

Museum Studies - 2008/2009

[Admission](#) | [Courses](#) | [Program](#) | [Requirements](#)

Director: Ann Rowson Love
Graduate Committee Chairperson: Ann Rowson Love
Department Office: WIU-Quad Cities Campus
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Department Fax: 309/762-6989
Department E-mail: COFAC@wiu.edu
Website: www.wiu.edu/cofac
Location of Program Offering: Quad Cities

Graduate Faculty

Faculty teaching in the Master of Museum Studies program are full, associate, and temporary members of the graduate faculty from the Department of Art; Department of Recreation, Parks, and Tourism Administration; and museum professionals at the Figge Museum of Art and other institutions.

Program Description

The purpose of the Museum Studies Program is to educate students as to the history of museums, the various aspects of museum work to include administration, collections management, exhibition development, education, community development, tourism, and fund raising. Also, the program strives to acquaint students with the opportunities and problems faced by museums and museum personnel, and to create career opportunities for students who might seek employment in a museum. Emphasis is placed on practicum experiences involving such basic museum functions as exhibition, curatorial research, cataloging, acquisition, community service, education, and administration.

This program offers coursework through the departments of Art, and Recreation, Park and Tourism Administration working in conjunction with museum professionals at the Figge Art Museum in Davenport, Iowa.

Admission Requirements

It is expected that students enrolled in the program will hold at least a bachelor's degree and be seriously committed to a career in museums, historical agencies, preservation organizations, or related institutions. No prior museum experience is required.

Requirements to be considered for admission into the program include:

1. Official transcripts indicating a Bachelor's degree (or foreign credentials equivalent to the U.S. bachelor's degree) with a cumulative or last two years' undergraduate GPA of 3.0 or higher
2. TOEFL score of 600 (paper based), 250 (computer based), or 100 (internet based) or better for international applicants
3. Three letters of recommendation
4. A current resume
5. An essay, professional in appearance and content, explaining your academic goals while pursuing graduate study in Museum Studies at WIU, and how your immediate and long-term plans will be met through this program

Preference will be given to applicants who come from backgrounds in the following areas: art; recreation, park and tourism administration; anthropology; and history.

After being accepted to the program but before beginning the program, students must purchase a "Museum Studies" membership at the Figge Art Museum. This fee will be paid to the Figge Art Museum to cover incidental expenses and admission to workshops held at the museum. The fee will include a 2-year

membership to the Figge Art Museum. Students who do not complete the program in two years must purchase another 2-year membership.

Degree Requirements

The Master of Arts degree in Museum Studies requires 34 semester hours of coursework including workshops, a portfolio, and a ten-week internship/special project.

I. Core Courses: 22 s.h.

MST 500 Introduction to Museums: Purpose, Function and History (3)

MST 501 Museum Administration (3)

MST 502 Museum Exhibition (3)

MST 503 Museum Collections Management (3)

MST 515 Introduction to Museum Education (3)

RPTA 424G Fund Raising and Volunteerism in Leisure Services (3)

MST 600 Internship and Special Project (4)

MST 601 Workshops in Museum Studies (0)

MST 602 Graduate Portfolio (0)

II. Directed Electives: 12 s.h.

RPTA 448G Interpretation of Cultural and Environmental Resources (3)

RPTA 460G Community Tourism Development (3)

RPTA 467G Special Event Planning and Management (3)

ART 485G Research in Art History (3, repeatable to 9)

ART 496G History of Contemporary Art (3)

MST 520 Independent Study in Museum Education (1-3, repeatable to 6)

MST 560 Practicum in Museum Education (1-3, repeatable to 3)

Total Program: 34 s.h.

Course Descriptions

Museum Studies (MST)

500 Introduction to Museums: Purpose, Function and History. (3) This course will provide students with an overview of the purpose, function, and history of museums and their role in society. Students will be introduced to all of the disciplines within the museum and will discuss recent issues in the field.

501 Museum Administration. (3) This course will provide students with an overview of management history, theory and practice focusing on the issues involved in managing a non-profit organization. Topics to be covered include strategic planning; ethics and governance; membership; earned income; and marketing and non-profit finance. Students will complete a finance assignment and an in-depth museum management case study. A variety of topics will be covered including the concepts of project management, team building, group problem solving, and managing change. Case studies of actual projects in museums.

502 Museum Exhibition. (3) This course will focus on the development of interpretive museum exhibitions including theory, planning, research, methodologies, design, construction and installation, and the application of new technologies.

503 Museum Collections Management. (3) This course will provide an introduction to the basic theories, methodologies, and current issues relating to archives management. Establishing collections policies; laws, regulations, conventions, and codes that bear on acquisitions, deaccessions, loans and collection care; accountability; access problems. The implementation of collections policies: establishing and managing collections; management procedures and systems; documentation of collections; records preservation; tax codes; data bases; collections access and storage; restitution and repatriation laws and controversies; handling, packing and shipping; inventory control; and responsibilities of a museum registrar.

515 Introduction to Museum Education. (3) Public education is at the core of the service that museums provide. This course focuses on all aspects of the educational role of museums from the mission through

an exploration of museum learning, the use of new technologies, and the development of public programs and evaluation.

520 Independent Study in Museum Education. (1-3, repeatable to 6) Students may take up to three hours of independent study per semester in areas related to museum studies; art; history; or recreation, park and tourism administration. Students must design the study in consultation with the appropriate faculty member, complete an Application of Independent Study form, and have it signed by the program director before enrolling for the course. *Prerequisite: Nine semester hours of completed coursework.*

560 Practicum in Museum Education. (1-3, repeatable to 3) This course is designed to give supervised practical experience to students who wish to pursue a special project in museum education. *Prerequisite: MST 515.*

600 Internship and Special Project. (4) Students are required to complete an internship of at least ten weeks in a museum or related organization. As a part of the internships, students will undertake and complete a special project approved by the host museum and the program director, and make periodic reports to the program director on their experience. Students are responsible for finding their own internships, although the program director assists by informing them about opportunities. The program reserves the right to reject any student-arranged internship. The overall internship program is coordinated by the program director, but individual interns are supervised by museum professionals at the host institution. Graded S/U. *Prerequisite: Completion of at least 21 s.h. in the program.*

601 Workshops in Museum Studies. (0) Students are required to attend at least five workshops run through the Figge Art Museum or other workshops approved by the program director. Graded S/U.

602 Graduate Portfolio. (0) Throughout their graduate program, students will develop a portfolio documenting their evolving knowledge and skills in the Museum Studies program. Graded S/U. This course should be taken during the last semester of coursework in the program.

Recreation, Park and Tourism Administration - 2008/2009

[Admission](#) | [Courses](#) | [Program](#) | [Requirements](#)

Department Chairperson: K. Dale Adkins
Graduate Committee Chairperson: Daniel G. Yoder
Department Office: Currens Hall 400
Department Telephone: 309/298-1967
Fax: 309/298-2967
Department E-mail: RPTA@wiu.edu
Website: www.wiu.edu/RPTA
Location of Program Offering: Macomb

Graduate Faculty

▪ Professors

- K. Dale Adkins, Re.D., Indiana University
- B. Nick DiGrino, Ph.D., Texas A&M University
- John Hemingway, Ph.D., University of Iowa
- Michael L. McGowan, Re.D., Indiana University
- Donald J. McLean, Ph.D., University of Waterloo
- Katharine A. Pawelko, Ph.D., University of Maryland
- Daniel G. Yoder, Ph.D., University of Illinois
- Dean A. Zoerink, Ph.D., C.T.R.S., University of Minnesota

Associate Graduate Faculty

▪ Associate Professor

- Marcia Jean Carter, Re.D., Indiana University

▪ Assistant Professors

- Minsun Doh, Ph.D., Texas A&M University
- Paul A. Schlag, Ph.D., University of Georgia

Program Description

The Department of Recreation, Park and Tourism Administration offers a program in graduate study leading to the Master of Science degree. Advanced course work is available in recreation administration and programming, park planning and management, outdoor/adventure recreation, therapeutic recreation, college leisure services programming, tourism, resort recreation, and youth services programming.

The Master of Science program with a major in Recreation, Park and Tourism Administration prepares persons to assume major responsibilities for delivery of leisure services. An individualized curriculum approach is utilized to help each student develop problem-solving and integrative thinking skills through core competencies deemed necessary for all graduates and career competencies relating to individual goals.

The program will: a) enlarge the student's concepts of the role and significance that leisure plays in promoting the quality of life for all Americans; b) help each student develop an understanding and

appreciation of the purpose and function of research as it relates to the planning, programming, and administration of leisure services; c) encourage each student to develop higher level academic and practical skills to be able to plan, program, and manage leisure services more efficiently and effectively; and d) assist students in their quest to become more proficient and effective professionals in their career interests.

Students who qualify may be assigned to staff positions with local agencies as departmental graduate assistants. Present assignments facilitate interests in student services, outdoor recreation and education, recreation administration and programming, therapeutic recreation, tourism, and research. Approximately twenty-five students receive graduate assistantships during the academic year.

Admission Requirements

To complete application, the following is required by the department:

1. Current résumé;
2. Responses to five questions in essay form (supplied by department);
3. Three letters of reference;
4. The Graduate Record Examination (GRE) is not required for regular admission to the graduate program in recreation, park, and tourism administration; however, those students entering under probationary status are encouraged to take the General Test of the GRE and have their scores on file before enrollment.

Degree Requirements

The program requires a minimum of 34 semester hours including a minimum six semester hour culmination option.

I. Core Courses (or their equivalent competency): 16 s.h.

- RPTA 511 Measurement and Statistical Analysis (3)
- RPTA 515 Philosophy of Leisure (3)
- RPTA 522 Seminar in Administration of Leisure Services (3)
- RPTA 526 Fiscal Management in Leisure Services (3)
- RPTA 599 Research Methods in Leisure Services (3)
- RPTA 600 Seminar in Leisure Services (1-3)

II. Select one of the following exit options: 18 s.h.

A. Thesis

- RPTA 601 Thesis (6)
- Directed Electives (12)

B. Internship

- RPTA 603 Professional Internship (6)
- Directed Electives (12)

Total Program: 34 s.h.

Course Descriptions

422G Advanced Administration of Leisure Services. (3) Investigates advanced concepts and processes related to the administration of leisure services, including marketing applications and the management of human resources. *Prerequisite: RPTA 322 or permission of the instructor.*

424G Fund Raising and Volunteerism in Leisure Services. (3) A study of the principles and practices associated with fund raising and utilization of volunteers in public as well as private nonprofit leisure service organizations. *Prerequisite: RPTA 322 or permission of instructor.*

428G Youth and Leisure Services. (3) A study of the theories, principles, and practices related to youth and leisure, including social trends and issues, youth development, youth services agencies, program

planning and evaluation, behavior management, leadership, and public relations. Field Project. *Prerequisites: RPTA 230 and RPTA 332 or permission of the instructor.*

446G Wilderness Leadership. (3) Prepares students to become qualified wilderness trip leaders. Expedition behavior, emergency procedures, and wilderness leadership responsibilities will be examined during a five-week expedition. Lab fee. *Prerequisite: Permission of the instructor.*

448G Interpretation of Cultural and Environmental Resources. (3) Develops a basic understanding for interpretation of natural, environmental and cultural resources. Includes philosophy and techniques. Field trip. *Prerequisite: Permission of the instructor.*

449G Management of Outdoor Adventure Recreation. (3) Management of outdoor adventure recreation in both intensity and wilderness/dispersed recreation environments is examined. *Prerequisite: Permission of the instructor.*

450G Traveling Workshop. (1-3) Opportunity for students to observe the operations of a variety of leisure service agencies and to discuss on location the trends, problems, and techniques in leisure service delivery. Lab cost. *Prerequisite: Permission of the instructor.*

451G Principles of Therapeutic Recreation. (3) Principles of program planning for people with disabilities in clinical, residential, and community-based settings. *Prerequisites: RPTA 251 and permission of the instructor.*

453G Clinical Therapeutic Recreation Processes. (3) Applies related clinical processes in therapeutic recreation service for persons with developmental, mental, emotional, social, physical, and chemical disabilities or impairments. Field project. *Prerequisites: PSY 251, RPTA 251, and permission of the instructor.*

454G Management of Therapeutic Recreation. (3) Management of therapeutic recreation services including organizational dynamics of healthcare institutions, finance and reimbursement, budgeting, risk management, accreditation standards, certification, professional ethics. Field trip. *Prerequisites: RPTA 251, 351, and 451; permission of the instructor.*

460G Community Tourism Development. (3) Provides essentials for successful development of a local tourism economy including organizing, planning, developing, and operation. *Prerequisite: RPTA 362 or permission of the instructor.*

461G Conference and Convention Planning and Management. (3) Prepares students for positions as planners and managers of conferences and conventions at resorts, hotels, cruise ships, camps, universities, or other private or municipal convention centers. Graduate students will be expected to plan and carry out a conference. *Prerequisite: Permission of the instructor.*

462G International Tourism. (3) Analysis of contemporary leisure travel behavior emphasizing world tourism markets, products, attractions, sales and industry trends. *Prerequisite: Permission of the instructor.*

464G Group Tour Planning and Management. (3) Examines the history, structure, and mechanics of creating and selling packaged tours and the role of the group tour designer in an expanding travel and tourism industry. *Prerequisite: Permission of the instructor.*

465G Tourism Destination Promotion. (3) A comprehensive study of the functions of community tourism promotion. Examines management strategies and methods to fund and operate a promotional agency and fulfill responsibilities to community, local service providers, and potential visitors. *Prerequisite: RPTA 362.*

466G Resort Management. (3) Principles and practices to plan, develop, manage and operate resort properties, with emphasis on leisure-based facilities and services. *Prerequisite: RPTA 362 or permission of the instructor.*

467G Special Event Planning and Management. (3) The application of methods and techniques to plan, implement and evaluate successful community special events. Content includes selection of event themes and coordination of set up, staff, finance, promotion, partnerships, operations and evaluation. *Prerequisite: RPTA 332.*

482G Facility Management. (3) Explores problems, principles, and techniques of management, design, and operation of selected park and recreation facilities. Special emphasis on swimming pools, tennis,

racquetball, golf, ice skating, and community center activities. Consideration given to factors affecting energy conservation and reducing operational costs. Field trip fee. *Prerequisite: Permission of the instructor.*

483G Trail and Landscape Construction. (3) Includes field layout and construction methods for outdoor recreation facilities (trails, boat ramps, campsites, etc.). Stresses site analysis, measurement, landscape suitability/limitations and construction requirements. Real park development projects used as labs. Lab fee for field trips and materials. *Prerequisite: Permission of the instructor.*

488G Park Open Space Planning. (3) Investigates theory, principles, and methods of planning recreation land systems. Explores procedures to preserve, acquire, and develop recreation lands and green space throughout a district or urban area. *Prerequisite: Permission of the instructor.*

489G Park Maintenance and Operations Management. (3) Explores procedures and problems of recreation area operation with emphasis on planning and management for maintenance efficiency. Topics include planning, scheduling, standards, cost control, vandalism, etc. *Prerequisite: Permission of the instructor.*

490G Independent Study. (1-3, repeatable to 8) Research projects or independent study not covered in other courses. Credit assigned according to the nature and scope of project. *Prerequisite: Written description of proposal including justification, objectives, and procedures must be submitted to the department chairperson prior to enrollment; permission of the department chairperson required.*

511 Measurement and Statistical Analysis. (3) Statistics and experimental designs that are necessary to evaluate data collected from measurement commonly obtained in recreation and park administration.

515 Philosophy of Leisure. (3) Examination of professional ethics in leisure service delivery based upon exploration of classical and contemporary thought.

522 Seminar in Administration of Leisure Services. (3) An in-depth study of specific selected administrative problems relating to such topics as legislative and legal problems, finance, budgeting, personnel policies, land acquisition, agency relationships, etc.

526 Fiscal Management in Leisure Services. (3) This course examines the fiscal process in leisure service organizations, analyzes revenue production and expenditure alternatives, and identifies internal and external control mechanisms.

530 Program Development and Supervision. (3) A seminar in the administration and management of leisure programs in a variety of agency and organizational settings. Techniques in needs assessment; as well as development, implementation, and evaluation of leisure programs are studied.

580 (cross-listed with ECON 580, GEOG 580, CH 580 and POLS 580)

Skills in Community Development. (3) This course emphasizes the practical skills required to be an effective community developer, including conflict resolution, leadership, communication, and community capacity-building. The focus is on skill-building, as students are provided opportunities to practice new techniques. Topics will be modified as new technologies and other external factors impact the practice of community development. Graded S/U.

590 Research in Leisure Services. (1-3, repeatable)

599 Research Methods in Leisure Services. (3) Research methods used in scholarly studies to solve problems common to recreation and park and tourism administration.

600 Seminar in Leisure Services. (1-3, repeatable) Course content in response to needs and approved programs of graduate students. Utilization of specialists, consultants, visiting professors. Course may be repeated with permission.

601 Thesis. (6)

603 Professional Internship. (6) Direct assignment on a three-month to 12-month basis to a leisure services agency or organization under the specific direction of a qualified agency administrator and supervision of a recreation faculty member. Involvements focus on practical and uniquely necessary competencies best developed in the work setting. *Prerequisite: Graduate Committee approval.*

Courses for Graduate Credit: Department of Art - 2008/2009

Department Chairperson: Charles A. Wright
Department Office: Garwood Hall 32
Department Telephone: 309/298-1549
Fax: 309/298-2605
Website: www.wiu.edu/art

Graduate Faculty

▪ **Professors**

- Janece Clough, M.F.A., University of Wisconsin
- Donald E. Crouch, M.F.A., State University of Iowa
- Edmond W. Gettinger, M.F.A., Wichita State University
- Charles A. Wright, M.F.A., Washington University

Associate Graduate Faculty

▪ **Professors**

- Julie Mahoney, M.F.A., Wayne State University
- Bruce Walters, M.F.A., University of Wisconsin

▪ **Associate Professors**

- Susan Czechowski, M.F.A., Syracuse University
- William Howard, B.F.A., Colorado State University
- Jenny Knavel, M.F.A., University of Wisconsin
- Lorraine Schwartz, Ph.D., Indiana University
- Tim Waldrop, M.F.A., Southern Illinois University-Edwardsville
- William Willis, M.F.A., University of South Florida
Kathleen Winters, M.F.A., Miami University

▪ **Assistant Professors**

- Ron Aman, Ph.D., Pennsylvania State University
- Brett Eberhardt, M.F.A., Syracuse University
- Keith Holz, Ph.D., Northwestern University
- Damon McArthur, M.F.A., The American University
- Vince Palacios, M.F.A., Alfred University

Course Descriptions

Art Education (ARTE)

438G Art in Secondary Education. (3, repeatable to 9) Reading, research, discussion, and evaluation of high school art curricula, with a focus on the needs of the students. *Prerequisite: ART 339.*

439G High School Art Methods. (3) Students are involved in selecting those learning objectives and situations which emanate from a meaningful art curriculum for the secondary school student. *Prerequisites: ART 101, 102, 361, or 360/460, or permission of the instructor.*

460G Art in Elementary Education. (3, repeatable to 9) Curricula and trends in visual perception related to a concern for the interaction of teacher, student, and society. *Prerequisite: ART 360 or equivalent, and EIS 201.*

461G Arts and Crafts for Special Education. (3) A course designed to acquaint the teacher or counselor with the theory and practice of presenting art and crafts experiences that are therapeutically and/or educationally applicable to the physically, mentally, and emotionally disabled.

Art History (ARTH)

485G Research in Art History. (3, repeatable to 9) An intensive study of a special area of art history selected with the instructor. *Prerequisite: Written permission of the instructor.*

Art Studio (ARTS)

440G Studio Problems in Drawing. (1-3) Individual problems in drawing selected with the instructor at registration. *Prerequisites: Graduate standing and permission of the instructor.*

452G Studio Problems in Painting. (1-3) Assignments will be given individually based on previous efforts and will be directed toward the expansion of an idea and the content/subject matter. The course continues to investigate materials and techniques. *Prerequisites: Permission of the instructor.*

These courses in art history are designed to give students an opportunity for specialized study in specific areas of the history of art. Such courses may deal with a significant artist and his/her times, with a significant movement, or with significant developments in the history of art. Material covered may not be the same each time the course is offered. Instructors are assigned on the basis of their specialized knowledge, and enrollment is limited since the courses are conducted as seminars. These courses are repeatable, but with permission of the instructor to prevent duplication of coverage. *Prerequisite: Permission of the instructor.*

Fees and Financial Assistance - 2008/2009

Scholarships

Cost Guarantee

Western Illinois University offers guaranteed tuition, fees, as well as room and board rates for graduate students. Students eligible for the graduate cost guarantee must meet the following:

1. Must be enrolled in a graduate degree program (unclassified graduate students will not be eligible);
2. The guarantee will be for four consecutive years. If the student has not finished the degree program within four years, the rate will be advanced by two years and will continue for another two years;
3. If the student becomes unclassified during the guarantee program, he/she will be moved to the current rates and will not be covered by the guarantee until enrolled in a degree program;
4. The guarantee will cover per-hour tuition rate, per-hour University fee rate, and room and board.

The following rates of tuition and fees are listed per credit hour for the fall and spring semesters 2008-2009. These rates apply to all who are classified as graduate students. The amounts are subject to change without notice by action of the Board of Trustees. The most current tuition and fee rates can be viewed at www.wiu.edu/billing or can be obtained by contacting the Billing and Receivables Office at 309/298-1831 or e-mailing billings@wiu.edu.

Tuition

In-State: \$237.34 per credit hour

Out-of-State: \$474.68 per credit hour

Macomb Campus Fees

Activity Fee: \$4.66

Athletic Fee: \$10.96

Bond Revenue Fee: \$20.18

Computer Fee: \$4.33

Facilities Enhancement/Life Safety: \$9.00

Health Center Fee: \$ 6.87

Publications Fee: \$0.66

Talent Grant Fee: \$1.50

Transit Fee: \$2.39

Total Fees per Credit Hour: \$60.55

WIU-Quad Cities Campus Fees

Activity Fee: \$2.80

Computer Fee: \$ 4.33

Facility Enhancement/Life Safety: \$7.00

Talent Grant Fee: \$1.00

Transit Fee: \$2.70

Total Fees per Credit Hour: \$17.83

University fees are evaluated and recommended by the students and staff to help facilitate various services and programs on campus. University fees are mandatory for all students and require payment regardless of whether or not the student receives direct benefits. Students registered for nine or more semester hours of student teaching, internship, or overseas experience will receive a 25 percent reduction in the student activity, athletics, computer, health center, publication and transit fees. The preceding tables reflect the full fee rates. Fees may vary depending on the location of course offering.

University fees are composed of the following:

Activity Fee: used by various student organizations to help provide student activities. Examples include University Union Board, band, theatre, student government, etc.

Athletic Fee: provides partial support for the men's and women's athletic programs.

Bond Revenue Fee: supports payment of principal and interest on bonds issued to construct student activity facilities (University Union, Western Hall, etc.).

Computer Lab Fee: supports computer labs and computer resource centers.

Facility Enhancement/Life Safety: funds state-mandated sprinkler installation in residence halls and other safety features. Also supports other student services facilities.

Health Center Fee: helps support the Beu Health Center which provides many medical services at reduced rates.

Publication Fee: supports the student newspaper.

Talent Grant Fee: provides funds to give grants to students who demonstrate outstanding talents in extracurricular activities. Examples include art, theatre, student government, band, etc.

Transit Fee: supports the bus service.

Miscellaneous Fees

A \$7 nonrefundable transcript fee is assessed the first semester a student matriculates to Western Illinois University. This one-time fee entitles the student to unlimited transcripts at no additional cost.

A \$75 non-refundable fee is assessed to all new international students for orientation programming.

Student Health Insurance

All graduate students who enroll for nine hours or more during the spring and fall, or six or more hours for summer are assessed health insurance. All graduate assistants under contract to the University will be assessed student health insurance. A brochure explaining the coverage of the student health insurance program is available at the Student Health Insurance Office, Beu Health Center, lower level, 309/298-1882. Student health insurance may be waived if the student provides proof of equal or better coverage. Waiver request forms are available at the Student Health Insurance Office. Completed forms must be received in the office by the tenth day of the fall/spring semester and the sixth day of summer session. Information and forms are available online at: www.student.services.wiu.edu/beu/insurance.

Room Rates for Residence Hall—effective Fall 2008-Spring 2009

By Semester

Double Occupancy: \$2,175

Single Occupancy: \$3,045

Super Single: \$3,154

Suite (Double): \$2,375

Suite (Single): \$4,036

Grote Hall Double Occupancy: \$2,475

Grote Hall Single Occupancy: \$3,094

Summer Term

Double Occupancy: \$586.00

Single Occupancy: \$960.00

Board Rates for Residence Halls— effective Fall 2008-Spring 2009

By Semester: \$1,430

Summer Term: N/A

The Billing System

The student receivables system brings University charges and credits into one account. The Billing and Receivables Office will compile the latest information from University offices (i.e. Financial Aid, Registrar,

and University Housing and Dining) and prepare the monthly billing statement. A finance charge of 1% per month on the unpaid balance from prior month's billing will be assessed. A student with a past due (encumbered) account balance will be denied registration and transcripts.

The University bills by semester, not by academic year. Actively enrolled students will receive their billing statement via STARS. Notification will be sent to the student at his or her WIU e-mail address when each bill is ready to view on STARS. Students may establish one additional e-mail address to which the notification may also be sent by notifying billings@wiu.edu. The e-mail will include the account balance and the due date. Students who need more than one additional billing e-mail can contact the Student Assistance and Parent Service Center. Details must be viewed on STARS. In January, June and August paper billing statements will be mailed to the home address on file in the Registrar's Office. It is the student's responsibility to notify the appropriate office of address or e-mail corrections.

Payment Plans

WIU does not require advance payment of charges from new students or students in good financial standing with the University. It is recommended that fall charges be paid in full by November 1 and spring charges paid by April 1 to take advantage of pre-registration for the next term. There are two options, the Open Payment Plan and the Automated Payment Plan. However, both have four basic restrictions:

1. All appropriated financial aid including loans may first be applied to the student's account to cover current semester allowable charges. This will occur whether or not those costs have appeared on the bill.
2. Students will not be permitted to register for the next term if they have financial or administrative obligations.
3. A finance charge will be assessed after each bill's due date on any billed but unpaid balance (1% per month).
4. University transcripts will not be issued to students who have financial or administrative obligations.

Automated Payment Plan

Automated Payment Plan provides students a structured option for budgeting educational expenses over several months. The monthly payments will be deducted from a bank account on the fifth of each enrollment month. The 1% finance charge listed in the basic restrictions is not assessed on the contract amount; however, there is a \$2 per month transaction fee to cover processing. Additional charges incurred above the contract amount will be billed and subject to the 1% finance charge assessment if not paid by the due date. A completed agreement form is required to participate in this plan. The form is located at: www.wiu.edu/billing.

Open Payment Plan

The Open Payment Plan is a flexible plan that allows unlimited choice of payment options; no formal agreement form is needed, as this is the default plan. Payments may be made during the semester according to the student's individual resources.

University Credit/Refund Policy

Dropped Courses

Students enrolled in any combination of sessions, either on-campus and/or off-campus, must drop from the desired class within that session's 100 percent refund/credit period to avoid assessment of tuition and mandatory fee charges. Students will be assessed full tuition and fees in accordance with the University's tuition and fee schedule for classes dropped after the 100 percent refund/credit period. The 100 percent refund/credit periods for regularly scheduled classes are as follows:

- Fall and spring semester: on or before the tenth class day of the semester.
- Summer session: on or before the sixth class day of the session.

Total University Withdrawal

Procedures: Any student making a TOTAL University withdrawal MUST withdraw within established refund/credit dates to avoid charges. Prior to the first day of the semester, a student may completely withdraw from the University through STARS. On or after the first day of the semester, in order to completely withdraw from the University, students who are classified as full-time students must contact the Student Development and Orientation office (309/298-1884).

A student may withdraw during the first ten weeks of a regular semester. After the first ten weeks, a student may not withdraw from the University unless there are exceptional and documented circumstances. Withdrawal may affect a student's eligibility for current or future financial aid.

Fall and Spring Semesters

A student who has registered for regularly scheduled classes and officially andTOTALLY withdraws from Western Illinois University in accordance with established University procedures on or before the tenth class day of the semester shall receive credit for all tuition, mandatory fees, and pro-rated credit for room and board charges.

A student who officially and **totally** withdraws after the tenth day of the semester shall be entitled to a refund/credit of tuition, mandatory fees, and room and board charges as follows:

Remainder of Week 3 - 80% refund
Week 4 - 70% refund
Week 5 and Week 6 - 60% refund
Week 7 and Week 8 - 50% refund
Week 9 - 40% refund
Week 10 - 30% refund
After Week 10 - 0% refund

Summer Session

The University designates shorter withdrawal credit periods for the summer session, special courses, and short courses scheduled during that term. Withdrawal credit periods are available on the Office of the Registrar website at www.wiu.edu/registrar.

Financial Assistance

Graduate Assistantships

Graduate assistantships are academic merit-based award programs which provide students with work opportunities in a job closely related to their academic field of study. Students with full-time assistantships are required to work up to 20 hours per week or teach up to 6 semester hours per semester, and will receive a monthly stipend and waiver of tuition. Current stipend amounts, policies, procedures, and additional information concerning the assistantship program may be found online at www.wiu.edu/grad/manuals/gainfo.php. Assistantship applications received prior to **March 15** may be given priority consideration.

Categories of Assistantships

1. Graduate Assistant: Graduate Assistant duties are varied and are designed to support the administrative and operational functions of the University or approved external agencies. Assistants whose primary (i.e. greater than 50%) duties consist of one or more of the following types of activities will be classified as Graduate Assistants: work assignments which are non-classroom/teaching related; technical/support services; classroom support such as grading, tutoring, preparation of class materials, etc.; and clerical assistance.
2. Research Assistant: Research Assistants are usually assigned to faculty members to assist with their research. Research Assistants may be funded with departmental monies, but frequently are funded through externally obtained grants and contracts. Research Assistants' duties vary by discipline and can involve a variety of responsibilities. Assistants whose primary (i.e. greater than 50%) duties consist of one or more of the following types of activities will be classified as Research Assistants: library research, proposal writing, data collection, data analysis, and collaborating with faculty in preparing publications.
3. Teaching Assistant: The duties of a Teaching Assistant are to conduct or support instruction. Assistants whose primary (i.e. greater than 50%) duties consist of one or more of the following types of activities will

be classified as Teaching Assistants: teaching classes under supervision by University faculty person, and leading lab or discussion groups in a course setting.

Application Process: To apply for an assistantship, an Application for Assistantship (available from the School of Graduate Studies or at www.wiu.edu/grad/forms/assis.pdf) must be submitted along with three letters of recommendation (some programs require specialized recommendation letters) and a statement of personal goals. The application, letters, and statement must be submitted to the School of Graduate Studies before an assistantship contract may be written.

Tuition Waiver Benefit: Graduate assistants with at least a two-month contract receive a waiver of tuition (upon receipt of a signed contract) for the period of appointment plus a maximum of one summer session **adjacent to** (preceding or following) the employment period. If eligible, the summer tuition waiver is automatically applied for the summer following the end of the contract period; students must notify the Graduate School at the time of signing a fall contract if they choose to use it the preceding summer. The waiver does not include insurance costs or student fees. Tuition waivers may be revoked if the assistant does not fulfill at least two months of the regular contract.

Pay Schedule: Full paychecks for fall contracts with semester-long employment dates will be issued in October, November, December, and January. There are five paychecks issued to those with spring semester-long contracts: one-half check in February; full checks in March, April, and May; and one-half check in June. Payday is the first of the month unless that day is a weekend or holiday, in which case payday will be the weekday before the first. Assistants are required to participate in direct deposit of wages using the financial institution of their choice.

Eligibility Requirements: Students must meet all of the conditions listed below in order to hold an assistantship position:

1. Must have a graduate assistantship application, personal statement of goals, and three letters of recommendation on file in the Graduate School.
2. Must be a degree-seeking graduate student regularly accepted into a master's program. Probationary students, non-degree students, and second bachelor's degree students are not eligible to hold assistantship positions.
3. Must have a graduate GPA of at least a 3.0 if graduate courses have been completed at the time the contract is initiated.
4. Must be enrolled in at least nine semester hours of graduate coursework or undergraduate deficiencies if holding a graduate or research assistant position for fall/spring; or at least six semester hours if holding a teaching assistant position for fall/spring; or three semester hours for summer (any position). If it is the assistant's last semester of coursework (as verified by the degree plan), it is acceptable to be registered for only the remaining required courses.
5. Sign an assistantship contract and complete all required employment paperwork.

Employment Requirements: All graduate assistants must complete an *Authorization for Deposit of Recurring Payment* form which allows assistants to receive monthly stipends electronically from WIU. Additionally, if this is the student's first period of employment at WIU or if changes are necessary, an *Employment Eligibility Verification (I-9)* form and an *Employee's Withholding Allowance Certificate (W-4)* must be completed in the Graduate School within three days of the contract's begin date.

All graduate assistants under contract to the University will be assessed the student health insurance fee. A brochure explaining coverage of the student health insurance program is available at the Student Health Insurance Office, lower level of Beu Health Center, 309/298-1882. Student health insurance may be waived if the student provides proof of equal or better deductible.

Graduate assistants must adhere to the same standards of professional ethics as regular faculty. All graduate assistants must conform with the Ethics Act of Illinois by either completing the online test, or by reviewing the *WIU Ethics Orientation for Employees* brochure and submitting to the Graduate School the certification sheet attached to the brochure.

In accordance with state statute, teaching assistants engaged in oral instruction in the classroom should be people who possess adequate competence in spoken English (unless the language of instruction is not English). For students whose native language is not English, this competence must be evaluated by the

department chair. Certification of such evaluation is required on the Graduate Assistant Contract Request which the department chair must submit to the Graduate School.

Graduate assistants must meet their normal assigned duties but should not be asked or required to perform additional duties without supplemental pay. Payment for duties performed outside of the assistantship duties should be made by the employing department using the *Lump Sum Payment Request - Graduate Assistant* form available online at: www.wiu.edu/grad/forms/lumpsumform.pdf. This method of payment is not to be used on a recurring basis.

It is recommended by the Graduate School that graduate assistants not hold employment other than the assistantship.

Termination/Resignation: Resignation of an assistantship by a student or by a department/unit must be made to the Graduate School in writing. The employing unit or the Graduate School may terminate an assistantship contract for cause or if eligibility requirements are not met. As soon as an assistant has been terminated or has resigned, an e-mail notification will be sent to the hiring department's fiscal agent, the supervisor, and the student (using WIU e-mail address).

Graduate Student Research and Professional Development Fund

The Graduate School strongly values professional development and research as important components of graduate study. As such, the Graduate Student Research and Professional Development Fund is designed to support student research projects and presentations, scholarly activities, and professional development opportunities.

A minimum of \$10,000 (up to \$500 per awardee) will be available each academic year to degree-seeking graduate students. To be eligible for the award, students must be currently enrolled in a degree program, have at least a 3.0 graduate GPA, and have completed at least 6 semester hours of WIU graduate coursework.

Application deadline to be considered for the fall semester is September 15; for the spring/summer semesters is February 15. Applications should be submitted to the applicant's department chairperson on or before the deadline. A maximum of five applications may be submitted from each academic department.

Applications and full guidelines are available online at: www.wiu.edu/grad/forms/StudentFund.pdf. Students should submit the application to the Graduate School, 1 University Circle, Macomb, Illinois 61455. Full guidelines of the award are available online at www.wiu.edu/grad/resources/StudentFund.php.

Special Opportunities for Minority Graduate Students

Financial assistance programs are available to students who are members of ethnic groups that have been traditionally underrepresented in higher education. These programs include the President's Minority Graduate Access Program (PMGAP) and Diversifying Higher Education Faculty in Illinois (DFI). The PMGAP award provides a stipend of \$2,000 per semester which is applied to tuition, fees, or other educational expenses. Students receiving graduate assistantships are not eligible for PMGAP. Applications for the fall semester received before April 1 and applications for the spring semester received before November 1 will be given priority consideration. The DFI awards provide up to \$20,000 annually. This program is designed to increase the number of minority faculty and staff at Illinois colleges and universities. Application deadline for the academic year is the previous February. Further DFI information and applications can be obtained at www.dfi.siu.edu. PMGAP applications are also available in the Graduate School, Stipes Hall 527.

Loans and Part-Time Employment

The University participates in the Federal Perkins Loan Program, the Federal Work-Study Program, and the Federal Family Education Loan Programs, as an institutional lender for graduate students. For detailed information on the application process, contact the Office of Financial Aid, Sherman Hall 127, 309/298-2446. Please remember enrollment information is not always available to the financial aid office when a loan is processed. Therefore, your loan will be based on the assumption that students will be enrolled for nine hours each semester. Accordingly, revision to loan amounts may be necessary if students take less than nine semester hours. Federal loans and work-study require at least six semester hours of graduate level course work each term plus enrollment in a qualified degree program. In addition, loans may be

increased by request for the added amount of tuition if students register for 12 or more hours. Audit hours are not considered for financial aid.

Enrollment verification requests for the deferment of student loans may be requested through the Graduate School.

Departmental Scholarships

Some departments have special scholarship opportunities for graduate students. Information concerning these scholarships can be obtained from the Scholarship Office, Sherman Hall 308, 309/298-2001, or from the academic department.

Veterans' Benefits

If students are receiving veterans' benefits through the Montgomery G.I. Bill, they will need to certify on STARS each semester. Questions concerning monthly G.I. benefits should be directed to the V.A. Certifying Official at 309/298-3147 or billings@wiu.edu.

Questions pertaining to Illinois Veterans' Grant and National Guard should be addressed to the Financial Aid Office at 309/298-2446.

Official University Policy Manual

File code: STU.ARSTINF.POL

Approval Date: 03/31/93

Approved By: Vice President for Student Services

Policy on Access to and Release of Student Information

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides that every educational institution receiving federal funds shall maintain the confidentiality of its student records. Certain items of information about individual students are fundamental to the educational process and must be recorded. Western Illinois University is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of the students except to:

1. The student himself/herself;
2. University personnel who have a legitimate need to know in order to perform their assigned duties including but not limited to teaching, supervising, advising, counseling, processing or maintaining official records and conducting educational research;
Note: The legitimacy of the need to know will be determined by the head of the unit from which the records are sought. Essentially, the standard that will be followed is that student information requested by any Western Illinois University instructor, staff member, or unit will be provided when it can be determined that the information is needed to allow the person or unit to accomplish or perform University-assigned tasks or duties. All members of the faculty, administration, and clerical staff must respect confidential information they acquire about students in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information.
3. Institutions at which the student seeks to enroll;
4. Persons or organizations providing student financial aid (with the proviso that only such information may be released to these sources as may be necessary for purposes of determining eligibility, amount, or conditions of financial aid, or enforcing terms or conditions of such aid);
5. Accrediting agencies carrying out their accreditation functions;
6. Persons in compliance with a judicial order or pursuant to any lawfully issued subpoena (with the proviso that the institution shall make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith);
7. Persons in an emergency in order to protect the health or safety of students or other persons;
8. Parents of a student whom they demonstrate to be dependent as defined in section 152 of the Internal Code of 1954;
9. Authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary of Education, and State educational authorities;

10. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction (with the proviso that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted);
11. Faculty or students conducting student characteristic research providing the research project has written approval of the academic unit executive officer sponsoring the research and providing guarantees are made that no personally identifiable information will be published or released; and
12. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health and safety of a student or other persons.

All of the exceptions above are permitted by the federal regulations which implement the Act.

If access is sought through the written consent of a student, the consent must be signed and dated by the student and shall include a specification of the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. Upon request, the institution will provide to the student a copy of the records disclosed through this method.

Within the Western Illinois University community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. Record keeping personnel and members of the faculty and staff with administrative assignment may have access to records and files for legitimate educational interests as well as for routinely necessary clerical, administrative and statistical purposes as required by the duties of their jobs.

Please note that it is not appropriate to use the Social Security number to post student grades.

Except for disclosures to students themselves, disclosures with the written consent of the student, disclosures to WIU personnel in the performance of their job responsibilities, or disclosures of directory information, any requests for disclosure must be recorded showing the legitimate educational or other purpose and the signature of the person gaining access. Whether or not the request is granted, the student concerned shall be entitled to review this record. Authorized parties who are allowed access will be required to state any plans they may have for additional disclosure; this information will also become a part of the record on access. Parties obtaining access through the written consent of the student will be informed that this method limits the right of access to parties explicitly named, and that for additional disclosure, further written consent must be obtained.

At its discretion, the institution may provide the following directory information in accordance with the provisions of the Act in response to inquiries concerning an individual student whether the inquiries are in person, in writing or over the phone: the student's name, address, telephone number, major field of study, dates of attendance, degrees and awards received, honors received (including Dean's list), most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and, for members of athletic teams, weight and height. Any student who does not wish the above information to be released may prevent such release by sending a request in writing to the Office of the Registrar, 110 Sherman Hall, Western Illinois University, prior to the first day of classes for each academic term. Students are reminded that if the request is submitted for an academic term subsequent to the fall semester, information already published in the University Directory for that academic year cannot be deleted.

Requests for non-disclosure will be honored by the institution for only one academic term. Therefore, students who wish to withhold directory information indefinitely must file a written request with the Registrar prior to the first day of classes for each academic term.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel

decisions of the hearing officer are unacceptable. The Vice President for Student Services at Western Illinois University has been designated by the institution to coordinate the inspection and review procedures for student education records which include admissions, personal, academic and financial files and academic cooperative education and replacement records.

A request for access to official data maintained in a particular office may be made to the administrative head of that office. Such requests must be made in writing listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request.

When a student or former student appears at a given office and requests access to the University records about himself or herself, first the student must provide proper identification verifying that he/she is the person whose records are being accessed. Two, the designated staff person or persons must supervise the review of the contents of the records with the student. Three, copies of documents contained within a student's cumulative file will be made available to the student upon written request. (Exceptions: Academic record transmittal may be temporarily withheld as a result of financial obligation to the University, and copies of transcripts and records furnished by other colleges, universities or schools will not be made available to the student if the document in question is available through the initiating agency.)

The actual cost of reproducing these records may be assessed to the student. Upon receiving a request to reproduce documents in a cumulative file, the office involved will notify the student requesting the documents of any reproduction costs which the student must pay.

Education records do not include records of law enforcement units, student health records, employment records (except records of student employment when such employment is contingent upon the fact that he or she is a student), alumni records, or records of instructional, administrative and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except to a person hired as a temporary substitute for the maker. The personal files of members of the faculty and staff which concern students are not regarded as official records of the University. This includes notes intended for the personal use of the faculty or staff member and never intended to be official records of the University.

With regard to general health data, information which is used by the University in making decisions regarding the student's status is subject to review by the student under this policy. Written psychiatric and psychological case notes which form the basis for diagnosis or for recommendation or treatment plans remain privileged information not accessible to the student. Such case notes are not considered to be part of University official records. To insure the availability of correct and helpful interpretations of any psychological test scores, notes or other evaluation and medical records, the contents of these files for an individual student may be reviewed by that student only in consultation with a professional staff member of the specific department involved.

A student is entitled to review only that portion of an official record or file that pertains to him or her. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents or guardians, confidential letters and recommendations associated with admissions, employment or job placement or honors to which they have waived their rights of inspection and review. No student is entitled to see information or records that pertain to another student, to parents or to other third parties. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under the established policies of confidentiality. Should a student desire access to a confidential letter or recommendation received prior to January 1, 1975, the student shall be advised to have the writer of the appraisal notify in writing the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for a student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue.

Confidential letters and recommendations relating to students collected by the University or any department or office of the University on or after January 1, 1975, will be maintained confidentially only if a waiver of the right of access has been executed by the student. In the absence of a waiver all such documents will be available for student inspection and review.

Records relating to a continuing or active investigation by the campus Public Safety Office or records of said office not relating to the student's status with the University are not subject to this policy.

Every student shall have the opportunity to challenge any item in his/her file which he/she considers to be inaccurate, misleading or inappropriate. Students shall initiate a challenge by submitting a written request to the custodian of the particular record in question. If the student's challenge is upheld, the records in question will be appropriately corrected.

If the custodian and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to the Vice President for Student Services. Student requests for a formal hearing must be made in writing to the Vice President for Student Services, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing.

At the hearing, a student may present evidence relative to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer will be the Vice President for Student Services or such other person as designated by the President.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer if the decisions are in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the student's record and released whenever the records in question are disclosed.

Notice of these policies and procedures will be published by the University, and copies will be made available to students upon request through any of the following offices:

- Admissions
- Registrar
- Financial Aid
- Student Development and Orientation
- University Housing and Dining Services
- University Alumni
- Graduate Studies
- Occupational Information and Placement
- Non-Traditional Degree Programs
- College Deans

The foregoing statement of the University becomes effective immediately. Revisions and clarifications will be published as experience with the law and institutional policy warrants.

Official University Policy Manual

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Approval Date: 01/23/01

Approved By: President

Policy on Family Educational Rights and Privacy Act of 1974 (Notification to Students)

Western Illinois University, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student. Students have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or other service provider - such as the National Student Clearinghouse or Credentials, Inc.); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose education records without consent to another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements by FERPA.

Western Illinois University considers the following categories to be directory information, and, as such, may release it to any or all inquirers in such forms as news releases, directories or computer address lists:

1. the student's name,
2. school and home address,
3. telephone number,
4. major field of study,
5. dates of attendance,
6. full- or part-time status,
7. degrees and awards received,
8. honors received (including Dean's List),
9. most recent previous educational agency or institution attended,
10. participation in officially recognized activities and sports, and,
11. for members of athletic teams, weight and height.

Students who do not wish this information to be released may prevent such release by sending a written request to the Registrar.

Official University Policy Manual

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Approval Date: 07/01/96

Approved By: President

Policy on the Security of Western Illinois University's Information

Data and information are valuable University assets and every employee, student, and associate will employ all reasonable means to assure the accuracy, integrity, and timeliness of these data as well as cooperating in security and privacy matters. This policy is intended to apply to computer-based data, especially that which resides on the mainframe system, but should apply to any data where pertinent.

1. Access may be provided upon request on a need to know basis subject to appropriate regulations and oversight.
2. Persons requesting access will disclose fully the nature of the intended use of the data and the purposes of their request.
3. Persons granted access will use these data for the requested purposes only and will not use it for non-business purposes including but not limited to personal gain, invasion of privacy, doing favors for others, etc.
4. Besides such personal commitments, persons granted access will learn and observe required security procedures and products when requested to do so.
5. All users are responsible for their "passwords" including choosing them wisely, keeping them secure, changing them frequently on a random basis. Users will not "lend" their passwords.
6. Persons responsible for data, files, data bases, etc., will in addition to the above, maintain security of premises where data resides, provide for routine periodic back up, and rotate back-ups into a secure area different from the prime area.
7. Everyone will obey all applicable federal, State, and local statutes and regulations in this regard and will honor contractual and licensing obligations.

Official University Policy Manual

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Approval Date: 3/30/07

Social Security Number (SSN) Policy

Western Illinois University collects and maintains social security numbers of employees, students, vendors, and others in the ordinary course of its business and as required by law. Recognizing the sensitive nature of this information the University will handle social security numbers with a high degree of security and confidentiality.

1. In an effort to protect the privacy rights of individuals who provide social security numbers to Western Illinois University and to manage its records and record systems responsibly, the University will:
 - Ensure, to the extent practicable, the confidentiality of social security numbers. Social security numbers are considered sensitive data elements and will be managed and protected accordingly;
 - Not unlawfully disclose an individual's social security number;
 - Strictly limit access to records and record systems containing social security numbers to those who have a business related reason to know this information; and
 - Dispose of records containing social security numbers in a responsible manner that minimizes risk that the social security numbers can be accessed inappropriately.
2. Social security numbers will not be:
 - Publicly displayed;
 - Used as the primary account number or identifier for an individual, except where legally mandated or required;
 - Visibly printed on identification cards or badges; or
 - Used, transmitted, or stored on records or record systems that are not encrypted or secure.