

Attachment E
Internships and Practicums

- Western Illinois University *Museum Studies Internship Contract*
- Western Illinois University *Museum Studies Student Intern Performance Evaluation*
- Western Illinois University *Museum Studies Practicum Form*
- Western Illinois University *Museum Performance Evaluation*
- Western Illinois University *University 490 Bachelors of Art in General Studies (BGS) Section Syllabus*
- Western Illinois University *IDT Current Graduate Students* (bottom of page describes departmental internships)
- Western Illinois University *Internship (IDT) 620 Guidelines*
- Western Illinois University *Course Syllabus Policy*

MASTER OF ARTS IN MUSEUM STUDIES



WESTERN
ILLINOIS
UNIVERSITY

QUAD CITIES

INTERSHIP CONTRACT

CONTACT INFORMATION

STUDENT NAME: _____ ID #: _____
PHONE #: _____ E-MAIL: _____
ADDRESS WHILE ON INTERNSHIP: _____
TERM/TERMS OF INTERNSHIP: _____
COURSE NUMBER: _____ NUMBER OF CREDIT HOURS: _____
PAID INTERSHIP RATE: _____
WIU CONTACT: _____ PHONE #: _____
E-MAIL: _____

Students, instructors, and supervisors need to work together to develop learning objectives. Setting objectives ensures that the training received on the job is related to the student's major or career objectives and helps determine potential new or expanded learning opportunities and responsibilities available on the job. The internship will provide the student with the ability to integrate classroom theory with workplace practice. Specific and measurable objectives will help to determine the learning or educational value of the experience.

Students are required to complete an internship of at least ten weeks & 200 hours 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 the 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 museum professionals at the host institution supervise individual interns.

This agreement is entered into by Western Illinois University, the above student and:

ORGANIZATION/INSTITUTION: _____
INSTITUTION CONTACT/SUPERVISOR: _____
ADDRESS: _____
PHONE #: _____ E-MAIL: _____

INTERNSHIP SCHEDULE:

START DATE: _____ END DATE: _____
HOURS PER WEEK: _____ NO. OF WEEKS: _____

JOB DESCRIPTION (ATTACH ADDITIONAL PAGES IF NECESSARY):

INTERNSHIP GOALS AND OBJECTIVES (ATTACH ADDITIONAL PAGES IF NECESSARY):

MEANS OF EVALUATION (ATTACH ADDITIONAL PAGES IF NECESSARY):

ADDITIONAL COMMENTS:

FINAL SUMMARY (AFTER COMPLETION OF COURSE)-

5-7 PAGE SUMMARY OF WORK/PROJECT TO INCLUDE:

- OVERVIEW OF INTERNSHIP
- JOB DESCRIPTION
- INTERNSHIP'S GOALS AND OBJECTIVES
- RESULTS OF WORK/PROJECT

DAILY JOURNAL REQUIREMENT- SEE SEPARATE JOURNAL FORM

STUDENT SIGNATURE _____ **DATE** _____

WIU SUPERVISOR SIGNATURE _____ **DATE** _____

INSTITUTION SIGNATURE _____ **DATE** _____

TITLE: _____

FURTHER INSTRUCTIONS:

INSURANCE: The Western Illinois University permits the University to accept responsibility only for the acts of its officers, employees, and agents. Since a student does not qualify as any of these persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of its students. Workers' compensation coverage is provided **only** if the student is being paid for the internship. Western Illinois University provides only health insurance (for a fee) to its students.

Student read statement below and initial that you read and understand here: _____

I understand that Western Illinois University provides health insurance at student rates. I may elect out of the insurance if I have other health insurance coverage. I also know that Western Illinois University will not provide professional liability nor workers' compensation coverage for me. I will be responsible for providing my own insurance if it is not provided by the agency for which I am performing my practicum. If federal work-study monies are paying me while on this practicum, I will be covered by workers' compensation insurance through the university. I must secure the signature of the Financial Aid Director/Counselor to verify that I am being paid on work-study funds.

Financial Aid Director/Counselor: _____

AGENCY RESPONSIBILITIES: The agency will provide a learning/working site where the student will be able to accomplish the agreed upon learning objectives in a safe site free of discrimination and harassment.

DISCRIMINATION: The parties listed on the first page shall not engage in discrimination in the treatment of any participant connected with the internship/practicum. Discrimination means any act that unreasonably differentiates selection and treatment intended or unintended based on age,

handicap, national origin, race, marital status, religion, sex, or sexual orientation.

SEXUAL HARASSMENT: Sexual harassment is illegal. Sexual harassment includes unwelcome sexual advances and requests for sexual favors. It also includes other verbal or physical conduct of a sexual nature. Sexual harassment is prohibited between the student and any client and is prohibited between the student and the supervisor, and the student and the faculty member.

TERMINATION PRIOR TO END OF THE PLACEMENT: The agency may request Western Illinois University to withdraw the student who is not performing satisfactorily or who refuses to follow the organization's administrative and operating policies, procedures, rules, and regulations. The student may request to leave the practicum/internship if he/she believes there are irreconcilable differences or if the student believes he/she is in any danger. In both instances, the professor should be notified immediately and an attempt at resolution should be made.

WESTERN ILLINIOS UNIVERSITY RESPONSIBILITIES: WIU is responsible for working with the supervisor and/or agency to place a student who is at the level needed by the agency. The faculty member will make a mid-term contact to discuss how the practicum is progressing. Should there be an issue, the faculty member will attempt to resolve the issue immediately or place the student into another placement and work through any credit hour issues.

STUDENT RESPONSIBILITIES: The student will sign up for credit for the internship if that is what the faculty member and the student have agreed upon. The student will treat the position as any job, will complete the assignments as spelled out in this contract, will keep the hours agreed upon by the student and the supervisor, and will notify that supervisor should he/she be absent. The student will keep the advisor informed if there is a potential problem developing. The student will conduct him/herself in a professional manner remembering that this may be a confidential site and treat it as such. In addition to the requirements for the course, the student will keep and sign a time sheet and turn it in to the professor at the end of the term.

PUBLIC RELEASE AUTHORIZATION: In order for the agency to use your name, photograph or quotes you must sign a release form and vice-versa. With a signed consent the agency may use these in any form of publicity. If the student is to use information from or about the agency, he/she must have the appropriate consent forms signed by the agency and or student.

MASTER OF ARTS IN MUSEUM STUDIES

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STUDENT INTERN PERFORMANCE EVALUATION

Please rate the job your student/intern did in the areas listed below on a scale of 1 to 5, where 1 represents POOR and 5 represents EXCELLENT. Check the box in front of the number that best expresses your opinion.

STUDENT INFORMATION:	
Name:	Employee ID: (If applicable)
Job Title:	Date:
Department:	Supervisor:
Review Period:	to

EVALUATION QUESTIONS:	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Attended scheduled work sessions.	<input type="checkbox"/>				
<i>Comments</i>					
Interacted well with museum colleagues and staff.	<input type="checkbox"/>				
<i>Comments</i>					
Followed directions.	<input type="checkbox"/>				
<i>Comments</i>					
Accomplished tasks in a timely manner.	<input type="checkbox"/>				
<i>Comments</i>					
Took initiative with provided project(s).	<input type="checkbox"/>				
<i>Comments</i>					
Exhibited a willingness to learn.	<input type="checkbox"/>				
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION:

STUDENT INFORMATION:	
Name:	Employee ID: (If applicable)
Job Title:	Date:
Department:	Supervisor:
Review Period:	to
DID YOUR STUDENT/INTERN WORK IN AN ORGANIZED AND EFFICIENT MANNER?	
HOW DID HE/SHE DISPLAY KNOWLEDGE OF ACADEMIC DISCIPLINE? (ART HISTORY, MUSEUM EDUCATION, ETC)	
HOW WERE HIS/HER COMMUNICATION SKILLS?	
DID HE/SHE UNDERSTAND THE MUSEUM AND DEPARTMENT OPERATIONS?	
WERE THE GOALS YOU AND YOUR STUDENT/INTERN AGREED UPON MET?	
OVERALL PERFORMANCE SUMMARY (CONTINUE ON BACK IF NECESSARY)	
<i>Please discuss the evaluation with the student/intern at the end of the internship period, obtain the student/intern's signature, and provide a copy to the student/intern and a copy to the Internship Director. Thank you.</i>	
STUDENT INTERN COMMENTS (CONTINUE ON BACK IF NECESSARY):	
VERIFICATION OF REVIEW:	
Museum Supervisor Signature	Date
Intern Student Signature	Date
WIU Internship Director	Date

MASTER OF ARTS IN MUSEUM STUDIES



WESTERN
ILLINOIS
UNIVERSITY

QUAD CITIES

PRACTICUM FORM

CONTACT INFORMATION

STUDENT NAME: _____ ID # _____
PHONE # _____ E-MAIL: _____
ADDRESS DURING PRACTICUM: _____
TERM/TERMS OF PRACTICUM: _____
COURSE NUMBER: _____ NUMBER OF CREDIT HOURS: _____
PAID PRACTICUM RATE: _____
WIU CONTACT _____ PHONE # _____
E-MAIL _____

Students, instructors, and supervisors need to work together to develop learning objectives. Setting objectives ensures that the training received on the job is related to the student's major or career objectives and helps determine potential new or expanded learning opportunities and responsibilities available on the job. The practicum will provide the student with the ability to integrate classroom theory with workplace practice. Specific and measurable objectives will help to determine the learning or educational value of the experience.

FINAL SUMMARY (AFTER COMPLETION OF COURSE)-

3-5 PAGE SUMMARY OF WORK/PROJECT TO INCLUDE:

- OVERVIEW OF PRACTICUM
- JOB DESCRIPTION
- PRACTICUM'S GOALS AND OBJECTIVES
- RESULTS OF WORK/PROJECT

DAILY JOURNAL REQUIREMENT- SEE SEPARATE JOURNAL FORM

This agreement is entered into by Western Illinois University, the above student and:

ORGANIZATION/INSTITUTION: _____
INSTITUTION CONTACT/SUPERVISOR: _____
ADDRESS: _____
PHONE #: _____ E-MAIL _____

PRACTICUM SCHEDULE:

START DATE _____ END DATE _____
HOURS PER WEEK _____ NO. OF WEEKS _____

JOB DESCRIPTION (ATTACH ADDITIONAL PAGES IF NECESSARY):

INTERNSHIP GOALS AND OBJECTIVES (ATTACH ADDITIONAL PAGES IF NECESSARY):

MEANS OF EVALUATION (ATTACH ADDITIONAL PAGES IF NECESSARY):

ADDITIONAL COMMENTS:

STUDENT SIGNATURE _____ **DATE** _____

WIU SUPERVISOR SIGNATURE _____ **DATE** _____

INSTITUTION SUPERVISOR SIGNATURE _____ **DATE** _____

MASTER OF ARTS IN MUSEUM STUDIES

WESTERN ILLINOIS UNIVERSITY- QUAD CITIES



MUSEUM PERFORMANCE EVALUATION

The Museum Internship exists to help students and the Museum Studies Program to attain our mutual goals in education. Your feedback helps us to improve the internship program. Please be honest in your evaluation and remarks. This evaluation will have no effect on your performance rating or grades.

Please rate the job your museum supervisor did in the areas listed below on a scale of 1 to 5, where 1 represents POOR and 5 represents EXCELLENT. Check the box in front of the number that best expresses your opinion.

STUDENT INFORMATION:	
Name:	Employee ID: (If applicable)
Job Title:	Date:
Department:	Supervisor:
Review Period:	to

EVALUATION QUESTIONS:	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Description of your project(s).	<input type="checkbox"/>				
<i>Comments</i>					
Clarification of the skills needed for your project(s).	<input type="checkbox"/>				
<i>Comments</i>					
Realistic goals were set for your project(s).	<input type="checkbox"/>				
<i>Comments</i>					
Explanation of your project(s) was clear.	<input type="checkbox"/>				
<i>Comments</i>					
Appropriate workspace was available to you.	<input type="checkbox"/>				
<i>Comments</i>					
Open communication of new ideas and information were welcome.	<input type="checkbox"/>				
<i>Comments</i>					
Overall Rating (average the rating numbers above)					

EVALUATION:

WAS YOUR SUPERVISOR AVAILABLE TO ASSIST YOU IF NEEDED?

DID YOUR SUPERVISOR PROVIDE A SUFFICIENT CHALLENGE FOR YOUR PROJECT(S)?

DO YOU FEEL YOU HAVE A BETTER UNDERSTANDING OF THE DEPARTMENT REQUIREMENTS?

WERE THE GOALS YOU AND YOUR SUPERVISOR AGREED UPON MET?

ADDITIONAL COMMENTS:

VERIFICATION OF REVIEW:

By signing this form, you confirm that you have provided accurate feedback regarding your museum/organization experience.

Student Signature	Date
WIU Supervisor Signature	Date

Career Internship

University 490 – Bachelor of Arts in General Studies (BGS) Section

Syllabus

I. Introduction

The Internship provides qualified students with a supervised program of practical experience in various career fields. This syllabus contains the guidelines for the course and is intended to clarify the student's requirements. Internship credits are available only for pre-approved work experiences that serve to expand the range of the student's college level employment duties and responsibilities.

II. Objectives

An Internship is a unique educational experience and offers specific goals relative to student achievement as follows:

1. Provides the intern with relevant information about the intended career field.
2. Acquaints the intern with the physical, technical, academic, and environmental requirements of a new and possible future position.
3. Develops the intern's writing and communication skills. *It is expected that writing development, utilizing professional writing standards and expectations will be integral to a student's evaluation. This course qualifies as a BGS Writing course.*
4. Allows the intern to plan an academic program which will expand his or her learning and career options.

III. Internship Application Requirements

1. Have a minimum 2.00 GPA and Junior or Senior standing.
2. Accept the satisfactory – unsatisfactory grading basis.
3. Discuss internship requirements and application procedures with your BGS advisor (in person, phone, or email).
4. Submit to the Director, Bachelor of Arts in General Studies
 - a) University 490 Application
 - b) Proposed Internship Training Schedule

Each intern must formulate, in cooperation with the participating company, a Proposed Training Schedule that will include a detailed summary of the college level duties and responsibilities of the intern. This Schedule should follow the Univ 490 Internship Semester Hour Credit Ratio: one week full-time college level employment, 40 hours

equals 1 semester hour credit. An internship cannot be granted for current job duties and responsibilities.

The Internship Coordinator's approval of the Proposed Internship Training Schedule is required prior to registration.

IV. Requirements

The intern must complete all of the following requirements in a timely and acceptable manner. Failure to complete any of the requirements, without written permission from the Internship Coordinator will result in a grade of unsatisfactory for the course.

A. Site Duties

The intern is to perform the assigned college level duties and professional responsibilities as outlined in the Proposed Training Schedule for the appropriate number of weeks as determined in agreement with the company supervisor and Internship Coordinator.

B. Weekly Assignments

Weekly assignments will consist of two items:

1. A Weekly Activity Log (see directions below)
2. A Weekly Report (see directions below)

1. Weekly Activity Logs

An Activity Log must be submitted each week using the form on page 8. The sample on pages 9 and 10 may be used as a guide. This form should be neatly typed. Activities should be entered daily with all columns completed as accurately as possible. Multiple entries should be made for each day, separated by type of duty. Your supervisor must sign the Activity Log before you send it to the Internship Coordinator. You can email the activity log to the Internship Coordinator at BGS@wiu.edu

2. Weekly Reports

Each intern is responsible for completing one professional business report for each week of the internship using the format provided on page 6 and the sample on page 7. All reports must be neatly typed on company letterhead, if available. Your supervisor must sign the report before you send it to the Internship Coordinator. Reports must be mailed no later than Wednesday following the week documented. If a report is to be mailed late, inform the Internship Coordinator by the Wednesday it is due to be mailed. Indicate why it is late and the expected date the report will be mailed. Keep copies of all reports. **Send**

all reports to: Dr. Richard W. Carter, Director, Bachelor of Arts in General Studies via email BGS@wiu.edu or via surface mail at Horrabin Hall 6, Western Illinois University, 1 University Circle, Macomb, IL 61455.

The Internship Coordinator will review your reports and may return them to you requesting that the reports be revised to meet professional writing standards. The revised reports are required to be resubmitted to the Internship Coordinator for appropriate credit. In addition, the Internship Coordinator will review your reports and may return them to you with comments. Incorporate these comments, as appropriate, in subsequent reports.

A. First Weekly Report

The first Weekly Report should be a description of the company/agency using the format provided on page 5. This should include such information as products and/or services provided, type of customers, and methods of operations. If the company has a general booklet covering this information, a copy should be included with the first Weekly Report.

B. Weekly Reports for the Second Week through the End of the Internship

Weekly Reports do not have to necessarily reflect the past week's work, rather the reports should reflect processes or procedures that you have experienced in your work. Reports may also cover any area within the scope of your internship company/agency. As you work, keep a list of potential topics that you may want to include in future Weekly Reports.

C. Map and Written Directions

With your first Weekly Report, mail a map and written directions to your place of employment for a possible visit from the Internship Coordinator. Here are a few pointers for drawing maps:

1. Assume the Internship Coordinator will be coming from Macomb.
2. Maps are always drawn with North at the top of the page.
3. Give approximate distances (i.e., 3 miles past McDonalds).
4. Good routes to your site without detours are appreciated.
5. Generally, the town is not hard to find, but details in town are what is needed.
6. Include written instructions to correspond with the map.

D. Final Report

The Final Report, in addition to the final Weekly Report, is to be written no later than the last week of the internship. The Final Report should be a self-analysis of the intern's experiences and knowledge gained during the internship. See page 11 for format and

questions. The Final Report must be received no later than one week following completion of the final week of the internship.

V. Coordinator Visit/Interview

Interns may receive a personal visit by the Internship Coordinator before the end of the internship period. There will be no unannounced visits. The intern will receive a letter or telephone call announcing the time and date of the visit and requesting a brief conference with the supervisor and any other personnel the company or intern believes the Coordinator should meet. Upon receipt of this letter/telephone call, the intern must arrange the conference with the supervisor and within two days send written confirmation of the date and time to the Coordinator. Confirmation may also be made by telephone call or email to the Coordinator. A short tour of the company facilities is expected as part of the visit. If there is a conflict with the proposed visit by the Coordinator, the intern should call the Coordinator immediately and reschedule the visit. At the request of the Coordinator, a telephone call interview, a conference call, or a video link may be scheduled in place of a personal visit.

VI. Evaluation

The intern will be graded on a satisfactory/unsatisfactory basis. The following criteria will be used in determining the intern's final grade:

1. Accuracy, quality, and promptness of the Weekly Activity Logs, Weekly Reports, and Final Report.
2. The recommendation of the company supervisor.
3. The recommendation of the Internship Coordinator.

The Internship Coordinator will mail an evaluation form to the intern's supervisor before the end of the internship.

VII. Exceptions

Any requests for exceptions to the requirements stated in this syllabus must be made in writing to the Coordinator.

VIII. Optional Text

Grammar Smart A Guide to Perfect Usage. 4th ed. New York: Random House, Inc., 2004

IX. Online Writing Resources

An online style guide is available at <http://www.dianahacker.com/resdoc/> or an online writing lab is available at <http://owl.english.purdue.edu/owl>

(First Weekly Report)

Company Name
(use company letterhead if available)

To: *(Supervisor)*
(Supervisor's Title)

Date: *(Date of Submission)*

Dr. Richard W. Carter, Director
Bachelor of Arts in General Studies

Re: Report #1
(Week Dates)
Company Description

From: *(Your Name)*

Provide the following information regarding your internship company:

A brief description of the company, to include at a minimum:

- A. Products produced or services provided
- B. Type of customers
- C. Process or procedures utilized by the company

Also include a company brochure and/or promotional material.

Format for Additional Weekly Reports
(Reports must be typed on company letterhead)

To: *(Supervisor)*
(Supervisor's Title)

Dr. Richard W. Carter, Director
Bachelor of Arts in General Studies
Western Illinois University

Date: *(Date of submission)*

Re: Report #
(Week Dates)
(Subject of Report)

From: *(Your Name)*

The above heading must be used; no exceptions or variations will be accepted. In the areas enclosed with parentheses, place the appropriate names, titles or dates. See the following page for an example of a good report.

REPORTS MUST BE SUBMITTED WEEKLY

The purpose of each report is to develop your written communication skills by explaining what you have learned during the past week. Be prepared to write down ideas for your reports as events occur during the week. Include copies of any reports, charts, illustrations, etc., that will clarify your reports. You must obtain your supervisor's permission to send materials to the Coordinator. Western respects the confidentiality of some of the material that you may work with (i.e., OSHA reports, financial data, or proprietary information). Do not focus only upon details but relate principles and concepts of what you are learning. Your supervisor must initial or sign these reports before you send them to the Coordinator. **NOTE: The purpose of these reports is not to restate the information contained in the Activity Log, but to fully describe a process or procedure.**

Your supervisor should designate another person to sign reports in his or her absence. If no one is available to sign the report, contact the Coordinator to explain why your report will be late.

When writing your reports, use passive voice (write without personal pronouns: I, you, he, she, it, we, they, me, him, her, them, and us). In business report writing, the author of the report is assumed to be doing the action or making the recommendation. Therefore, sentences like "I learned that a mark sheet, which is simply a sheet of goldenrod, should be used when making a book?" should read, "A marked sheet, which is simply a sheet of goldenrod, should be used when making a book."

Top Notch Design, Inc.

123 W. Smith Street
Hatfield, IL 62323
Telephone: 309/333-3333

To: Dr. Richard W. Carter
Internship Coordinator
Western Illinois University

May 19, 2008

From: Ima Student

Re: Report #10
Human Resource Planning

Benchmarking provides organizations with an opportunity to conduct business re-engineering in a fashion which results in the identification of the practices for the core processes of the business. This helps the organization to simultaneously meet world class performance standards and determine opportunities for making a break-through performance. Benchmarking practices go beyond the competitive analysis approach because they require the assessment of the process performance of not only direct competitors but also major companies across all industries. To successfully conduct a benchmarking process, organizations must follow six steps: identifying what to improve, pinpointing what to benchmark, creating a benchmark team, looking for benchmark partners, gathering and examining information gathered, and implementing action of improvement.

The fundamental objective of any business re-engineering effort is the creation of a profitable and substantial competitive advantage. For the business manager, this presents a basic question of operation strategy. There are three basic operating strategies for creation of competitive advantage. A business can pursue a cost strategy by being the low-cost producer with quality, or the company can embrace a value strategy by offering more value to the customer than the competition is able or willing to provide while maintaining proximity on cost. The third choice is a hybrid of the first two. Business re-engineering demands process for identifying "best practices" for the core processes of business. This requires setting world class performance targets while also identifying break-through opportunities for achieving those targets. Benchmarking is a process that will satisfy this demand. Benchmarking has been defined in a number of ways such as: a process for identifying and learning from the best practices in the world; "a search for, and application of significantly better practices that lead to superior competitive performance," and a process of comparing the business performance of one organization against another to gain information about the "best practices" which will lead to superior performance.

Benchmarking is not just a new name for the conventional analytical activities that might be gathered under the name of the competitive analysis. Benchmarking goes beyond competitive analysis leading the business to evaluate the process performance of leading-edge companies, rather than just direct competitors.

The objective of benchmarking is to accelerate the process of business re-engineering and achieve quantum performance improvements through adapting best practices of recognized organizations. In a way that leads to break through improvements in products, services, and processes; and results in total customer satisfaction and profitable competitive advantage. There are many areas that should be considered as potential candidates for application of the benchmarking process. Such as: the organization's core competencies, significant problem area, areas of customer satisfaction or dissatisfaction, and core business processes.

The purpose of benchmarking is to accelerate the process of change through adapting the best practices of recognized excellent organizations. The objective is not just to search for what is out there, but to act upon what is found and produce improved bottom line results. Benchmarking is a powerful tool for organizations looking for break-through improvements and is an essential part of the business re-engineering process.

Name: _____

Weekly Activity Log
(to be mailed with weekly report)

Week _____ starting _____ ending _____

Day of Week	Description and analysis of duties performed (new information learned, new skills, results or completion of tasks or projects)	Time spent in specific job duties

1. What challenges did you face this week? How did you handle the situation?
2. Give a description of the most interesting incident or experience you had during the week.

Place responses to questions on reverse side or use a separate sheet of paper

EXAMPLE
Weekly Activity Log
(to be mailed with weekly report)

Week 3 starting 6-2-03 ending 6-6-03

Day of Week	Description and analysis of duties performed (information learned, new skills, results or completion of tasks or projects)	Time Spent in Specific Job Duties
Monday	Quality control inspection of part #894578 (metal hinge) Learned use of GO-NO GO gauges. Learned how to read specification prints and procedures	4 hrs.
	Entered quality control results into shop records Learned how ABC Manufacturing records quality control data	4 hrs.
Tuesday	Quality control inspection of part #876935 (locking pins) Continued use of GO-NO Go gauges. 98.9% of parts passed.	2 hrs
	Revised drawings of part #874839 to reflect recent engineering Learned to follow ABC's drafting guidelines	3 hrs
	Assisted Chief Engineer in packing Tool Show Display material Material was shipped to Chicago as directed.	5 hrs.
Wednesday	Attended operations meeting with supervisor Learned that production in shop is three days behind schedule	2.5 hrs.
	Operated Humbart Vertical Mill. Produced 520 end plates.	7.5 hrs.
Thursday	Operated Humbart Vertical Mill. Produced 735 end plates	8 hrs
Friday	Operated Humbart Vertical Mill. Produced 200 end plates	3 hrs.
	Assisted Set-Up with job set up on spot welders. Learned how to set up spot welders for welding hinge parts.	5 hrs
	Total Hours	40

1. What challenges did you face this week? How did you handle the situation?
2. Give a description of the most interesting incident or experience you had during the week.

Place responses to questions on reverse side or use a separate sheet of paper

EXAMPLE
Weekly Activity Log
Week 3, June 2 - June 6, 2003

1. What challenges did you face this week? How did you handle the situation?

I encountered several mistakes/problems trying to alphabetize and print out an itemized version of the job bag list. Every single client had to be printed out individually; the itemized list was not printed out all at once. The reason for so many problems was because I was unfamiliar with those functions on the program. Eventually, I was able to do both, the alphabetizing aided tremendously setting up for the itemization.

For a long time, I tried to find a way to print out the entire itemized version in one shot, but I was unable to find an option to do so. Therefore, taking the only way out, I set a page break after each individual client and then printed. Furthermore, I had to use the print function before printing each page. Due to the fact the document was so large, it took quite some time to produce the itemized version.

2. Give a description of the most interesting incident or experience you had during the week.

The most interesting part of my week was producing the job bag documents. Coming to understand the necessary organizational work that takes place just to prepare jobs for disposal was incredible. Working on the documents, I became more familiar with the Microsoft Excel application, and in turn, continuing to expand my software knowledge.

Final Report

(Company name, letterhead)

To: (*Supervisor's name*)
 (*Supervisor's Title*)

Date: (*date of submission*)

Dr. Richard W. Carter, Director
Bachelor of Arts in General Studies
Western Illinois University

Re: Final Report
 (*Dates of entire internship*)

From: (*Your Name*)

Provide a self-analysis of your internship experiences containing the following:

1. A summary of what you learned during the internship.
2. A discussion of the special highlights of your internship.
3. A discussion of any areas in which you believe you need improvement.
4. A discussion of areas of academic study that helped you in your internship.
5. Suggestions for improving the BGS internship experience.
6. Your thoughts concerning the overall strengths of the internship program.
7. Your thoughts concerning the overall strengths of the BGS degree program.
8. Any other pertinent information concerning your internship or the BGS program that you believe should be brought to the attention of the Coordinator.



IDT [WIU Home](#) > [COEHS](#) > [IDT](#) > [Current Students](#) > [Graduates](#) > [Overview](#)

About IDT

IDT Current Graduate Students

Undergraduate Program

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Quick Page Links

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Related Links

- [Portfolio Information](#)
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- [Graduate Independent Study](#)

*The graduate program in the Department of Instructional Design and Technology (IDT) offers two emphasis areas: General Instructional Design and Technology Emphasis or the Technology Specialist Emphasis.

IDT Graduate Courses

The IDT curriculum contains a basic core of courses that provides a strong foundation for the variety of directed elective courses in the three major study options. Internship and independent studies provide valuable work experience and opportunities to explore some of the careers open to graduates. A capstone portfolio showcases your professional work from your IDT courses. Course descriptions can be viewed [here](#).

Program Planning and Course Sequence

Steps to planning your program are listed [here](#).

Course Registration and Schedules

Course registration and current class schedules are available online via [STARS](#).

Capstone Exit Options

Each MS degree candidate must select and complete one of the three capstone exit option projects: portfolio, applied project, or thesis.

Option One: Portfolio A portfolio is comprised of one or more items that showcase the knowledge and skills learned by the student in the IDT program. Students interested in this option are often interested in production-oriented careers and wish to create a professional-quality portfolio to feature their accomplishments. Items for the portfolio must demonstrate skills learned in at least four courses in the program. Students choosing the portfolio must sign up for IDT 603 and complete 35 hours of coursework. Please see the "[IDT Graduate Portfolio Requirements](#)" for more information.

Option Two: Applied Project. An applied project often involves the development of an instructional unit or product, testing it with a group of learners or other relevant population, and performing formative and summative evaluation of it. The applied project can also focus on applied research, in which it focuses on solving or investigating a site-specific problem; or on an applied evaluation project in which it focuses on evaluating a large-scale program (school-based, industry-based, or software-based) in order to make a judgment about its merit. Students choosing an applied project must complete 29 hours of coursework, plus the 3-hour applied project (IDT 600).

Option 3: Thesis. Thesis: A thesis is an experimental or qualitative research study. Students wishing to continue their education in an EdD or PhD program should choose this option. It is recommended that the student confer with the anticipated degree program regarding its expectations about the nature of the thesis (e.g., quantitative or qualitative research methodology). Students choosing a thesis must complete 29 hours of coursework, plus the 3-hour thesis (IDT 605).

Independent Study (IDT 591)

An independent study may be selected if the student has specialized interests not addressed by regular courses or to explore topics leading to your final project. A student may register for 1, 2, 3, or four semester credit hours. Up to six hours can count towards your degree.

A student must have completed at least 15 hours of IDT coursework (including IDT 500, IDT 505, and IDT 510). Student must submit an [Independent Study Form](#) to the department prior to enrolling in IDT 591. The student needs to contact and gain permission for an IDT faculty member to be the supervising faculty for the independent study. Consultation with the supervising faculty is also required in order to assure that the proper details and specific plans and end products are included on the form. The form must be signed by the supervising faculty member before submission to the department chair for final approval.

Internship (IDT 620)

The IDT 620 Internship is available to graduate students who have completed at least 15 hours of IDT course work and wish to gain practical

experience with a company, school district, or other institution involved with instructional technology. See [IDT 620 Internship Guidelines](#) for detailed information and requirements.

Incomplete Coursework

The determination of a grade awarded to a student is the sole responsibility of each instructor. The grade assigned is based upon such elements as timely completion of assignments, contributions to class discussions, performance on examinations, quality of oral and written reports, or technology-based products, and the quality and appropriateness of the student's overall performance. The grade awarded is subject to the Grade Appeal Policy of the School of Graduate Studies.

It is the department policy that an incomplete grade ("I") may only be assigned when warranted by special or unusual circumstances beyond the control of the student, as long as it is consistent with the "incomplete" policy stated on the course syllabus. If the instructor approves the "I," then the student must complete a contract with the sponsoring faculty member to complete the work by an agreed-upon date. All incomplete coursework appearing on a student's degree plan must be completed before a student can commence the final project for graduation or participate in an internship.

Course Revalidation

The School of Graduate Studies requires that courses older than six years must be revalidated or removed from the graduate plan. Students must contact the faculty member who taught the course or the IDT Graduate Advisor. Course revalidation is accomplished when the course's faculty member reviews the student's work history and professional experiences to determine the best method for validation. This may include a competency examination, portfolio development, additional course work, etc. When revalidation is successfully completed, the evaluator will write a letter to the IDT Department recommending revalidation approval. The department will act on the request and so inform the School of Graduate Studies.

Graduate Advisor

Contact Dr. Hoyet Hemphill, IDT Graduate Advisor, for assistance in planning your coursework for either the online or blended graduate programs. He answers questions from prospective students on the IDT graduate program. He counsels current students on the following items: 1) selecting graduate-level courses, 2) petitioning to transfer appropriate graduate coursework completed at other institutions or departments, 3) formulating and submitting a Graduate Study Plan, 4) selecting the appropriate exit option (portfolio, applied project, or thesis), and 5) filling out the Request for Graduate Advising Committee form.

You can contact Dr. Hemphill by email (HH-Hemphill@wiu.edu) or phone (309-298-1952).



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Internship (IDT 620) Guidelines

Internship Eligibility/Application Process

The internship in Instructional Design and Technology (IDT) is designed to provide an opportunity for practical application of classroom theory in a professional setting. The student involved in an internship will share in the responsibilities of the experience. To be eligible for an IDT internship, the student must:

- be a graduate student in the IDT program.
- have earned a GPA of 3.4 or better in graduate coursework.
- have completed a minimum of 15 hours of coursework in the IDT program prior to beginning the internship (more is advised).
- demonstrate competencies for an internship for use in identifying appropriate internship placement.
- submit FORM 1: IDT 620 Internship Application at least three months prior to the anticipated date when the internship would begin. Earlier applications are encouraged for some competitive internship opportunities.

Internship Requirements

The student should acquire experience in instructional design, technology applications, project management and personnel in varied settings at the internship location. Specific duties and opportunities are negotiated between the intern and the on-site mentor.

- The intern will spend no less than 200 hours in professional field work for which s/he will receive 4 semester hours of credit.
- The intern will participate in planning the internship program with the on-site mentor. The internship should include multiple experiences with more than one facet of the sponsoring organization in order to provide an understanding of the total scope of its instructional technology operations. Interns could be given opportunities to plan, organize, and lead activities as well as opportunities to observe and participate in other activities. A project designed to provide valuable experience to the intern while benefiting the sponsoring organization is recommended.
- The intern is expected to follow the rules, regulations and policies of the sponsoring organization as if s/he is an employee.
- The intern will prepare any forms, records, or reports required by the IDT department. See the Student Responsibilities section elsewhere in this document.

Selection of Internship Location and On-Site Mentor

- Students are responsible for locating their own internship location. However, a list of locations where former students have done internships is available from the Internship Coordinator. Also, companies and other entities may list themselves with the Internship Coordinator expressing a desire to have interns.
- Once the student has received approval to do an internship, and a potential location has been identified, the student may contact the sponsoring organization to determine necessary application procedures. Some organizations provide outstanding opportunities but they are filled through a competitive application/interview process.
- Once accepted, the IDT Department and the sponsoring organization must read and sign FORM 4: Internship Agreement. When necessary the sponsoring organization may alter the specific statements on FORM 4 to make the requirements appropriate to the institutional setting or to meet the individual intern's needs. However, the Department of Instructional Design & Technology must be made aware of these changes when the form is signed.

The Internship Experience: Student Responsibilities

The Intern will:

- Complete all forms (FORMS 2, 3, 4) and arrangements regarding the setup of the internship. Forms must be filed with the Internship Coordinator.
- Prepare a statement that delineates the philosophy and objectives of the internship; the progression and scope of the internship; and any policies and procedures agreed to by the sponsoring organization. The faculty advisor must approve this statement before the student can begin his/ her internship experience. A copy of the completed “Internship Statement” will be given to the On-site Mentor.
- The intern will submit FORM 5: Biweekly Activity Log to the IDT faculty advisor on a biweekly basis.
- The intern will schedule periodic conferences with the on-site mentor, including midterm and final evaluation meetings.
- The intern will submit a final report and FORM 8: Evaluation of Internship Experience to the faculty advisor.

The Internship Experience: Faculty Advisor Responsibilities

The Advisor will:

- Keep a copy of all forms signed by students, the internship sponsoring organization, and the IDT department.
- Receive, respond to and file student and on-site mentor documents.
- Visit the internship location at least once during the internship experience.
- Review all intern and mentor documents in order to evaluate the internship.
- File an S/U grade.

The Internship Experience: On-site Mentor Responsibilities

The Mentor will:

- Negotiate with the prospective intern the goals and objectives of the internship experience as well as specific arrangements such as scheduling, parking, etc.
- Read and sign Form 4: Internship Agreement.
- Provide supervision throughout the internship experience.
- Consult with the intern on a regular basis regarding progress. Review and revise the learning experience as needed.
- Complete FORM 6: On-site Mentor Midterm Report of Intern, at the appropriate time, and FORM 7: On-site Mentor Final Assessment of Intern upon completion of the internship. These forms should be sent to the intern’s Faculty Advisor.

Internship Forms (see Graduate Manual’s Table of Contents to get forms)

FORM 1: IDT 620 Internship Application

FORM 2: Internship Waiver and Release

FORM 3: Internship Statement of Insurance Coverage

FORM 4: Internship Agreement

FORM 5: Biweekly Activity Log

FORM 6: On-site Mentor Midterm Report of Intern

FORM 7: On-site Mentor Final Assessment of Intern

FORM 8: Evaluation of Internship Experience by Intern

Graduate Internship Checklist

GRADUATE INTERNSHIP CHECKLIST

Getting Started

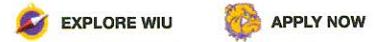
_____	If 3.4 GPA and at least 15 hours of IDT coursework completed, file Form 1: IDT 620 Internship .
_____	Upon notification of internship approval, establish internship location.
_____	Negotiate internship activities with sponsoring organization.
_____	Secure signatures on Form 4: Internship Agreement
_____	Complete Form 2: Internship Waiver and Release and Form 3: Internship Statement of Insurance Coverage
_____	Prepare Internship Statement for faculty advisor approval and give a copy to the on-site mentor.

During internship:

_____	Complete at least 200 hours of professional fieldwork (internship).
_____	File Form 5: Biweekly Activity Log on a biweekly basis.
_____	Meet periodically with On-site Mentor to discuss progress and plan continued internship experiences.
_____	Make sure the On-site Mentor has a copy of Form 6: On-site Mentor Midterm Report of Intern to complete and return to the Faculty Advisor at the midterm of the internship.

At conclusion of internship:

_____	Make sure the On-site Mentor has a copy of Form 7: On-site Mentor Final Assessment of Intern to complete and return to the Faculty Advisor at the end of the internship.
_____	Write thank you notes to sponsoring organization and On-site Mentor.
_____	Submit Form 8: Evaluation of Internship Experience by Intern and a report of your experiences by the due date agreed upon with your Faculty Advisor.



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File Code: PRO.SYLLABUS.POL
 Approval Date: 9/25/2003
 Revised Date: 9/19/2011
 Approved By: President and Faculty Senate

Course Syllabus Policy

Education works best when a clear understanding is established between instructor and student.

Since students need to know what is required of them in order to complete a course satisfactorily, instructors will provide each student with a course syllabus. Items that must appear in the syllabus include the following:

- Title of the course, course number, section number, meeting days and times, nature, purpose and objectives of the course. FYE, WID, and Global Issues courses will be so identified.
- Prerequisites, and corequisites (*Note: It is the responsibility of the student to comply with the prerequisites/corequisites for a course that he/she plans to take. Instructors who place the appropriate information on the syllabus and emphasize it during the first three class periods may exclude a student from the class who does not meet the prerequisites/corequisites by sending a note to the student with a copy to the registrar within the first two weeks of the term.*)
- "In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services."
- Contact information such as instructor's name, office number, office hours, office phone number, fax number, e-mail address, personal web address (personal home page).
- Books and/or materials required.
- A statement indicating how the student's final grade will be determined, including any minimum requirements. Beginning in Fall 2010, WIU will utilize plus-minus grading in undergraduate courses. It is imperative that students clearly understand how their final grades will be determined.
- Outside work required (readings, web searches, field experiences, trips, etc.), if any.
- Additional fees or costs to be incurred by the student, if any.
- Attendance requirements and penalties, if any.
- This statement is required for all WID courses:

This course has been designated to meet the Writing Instruction in the Disciplines (WID) graduation requirement. WID courses provide instruction in the processes and formats for the writing content and style needed to be an effective professional in a student's chosen field.

- This statement is required for all Bachelors of General Studies (BGS) online writing courses:

This course has been designated to meet the Writing Instruction in the Disciplines (WID) graduation requirement for degree-seeking students in the BGS program. Online BGS writing courses provide instruction in the processes and formats for the writing content and style needed to be an effective professional in a student's chosen field.

- Web address for student rights and responsibilities (<http://www.wiu.edu/provost/students.php>)
- Web address for Academic Integrity Policy (<http://www.wiu.edu/policies/acintegrity.php>)

Course syllabi should be distributed prior to the end of the full refund/credit period. It is the student's responsibility to obtain the syllabus after this time.

Failure to provide adequate written information about course requirements may provide sufficient grounds to appeal to the Council on Admission, Graduation and Academic Standards for a late withdrawal for undergraduate students, and to the Graduate Council for graduate students.



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Attachment F
Policies and Protocol Related to Compliance with Iowa Code Section 261.9(1) “e” to “g”

- Western Illinois University *Policy on Drug and Alcohol Abuse*
- Western Illinois University *Drug-Free Work Place Policy Statement*
- Western Illinois University *Student Right-to-Know and Campus Security Act, and Drug-Free School and Communities Act Information*
- Western Illinois University *Governing Board Statement on Disruption*
- Western Illinois University *Code of Student Conduct*
- Western Illinois University *Discrimination Complaint Procedures*
- Western Illinois University *Drug and Alcohol Abuse Policy*
- Western Illinois University *Policy on Access to and Release of Student Information*
- Western Illinois University *Policy on Grades and Class Attendance*
- Western Illinois University *Grade Appeal Policy*
- Western Illinois University *Student Academic Integrity Policy*
- Western Illinois University *Statement on Sexual Assault*
- Western Illinois University *Anti-Harassment Policy*
- Western Illinois University *Policy on Military Service*
- Western Illinois University *Policy on Workplace Violence*
- Western Illinois University *Active Military Service Policy*
- Illinois Department of Children & Family Services *Acknowledgement of Mandated Reporter Status*



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File code: PRES.DRUGALCOH.POL

Approval Date: 08/10/95

Approved By: President's Staff

[Administrative Procedures Handbook](#)[Board of Trustees Regulations](#)[Civil Service Handbook](#)[Faculty Policy Manual](#)[Official University Policy Manual](#)**Policy on Drug and Alcohol Abuse**

This policy is issued in compliance with the resolution concerning drug and alcohol abuse by faculty, staff, and students adopted by the Illinois Board of Higher Education on May 5, 1987, the Drug-Free Workplace Act of 1988 (PL 100-690), and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). The purpose of the policy is to inform faculty, administrative staff, Civil Service employees, and students about sources of information regarding the adverse affects of drug and alcohol abuse, to advise them of the counseling and rehabilitation services that are available, and to notify them of the disciplinary actions that may be taken by the University. Copies of this policy and related University guidelines are in the Faculty Handbook and Civil Service Handbook.

Work Environment

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Western Illinois University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812) by employees in the workplace is prohibited. Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in an approved drug abuse assistance or rehabilitation program, referral for prosecution, and up to and including termination of employment under applicable Board of Trustees policies, university policies, statutes, employment contracts, or collective bargaining agreements.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well-being of fellow employees, students, and others. Any employee who appears to be under the influence of drugs and/or alcohol while on the job may be temporarily relieved of work responsibilities. When the employee returns for work, the supervisor will review and discuss with the employee the circumstances which caused the supervisor to direct that the employee be temporarily relieved of his/her work responsibilities. Possible outcomes of this discussion and review may include a recommendation that the employee seek counseling and/or the initiation of disciplinary action in accordance with applicable University policies and procedures.

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

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

Use and Possession of Alcoholic Beverages

Students and their guests who are of legal age, as defined by Illinois statute, may possess or consume alcoholic beverages on University property only in certain designated locations which have been specified in accordance with the University's Residence Hall Handbook and Student Code of Conduct. Except for those University Union staff who have been properly licensed and authorized to sell and serve alcoholic beverages as specified by University policy, University faculty, administrative staff, Civil Service employees, students, and/or their guests may not affect the commercial delivery of alcoholic beverages for sale on University property.

Alcoholic beverages may be sold, served, and consumed at activities sponsored by off-campus groups in accordance with "Policies Governing the Sale and Provision of Alcoholic Beverages".

The possession of alcoholic beverages in open containers by any person is prohibited on University-owned or University-controlled property, except as specified by University policy. The unlawful possession, use or distribution of alcoholic beverages by students and employees on institutional property or at any of its activities is prohibited.

Prohibited Drugs

Faculty, administrative staff, Civil Service employees, and/or students shall not manufacture, possess, use, deliver, sell, or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other State statute, or any Federal statute, except as authorized by law, the Board of Trustees policies, and the policies of Western Illinois University.

The unlawful possession, use or distribution of illicit drugs by students and employees on institutional property or at any of its activities is prohibited.

Counseling and Support Services

Consistent with its mission as a public institution of higher education, Western Illinois University is committed to providing education about the effects of drugs and alcohol and assistance for victims of drug and alcohol abuse. In each of the residence halls, the University offers educational programs on substance abuse and provides referral services for students with drug and alcohol abuse problems. The University Counseling Center and Beu Health Center offer counseling to students with drug and alcohol abuse problems and to students with alcoholic

parents. Health Sciences, Counseling Center, and Beu Health Center staff members also offer educational information and programs in classroom settings, for student living units, and for other student organizations.

The University encourages employees who know or believe they have a problem with the abuse of alcoholic beverages or the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the University's Employee Assistance Program (EAP).

If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the University; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties in a safe and efficient manner.

Disciplinary Actions

Students who violate University policies concerning drugs and alcohol will be referred to the University Judicial System for disciplinary action in accordance with the Student Code of Conduct. In addition, student employees who violate University policies concerning drugs and alcohol may be subject to termination of employment.

Faculty, administrative staff, and Civil Service employees who violate University policies concerning drugs and alcohol may be subject to disciplinary action including termination of employment.

Faculty, administrative staff, Civil Service employees, and students are advised that violators of State or Federal law are also subject to criminal prosecution by State and/or Federal authorities.



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File code: PRO.DRUGFREE.POL
Approval Date: 05/04/89
Approved By: Vice President for Academic Affairs

Drug-Free Work Place Policy Statement

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988, it is the policy of Western Illinois University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in scheduled I through V of section 202 of the Controlled Substances Act, 21 U.S.C. 812) by employees in the workplace is prohibited. Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in approved drug abuse assistance or rehabilitation program, and up to and including termination of employment under applicable Board of Trustees regulations, University policies, statutes, employment contracts, or collective bargaining agreements.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well-being of fellow employees, students, and others.

Therefore, the University encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the University's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the University; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

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

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

Questions concerning the application of this policy should be addressed to the Assistant Provost and Academic Vice President for Academic Administration, who has been assigned responsibility for its interpretation and enforcement.



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File code: STU.RTKNOW.POL
 Approval Date: Prior to 1998
 Approved By: President

Student Right-to-Know and Campus Security Act, and Drug-Free School and Communities Act Information

Abuse of drugs and alcohol at Western harms not only the abuser, but it is harmful for the entire University community.

Under the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Western Illinois University must provide students with information regarding standards of conduct, legal and institutional sanctions, health risks and counseling services related to substance abuse on campus.

It is everyone's responsibility to ensure that Western is a safe and productive University that fosters learning. The following information is provided to help make sure that Western Illinois University is a "Drug-Free School".

According to Western Illinois University policy:

"Faculty, administrative staff, civil service employees and/or students shall not manufacture, possess, use, deliver, sell or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other municipal, state or federal statute, except as authorized by law, the regulations of the Board of Trustees and the policies of Western Illinois University."

"Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property."

"Students and/or their guests who are 21 years of age or older may not possess or consume alcoholic beverages on University property, except in certain designated locations which have been specified in accordance with state law and University policy (consult the Residence Hall Handbook and/or Student Activities Office for locations which have been designated as exceptions)."

In addition, any student who violates any state or federal law while on property owned or controlled or at activities being sponsored/supervised by the University shall be subject to University judicial action for said offense(s) and to sanctions prescribed by the Code of Student Conduct. The adjudication of such violations may proceed independently of any actions being taken by state or federal authorities.

A number of Illinois and federal criminal statutes provide extended definitions of what constitutes illegal possession, use and distribution of alcohol and drugs. Criminal penalties for violations of Illinois statutes include terms of imprisonment for up to sixty (60) years and fines of up to \$500,000. Equally severe penalties and sanctions may be imposed for violations of federal statutes. Definitions of legal sanctions under Illinois law for the unlawful possession, use and distribution of illicit drugs and alcohol are included under Chapters 43 and 56 11/2 of the Illinois Revised Statutes 1989, copies of which are available for review by students and employees in the University library. Additional definitions of legal sanctions under federal law may also be obtained through the library.

Students who violate University policies concerning drugs and alcohol, will be referred to the University Judicial System for disciplinary action which can include expulsion in accordance with the Code of Student Conduct.

Alcohol, Traffic and False ID Offenses ILCS (Illinois Compiled Statutes)

1. Driving under the influence of alcohol and/or other drugs.
Penalty: Class A Misdemeanor
625 ILCS 5/11-501.
Penalty: License suspension/counseling/revocation of license.
Second Offense: 48 hours in jail or 10 day community service.
Third Offense or great bodily harm: Class 4 Felony.
2. Zero Alcohol Tolerance - Driving while in Violation of the underage consumption of alcohol statute.
Penalty: Driver's License Suspension
625 ILCS 5/11-501.8
3. Illegal transportation or possession of alcohol in a motor vehicle.
Penalty: Petty offense.
625 ILCS 5/11-502.
Penalty: Possible driver's license suspension.
4. Sales to and possession of alcohol by persons under 21.
Penalty: Class A Misdemeanor (Sales)
Penalty: Class B Misdemeanor (Possession)
235 ILCS 5/6-16.
5. Unlawful use, possession/selling, manufacturing, giving or furnishing false ID to individuals. (False ID Card)
Penalty: Class A Misdemeanor
15 ILCS 335/14.
Penalty: Possible driver's license suspension.
6. Unlawful use of driver's license or permit. (False Driver's License)
Penalty: Class A Misdemeanor
625 ILCS 5/6-301.
Penalty: Possible driver's license suspension.

Sanctions:

Class 4 Felony: Imprisonment in a State Prison 1-3 years, fine up to \$10,000.
Class A Misdemeanor: \$1,000 fine and/or one year in jail.
Class B Misdemeanor: \$1,000 fine and/or six months in jail.
Class C Misdemeanor: \$500 fine and/or 30 days in jail.
Petty Offense: \$500 fine.

You Need to be Concerned If:

- Your lifestyle includes the use of illicit drugs.
- Alcoholic beverages or drugs play a significant role in your leisure activities.
- You are losing time from school due to the use of alcohol and drugs.
- Your drinking or drug use makes you careless of your friends' welfare.
- You drink or use drugs to escape worries or troubles.

Where to Get Help or Further Information:

- WIU Counseling Center, 298-2453.
- Beu Health Center, 298-1888.
- Community Mental Health Center, 833-2191.
- McDonough District Hospital, 833-4101.
- Substance Abuse Prevention Program, Beu Health Center, 298-1888.
- WIU Office of Public Safety, 298-1949.

Or contact your Resident Assistant, Residence Hall Director, your advisor, or a faculty or staff member and ask for assistance.



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Governing Board Statement on Disruption

The Board of Trustees of Western Illinois University is the governing board for the University. The Board was created to operate, manage, control, and maintain the University, and it is specifically charged by statute with making rules and regulations for the good government and management of the University. In keeping with this responsibility, the Board has established a policy statement governing campus disturbances.

This policy enunciated herein is in no sense intended to deprive any person of his/her rights of free speech and assembly; and the exercise of those rights in a lawful manner is to be encouraged at every institution under the jurisdiction of this Board. Actions, however, which deprive others of their rights without due process of law cannot be justified. All too often campus disturbances disrupt educational functions, deprive the majority of the right to pursue their education, and result in injury to persons and extensive damage to property. The state, no less than a private property owner, has the right and responsibility to preserve property under its control for the use to which it is lawfully dedicated. Neither the United States Constitution, nor the Constitution of the State of Illinois, precludes the state from controlling the use of its own property for lawful, nondiscriminatory purposes.

Accordingly, in order that normal educational purposes can continue without interruption and in order that individual safety, personal freedoms, and property rights can be enjoyed without impairment, this Board declares that unlawful activities will not be tolerated on the campus of any institution under its jurisdiction. In particular, the Board believes that Chapter 720 of the Illinois Compiled Statutes (ILCS) provides appropriate penalties for dealing with persons who willfully damage state property or commit trespass on this campus.

Criminal acts including bomb threats, constituting Disorderly Conduct, Chapter 720 Section 5/26-1 Illinois Compiled Statutes and those specifically covered by Section 720 5/29D-20 and Section 720 5/29D-25 of the Illinois Compiled Statutes, are classified as Terrorist Acts. Acts of this kind will be prosecuted and the perpetrators are subject to felony convictions and extended periods of incarceration. Additionally, federal criminal prosecution may also be initiated without notice to the University.

Criminal damage to state property is committed by one who does any of the acts specified in Chapter 720 Section 5/21-4, Illinois Compiled Statutes (ILCS) and, without regard to time or place, any person who knowingly damages campus property violates the law and should be arrested and prosecuted.

Criminal trespass to state land is committed by one who enters upon the campus or a building with legal notice that entry therein is forbidden or who remains in an area after notice to depart. It is lawful and proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls, and exits must be kept open for normal operations and the safety of others; offices are to be used for purposes intended; and buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should advise them that they are in violation of the law (Chapter 720 Section 5/21-5 Illinois Compiled Statutes (ILCS)) and that they will be arrested if they do not depart. In appropriate circumstances, court action of the injunctive or criminal nature should be sought.

Interference with a public institution of higher education is committed by one who, without authority from the institution, through force or violence, actual or threatened, willfully acts as prohibited by Chapter 720 Section 5/21.2-2, Illinois Compiled Statutes (ILCS). In appropriate circumstances, court action of the injunctive or criminal nature should be sought.

Members of a campus community who participate in unlawful activities that disrupt educational functions will be dealt with in accordance with established disciplinary and administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.

When the president of the institution, in her/his judgment, believes that unlawful activities that disrupt educational functions warrant, she/he is directed to make prompt application to those agencies provided by the state for the purpose of dealing with those who break the law. Police should be summoned without delay, public prosecutors should be advised of the situation, and the courts should be asked to make timely disposition of all cases resulting from the incident.

Education is the living and growing source of our progressive civilization, of our open repository of increasing knowledge, culture, and salutary democratic traditions. It deserves our highest respect and fullest support in the performance of its lawful mission. No person, without liability to lawful processes, may intentionally act to impair or prevent the accomplishment of the lawful mission, process, or function of an educational institution.

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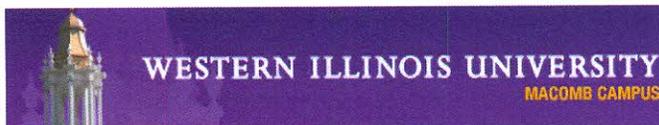
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Code of Student Conduct

Introduction

Western Illinois University values academic excellence, educational opportunity, social responsibility, and personal growth. The University educates students intellectually as individuals and socially as citizens of the global community. Each member of the Western Illinois University community shares responsibility for maintaining conditions which support these institutional values. The Code of Student Conduct is designed to provide basic guidelines to advance the University's mission as a community of individuals dedicated to learning that will have a profound and positive impact on our changing world through the unique interaction of instruction, research, and public service as we educate and prepare a diverse student population to thrive in and contribute to our global society.

As citizens of the larger community in which the University is located, students retain the rights and responsibilities common to all citizens; affiliation with the University does not diminish the rights and responsibilities held by a student or any other community member as a citizen of the State, the nation, or the world. Students are subject to the behavioral prescriptions promulgated by each of these entities. Therefore, the University as well as civil authorities have jurisdiction over violations of law that occur on University property.

The Code of Student Conduct outlines the standards of behavior expected of every student at Western Illinois University. The policies and procedures outlined have been designed through a representative process by students, faculty, and administrators to further the institution's educational purposes and to assist students in their pursuit of knowledge and personal development. A student voluntarily joins the Western Illinois University community and thereby assumes the obligation of abiding by the standards prescribed in the Code of Student Conduct. The University, through the Office of the Vice President for Student Services, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Student Conduct. All students enrolled at Western Illinois University have access to the Code of Student Conduct. Printed copies are available through Student Judicial Programs and the Office of the Vice President for Student Services. The Code, along with other helpful information, may be accessed online at wiu.edu/sjp.

A. Definitions

1. The term "Board" means Board of Trustees of Western Illinois University.
2. The term "University" means Western Illinois University.
3. The term "student" includes all persons registered for and taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residential facilities, although not enrolled in this institution.
4. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
5. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
6. The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. For the purpose of administering this Code, a person's status in a particular situation will be determined by the Director of Student Judicial Programs.
7. The term "University premises" includes all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.
8. The term "student organization" means any number of students who have complied with the formal requirements for University recognition.
9. The term "judicial body" means any person or persons authorized by the Director of Student Judicial Programs to determine whether a student has violated the Code of Student Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.
10. The term "judicial officer" means the Director of Student Judicial Programs. Other judicial officers may be authorized by the Director of Student Judicial Programs to assist in determining whether a student has violated the Code of Student Conduct and to impose sanctions.

B. Authority

1. The University has established these regulations regarding standards of conduct in order to protect its educational mission, provide for the orderly conduct of its activities, and safeguard the interests of the University community.
2. The Vice President for Student Services retains ultimate responsibility for the administration of this Code (policies, procedures, sanctions, and processes). The Vice President or designee expressly retains final authority to determine the following:
 - a. jurisdiction of any judicial board/panel in any given case where ambiguity exists.
 - b. whether a violation of this Code will be adjudicated administratively or by a judicial board/panel.
 - c. whether a violation or serious criminal act, occurring off campus, will be adjudicated by the University judicial system.
 - d. the selection, training, and eligibility standards for being a judicial board/panel member, advisor, or judicial officer.
 - e. the removal, for cause, of any judicial board/panel, judicial board/panel member, advisor, or judicial officer.
 - f. how violations of this Code are to be adjudicated at the end of the academic year and during the summer session.

C. General Provisions

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. All students, regardless of their status in the University community, will be afforded the rights and privileges of due process when accused of violations of this Code.
3. The provisions of the Code of Student Conduct are not to be regarded as a contract between the student and the University. The University reserves the right to amend any provision herein at any time in accordance with established University procedures. Communication of any changes will be made to the University community in an appropriate and timely fashion.
4. This Code of Student Conduct will apply to conduct which occurs on University property, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct will apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
5. The actions of a student organization involved in University-related activities or University-sponsored activities that are in violation of University regulations may result in disciplinary action against the organization.
6. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates criminal law or city ordinance and this Code of Student Conduct, without regard to the pendency of civil or criminal litigation in court or arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneous with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under the Code of Student Conduct will not be subject to change because criminal charges arising out of the same facts giving rise to the violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration of that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Student Conduct, the University may advise off-campus authorities of the existence of the Code of Student Conduct and how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with campus rules or sanctions. Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

7. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his or her actions.

D. Regulations for Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions, including separation from the University or a lesser sanction authorized by the Code.

1. Violating any University policy, rule, or regulation published in hard copy or available electronically on the University web site.
2. Violating any federal, state, or local law.
3. Committing acts of sexual assault (stranger, date, or acquaintance), sexual abuse, or other forms of coerced sexual activity. (Refer to Policy Statement A at the close of this document for the Western Illinois University policy on sexual assault.)
4. Engaging in harmful or potentially harmful behaviors, including, but not limited to, the following:
 - a. acts of physical or verbal abuse.
 - b. actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of oneself or others.
 - c. driving while under the influence of alcohol, cannabis, or other controlled substances.
5. Engaging in disorderly conduct or fighting. For purposes of this Code, disorderly conduct is defined to include, but is not limited to, acts which breach the peace or are lewd, indecent, or obscene.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. (Refer to Policy Statement B at the close of this document for a description of the kinds of activities covered by this Code.)
7. Disrupting or obstructing teaching, research, administration, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises. (Refer to Policy Statement C at the close of this document for the Board of Trustees' Policy on Campus Disruption).
8. Possessing, duplicating, or using keys to any University building or facility without authorization by appropriate University officials or committing an act of unauthorized entry into or use of University buildings or facilities.
9. Engaging or participating in acts or attempted acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of property of the University or property of a member of the University community or other personal or public property, on or off campus.
10. Posting, affixing, or otherwise attaching written or printed messages or materials (e.g., posters, signs, handbills, brochures, or pamphlets) on or in unauthorized places, including, but not limited to, trees, shrubbery, sidewalks, buildings, and lawn areas.
11. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation will include, but not be limited to, the following:
 - a. any device defined as a "deadly weapon" under 720 Illinois Compiled Statutes, 5/24-1. (Refer to Policy Statement D at the close of this document.)
 - b. all handguns, rifles, and shotguns.
 - c. all longbows, crossbows, and arrows.
 - d. all knives having a blade length of three inches or more (with the exception of culinary knives used solely in kitchens and dining rooms in the preparation and eating of meals).
 - e. all BB guns, pellet guns, air/CO2 guns, paintball guns, or blow guns.
 - f. all fireworks.
 - g. all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuel.
 - h. any martial arts weapon (e.g., nunchucks and throwing stars).
 - i. any item used as a weapon in the commission of a crime.
 - j. any operative animal trap or other device that is used to ensnare animals.
12. Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on University property.

13. Committing acts which endanger the property of the University (including, but not limited to, altering or misusing any fire-fighting equipment, safety equipment, or emergency device).
14. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire; or interfering with the response of University or municipal officials to emergency calls.
15. Failing to comply with the directions of or obstructing University officials or law enforcement officers acting in performance of their duties and/or failure to positively identify oneself to these persons when requested to do so.
16. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.
17. Committing acts of dishonesty, including, but not limited to, the following:
 - a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions).
 - b. furnishing false information to any University official, faculty member, or office.
 - c. forging, altering, or misusing any University document, record, or instrument of identification.
 - d. tampering with the election of any University-recognized student organization.
 - e. attempting to represent the University, any recognized student organization, or any official University group without the explicit prior consent of the officials of that group.
 - f. possessing or using false identification or identification which represents the bearer to be 20 or more years of age.
18. Gambling on University property or engaging in unauthorized canvass-in or solicitation.
19. Engaging in acts of theft or abuse of computer time, including, but not limited to (refer to Policy Statement E at the close of this document for the Western Illinois University Computing Use Policy):
 - a. any activity that violates the integrity or interferes with the normal operation of the University computing system.
 - b. unauthorized use of another person's identification and password.
 - c. unauthorized transfer of a file or files.
 - d. unauthorized entry into a file to use, read or change its contents.
 - e. any other activity that interferes with another user's work or which causes a significant drain upon University computing resources.
 - f. any other activity that interferes with the work of another WIU student, faculty member, staff member, or University or other official.
 - g. unauthorized financial gain or commercial activity.
 - h. any obscene, harassing, or defamatory activity.
 - i. any activity which is illegal under federal or state law, including, but not limited to, accessing child pornography; participating in chain letters; and unauthorized reproduction or distribution of copyrighted material, including software, text, images, audio, or video.
 - j. unauthorized connection of computing devices or technology infrastructure equipment to the WIU computing infrastructure.
20. Using, possessing, manufacturing, or distributing cannabis (marijuana) or any State or federally controlled substance except as expressly permitted by law. (Refer to Policy Statement F at the close of this document for a list of substances which fall under this Code.)
21. Using, possessing, manufacturing, or distributing alcoholic beverages except as expressly permitted by law, University regulations, or residence hall policy. (Refer to Policy Statement G at the close of this document for applicable University alcohol regulations.)
22. Engaging or participating in abuse of the judicial system, including, but not limited to:
 - a. falsifying or misrepresenting information before a judicial body.
 - b. disrupting or interfering with the orderly conduct of a judicial proceeding.
 - c. instituting a judicial complaint knowingly without cause.
 - d. attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - e. attempting to influence the impartiality of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - f. harassing (verbal or physical) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - g. failing to comply with the sanction(s) imposed under the Code of Student Conduct.
 - h. influencing or attempting to influence another person to commit an abuse of the judicial system.
23. Committing violations of rules and regulations duly established and promulgated by other University departments (e.g., University Housing & Dining Services, Parking Services, and the University Library).
24. Parading or marching on streets, roadways, or property of the University without the advance approval of the Vice President for Student Services or designee and the Director of Public Safety or designee.
25. Misusing electronic devices. (Refer to Policy Statement I at the close of this document for a description of the kinds of activities covered under this Code.)

E. Sanctions

1. In recommending or determining a sanction, a hearing board or judicial officer will consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any.
2. The following are sanctions which may be imposed for a violation of this Code:
 - a. Expulsion - Permanent separation from the institution. The student will be barred from University property.
 - b. Suspension - Separation of the student from the University for a specified period of time. The student will not participate in University-sponsored activities and will be barred from University property, unless otherwise specified by the Vice President for Student Services or designee.
 - c. Deferred Suspension - A specified period of time during which a student's continued enrollment at the University is clearly in jeopardy. Should a University judicial board find a student in violation of the Code of Student Conduct during the period of deferred suspension, the board will automatically consider imposing a lengthy suspension or an expulsion from the University.
 - d. University Housing Removal - Removal of the student from University housing for a specified time. Normally, a student who is found to be in violation of this Code by the appropriate hearing body or judicial officer is entitled to five calendar days to vacate his or her University housing facility.
 - e. Disciplinary Probation - A specified period of time during which the student is removed from good disciplinary standing. The student may be precluded from representing the University in any extracurricular activity or running for or holding office in any student group or organization. A letter will be sent to the student's parents or legal guardians notifying them of the probation. This will occur unless otherwise stipulated by a judicial officer and approved by the Director of Student Judicial Programs. This will be waived for students who are financially independent of their parents/guardians or who are twenty-one years of age or older.
 - f. Disciplinary Censure - A specified period of time during which any further violation of the Code of Student Conduct will likely subject the student to more severe disciplinary action.
 - g. Disciplinary Reprimand - A written warning to the student that the cited behavior is not acceptable by University standards. The student is warned that further misconduct may result in more severe disciplinary action.
 - h. Restitution - The student is required to make payment to the University for loss of or damage to University property.
 - i. Other Sanctions - Other sanctions may be imposed instead of or in addition to those specified above, including, but not limited to, the following: community service, educational or research projects, mandated counseling or therapy, relocation to another University living area,

trespass from specified University premises, loss of specified University privileges, fines for alcohol or controlled substance policy violations, or loss of institutional financial aid. The imposition of such sanctions must be related to the nature of the violation.

- j. Revocation of Admission and/or Degree - Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- k. Withholding Degree - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the code of Student conduct, including the completion of all sanctions imposed, if any.

F. Interim Suspension

In certain circumstances the Vice President for Student Services or a designee may impose a University or residence hall suspension prior to the student judicial hearing.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities for which the student might otherwise be eligible.
3. The interim suspension does not replace the regular process. It is a temporary action that will be enforced until such time as a student judicial hearing and the resulting decision-making process has been completed. The hearing will be conducted within a reasonable length of time; unless unusual circumstances are present, the hearing will be held not later than ten calendar days from the date the interim suspension was imposed. The student should be notified in writing of this action and the reason(s) for the suspension.

G. Student Judicial Programs

1. Student Judicial Programs has been delegated the responsibility to administer the student judicial system. Responsibilities include:
 - a. determining charges to be filed pursuant to the Code of Student Conduct.
 - b. interviewing and advising parties involved in disciplinary proceedings.
 - c. supervising the training and advising of all judicial boards.
 - d. reviewing the decisions of all judicial boards.
 - e. maintaining all student disciplinary records resulting from enforcement of the Code of Student Conduct.
 - f. resolving disputes and contested issues that arise out of alleged cases of student misconduct.
 - g. collecting and disseminating data concerning student judicial system actions.

H. Hearing Boards

1. The University will establish appropriate hearing boards which may conduct hearings concerning alleged violations of the Code of Student Conduct and recommend findings and sanctions. Such boards include:
 - a. University Judicial Board - Consisting of student, faculty, and staff representatives, the University Judicial Board will be the hearing body for cases involving students and recognized student organizations charged with violations under this Code.

I. Selection and Removal of Board Members

1. Members of the various judicial boards are selected in accordance with procedures approved by the Vice President for Student Services or designee.
2. Prospective members of the University Judicial Board are subject to confirmation by the following: faculty members confirmed by the Faculty Senate, student members confirmed by the Director of Student Judicial Programs, and administrative staff confirmed by the Vice President for Student Services.
3. Prior to participating in board deliberations, new members will participate in at least one orientation session coordinated by Student Judicial Programs.
4. Student members of any judicial board who are charged with any violation of the Code of Student Conduct or with a criminal offense may be suspended from their judicial positions by the Director of Student Judicial Programs during the pendency of charges against them. Students found in violation of any charge or offense may be disqualified from further participation on judicial boards by the Director of Student Judicial Programs.

J. Procedures for Disciplinary Actions

1. Any student, faculty, or staff member may refer a student or a student group or organization suspected of violating this Code to Student Judicial Programs. Persons initiating such referrals are required to provide information in writing pertinent to the allegation and will normally be expected to appear at a judicial hearing related to the matter.
2. If an alleged violation takes place in or near a residence hall, the complaint may be filed with the residence hall director in that area. If an alleged violation occurs elsewhere, the complaint should be filed with Student Judicial Programs.
3. The University may file appropriate charges against students accused of violating the Code of Student Conduct. Such charges will be filed not later than six months after the discovery of the alleged violation and the identity of the student(s) involved. If a student has withdrawn or withdraws after the filing of such charges, either (1) a registration encumbrance will be initiated and the student notified that disciplinary action may be pursued upon the student's application for readmission, or (2) the University will proceed to take disciplinary action under the provisions of the Code.
4. The Director of Student Judicial Programs or a designee will review judicial complaints to determine whether alleged violations of the Code may result in removal from University housing, suspension, or expulsion. Students who might be subject to such sanctions will be accorded a hearing before a University Judicial Board. All other cases will be scheduled initially for review through a disciplinary conference.
5. Students referred to a judicial board hearing may elect instead to have their case resolved through a disciplinary conference. Sanctions authorized by this Code with the exception of suspension and expulsion may be imposed, but under such circumstances the right of appeal will no longer apply.
6. Any student charged with violating the Code of Student Conduct may request permission from either the judicial officer involved in the disciplinary conference or the Director of Student Judicial Programs for a delay in a disciplinary conference or board hearing. In a case in which criminal charges are pending against an accused student for the same incident, upon the student's request, a reasonable delay will be granted to secure the advice of legal counsel, except in the case of interim sanctions. All other delays will be granted at the discretion of the Director of Student Judicial Programs or her/his designee.

K. Disciplinary Conferences

1. Upon the filing of charges, the University may schedule a disciplinary conference with the accused student(s) at which the nature of and the responsibility for the alleged offense is discussed. The charged student(s) will be notified in writing at least three calendar days prior to the scheduled disciplinary conference and will have the right to waive the disciplinary conference and proceed to a hearing board. The judicial officer conducting the disciplinary conference may withdraw any charge deemed to be without basis.
2. If the substantive facts and sanction(s) can be agreed upon by the judicial officer and the accused student(s), a judicial action agreement may be prepared and signed by both. A signed judicial action agreement will constitute a waiver of the right to a hearing and any appeal, and an acceptance of the finding(s) and sanction(s).
3. If the substantive facts and sanction(s) cannot be agreed upon, the matter will be referred to the appropriate hearing board.
4. If an accused student fails to appear at a scheduled disciplinary conference following proper written notification, the designated judicial officer may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the evidence and not on the accused student's failure to appear. The decision rendered by the judicial officer will be final and not subject to appeal.

L. Board Hearing Procedures

1. In the event of a board hearing, the charged student will be notified at least three calendar days prior to the date of the hearing. Such notice will be in writing and include the following:
 - a. the specific charges citing the appropriate University policies or regulations allegedly violated and the acts alleged to have been committed.
 - b. a description of the alleged acts, including the time and place (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
 - c. the time and place of the hearing.
 - d. the procedures to be followed at the hearing.
2. In most instances, hearing notification letters will be sent via campus or United States mail. Notification letters will be considered to be received upon delivery to a student's current local address as recorded with the Office of the University Registrar. Failure to notify the University of a change of address, failure to pick up one's notification letter, or failure to read one's notification letter could result in a case being reviewed in absentia.
3. Any hearing board will be subject to the following procedures:
 - a. Members of the board will be impartial (i.e., judge the case fairly and solely on the evidence presented).
 - b. Hearings normally will be conducted in private.
 - c. Where the student denies the charges, the University presenter/complainant will bear the burden of proving the charges by a preponderance of the evidence.
 - d. Should an accused student fail to appear after proper notification, the hearing will be conducted in absentia. Evidence in support of the charges will be presented to and considered by the judicial board.
 - e. The presenter/complainant, accused student and their advisors, if any, will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). The presenter/complainant and the accused student may be assisted by an advisor they choose, at their own expense. The complainant/presenter and/or accused student is responsible for presenting his or her information, and therefore, advisors are not permitted to speak or to participate directly in a hearing before a judicial board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to scheduling conflicts of an advisor.
 - f. The presiding chairperson of each board will exercise control over the hearing. A hearing board need not observe formal rules of evidence and may exclude unduly repetitious or irrelevant evidence.
 - g. A case report will be completed for each board hearing. The case report will include a record of all parties involved in the hearing, pleadings of the accused, the board's findings and sanction recommendations, and a rationale for the recommended sanctions.
 - h. Witnesses will be expected to present truthful information.
 - i. Prospective witnesses, other than the alleged victim and the student accused, will be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and advisors will be excluded during board deliberations.
 - j. Any person, including the charged student, who disrupts a hearing or fails to adhere to the procedural rulings of the board chairperson, may be excluded from the proceedings.
 - k. The presenter/complainant and the accused student may arrange for witnesses to present pertinent information to the hearing board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the presenter/complainant and/or accused student at least two weekdays prior to the judicial board hearing. Witnesses will provide information to and answer questions from the judicial board. Questions may be suggested by the accused student and/or presenter/complainant to be answered by each other or by other witnesses. This will be conducted by the judicial board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the hearing board.
 - l. Pertinent records, exhibits, or written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - m. Board advisors will serve as the chairperson for board hearings. All procedural questions are subject to the final decision of the chairperson of the hearing board.
 - n. A single record of proceedings, such as a tape recording, will be made of all hearings before a judicial body. The record will be the property of the University and be used for deliberations and appeals. No other recording, audio or video, will be permitted.
 - o. The hearing board may accommodate concerns regarding the personal safety, well-being, and/or fears of the confrontation of the presenter/complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Director of Student Judicial Programs.
4. A hearing board will list their recommended findings of fact, sanctions, and rationale for the sanctions which will be included in the official record of the hearing. The board will consider the past disciplinary record of the charged student only after a finding of violation has been determined. The entire record will be forwarded to the Associate Vice President for Student Services.
5. The Associate Vice President for Student Services will, within a reasonable length of time after receiving the judicial board's recommendation, render a decision in the disciplinary matter and notify the accused student. Such notification will be in writing and include the findings of fact, sanction(s), and rationale for determinations. The complainant or victim will be apprised of the decision. Such information will be communicated orally with a reminder that the information is subject to privacy laws.

M. Appeals

1. A student found in violation of the Code of Student Conduct following a judicial board hearing may appeal the findings or sanctions to the Vice President for Student Services.

2. A letter of appeal must be submitted in writing to Student Judicial Programs within three calendar days from the date of the student's receipt of the official decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
3. Appeal decisions will be based upon the record of the original proceeding and upon the written appeal. Students who file an appeal may request a meeting with the Vice President for Student Services. Such a meeting may or may not be granted subject to the discretion of that official.
4. The following will be considered grounds for appeal:
 - a. a procedural error or irregularity which materially affected the decision.
 - b. new evidence of a substantive nature not previously available at the time of the hearing which would have materially affected the decision.
 - c. bias on the part of a judicial board member which materially affected the hearing.
 - d. the sanction imposed is not commensurate with the findings of fact established during the hearing process.
5. After receiving an appeal and reviewing all available information, the Vice President for Student Services may elect to:
 - a. affirm the finding and the sanction originally determined.
 - b. affirm the finding and modify the sanction; however, the severity of sanction will not be increased.
 - c. remand the case to the original hearing board with instructions.
 - d. dismiss the case.
6. The imposition of sanctions will normally be deferred during the pendency of appellate proceedings.

N. Disciplinary Files and Records

1. Student Judicial Programs will maintain disciplinary records and a disciplinary tracking system, which will include, but not be limited to, the respondent's name and related information, description of the incident, parties involved, Code violations, sanctions, and other data deemed relevant. Such information will be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act. Disciplinary records will be made available to hearing boards and University officials designated in the Code of Student Conduct as necessary.
2. Students may arrange to review their own disciplinary records by contacting Student Judicial Programs. Except as provided in the Code of Student Conduct and as required by law, the University will not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student; however, the parents or legal guardian of a student who is a minor may be notified. Disciplinary proceedings under the Code of Student Conduct will be private.
3. In situations involving both an accused student or group or organization and a student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, will be considered to be the education records of both the accused student and the student claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. With the exception of unresolved cases or those involving suspension, expulsion, or revocation of or withholding of a degree, disciplinary records will be expunged seven years from the final disposition of the case.

Policy Statement A

Sexual Assault (See Section D.3.) - It is the policy of Western Illinois University that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, staff, and faculty.

The term "sexual assault" as used by Western Illinois University in this policy encompasses the legal definitions of sexual assault contained in Illinois state law. It includes, but is not limited to, acts of rape (stranger and acquaintance) and other forms of coerced sexual activity, including unwanted touching, fondling, or other forms of sexual conduct. A person who has been a victim of sexual assault should report the crime to the Office of Public Safety or the local police. The University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling assistance. Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Upon request, assistance will be provided in changing academic schedules and living arrangements, when reasonably available. Reported complaints of sexual assault will be investigated, and information obtained in the process will be kept as confidential as possible. Whether or not a victim chooses to initiate criminal charges, he or she retains the right to file a complaint through the student judicial system or employee grievance process. Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. In the event the accused is found in violation, the entire range of sanctions outlined in the Code of Student Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus-sponsored programs are offered on an ongoing basis throughout the year. Information about the above procedures, services, and programs can be obtained from the following: Student Judicial Programs, the Office of Public Safety, and Student Development and Orientation. Sexual harassment may be a form of sexual assault. Information on what constitutes sexual harassment, the support and resources that are available when instances occur, and information on how to file a complaint may be obtained from the Office of Equal Opportunity & Access.

Policy Statement B

Hazing (See Section D.6.) - Hazing of any type, whether committed or arranged by individual students or members of recognized student organizations, is an unacceptable practice at Western Illinois University.

Activities prohibited under this Policy will include, but not be limited to, any of the following: extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beatings; brandings; tests of endurance; or submission of members or prospective members to potentially hazardous or dangerous circumstances.

It will not be an acceptable defense to a charge of hazing to claim that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

Policy Statement C

Western Illinois University Board of Trustees Statement on Campus Disruption (See Section D.7.) - The Board of Trustees is the governing board for Western Illinois University. The Board was created to operate, manage, control, and maintain the University. In keeping with this responsibility, the Board has formulated and established a policy statement governing campus disturbances. This policy enunciated herein is in no sense intended to deprive any person of his or her rights of free speech and assembly. The exercise of those rights in a lawful manner is to be encouraged under the jurisdiction of the Board. Actions, however, which deprive others of their rights without due process of law cannot be justified.

All too often campus disturbances disrupt educational functions, deprive the majority of their rights to pursue their education, and result in injury to persons and extensive damage to property. The State, no less than a private property owner, has the right and responsibility to preserve property under its control for the use to which it is lawfully dedicated. Neither the United States Constitution, nor the Constitution of the State of Illinois, precludes the State from controlling the use of its own property for lawful, nondiscriminatory purposes.

Accordingly, in order that normal educational purposes can continue without interruption and in order that individual safety, personal freedoms, and property rights can be enjoyed without impairment, this Board declares that unlawful activities will not be tolerated on the campus of any institution under its jurisdiction. In particular, the Board believes that 720 ILCS 5/21 provides appropriate penalties for dealing with persons who willfully damage State property, commit trespass on the campus, or interfere with a public institution of higher education.

Criminal damage to State property is committed by one who does any of the acts specified in 720 ILCS 5/21-4 and, without regard to time or place, any person who knowingly damages campus property violates the law and should be arrested and prosecuted.

Criminal trespass to State land is committed by one who enters upon the campus or a building with legal notice that entry therein is forbidden or who remains in an area after notice to depart. It is lawful and proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls, and exits must be kept open for normal operations and the safety of others; offices are to be used for purposes intended; and buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should read applicable portions of the criminal trespass statute, 720 ILCS 5/21-5, and advise them that they are in violation of the law and that they will be arrested if they do not depart. In appropriate circumstances, court action of the injunctive or criminal nature should be sought.

Interference of an institution of higher education is committed by one who, without authority of the institution, through force or violence, actual or threatened, willfully acts as prohibited by 720 ILCS 5/21.2-2. In appropriate circumstances, court action of the injunctive or criminal nature should be sought.

Members of a campus community who participate in unlawful activities which disrupt educational functions will be dealt with according to established disciplinary or administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.

When the President of the University believes that unlawful activities which disrupt educational functions warrant, that person is directed to make prompt application to those agencies provided by the State for the purpose of dealing with those who break the law. Police should be summoned without delay, public prosecutors should be advised of the situation, and the courts should be asked to make timely disposition of all cases resulting from the incident.

Education is the living and growing source of our progressive civilization, of our open repository of increasing knowledge, culture, and salutary democratic traditions. It deserves our highest respect and fullest support in the performance of its lawful mission. No person, with liability to lawful processes, may intentionally act or prevent the accomplishment of the lawful mission, process, or function of an educational institution.

Policy Statement D

Explosives, Firearms, and other Hazardous or Dangerous Weapons (See Section D.11.) - 720 Illinois Compiled Statutes, 5/21-6, makes it a crime to possess or store on property "supported in whole or in part with public funds or in any building on such land" any weapon "without prior written permission from the chief security officer for such land or building."

Under 720 ILCS 5/24-1, "weapon" is defined as including the following: bludgeon, black-jack, sling-shot, sand-club, sand-bag, metal knuckles, throwing star, or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or a ballistic knife, which is a device that propels a knifelike blade as a projectile by means of a coil spring, elastic materials or compressed gas, dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, stun gun or taser or any other dangerous or deadly weapon of like character, tear gas gun projector or bomb or any object containing noxious liquid gas or substance, other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older, pistol, revolver, stun gun, taser, or other firearm, spring gun, device or attachment of any kind designed, used, or intended for use in silencing the report of any firearm, machine gun, any rifle having one or more barrels less than 16 inches in length or a shotgun having one or more barrels less than 18 inches in length or any weapon made from a rifle or shotgun, any bomb, bomb-shell, grenade, bottle, or other container containing an explosive substance of over one-quarter ounce for like purposes, such as, but not limited to, black powder bombs and Molotov cocktails or artillery projectiles, and explosive bullets.

Students in violation of this policy will be subject to University judicial action and criminal arrest. Requests to return confiscated items covered by this policy and the University's Code of Student Conduct will be taken under consideration and decided upon by the Director of Public Safety. Such items will normally only be released under a court order or in the care of a parent or guardian.

Policy Statement E

WIU Computing Use Policy (See Section D.19.) - Western Illinois University's computing facilities (its network, servers, workstations, imaging and recording hardware, licensed software of any and all kinds) are a public good. The facilities exist to promote the creation, storage, and management of information by and for the faculty, staff, and students of the university and, to a more limited extent, of the public at large. WIU's ability to create, store and manage digital information while large is not unlimited. Network capacity, the numbers and kinds of access points, and monetary considerations all constrain the university's ability to create, deliver, and handle digital information. The purpose of this policy is to provide a regulatory framework allowing for the maximum benefit to accrue to the largest number of computing facility users within the system's constraints.

All users of computing resources at WIU bear the responsibility of using these resources in an ethical, considerate and lawful manner. University judicial procedures or disciplinary action will be applied to those who violate the policy and the rules and regulations set forth within it.

Connecting to the network is a privilege that carries with it the responsibility to see that one's actions don't harm others. It is the responsibility of those using WIU's computing resources to be familiar with the hardware and software they use; software and hardware not supported by UCSS (see link for supported equipment) may be used, but the assistance for non-supported software and hardware will be provided at the discretion of Utech.

All members of the WIU community have the right to computing access, including use of the campus LAN and the Internet for access to computer applications, electronic mail and World Wide Web browsing. Federal and state laws, and University policy establish qualified rights, enumerated below, to users. Additionally, users reserve the right to engage without infringement in computer-related activities not enumerated below, insofar as those activities are not prohibited by State or Federal law, or by other approved University policies, guidelines or handbooks.

Misapplication of WIU's computing resources may bring a variety of consequences, ranging from temporary disconnection from the network to expulsion from the university, criminal arrest and/or other legal action. Additionally, employees may face the appropriate disciplinary action.

An unintended misapplication of the network, such as unwittingly participating in a denial-of-service attack, may result in temporary disconnection until the problem is resolved. Malicious use of computing resources, such as the purposeful introduction of viruses or other

harmful programs into the network or violation of copyright laws or using the state owned network to run a business may result in permanent disconnection and other appropriate university sanctions. Using the network to harass, threaten, or defraud others or to access, create or distribute child pornography, or to commit other crimes may result in legal action.

The following is a partial list of the state and federal laws governing all users of the WIU's computing resources.

- Obscenity and Pornography
 - Accessing, Viewing, or Downloading Child Pornography 18 USC § 2252
 - Forfeiture of computer for committing above 18 USC § 2510 et seq.
 - Illinois Compiled Statutes 720 ILCS 5/11-20.1
- Restriction of access by minors to materials commercially distributed by means of World Wide Web that are harmful to minors 47 USC § 231
- Transporting of Obscene Materials for Sale or Distribution 18 USC § 1465
- Intercepting Electronic Communications 18 USC § 2703 et seq
- Computer Fraud 18 USC § 1030
 - Illinois Compiled Statutes Computer Fraud 720 ILCS 5/16D-6
 - Illinois Compiled Statutes Computer Tampering (hacking, maliciously spreading viruses, etc.) 720 ILCS 5/16D-3
 - Illinois Compiled Statutes Illicit or Unauthorized Use of a Password 720 ILCS 5/16D-7
- Slander and Libel 47 USC § 230c1
 - Illinois Compiled Statutes Slander and Libel 740 ILCS 145/1
- Copyright 17 USC
 - Rights of Copyright Holders 17 USC § 106 to 121
 - Infringement of Copyright 17 USC § 501 to 513
 - Circumvention of Copyright Protection Systems 17 USC § 1201

Policy Statement F

Cannabis and Other Controlled Substances (See Section D.20.) - Faculty, administrative staff, Civil Service employees, and/or students will not manufacture, possess, use, deliver, sell, or distribute any substance prohibited by the Illinois Cannabis Control Act, Drug Paraphernalia Control Act, or the Illinois Controlled Substances Act, any other State statute, or any Federal statute, except as authorized by law, the Board of Trustees regulations, and the policies of Western Illinois University.

Substances prohibited under this policy will include, but are not limited to, marijuana, hashish, amphetamines, barbiturates, cocaine, heroin, lysergic acid (LSD), methaqualone, morphine, pentazocine, peyote, phencyclidine, anabolic steroids, rohypnol, and GHB.

Policy Statement G

University Alcohol Regulations (See Section D.21.) - Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property. Students and their guests who are of legal age as defined by Illinois statute, may not possess or consume alcoholic beverages, except in certain designated locations which have been specified in accordance with State law and University policy (consult the Residence Hall Handbook and/or Office of Student Activities for locations which have been designated as exceptions). No alcoholic beverages having a proof exceeding 100 will be permitted. The possession of alcoholic beverages in open containers by students and/or their guests is prohibited on University property, except as specified by University policy. Students and/or their guests may not sell or effect the delivery of alcoholic beverages on University property. Students may not purchase alcoholic beverages with University approved student fees or with any other student funds which are collected and administered by a University office or agency.

The possession and/or consumption of alcoholic beverages is prohibited in Tanner Hall and Thompson Hall by any person, regardless of age. Alcohol is not permitted in any outside area adjacent to any residence hall. In Bayliss Hall, Grote Hall, Henninger Hall, Higgins Hall, Lincoln Hall, and Washington Hall, alcoholic beverages may be possessed and/or consumed only by persons who are of legal age. Alcoholic beverages may only be consumed in individual rooms and may not be consumed in hallways, stairways, elevators, lounges, or any other public area of the residence hall. Alcohol containers may not be larger than one quart (32 fluid ounces).

Student organizations are expected to abide by State laws and institutional policies concerning alcoholic beverages. The University will not sanction or approve an off-campus event sponsored by a student organization where alcoholic beverages are served or provided by the organization as a part of the event. The University will not authorize the use of University approved student fees or other student funds collected and administered by a University office to support such off-campus events. When some members of an organization are under the legal drinking age, the members of the organization are responsible for conducting themselves in accordance with State laws.

Policy Statement H

Skateboarding (See Section D.23.) - The use of skateboards, roller skates, in-line skates, and bicycles on stairways, walls, planters, parking bumpers, and similar objects is prohibited. The use of skateboards, roller skates, in-line skates, and bicycles for the purpose to perform acrobatic stunts anywhere on campus is prohibited. Students, faculty, and staff engaging in such activities will be subject to disciplinary action, while others not part of the University community will be removed from campus. Nothing in this policy prohibits the safe use of the listed items.

Policy Statement I

Misuse of Electronic Devices (See Section D.25.) - Cellular phones, pagers, and other electronic devices may not be used in a manner that causes disruption in the classroom, library, or within college-owned or operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing such devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited. Photographing individuals in secured or private areas such as restrooms and locker rooms is prohibited.



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STUDENT DEVELOPMENT AND ORIENTATION

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Discrimination Complaint Procedures

(February 2009) Revision Statement of Purpose

Western Illinois University has established the following complaint procedures to demonstrate its commitment to non-discrimination on the basis of age, sex, race, marital status, sexual orientation, national origin, gender identity, gender expression, religion, disability, or status as a veteran. These procedures also fulfill obligations established by laws, statutes, and other non-discrimination guidance. Members of the University community who believe they have been discriminated against on the basis of age, sex, race, marital status, sexual orientation, national origin, gender identity, gender expression, religion, disability, or status as a veteran may file a complaint under these procedures.

Retaliation taken against any employee or student of the University who seeks redress under this procedure or who supports individuals in seeking redress is strictly prohibited. Reports of retaliatory action shall be regarded as a separate and distinct cause of complaint under these procedures.

Complaints filed against the President will be referred to the Board of Trustees legal counsel for investigation and preparation of a report to be submitted to the Board of Trustees. In the case of complaints filed against Vice Presidents or other persons who report directly to the President, the President shall substitute for the appropriate Vice President in step 7 below. Complaints against the Office of Equal Opportunity and Access will be referred to the President, who will appoint a neutral person to complete the investigation.

All complaints filed with the Office of Equal Opportunity and Access will be investigated as soon as practicable under the circumstances. Information obtained in the review of a complaint will be kept as confidential as possible. Individuals may also contact the Office of Equal Opportunity and Access to discuss possible informal avenues of resolution. Employees covered by a collective bargaining agreement may request union representation during this process.

The consideration of a complaint, including the investigation, attempts at informal resolution, and the formulation of a final decision will ordinarily be completed within eight calendar weeks, exclusive of holidays, after receipt of a complaint. If consideration cannot be completed in the eight-week interval, the complainant, respondent, and other parties as appropriate will be notified as to the delay.

If action is proposed as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, Board Regulations, or the State Universities Civil Service Statute and Rules will apply.

The following steps will be taken to resolve complaints filed under these procedures:

- Complainants must file a written statement outlining the nature of the complaint, naming the respondent(s), and indicating the remedy sought.
- The complainant will be interviewed by the Investigating Officer, at which time all materials provided by the complainant will be reviewed. Following this interview, the investigator will evaluate the complaint (including materials submitted) to determine if the allegation warrants further investigation under these procedures. If it is determined that there is insufficient evidence to support the allegation, the complainant will be notified in writing. The complainant may appeal this decision to the President.
- If it is determined that the complaint justifies further investigation, the Office of Equal Opportunity and Access will send notice to the individual(s) named as respondent(s) in the complaint. The respondent(s) will be required to submit a written response, and an interview will be conducted by the investigator to review their response to the complaint. If needed, the investigator will conduct additional interviews with the complainant, respondent, or other individuals deemed appropriate to obtain additional information related to the charge.
- Where there are conflicts of information or opinion, the investigator may elect to conduct an informational meeting including both parties. The complainant and respondent will receive at least three (3) working days notice of this meeting. After notifying the Office of Equal Opportunity and Access, either party may bring a person to serve in a supportive/observer role.
- When all the information has been reviewed, an Investigative Report will be prepared by the investigator. This report will include a finding of whether or not the University's non-discrimination policies have been violated. The finding will be provided to both parties in writing.
- If it is determined that discrimination has not occurred, no further action will be taken. Either party may appeal this finding to the President.
- If it is determined that discrimination has occurred, the investigator, the appropriate Vice President, and other relevant supervisory personnel will then meet to review the Investigative Report. The Vice President will determine what appropriate action will be taken. The Vice President will inform the respondent of action to be taken. If the respondent is a member of a bargaining unit, action will be taken in accordance with the appropriate collective bargaining contract.
- Either party may appeal the finding to the President. Appeals must be filed within 10 days of the receipt of the finding. The President's decision is final.

If action is proposed as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, board regulations, or the State Universities Civil Service Statute and Rules will apply. The consideration of a complaint, including investigation of the positions of the persons involved, attempts at informal resolution, and the formulation of a final decision ordinarily will be completed within eight calendar weeks, exclusive of holidays, after receipt of a complaint. If consideration cannot be completed in the eight-week interval, the complainant, and other parties as appropriate, will be notified as to the delay.

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Drug and Alcohol Abuse Policy

Approved: President, 8/10/95

This policy is issued in compliance with the resolution concerning drug and alcohol abuse by faculty, staff, and students adopted by the Illinois Board of Higher Education on May 5, 1987, the Drug-Free Workplace Act of 1988 (PL 100-690), and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). The purpose of the policy is to inform faculty, administrative staff, civil service employees, and students about sources of information regarding the adverse affects of drug and alcohol abuse, to advise them of the counseling and rehabilitation services that are available, and to notify them of the disciplinary actions that may be taken by the University. Copies of this policy and related University guidelines are in the Faculty Handbook, and Civil Service Handbook.

Use and Possession of Alcoholic Beverages

Students and their guests who are of legal age, as defined by Illinois statute, may possess or consume alcoholic beverages on University property only in certain designated locations, which have been specified in accordance with the University's Residence Hall Handbook and Code of Student Conduct. Except for those University Union staff who have been properly licensed and authorized to sell and serve alcoholic beverages as specified by University policy, University faculty, administrative staff, civil service employees, students, and/or their guests may not affect the commercial delivery of alcoholic beverages for sale on University property.

Alcoholic beverages may be sold, served, and consumed at activities sponsored by off-campus groups in accordance with policies governing the sale and provision of alcoholic beverages.

The possession of alcoholic beverages in open containers by any person is prohibited on University-owned or University-controlled property, except as specified by University policy. The unlawful possession, use or distribution of alcoholic beverages by students and employees on institutional property or at any of its activities is prohibited.

Work Environment

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Western Illinois University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812) by employees in the workplace is prohibited. Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in an approved drug abuse assistance or rehabilitation program, referral for prosecution, and up to and including termination of employment under applicable Board of Trustees policies, University policies, statutes, employment contracts, or collective bargaining agreements.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well-being of fellow employees, students, and others. Any employee who appears to be under the influence of drugs and/or alcohol while on the job may be temporarily relieved of work responsibilities. When the employee returns for work, the supervisor will review and discuss with the employee the circumstances that caused the supervisor to direct that the employee be temporarily relieved of his/her work responsibilities. Possible outcomes of this discussion and review may include a recommendation that the employee seek counseling and/or the initiation of disciplinary action in accordance with applicable University policies and procedures.

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

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

Prohibited Drugs

Faculty, administrative staff, civil service employees, and/or students shall not manufacture, possess, use, deliver, sell, or distribute any substance prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substance Act, any other state statute, or any federal statute, except as authorized by law, the Board of Trustees policies, and the policies of Western Illinois University.

The unlawful possession, use or distribution of illicit drugs by students and employees on institutional property or at any of its activities is prohibited.

Counseling and Support Services

Consistent with its mission as a public institution of higher education, Western Illinois University is committed to providing education about the effects of drugs and alcohol and assistance for victims of drug and alcohol abuse. In each of the residence halls, the University offers educational programs on substance abuse and provides referral services for students with drug and alcohol abuse problems. The University Counseling Center and Beu Health Center offer counseling to students with drug and alcohol abuse problems and to students with alcoholic parents. Health Sciences, University Counseling Center, and Beu Health Center staff members also offer educational information and programs in classroom settings, for student living units, and for other student organizations.

The University encourages employees who know or believe they have a problem with the abuse of alcoholic beverages or the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the University's Employee Assistance Program (EAP).

If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the University, however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties in a safe and efficient manner.

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Disciplinary Actions

Students who violate University policies concerning drugs and alcohol will be referred to the University Judicial Programs for disciplinary action in accordance with the Code of Student Conduct. In addition, student employees who violate University policies concerning drugs and alcohol may be subject to termination of employment.

Faculty, administrative staff, and civil service employees who violate University policies concerning drugs and alcohol may be subject to disciplinary action including termination of employment.

Faculty, administrative staff, civil service employees, and students are advised that violators of state or federal law are also subject to criminal prosecution by state and/or federal authorities.

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Student Services Policy Regarding Alcohol at Student Organization Fundraising Events

(January 27, 2006)

The University supports student organizations' philanthropic and fundraising activities. The University does not support student organization fundraising where alcohol is present in any form. This includes, but is not limited to, sponsorship, endorsement, and donations.



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Policy on Access to and Release of Student Information

(March 1993) Revision

The Family Educational Rights and Privacy Act of 1974 is a federal law that 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:

- the student himself/herself;
- 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.
- institutions at which the student seeks to enroll;
- 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);
- accrediting agencies carrying out their accreditation functions;
- 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);
- persons in an emergency in order to protect the health or safety of students or other persons;
- parents of a student whom they demonstrate to be dependent as defined in section 152 of the Internal Code of 1954;
- 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;
- 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);
- 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
- A person or company with whom the University has contracted (including 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;
- 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;
- An alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the University against the alleged perpetrator of a that crime;
- The public regarding the the final results of a disciplinary proceeding conducted by the University so long as the student has been determined to be the alleged perpetrator of a crime of violence or non-forcible sex offense;
- A parent of a student under the age of 21 concerning the student's violation of any law or University policy regarding the use or possession of alcohol or controlled substance; and
- To officials when the disclosure concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994.

All of the exceptions above are permitted by the federal regulations that 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

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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, Sherman Hall 110, Western Illinois University. The request for exclusion of directory information will be honored indefinitely; however, it does not affect directory information published or released prior to the request for exclusion. By requesting exclusion of directory information, students should be aware that all future requests for this information by anyone other than school officials with legitimate educational interests will be refused. 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 that 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 evaluative 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 the 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 Office of Public Safety 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.

FERPA rights cease upon a student's death. However, it is the policy of Western Illinois University that no confidential records of deceased students will be released after the date of death unless required by law or specifically authorized by the executor of the deceased's estate or by next of kin.

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

- [Grade Appeal Policy](#)
- [Student Academic Integrity Policy](#)
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any of the following offices:

- Admissions
- Registrar
- Financial Aid
- Student Development and Orientation
- University Housing and Dining Services
- Alumni House
- Graduate Studies
- Career Services
- 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.



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Grades and Class Attendance

(November 1995) Revision

Evaluation of a student's achievement is the responsibility of the instructor. It is assumed that every instructor will have applied adequate, valid measures during the process of the course which will result in an objective, reasonably reliable grade assignment.

Reasonable measures should be taken by the instructor within the framework of the class structure to evaluate students' work and to make the results of the evaluation known to the students regularly throughout the course. Instructors should make every effort to consult with students who are doing unsatisfactory work.

Students who are doing unsatisfactory work should confer with their academic advisors. Students may also utilize tutorial help available through the department, University Counseling Center, and the University Advising and Academic Services Center. Where there are basic problems with reading and/or writing, the student may seek assistance from the Department of Curriculum and Instruction and/or the University Writing Center.

Student Absence Policy Clarification (February 2006) Revision

Students are expected to attend all classes in which they are enrolled. Each faculty member determines his or her own policy dealing with class attendance. Therefore, if a student misses a class or classes, the student is expected to discuss that matter with the instructor, and it is up to the discretion of the instructor whether to allow a student to make up any missed assignments, exams, or projects.

If a student knows he or she is going to miss a class, the student is advised and is expected to discuss the situation with the appropriate faculty member in advance and in accordance with that faculty member's guidelines for class attendance. If documentation of the reason or reasons for an absence is desired by the faculty member, the student should inquire of the faculty member what would suffice for that purpose (e.g., medical documentation, proof of court appearance, etc.).

If a student needs medical documentation, he or she should contact the proper medical source directly for whatever material is needed. Neither the Office of Student Development and Orientation nor the Beu Health Center issue excuses for not attending class, but a student may obtain a form indicating the date and time of a completed medical appointment at the health center, for example, should a faculty member desire or require such evidence.

If a student makes a decision not to attend a class because of a nonemergency illness or injury (e.g., sore throat, cold, sprained ankle, etc.), it is the responsibility of the student to discuss the absence with the faculty member should the student desire to make up any academic work missed because of the absence. Depending upon such factors as the faculty member's class attendance policy, the reasons for the absence, and the student's prior record of class attendance, the faculty member may or may not grant the request to make up work that has been missed. It is emphasized that it is the individual faculty member's decision whether or not to grant the request.

The Office of Student Development and Orientation will serve as a contact resource for a student in extreme/emergency cases when the student is unable to make contact with a faculty member. Accidents/hospitalizations that occur out of town, death of an immediate family member (mother, father, sister, or brother), serious emotional/psychological problems, serious physical injuries or trauma, and medically prescribed inpatient treatment for substance abuse are examples of situations where the Office of Student Development and Orientation might appropriately be contacted and called upon for assistance.

If the president issues a "University Advisory" because of an emergency condition (such as inclement weather) and classes are not canceled, students should arrange with faculty to complete academic course requirements missed during the time of the advisory. If classes only are canceled, faculty members will inform students at a later time how missed course activities will be satisfied. Individual faculty members are responsible for their academic course requirements, and it is the individual faculty member's decision whether or not to grant a request to make up work that has been missed as a result of a "University Advisory."

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Grade Appeal Policy

(May 2005)

Preamble

The purpose of the Grade Appeal Policy is to ensure that grades represent a fair and consistent evaluation of student performance. At each level of the process it is the responsibility of the adjudicating body to determine whether the grade assigned was determined in a fair and appropriate manner; it is not in its province to grade or re-grade individual assignments. Faculty should determine appropriate evaluation criteria in each course, should inform students of those criteria in writing at the beginning of the course, and should determine the extent to which each student has met those criteria.

Arbitrarily assigning a grade or determining a priori that a percentage of a class will receive a specific grade are two examples of grading procedures which are inimical to academic responsibility and to the rights of the individual. Because students may seek redress against arbitrary or capricious evaluations through the procedures indicated in the following paragraphs, faculty must keep adequate records. For example, examinations, homework assignments, etc. will be kept by the faculty member until the end of the grade appeal procedure period.

In cases where the grade appeal is based on a complaint involving sexual harassment or harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, marital status, or veteran status (please refer to Western Illinois University [Anti-Harassment Policy](#)), the deadline for filing the formal appeal and other subsequent deadlines will not apply. In such cases, the Grade Appeal Committee will refer the student to the Affirmative Action officer before proceeding further. Once this officer has acted on the validity of the complaint, the matter will be referred back to the Departmental Grade Appeal Committee for adjudication.

I. Undergraduate and Graduate Grade Appeal Procedure,

Step One: Informal Resolution

It is the responsibility of any student wishing to pursue an academic grade appeal involving a faculty member to discuss the matter privately with the professor involved by the end of the second week of the regular semester (fall or spring) following the term in which the student received the grade in question. Grade appeal hearings are normally heard during the fall/spring semester unless all parties agree to an earlier hearing. In the event the student is unable to contact the professor by the beginning of the third week of the regular semester (fall or spring), the student should contact the department chairperson in order to set up a meeting with the faculty member (or to meet with the department chairperson if the faculty member is no longer on campus).

If concerns remain after meeting with the faculty member, students must within five working days:

- write a letter to the faculty member (or to the appropriate department chairperson if the faculty member is no longer on campus) requesting an appeal of their grade in the course; and
- provide the following information in the letter: name, mailing and email address, and student identification number; course number, title and section; semester and year taken; instructor's name; and a clear statement of the grade change requested and reason that justifies the request. (Students must use the Formal Grade Appeal form.)

The faculty member, upon receipt of a student's written request for a grade change, will review his/her records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and notify the student in writing of the change of grade within five working days.

If the faculty member (or department chairperson) denies the student's request, the letter from the faculty member indicating the denial must include a statement that the student has the right to contact the department chairperson for a formal Grade Appeal Form. Faculty members must notify students within five working days of their decision to deny the request, with a copy to the department chairperson.

The Formal Grade Appeal form, which constitutes a written request for a formal hearing under section II (below), must be submitted to the department chairperson no later than the end of the fourth week of the regular semester (fall or spring) following the term in which the student received the grade in question. The department chairperson will then transmit the completed form to the Departmental Grade Appeal Committee.

II. Undergraduate and Graduate Grade Appeal Procedure,

Step Two: Formal Hearings

A. Constitution of Grade Appeal Committees:

Each academic department and college within the University will establish a Grade Appeal Committee whose sole responsibility is to ensure that grades represent a fair and consistent evaluation of student performance in accordance with the procedures outlined below.

Faculty members and students should be aware of potential conflicts of interest and excuse themselves from service. If the impartiality of a committee member is questioned, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency will be appointed to serve in his or her place. Department chairpersons and administrators (assistant dean, associate dean, dean, etc.) of any college will not serve on any grade appeal committee.

1. Department Grade Appeal Committee

Each department will establish a standing Grade Appeal Committee comprised of an odd number of members. If the Grade Appeal Committee consists of the minimum of three members, then one member must be a student who was not in the course from which the grade appeal originates and is not currently a student in any course taught by the faculty member being appealed. (If the case involves an undergraduate student, then the student representative must be an undergraduate student. If the case involves a graduate student, then the student representative must be a graduate student.) If the committee consists of more than three faculty members, then the committee must have two student members who were not in the course from which the grade appeal originates and are not currently in any course taught by the faculty member being appealed. Department chairpersons will notify each faculty member on the Grade Appeal Committee of the first meeting at the beginning of the semester, before a grade appeal is filed. At this meeting, the chairperson of the Grade Appeal Committee will be elected by the members of that committee.

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2. College Grade Appeal Committee

The College Grade Appeal Committee will consist of five persons: two voting students selected according to the criteria for department committees and three voting faculty members appointed by the dean from the chairpersons of Department Grade Appeal Committees (or their designees) within the College but not from the academic department from which the grade appeal originates. The chairperson will be appointed by the dean of the college.

3. University Grade Appeal Committee

The Council on Admission, Graduation, and Academic Standards will serve as the grade appeal committee for undergraduate students at the University level. The Graduate Council will serve as the grade appeal committee for graduate students at the University level.

B. Procedures for All Committees

Within five working days following the receipt of a student's written request to appeal a grade, the appropriate Grade Appeal Committee will arrange a hearing. All hearings (department, college, and University) will be held on the Macomb campus for Macomb students and by CODEC for the WIU-Quad Cities campus, unless the committee decides otherwise.

At least five working days in advance of any hearing, the chairperson of the committee will notify the student and the faculty member involved of the time and place of the hearing, the specification(s) of the complaint (including any written documentation provided by the student or faculty member), and the right of the individual to be accompanied by an advisor, but not legal counsel. Reasonable efforts will be made to accommodate the class schedules of students and the faculty member when setting committee meetings and hearings.

One advisor for the student and one for the faculty member may be present when evidence is presented to the committee. Advisers are not allowed to ask questions or present material and cannot serve as witnesses. All committee hearings will be confidential; witnesses will be excluded except for the period of their questioning. All participants will conduct themselves in a professional and collegial manner. Anyone failing to comply with this requirement can be excluded for the remainder of the hearing.

Approval or disapproval of an appeal and recommendations for specific action shall be determined by majority vote of those present on a secret ballot. A written report of the proceedings will be prepared by the chairperson of the committee and submitted to the members for their approval. This report should include the basis for appeal, conclusions reached by the committee, and a report of the voting which reflects the majority and minority points of view.

C. Formal Hearings

1. Department Level Hearing

The Department Grade Appeal Committee will consider the facts of the case at a meeting which should be attended by the student (with an advisor of the student's choice, if he or she so desires) and the instructor assigning the grade. Either party may submit written materials to support his or her position, and either party may have witnesses testify in writing or before the committee.

All appeals at the department level will be completed within 20 working days after the submission of the Formal Grade Appeal form. Within five working days after the Departmental hearing, the chairperson of the Departmental Committee must inform the faculty member, student, chairperson of the department, and (for record-keeping purposes) either the Council on Admission, Graduation, and Academic Standards (if the case involves an undergraduate student) or the Graduate Council (if the case involves a graduate student) of the decision in writing.

If the student's appeal is upheld, within five working days after the departmental hearing, the faculty member must inform the chairperson of the committee in writing as to whether or not he or she will change the grade. The chairperson of the committee must then inform the student and the chairperson of the department in writing of the faculty member's decision within five working days. If the faculty member fails to reply within the specified time limit, it will be assumed that he or she has decided not to change the grade. If that is the case, or if either the student or faculty member does not agree with the recommendation of the Grade Appeal Committee, the chairperson must inform both parties, in writing, of their right to appeal the decision to the College level. If the faculty member does not change the grade, then the student must request in writing that the appeal be forwarded to the College level.

In cases where the faculty member does not become a party in the proceedings and the Departmental Grade Appeal Committee makes a decision in favor of the student, the grade will be changed. The chairperson of the committee will submit a change of grade form and indicate that the change is due to a successful grade appeal.

2. College Level Hearings

If the result of the decision of the Department Grade Appeal Committee is unsatisfactory to either party, that person will have the right to appeal to the dean of the College in which the department involved is located. The written appeal must be filed with the dean's office within 20 working days after the chairperson of the Department Committee has notified the student of the faculty member's decision not to change the grade. The chairperson of the Department Committee will forward the committee's report and all written material considered by the committee to the dean's office upon being notified by the dean that there will be an appeal at the college level. This material will also be sent to both the faculty member and student involved with the grade appeal hearing.

A College hearing will be held within 10 working days after receiving the appeal, using the same procedures provided for at the department level. The College committee will also include in its deliberations the written report of the Departmental Grade Appeal Committee and any other written materials forwarded to the dean from the chairperson of that committee.

Within five working days after the College hearing, the chairperson of the committee must inform the faculty member, student, chairperson of the department, and (for record-keeping purposes) either the Council on Admission, Graduation, and Academic Standards (when the case involves an undergraduate student) or the Graduate Council (if the case involves a graduate student) of the decision in writing.

If the student's appeal is upheld, within five working days the faculty member must inform the chairperson of the College committee in writing as to whether or not he or she will change the grade.

The chairperson of the committee must then inform the student and the chairperson of the department in writing of the faculty member's decision within five working days. If the faculty member fails to reply within the specified time limit, it will be assumed that he or she has decided not to change the grade. If that is the case, or if either the student or faculty member does not agree with the recommendation of the College Grade Appeal Committee, the chairperson must inform both parties, in writing, of their right to appeal the decision to either the Council on Admission, Graduation, and Academic Standards (if the case involves an undergraduate student) or the Graduate Council (if the case involves a graduate student). If the faculty member does not change the grade, then the student must request in writing that the appeal be forwarded to the University level.

In cases where the faculty member does not become a party in the proceedings and the College Grade Appeal Committee makes a decision in favor of the student, the grade will be changed. The chairperson of the committee will submit a change of grade form and indicate that the change is due to a successful grade appeal.

3. University Level Hearing

A. Undergraduate Student

If the decision of the College Grade Appeal Committee is unsatisfactory to either the undergraduate student or the faculty member, that person will have the right to appeal to the Council on Admission, Graduation, and Academic Standards (CAGAS). The written appeal must be filed with the chairperson of CAGAS within 10 working days after the chairperson of the College Grade Appeal Committee has notified the student of the faculty member's decision not to change the grade. The chairperson of the College Grade Appeal Committee will forward all reports and written materials received by the College Grade Appeal Committee to the chairperson of CAGAS upon being notified that there will be an appeal.

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The chairperson of the Council shall review the case and shall then appoint a subcommittee of the Council to review the case and bring a recommendation to the Council. The subcommittee may request additional information and/or hear from both parties involved. The Council shall decide whether or not to approve the student's appeal. No member of CAGAS from the department in which the appeal originated may participate in the deliberations or vote on the case.

The chairperson of CAGAS will then inform the student, faculty member, chairperson of the department, and dean of the College in writing of the decision. If CAGAS finds for the student, the grade will be changed. A student who has been restored to good academic standing as a consequence of a successful grade appeal will be eligible to re-enroll in the University for the semester immediately following the resolution of the case.

B. Graduate Student

If the decision of the College Grade Appeal Committee is unsatisfactory to either the graduate student or the faculty member, that person will have the right to appeal to the Graduate Council. The written appeal must be filed with the chairperson of the Graduate Council within 10 working days after the chairperson of the College Grade Appeal Committee has notified the student of the faculty member's decision not to change the grade. The chairperson of the College Grade Appeal Committee will forward all reports and written materials received by the College Grade Appeal Committee to the chairperson of the Graduate Council upon being notified that there will be an appeal.

The chairperson of the Graduate Council shall review the case and shall then appoint a subcommittee of the Graduate Council to review the case and bring a recommendation to the Council. The subcommittee may request additional information and/or hear from both parties involved. The Graduate Council shall decide whether or not to approve the appeal. No member of the Graduate Council from the department in which the appeal originated may participate in the deliberations or vote on the case.

The chairperson of the Graduate Council will then inform the graduate student, faculty member, chair of the department, and dean of the College in writing of the decision in the case. If the Graduate Council finds for the student, the grade will be changed.

III. Interpretations and Exceptions

Any questions concerning the interpretation of the Grade Appeals Policy will be resolved by the Council on Admission, Graduation, and Academic Standards for undergraduate students and by the Graduate Council for graduate students. CAGAS will be informed of all decisions regarding undergraduate student grade appeals. The Graduate Council will be informed of all decisions regarding graduate student grade appeals.



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Student Academic Integrity Policy

(May 2005)

Preamble

Western Illinois University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. [Students Rights and Responsibilities](#), and students should realize that deception for individual gain is an offense against the members of the entire community, and it is the student's responsibility to be informed and to abide by all University regulations and policies on academic integrity.

Plagiarism, cheating, and other forms of academic dishonesty constitute a serious violation of University conduct regulations. Students who engage in dishonesty in any form shall be charged with academic dishonesty.

It is a duty of faculty members to take measures to preserve and transmit the values of the academic community in the learning environment that they create for their students and in their own academic pursuits. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty, to adjust grades appropriately if academic dishonesty is encountered, and, when warranted, to recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty; administrative sanctions are under the authority of the director of Student Judicial Programs. This document provides policies and procedures to be followed when academic dishonesty is encountered.

1. Definitions of Academic Dishonesty

The following definitions and examples are not meant to be exhaustive. The University reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity.

1. Plagiarism

Plagiarism is intentionally or knowingly presenting the work of another as one's own. Plagiarism occurs whenever:

- one quotes another person's actual words or replicates all or part of another's product without acknowledgment. This includes all information gleaned from any source, including the Internet.
- one uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words, without acknowledgment.
- one uses facts, statistics, or other illustrative materials without acknowledgment.
- one fails to acknowledge with a citation any close and/or extended paraphrasing of another.
- one fails to use quotation marks when quoting directly from another, whether it is a few words, a sentence, or a paragraph.

Typical examples: Submitting, as one's own, the work of another writer or commercial writing service; knowingly buying or otherwise acquiring and submitting, as one's own work, any research paper or other writing assignment; submitting, as one's own, work in which portions were produced by someone acting as tutor or editor; collaborating with others on papers or projects without authorization of the instructor.

In addition to oral or written work, plagiarism may also involve using, without permission and/or acknowledgment, computer programs or files, research designs, ideas and images, charts and graphs, photographs, creative works, and other types of information that belong to another.

Because expectations about academic assignments vary among disciplines and instructors, students should consult with their instructors about any special requirements related to citation.

2. Fabrication and Falsification

Fabrication or falsification is intentionally and knowingly making unauthorized alterations to information, or inventing any information or citation in an academic exercise. Fabrication (inventing or counterfeiting information) and/or falsification (altering information) occur whenever:

- one alters or falsifies a graded work after it has been evaluated by the instructor and resubmits it for re-grading.
- one invents data in a piece of work or provides a false account of the method by which data were generated or collected.
- one misrepresents by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid timely submission of academic work or to avoid or delay the taking of a test or examination.

Typical Examples: Fabrication—*inventing or counterfeiting data, research results, information, or procedures; inventing data or fabricating research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences.*

Falsification—*altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking regrading.*

3. Cheating

Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids, solution manuals, or other devices in any academic exercise, test, or quiz. This includes unauthorized communication of information during an exercise. Cheating includes:

- possessing unauthorized notes, crib sheets, additional sources of information, or other materials during an examination.
- preparing a written answer to an exam question outside of class and submitting that answer as part of an in-class exam.
- possessing term papers, examinations, lab reports, or other assignments which were supposed to be returned to the instructor.
- altering test answers and then claiming the instructor improperly graded the test or examination.

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- giving or receiving answers by use of any signals or technology during a test.

Typical Examples: Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer programs or files and the like with other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination.

4. Complicity in Academic Dishonesty

Complicity in academic dishonesty is intentionally or knowingly helping, or attempting to help, another commit an act of academic dishonesty. Complicity includes:

- permitting another student to copy one's work during an examination or allowing another student to copy one's paper, lab report, computer program, or other assignments.
- taking an examination or any portion of a course for another student; writing a paper, lab report, computer program, or other assignments for another student.

Typical Examples: Knowingly allowing another to copy from one's paper during an examination or test; knowingly and without authorization distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. (

Note: Collaboration and sharing information are characteristics of academic communities. These become a violation when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt).

5. Abuse of Academic Materials

Abuse of academic materials is intentionally or knowingly destroying, stealing, or making inaccessible library or other resource material.

Typical Examples: Stealing or destroying library or reference materials needed for common academic exercises; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing or intentionally destroying another student's notes or laboratory experiments; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor. (Note: The offense of abuse of academic materials shall be dealt with under this policy only when the abuse violates standards of integrity in academic matters, usually in a course or experience for which academic credit is awarded).

6. Multiple Submissions

Multiple submissions occurs when one intentionally or knowingly submits substantial portions of the same academic work (including oral reports) for credit more than once without the explicit authorization of both instructors.

Typical Examples: Submitting the same or substantially the same work for credit in more than one course without prior permission of both instructors. Building upon or reworking prior work is acceptable with permission of both instructors.

II. Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has an ethical responsibility for reporting said act(s). Confronting and reporting academic dishonesty can be done in a variety of ways, and people should choose the manner most appropriate for the circumstances. Acts of apparent academic dishonesty that occur in the classroom should be reported directly to the course instructor, and/or the course instructor's department chair, and/or the instructor's College dean. The Council on Admission, Graduation, and Academic Standards (CAGAS) or the Graduate Council will not accept or act upon anonymous reports, but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his/her identity revealed.

III. Undergraduate and Graduate Academic Integrity Procedure,

Step One: Informal Resolution

A. Preliminary discussion

A faculty member responsible for assigning final grades in a course may acquire evidence, either directly or through information supplied by others, that a student violation of academic integrity may have occurred. After collecting the evidence available, the faculty member must meet with each student involved to present the evidence of a violation and request an explanation. If the faculty member accepts the student's explanation, no further action is taken.

If the faculty member determines that a violation has occurred, the faculty member must inform the student, in writing, of the academic penalty and of the student's rights of appeal within five working days. The faculty member will at the same time send a copy of the letter, an Academic Integrity Incident Report, together with any additional information, to the department chair and (for record-keeping purposes) to the Council on Admission, Graduation and Academic Standards (if the case involves an undergraduate student) or to the Graduate Council (if the case involves a graduate student.) The letter will include:

- the nature of the charge/evidence against the student;
- a brief summary of the meeting with the student;
- the faculty member's decision; and
- information regarding the right to appeal to the department Academic Integrity Committee.

Once a faculty member has charged a student with academic dishonesty, the student may not withdraw from the course. Faculty members will inform the registrar of the charge of academic dishonesty.

Any student who withdraws from a course after the charge is made may be re-registered by the registrar for the course so that appropriate action can be taken.

An incomplete will be given to the student(s) by the instructor in the event that a charge of academic dishonesty cannot be resolved before the submission of the final course grade(s).

If the student wishes to appeal the faculty member's charge of academic dishonesty, he or she must file a written appeal with the department chair within five working days following receipt of the faculty member's letter. In cases where a student does not file a written appeal with the department chairperson, then the faculty member will assign an appropriate grade for the course.

B. Assignment of Penalty

All acts of academic dishonesty violate standards essential to the existence of an academic community. Most offenses are properly handled and remedied by the faculty member teaching the course in which they occur. The penalties that may be assessed by the faculty member are course related and may include the following:

- a revision of the work in question and/or completion of alternative work, with or without a grade reduction;

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- [Student Academic Integrity Policy](#)
- [University Fundraising and Gift Guidelines](#)
- [Trademark Licensing Program](#)
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- a reduced grade (including "F" or zero) for the assignment;
- 3. a reduced grade (including "F") for the entire course;
- referral to Student Judicial Programs.

The use of grades to address questions of academic dishonesty is at the sole discretion of the faculty member. A second violation of this policy will automatically result in formal judicial charges being brought against the student.

IV. Undergraduate and Graduate Procedure,

Step Two: Formal Hearings

A. Constitution of Academic Integrity Committees:

Each academic department and College within the University will establish an Academic Integrity Committee whose sole responsibility is to determine whether there has been a violation of the Academic Integrity Policy, but not to determine any penalty, in accordance with the procedures outlined below.

Faculty members and students should be aware of potential conflicts of interest and excuse themselves from service. If the impartiality of a committee member is questioned, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency will be appointed to serve in his or her place. Department chairpersons and administrators (assistant dean, associate dean, dean, etc.) of any college will not serve on any Academic Integrity Committee.

1. Department Academic Integrity Committee

Each department will establish a standing Academic Integrity Committee comprised of an odd number of members. If the Academic Integrity Committee consists of the minimum of three members, then one member must be a student who was not in the course from which the allegation originates and is not currently a student in any course taught by the faculty member bringing the allegation. (If the case involves an undergraduate student, then the student representative must be an undergraduate student. If the case involves a graduate student, then the student representative must be a graduate student.) If the committee consists of more than three faculty members, then the committee must have two student members that were not in the course from which the allegation originates and are not currently in any course taught by the faculty member bringing the charge. Department chairs will notify each faculty member on the Academic Integrity Committee of the first meeting at the beginning of the semester, before an Academic Integrity Report is filed. At this meeting, the chairperson will be elected by the members of said committee.

2. College Academic Integrity Committee

The College Academic Integrity Committee will consist of five persons: two voting students, selected according to the criteria for Department Committees, and three voting faculty members, appointed by the dean from the chairpersons of Department Academic Integrity Committees (or their designees) within the College but not from the academic department from which the academic integrity case originated. The chair will be appointed by the dean of the College.

3. University Academic Integrity Committee

The Council on Admission, Graduation, and Academic Standards (CAGAS) will serve as the academic integrity committee for undergraduate students at the University level. The Graduate Council will serve as the academic integrity committee for graduate students at the University level.

B. Procedures for All Committees

Within five working days following the receipt of a student's written request to appeal a charge of academic dishonesty, the appropriate academic integrity committee will arrange a hearing. All hearings (department, College, and University) will be held on the Macomb campus for Macomb students and by CODEC for the WIU-Quad Cities Campus, unless the committee decides otherwise. Academic integrity hearings are normally heard during the fall/ spring semesters unless all parties agree to an earlier hearing. At least five working days in advance of any hearing, the chairperson of the committee will notify the student and the faculty member involved of the time and place of the hearing, the specification(s) of the complaint (including any written documentation that was provided by the student or faculty member), and the right of each individual to be accompanied by an advisor, but not legal counsel. Reasonable efforts will be made to accommodate the class schedules of students and faculty members when setting committee meetings and hearings.

One advisor for the student and one for the faculty member may be present when evidence is presented to the committee. Advisers are not allowed to ask questions or present material and cannot serve as witnesses. All committee hearings will be confidential; witnesses will be excluded except for the period of their questioning. All participants will conduct themselves in a professional and collegial manner. Anyone failing to comply with this requirement can be excluded for the remainder of the hearing.

Agreement or disagreement with the charge of academic dishonesty shall be determined by majority vote of those present on a secret ballot. A written report of the proceedings will be prepared by the chairperson of the committee and submitted to the members for their approval. This report should include the basis for the charge, conclusions reached by the committee, and a report of the voting which reflects the majority and minority points of view.

C. Formal Hearing

1. Department Level Hearing

The Department Academic Integrity Committee will consider the facts of the case at a meeting which should be attended by the student (with an advisor of the student's choice, if he or she so desires) and the instructor making the allegation. Either party may submit written materials to support his or her position, and either party may have witnesses testify either in writing or before the committee.

The hearing at the department level will be completed within 20 working days after the submission of the Academic Integrity Incident Report or the student's request to appeal, whichever is later.

Within five working days after the departmental hearing, the chairperson of the committee must inform the faculty member, student, chairperson of the department, and (for record-keeping purposes) either the Council on Admission, Graduation, and Academic Standards (if the case involves an undergraduate student) or the Graduate Council (if the case involves a graduate student) of the decision in writing. If the Academic Integrity Committee finds that no violation has occurred, the faculty member must inform the chairperson of the committee in writing as to whether or not he or she will appeal the decision within five working days.

The chairperson of the committee must then inform the student and the chairperson of the department in writing of the faculty member's decision within five working days. If the faculty member fails to reply within the specified time limit, it will be assumed that he or she has decided not to pursue a charge of academic dishonesty. If either the student or faculty member does not agree with the recommendation of the department's Academic Integrity Committee, the chairperson must inform both parties, in writing, of their right to appeal the decision to the college level. If the faculty member does not respond to the committee, then the student must request in writing that the appeal be forwarded to the College level.

In cases where the faculty member does not become a party in the proceedings and the Departmental Academic Integrity Committee makes a decision in favor of the student, the allegations will be dismissed and the Incomplete (if one is recorded) will be changed to the appropriate grade. The chairperson of the committee will submit a change of grade form and indicate that the change is due to an academic integrity appeal.

2. College Level Hearing

If the result of the decision of the Departmental Academic Integrity Committee is unsatisfactory to either party, that person will have the right to

appeal to the dean of the College in which the department involved is located. The written appeal must be filed with the dean's office within 20 working days after the chairperson of the department committee has notified the student of the faculty member's decision. The chairperson of the department committee will forward the committee's report, and all written material considered by the committee, to the dean's office upon being notified by the dean that there will be an appeal at the College level. This material will also be sent to both the faculty member and student involved with the academic integrity hearing.

A hearing will be held within 10 working days after receiving the appeal using the same procedures provided for at the department level. The College committee will also include in its deliberations the written report of the Departmental Academic Integrity Committee and any other written materials forwarded to the dean from the chairperson of that committee.

Within five working days after the College hearing, the chairperson of the committee must inform the faculty member, student, chairperson of the department, and (for record-keeping purposes) either the Council on Admission, Graduation, and Academic Standards (when the case involves an undergraduate student) or the Graduate Council (when the case involves a graduate student) of the decision in writing.

If the appeal is upheld, within five working days the faculty member must inform the chairperson of the committee in writing as to whether or not he or she will abide by the decision. The chairperson of the college committee must then inform the student and the chairperson of the department in writing of the faculty member's decision within five working days.

If the faculty member fails to reply within the specified time limit, it will be assumed that he or she has decided not to pursue a charge of academic dishonesty. If either the student or faculty member does not agree with the recommendation of the College Academic Integrity Committee, the chairperson of the committee must inform both parties, in writing, of their right to appeal the decision to the University level. If the faculty member does not respond to the committee, then the student must request in writing that the appeal be forwarded to the University level.

In cases where the faculty member does not become a party in the proceedings and the College Academic Integrity Committee makes a decision in favor of the student, the allegations will be dismissed and an appropriate grade will be assigned. The chairperson of the committee will submit a change of grade form and indicate that the change is due to an academic integrity appeal.

3. University Level Hearing

a. Undergraduate Student

If the decision of the College Academic Integrity Committee is unsatisfactory to either the undergraduate student or the faculty member, that person will have the right to appeal to the Council on Admission, Graduation, and Academic Standards (CAGAS). The written appeal must be filed with the chairperson of the council within 10 working days after the chairperson of the College Academic Integrity Committee has notified the student of the faculty member's decision to pursue a charge of academic dishonesty. The chairperson of the College Academic Integrity Committee will forward all reports and written materials that had been forwarded to the College Academic Integrity Committee to the chairperson of the council upon being notified that there will be an appeal.

The chairperson of the council shall review the case and shall then appoint a subcommittee of the council to review the case and bring a recommendation to the council. The subcommittee may request additional information and/or hear from both parties involved. The council shall decide whether or not to approve the appeal. No member of CAGAS from the department in which the appeal originated may participate in the deliberations or vote on the case.

The chairperson of CAGAS will then inform the student, faculty member, chair of the department, and dean of the College in writing of the decision in the case. If CAGAS finds no violation has occurred, the charge of academic dishonesty will be dismissed. The student may then either remain in the course without penalty, or withdraw from the course regardless of any published deadlines. If CAGAS finds that a violation has occurred, then the faculty member will assign the appropriate grade.

b. Graduate Student

If the decision of the College Academic Integrity Committee is unsatisfactory to either the graduate student or the faculty member, that person will have the right to appeal to the Graduate Council. The written appeal must be filed with the chairperson of the Graduate Council within 10 working days after the chairperson of the College Academic Integrity Committee has notified the student of the faculty member's decision to pursue a charge of academic dishonesty. The chairperson of the College Academic Integrity Committee will forward all reports and written materials received by the College Academic Integrity Committee to the chairperson of the Graduate Council upon being notified that there will be an appeal.

The chairperson of the Graduate Council shall review the case and shall then appoint a subcommittee of the council to review the case and bring a recommendation to the Graduate Council. The subcommittee may request additional information and/or hear from both parties involved. The council shall decide whether or not to approve the student's appeal. No member of the Graduate Council from the department in which the appeal originated may participate in the deliberations or vote on the case.

The chairperson of the Graduate Council will then inform the student, faculty member, chair of the department, and dean of the College in writing of the decision in the case. If the Graduate Council finds no violation has occurred, the charge of academic dishonesty will be dismissed. If the Graduate Council finds a violation has occurred, then the faculty member will assign the appropriate grade.

V. Records

Individual records of academic dishonesty shall be kept by the registrar's office for all students and an additional file will be maintained by the graduate office for graduate students. The only persons having immediate access to these records shall be the president, the academic vice president, and the chairperson of CAGAS (for undergraduate students) and the chairperson of the Graduate Council (for graduate students). Any other person(s) wishing to view these files must have the permission of the chairperson of CAGAS (for undergraduate students) or the chairperson of the Graduate Council (for graduate students).

The purpose of this record keeping is to ensure that students who violate the University's Student Academic Integrity Policy a second time are dealt with appropriately. A second purpose is to deter students from repeating offenses.

VI. Interpretations and Exceptions

Any questions concerning the interpretation or execution of the Academic Integrity Policy will be resolved by the Council on Admission, Graduation, and Academic Standards for undergraduate students and the Graduate Council for graduate students. CAGAS will be informed of all decisions regarding undergraduate student academic integrity hearings. The Graduate Council will be informed of all decisions regarding graduate student academic integrity hearings.



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- Civil Service Handbook
- Faculty Policy Manual
- Official University Policy Manual

File code: PRES.SEXUALASLT.POL
Approval Date: 08/10/95
Approved By: President's Staff

Statement on Sexual Assault

It is the policy of Western Illinois University that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, staff and faculty.

The term sexual assault as used by Western Illinois University in this policy encompasses the legal definitions of sexual assault contained in Illinois State Law. It includes but is not limited to: acts of rape (stranger and acquaintance) and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct.

A person who has been a victim of sexual assault should report the crime to the Office of Public Safety or the local police. The University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Upon request, assistance will be provided in changing academic schedules and living arrangements, when reasonably available.

Reported complaints of sexual assault will be investigated, and information obtained in this process will be kept as confidential as possible. Whether or not a victim chooses to initiate criminal charges, he/she retains the right to file a complaint through the student judicial system or employee grievance process. Should the alleged misconduct of a student be subject to review through formal hearing procedures, both the accused and accuser will be afforded the opportunity to present relevant information; be accompanied by a support person; and be apprised of the results of the disciplinary review. In the event the accused is found in violation, the entire range of sanctions outlined in the Code of Student Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus-sponsored prevention programs are offered on an on-going basis throughout the year. Information about above procedures, services and programs can be obtained from the following offices: Student Judicial Programs, the Office of Public Safety and Student Development and Orientation.

Sexual harassment may be a form of sexual assault. Information on what constitutes sexual harassment, the support and resources that are available when instances occur, and information on how to file a complaint may be obtained from the Affirmative Action Office.



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File code: PRES.ANTIHARASS.POL

Approval Date: 11/16/04

Approved By: President

[Administrative Procedures Handbook](#)[Board of Trustees Regulations](#)[Civil Service Handbook](#)[Faculty Policy Manual](#)[Official University Policy Manual](#)**Anti-Harassment Policy****I. Policy Statement**

Western Illinois University strives to provide an educational and working environment that is free from harassment for faculty, staff, and students. We are committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Harassment in any form is contrary to these goals and fundamentally at odds with the core values of Western Illinois University. Harassment is unacceptable and will not be tolerated. Incidents of harassment will be met with appropriate disciplinary action, up to and including separation or dismissal from the University. Any action taken as a result of a violation of this policy will be in accordance with the relevant collective bargaining agreements or University policies.

This policy is designed to do the following:

- reaffirm the University's commitment to providing a positive, humane environment for study and work free from harassment or intimidation;
- inform victims of harassment of their options and rights;
- inform all members of the University community about the procedures available for addressing, investigating, and resolving harassment complaints, including sexual harassment complaints;
- protect the rights and confidentiality of all parties to harassment complaints to the extent possible; and
- prevent retaliation against persons alleging sexual and other unlawful harassment or against persons cooperating in an investigation.

II. Prohibited Conduct**A. Harassment**

It is the policy of Western Illinois University that all faculty, staff, and students work and study in an environment that is free from harassment based on sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.

The University defines harassment as verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's work, study, or participation in University activities; or
- otherwise adversely affects an individual's opportunities.

Harassing conduct includes:

- epithets; slurs; negative stereotyping; or threatening, intimidating, or hostile acts that relate to sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status;
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status and that is displayed on walls, bulletin boards, or other public locations.

B. Sexual Harassment

The University will not tolerate sexual harassment of any member of the campus community and will investigate all allegations of sexual harassment. Where sexual harassment is found, steps will be taken to end it immediately. In those instances where it is determined that an individual has sexually harassed another, that individual will be subject to appropriate discipline in accordance with relevant collective bargaining agreements and University policies. The level of discipline will depend on the severity of the harassment. If the investigation reveals a pattern of harassing behavior, or the conduct is aggravated, probation or termination may be appropriate.

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972,

"sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either implicitly or explicitly a term of an individual's employment or status in a course, program, or activity;
2. submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with the individual's work or educational performance; or of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of Sexual Harassment

Examples of behavior and conduct that constitute sexual harassment may include, but are not limited to, the following:

- physical assault;
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation;
- sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create, or has the effect of creating, discomfort and/or humiliation of another; or
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that do not serve a medical or academic purpose.

Consensual Relationships

It is in the interest of the University to provide clear direction and educational opportunities to the University community regarding the professional risks associated with consensual romantic and/or sexual relationships where a definite power differential exists between the parties. These relationships are of concern for two primary reasons:

1. Conflict of Interest.
Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate, or prospective employee.
2. Abuse of Power Differential.
Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving power differential, the potential for serious consequences remains. Individuals entering into such relationships must recognize that:
 - A. reasons for entering such a relationship may be a function of the power differential;
 - B. even in a seemingly consensual relationship where power differentials exists, there are limited after-the-fact defenses against charges of sexual harassment; and,
 - C. the individual with the power in the relationship will bear the burden of accountability.
 - D. such a relationship, whether in a class or work situation, may affect the educational or employment environment for others by creating an appearance of improper, unprofessional, or discriminatory conduct.

Breach of Professional Obligation

A sexual relationship that does not constitute sexual harassment may lead to a breach of professional obligations. A breach of professional obligations, such as basing a decision that affects the evaluation, employment conditions, instruction, and/or academic status of another individual on illegitimate criteria, may result in discipline or sanctioning in accordance with the relevant collective bargaining agreements or University policies.

C. Other Violations of the Anti-Harassment Policy

Other violations of this policy include retaliation against a person who has made a report or filed a complaint alleging harassment, or participated as a witness in a harassment investigation; or disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

To make deliberate false accusations of harassment violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of harassment does not constitute proof of a false and/or malicious accusation.

Non-University visitors, guests, patrons, independent contractors, or clients who violate this policy will be subject to action in accordance with contractual agreements.

III. Academic Freedom

Academic freedom is essential to teaching and learning, and freedom of expression is central to the fundamental principles of a university education. Nothing in this policy shall be construed to penalize a member of the Western Illinois University community for expressing an opinion, theory, or idea in the process of responsible teaching and learning.

IV. Supervisory Relationships

No individual who is in a position of authority over another, either in the employment or educational context, has the authority to harass others by virtue of his or her supervisory role. The University does not, in any way, expressly or by implication, condone the harassment of a student or employee by a supervisor.

V. Prohibition against Retaliation

It is a violation of this policy for students or employees who in good faith report what they believe to be harassment, or who cooperates in any investigation, to be subjected to retaliation. Any student or employee who believes he/she has been the victim of retaliation for reporting harassment or cooperating in an investigation should immediately contact the Office of Equal Opportunity & Access.

VI. Student-to-Student Complaints

Where there is not an employee/supervisor relationship, harassment involving students will be treated as a disciplinary matter and should be reported to the Office of Student Judicial Affairs. In cases where an employee/supervisor relationship exists between two students, the Affirmative Action Officer will work cooperatively with the Office of Student Judicial Affairs in the investigation of harassment allegations.

VII. Responding to Reports of Harassment

A. Reporting Responsibilities

Employees should contact the Office of Equal Opportunity & Access to report any harassment they experience, witness, or which is reported to them. No student or employee should assume an official of Western Illinois University knows about a situation or incident. Students and employees should report all incidents of harassment immediately.

B. Responsible Administrators

Affirmative Action Officer. The Affirmative Action Officer is the individual designated by the President to be primarily responsible for providing education and training about the University's Anti-Harassment Policy to the University community, and for investigating reports and complaints of harassment in accordance with this procedure. The Affirmative Action Officer is authorized to designate other appropriately-trained individuals to conduct training, investigate harassment complaints, and prepare reports as deemed appropriate.

Vice Presidents. The Vice Presidents are the individuals designated to review investigative reports and to determine the appropriate action for the University to take based upon the findings. The Vice President charged with responsibility will be the Vice President who has supervisory authority over the respondent(s) of the harassment complaint or report. If the respondent in a harassment complaint or report is the Affirmative Action Officer or a Vice President, the responsible administrator will be the President. If the Respondent in a harassment complaint or report is the President, the responsible administrator will be the Board of Trustees.

Deans, Directors, Chairs/Supervisory Personnel. All supervisory personnel are responsible for ensuring compliance with the University's Anti-Harassment Policy and these procedures.

C. Investigation and Resolution

All reports of harassment will be promptly investigated and appropriate action will be taken as expeditiously as possible. Investigations will be conducted in accordance with the University's [Discrimination Complaint Procedures](#). Complaints of harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The University will make reasonable efforts to protect the rights of both the complainant and the respondent. The University will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law. The University encourages any person who feels he or she has been harassed to report the incident to the appropriate supervisor or the Affirmative Action Officer. Any student, faculty member, or employee who knows of, receives information about, or receives a complaint of harassment should report the information or complaint to the Affirmative Action Officer. Administrators and supervisors must report incidents of harassment that are reported to them to the Affirmative Action Officer in a timely manner.

Allegations of harassment will be investigated in accordance with the University's [Discrimination Complaint Procedures](#). During this process, the Affirmative Action Officer will keep the supervisor/administrator informed of the status of the complaint and will seek input from the appropriate personnel when recommending corrective action. These procedures do not replace the right of complainants to pursue other options or remedies available under the law.

Administrative action may be recommended in cases where a finding of policy violation is determined. This action will be taken in accordance with relevant collective bargaining agreements and University policies and may include disciplinary action up to and including termination.

- If the Affirmative Action Officer's investigation concludes there is evidence that the behavior stated in the complaint occurred, he/she may also elect one or more of the following remedies:
- hold a discussion with the alleged offender informing him or her of the policy and indicating that the behavior must stop;
- suggest counseling and/or educational training;
- conduct training for the unit, division, or department calling attention to the consequences of engaging in such behavior;
- request a letter of apology to the complainant;
- facilitate meetings between the parties;
- separate the parties, if appropriate; or,
- compose a letter of agreement confirming that the respondent has been informed of the policy, identifying and accepting the Affirmative Action Officer's resolution of the complaint, and stating that retaliation is prohibited.

D. Privacy/Confidentiality

During the investigation, all individuals involved in the process will keep the information gathered during the investigation private to the extent permitted by state and federal law. The Affirmative Action Officer shall exercise due care in sharing identifiable information about students, staff, or faculty.

E. University Action

The appropriate Vice President and other supervisory personnel will take the recommended remedial action based on the results of the investigation and will follow up as appropriate to ensure that the remedial action is effective. Complainants are encouraged to report any recurrences of conduct found to violate the University's Anti-Harassment Policy. The responsible administrator will notify the complainant and respondent, in writing, of the results of this process. Written notice to parties relating to discipline, resolutions, and/or final dispositions are deemed to be official correspondence from the University.

F. Right to Appeal

The complainant and the respondent shall have the right to appeal the decision to the President or his/her designee pursuant to this policy. To file an appeal to the President, as provided by this procedure, a written appeal must be made within ten (10) working days after receipt of written notification regarding the decision made about the complaint. The President or his/her designee may receive additional information if he/she believes such information would aid in the consideration of the appeal. A decision will be made within a reasonable time and the Affirmative Action Officer, the responsible administrator, the complainant, and the respondent will be notified of the decision.

VIII. Education, Policy Dissemination, and Record Retention

A. Education and Training

The University will provide education and training programs to promote awareness and prevention of harassment. Education and training programs also include informational materials about the University's Anti-Harassment Policy as well as training for responsible personnel in conducting investigations and management and implementation of the complaint procedure.

B. Dissemination

This policy will be disseminated annually to employees and students through orientation programs, the Campus Connection and the Student Handbook. The policy and related procedural information is also available on the University's website.

C. Record Retention

During an investigation of a complaint, and upon the completion of an investigation, the custodian of the files shall be the Affirmative Action Officer. Future access to any file shall be provided in keeping with the Illinois Open Records Act and the Family Educational Rights and Privacy Act.



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File code: PRO.MILITARY.POL

Approval Date: 11/1/04

Approved By: President

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Policy on Military Service
Military Service:

1. Students who, during the course of an academic term, are called into active military service, including National Guard and Reserve, and are not in attendance at the end of the term, will be considered to be a case of extreme hardship. These students will receive course and refund credits as follows:
 1. **Withdrawal:** At any point in the term, a student called to active duty may withdraw from school by filing a withdrawal form in the Office of the Registrar. The student will receive a full credit of tuition/fees. The Office of the Registrar will process the withdrawal and arrange for appropriate adjustments to the account.
 2. **Selective Drops:** A student may drop one or more courses and elect to complete remaining course work according to option C. or D. below. A full credit of tuition/fees for dropped courses will be honored.
 3. **Incompletes:** Students who have successfully completed the majority of work for a course can be awarded a grade of 'I' at the discretion of their instructor. Students may be granted extensions on the incompletes because they may be away an extended period of time.
 4. **Final Grades:** A final grade option becomes available if the following requirements are met: 1) the instructor determines that a sufficient amount of the course has been completed, and 2) sufficient information about a student's performance in the course has been obtained. Students must consult with their instructor to determine whether these two requirements have been met in order for a final grade to be awarded.
2. Percentage of attendance during the term will be based on the calendar period which includes the first day of classes through the last day of final exams.
3. The University will follow the U.S. Department of Education guidelines regarding federal return of funds. Students who are activated into military service will be accommodated by the Financial Aid Office regarding satisfactory progress standards within an academic year. Western Illinois University talent tuition waivers will remain on the student's account, as awarded, up to the amount of the university charges. Campus-based academic scholarships that have been disbursed will remain credited to the student's account.
4. Any student receiving a 100 percent credit of tuition and fees for all courses will receive a full credit of the Student Health Insurance fee. Coverage for the entire semester in which the student receives the credit will be removed.

Any student originally assessed the Student Health Insurance fee who chooses to remain enrolled in a minimum of nine semester hours of on-campus courses will remain insured for the entire semester. The student will not receive a credit of the Student Health Insurance fee.

Any student originally assessed the Student Health Insurance fee who chooses to remain enrolled in less than nine semester hours of on-campus courses will receive a credit of the entire fee. Exceptions will be made in the event that a claim has been filed for the semester in which the student is withdrawing.
5. The University Union Bookstore will issue refunds for all books returned prior to the student's departure depending upon the physical condition of the books.
6. Students who are activated into military service during the term will have the opportunity to appeal any academic or financial action taken by the University. Appeals may be filed before being called to active duty, or if this is not possible, within six months after the conclusion of active duty.
7. University Housing and Dining Services will refund 100% of room charges, a daily rate proration on the overhead charge, and actual unused points when a student is activated during the term and totally withdraws from Western Illinois University. If the activated student keeps any of his/her classes for credit, then University Housing and Dining Services will refund based on a daily proration of room and overhead charges and actual unused points.
8. All efforts will be made to accommodate the educational and financial guarantees for students returning from active duty.
9. Students who are members of the National Guard or the Military Reserves will be allowed a reasonable time to make up work lost while at two weeks of required annual active duty or for excused absences of not longer than two weeks after the term has started.

The intention of this policy is to permit students to select whichever options fit their particular circumstances.

A copy of active duty papers must be filed in the Office of the Registrar within 30 days of the last date of attendance.


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Policy Index File code: ADM.WORKVIOL.POL
Administrative Procedures Handbook Approval Date: 06/15/98
Approved By: President's Staff

Board of Trustees Regulations **Policy on Workplace Violence**

Civil Service Handbook The safety and security of Western Illinois University faculty, staff, students, and visitors are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the University's ability to carry out its mission will not be tolerated.

Faculty Policy Manual
Official University Policy Manual

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on University-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off University-owned or leased property but directed at University employees or members of the public while conducting official University business, are a violation of this policy. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy may lead to disciplinary action that may include dismissal, arrest, or prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from University-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their supervisor of any threats which they have witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent or might be carried out on University-owned or leased property or in connection with state employment.

Each employee who receives a protective or restraining order which lists University/state owned or leased premises as a protected area is required to provide the Office of Public Safety with a copy of such order.

Workplace violence incidents should be reported to the Office of Public Safety.



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Active Military Service

Page Number: 1 of 2

Approval Date: 12/12/12

Approved By: President

Military Service:

A student, or the spouse of a student with a dependent child, who during the course of an academic term, is called into active military service, including National Guard and Reserve, and is not in attendance at the end of the term, will be considered to be a case of extreme hardship.

A copy of active duty papers must be filed in the Office of the Registrar within 30 days of the end of the academic term. The spouse or domestic partner of a student with a dependent child must also provide a marriage certificate or other appropriate documentation, and the dependent's birth certificate within 30 days of the end of the academic term.

1. Students will receive course and refund credits as follows:
 - A. **Withdrawal:** At any point in the term, a student called to active duty may withdraw from school by filing a Military Activation form in the Office of the Registrar. The student will receive an appropriate credit of tuition/fees. The Office of the Registrar will process the withdrawal and arrange for appropriate adjustments to the account. The student's guaranteed tuition plan will be extended to the maximum allowable.
 - B. **Selective Drops:** A student may drop one or more courses and elect to complete remaining course work according to option *C.* or *D.* below. A full credit of tuition/fees for dropped courses will be honored.
 - C. **Incompletes:** Students who have successfully completed the majority of work for a course can be awarded a grade of 'I' at the discretion of their instructor. Students may be granted extensions on the incompletes because they may be away an extended period of time.
 - D. **Final Grades:** A final grade option becomes available if the following requirements are met: 1) the instructor determines that a sufficient amount of the course has been completed, and 2) sufficient information about a student's performance in the course has been obtained. Students must consult with their instructor to determine whether these two requirements have been met in order for a final grade to be awarded.
2. Percentage of attendance during the term will be based on the calendar period which includes the first day of classes through the last day of final exams.
3. The University will follow the U.S. Department of Education guidelines regarding federal return of funds. Students who are activated into military service will be accommodated by the Financial Aid Office regarding satisfactory progress standards within an academic year. Western Illinois University talent tuition waivers will remain on the student's account, as awarded, up to the amount of the University charges. Campus-based academic scholarships that have been disbursed will remain credited to the student's account.

<p>WESTERN ILLINOIS UNIVERSITY</p> <p>Active Military Service</p>	<p>File Code: PRO.MILITARY.POL</p> <p>Page Number: 2 of 2</p> <p>Approval Date: 12/12/12</p> <p>Approved By: President</p>
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4. Any student receiving a 100 percent credit of tuition and fees for all courses will receive a full credit of the Student Health Insurance fee. Coverage for the entire semester in which the student receives the credit will be removed.

Any student originally assessed the Student Health Insurance fee who chooses to remain enrolled in a minimum of nine semester hours of on-campus courses will remain insured for the entire semester. The student will not receive a credit of the Student Health Insurance fee.

Any student originally assessed the Student Health Insurance fee who chooses to remain enrolled in less than nine semester hours of on-campus courses will receive a credit of the entire fee. Exceptions will be made in the event that a claim has been filed for the semester in which the student is withdrawing.

5. The University Union Bookstore will issue refunds for all books returned prior to the student's departure depending upon the physical condition of the books.
6. Students who are activated into military service during the term will have the opportunity to appeal any academic or financial action taken by the University. Appeals may be filed before being called to active duty, or if this is not possible, within six months after the conclusion of active duty.
7. University Housing and Dining Services will refund 100% of room charges, a daily rate proration on the overhead charge, and actual unused points when a student is activated during the term and totally withdraws from Western Illinois University. If the activated student keeps any of his/her classes for credit, then University Housing and Dining Services will refund based on a daily proration of room and overhead charges and actual unused points.
8. All efforts will be made to accommodate the educational and financial guarantees for students returning from active duty.
9. Students who are members of the National Guard or the Military Reserves will be allowed a reasonable time to make up work lost while at two weeks of required annual active duty or for excused absences of not longer than two weeks after the term has started.



Illinois Department of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

Higher Education Employee, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

CANTS 22
Rev. 2/2012

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701



ACCREDITED • COUNCIL ON ACCREDITATION FOR CHILDREN AND FAMILY SERVICES

WIU ID Number

Employee Type (CHOOSE ONE):

- Civil Service
- Faculty/A&P
- Graduate Assistant

Fold and Return form to:

**Office of Equal Opportunity and Access,
Sherman Hall, Room 203**