of Illinois regulations. Waivers awarded by an advanced degree program (doctorate in educational leadership, pharmacy doctorate, etc.) will be funded and dispersed through those degree programs. Contact those offices for applications.
- c. Should a student desire to take courses/credit hours in excess of the maximum allowed through the Tuition Waiver Program, they may be required to pay tuition and all applicable fees for those credit hours/courses in excess of the maximum. Students should contact their program’s waiver administrator regarding credit hour limitations. The administrator’s name can be found in the Tuition Waiver Handbook.

**Section 4: Processes.**

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

**LAST PAGE DISCLAIMER:**

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

**CHICAGO STATE UNIVERSITY**

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