Welcome to Western Illinois University–Quad Cities! We are proud to be the public choice of the Quad Cities by emphasizing quality, opportunity, and affordability.

Western is nationally recognized for providing outstanding academic experiences, and our commitment is consistently recognized. US News and World Report, the Center for Student Opportunity, Princeton Review, Kiplinger’s Magazine, and Washington Monthly, to name just a few, rank us among the top tier of best regional universities. G.I. Jobs magazine also designates Western as a “Military Friendly” institution.

WIU-Quad Cities offers more than 30 programs of study, has 19 student organizations, and serves as the home to WQPT-Quad Cities Public Television. Over 95% of Western’s classes are taught by full-time faculty, and students receive personal attention with a student-to-faculty ratio of 12:1. WIU-Quad Cities offers an impressive array of day, evening, weekend, and online classes and support services to best serve student needs.

The WIU Cost Guarantee assures that undergraduate and graduate students pay the same tuition and fee rate for four years. WIU is committed to affordability. Over 75% of Western students receive financial assistance and/or scholarships.

WIU celebrates our newest addition: The Western Illinois University-Quad Cities Riverfront Campus opened for classes in January 2012. Located on the banks of the Mississippi River, and similar to our 60th Street location in Moline, Illinois, the new campus features state-of-the-art technology, teaching, and learning environments. We are also finalizing the design for Phase II of the Riverfront Campus, which will support five interconnected buildings. Construction is anticipated to begin by fall 2012.

We take great pride in our University and are excited that you are taking advantage of THE public choice both inside and outside the classroom. Become engaged with faculty and fellow students, participate in activities, show pride in your great university, and most importantly, make the best out of your memorable time here at Western Illinois University–Quad Cities!

Sincerely,

Dr. Joseph A. Rives
Vice President, Western Illinois University–Quad Cities
# Table of Contents

## Campus Life
- Student IDs ........................................................................................................... 36
- Parking .................................................................................................................... 37
- Metro Link ................................................................................................................. 38
- Amenities .................................................................................................................. 39
- Library ...................................................................................................................... 40
- Writing Center .......................................................................................................... 41
- Computer Labs ........................................................................................................ 41
- Computer Accounts ................................................................................................. 42
- Bookstore/Textbook Rental/Courier ......................................................................... 44
- Student Health Insurance ......................................................................................... 45
- Campus Security ...................................................................................................... 46

## Student Organizations
- Leadership Organizations ......................................................................................... 47
- Cultural Organizations .............................................................................................. 47
- Departmental Organizations ..................................................................................... 48
- Professional Organizations ....................................................................................... 51
- Honorary Organizations ........................................................................................... 51

## Graduation Information
...................................................................................................................................... 53

## Graduate/Certificate Programs
- Graduate/Certificate Programs at WIU-QC .............................................................. 54
- Graduate Studies – Important Information ............................................................... 55
- Departmental Requirements for Graduate Programs .............................................. 56
- Academic Advising for Graduate Programs ........................................................... 57

## Code of Student Conduct ......................................................................................... 59

## Anti-Harassment Policy ............................................................................................ 80

## Clean Air/No Smoking Policy .................................................................................. 84

## Immunization Protocol ............................................................................................. 85

## Reasonable Accommodation of Students and Employees Religious Observance Policy ...................................................................................................................... 87

## Policy on Grade Appeals .......................................................................................... 88

## Disruptive Student in Class Procedure ..................................................................... 90

## Student Academic Integrity Policy .......................................................................... 91

## Academic Planner
- Monthly/Weekly Planner ......................................................................................... 102
- Note Page .................................................................................................................... 234

## Finals Information .................................................................................................. Back Inside Cover
Quick Directory

Quad Cities Campus

Academic Advising
1st Floor, Student Affairs, Riverfront Campus; 2nd Floor, 60th Street Campus
309-762-1988
wiu.edu/qc/academics/advising.php
*For specific advisor contact information, please refer to pages 21-23.

Admissions
1st Floor, Student Affairs, Riverfront Campus
309-762-1495
wiu.edu/qc/admissions

Career Services
1st Floor, Student Affairs, Riverfront Campus
309-762-9080
wiu.edu/qc/student_life/student_services/careerServices.php

Disability Resource Center
1st Floor, Student Affairs, Riverfront Campus
309-762-9080
wiu.edu/qc/student_life/student_services/drc.php

Financial Aid
1st Floor, Student Affairs, Riverfront Campus
309-762-9080
wiu.edu/qc/current_students/assistance.php

Quad Cities Library
Room 116, 60th Street Campus
309-762-9481
wiu.edu/qc/student_life/academic_success_services/library.php

Registrar Services
1st Floor, Riverfront Campus
309-762-9481
wiu.edu/qc/student_life/student_services/registrar.php

Student Activities
1st Floor, Student Affairs, Riverfront Campus
309-762-9481
wiu.edu/qc/student_life/student_organizations

Testing Center
1st Floor, Front Desk, Riverfront Campus; 2nd Floor, Student Affairs, 60th Street Campus
309-762-9481
wiu.edu/qc/current_students/testing.php

WQPT
2nd Floor, 60th Street Campus
309-764-2400
http://wqpt.org

Writing Center
Room 115, Riverfront Campus; Room 220D, 60th Street Campus
309-762-9481
wiu.edu/qc/writing_center

Macomb Campus

Billings and Receivables
Sherman Hall 106
1 University Circle
Macomb, IL 61455
309-298-1831
wiu.edu/vpas/business_services/billing

Registrar Services
Sherman Hall 110
1 University Circle
Macomb, IL 61455
309-298-1891
wiu.edu/registrar

Scholarship Office
Sherman Hall 308
1 University Circle
Macomb, IL 61455
309-298-2001
wiu.edu/qc/scholarships

School of Graduate Studies
Sherman Hall 116
1 University Circle
Macomb, IL 61455
309-298-1806
wiu.edu/graduate_studies

Student Health Insurance
Beu Health Center
1 University Circle
Macomb, IL 61455
309-298-1882
wiu.edu/student_services/beu_health_center/insurance.php

Study Abroad
Center for International Studies
Memorial Hall 309
1 University Circle
Macomb, IL 61455
309-298-2501

University Union Bookstore
1 University Circle
Macomb, IL 61455
309-298-1931
wiu.edu/student_services/bookstore

Veterans Services
1 University Circle
Macomb, IL 61455
309-298-1414
wiu.edu/student_services/veterans
FAQs

How do I register for classes?
Meet with your advisor to discuss which classes work best for your schedule and degree plan. Your advisor can then register you for courses. You may also register for courses online via STARS (after meeting with your academic advisor). This can be done by selecting either the “Course Search” option or the “Registration” option.

Where can I find my class schedule?
You can find your course schedule by logging onto your STARS account and selecting “Student Class Schedule.”

How do I add/drop a class?
Requirements for dropping a course will vary according to WIU’s academic calendar. Please contact your academic advisor and/or refer to wiu.edu/advising/adding_dropping.php or page 43 of this planner for information about adding or dropping a course.

When are my finals?
Please refer to the final exam schedule listed on the back cover of this handbook.

How do I get a WIU transcript?
You can obtain your official WIU transcript(s) by logging onto STARS and selecting the “Transcript Request” option from the drop-down menu. You may then have transcripts sent to an address or fax of your choice.

Who do I contact if I need help logging on to my WIU e-mail, ECom, or STARS?
For STARS sign-on assistance call 309-298-STAR (7827). For assistance logging on to your WIU e-mail or ECom accounts, call the QC Technology Help Desk at 309-762-3999, ext. 62694.

Are transportation services available for students?
Yes. WIU-QC has partnered with Metro Link to offer free bus services to all WIU-QC students who possess a student ID card. WIU-QC also offers a downtown connector shuttle service for the Riverfront campus. Please see page 38 for more details.

What can I do with my student ID card?
WIU-QC student ID cards can be used to obtain free public transportation via Metro Link, check out books at WIU libraries, receive discounts with select local businesses, and attend Macomb campus athletic events. Please see page 36 for more details.

Does WIU-QC offer any food services?
Yes. WIU-QC provides outside vendor food services for students. For a current list of dates and times vendors will be on both campuses, please refer to wiu.edu/qc/campus_life.

Are jobs available on campus?
Yes. Student worker positions are available at both the Riverfront and 60th Street campuses. Applications are available in the Student Affairs areas of each location. Applications may be submitted to Student Affairs personnel upon completion along with an attached résumé (optional).

Graduate assistantships are available to graduate students as well. For more information, please contact the School of Graduate Studies at 309-298-1806 or Grad-Office@wiu.edu. You may also refer to your department’s website.

Where can I buy my textbooks?
Textbooks can be purchased online through WIU’s Union Bookstore at http://bookstore.wiu.edu or by calling 800-338-6369 (please have your student class schedule available). Also, please note that select textbooks are available for rental. Note: The WIU courier transports the books free of charge to either campus location (Riverfront or 60th Street)! Just make sure you give this information at your checkout online.

What should I do if I’m struggling in class?
WIU-QC offers many services for students who are struggling or would simply like to receive extra help. If a student needs help outside of the classroom, they may visit the Writing Centers (located in both campus buildings) or the library (located in the 60th Street building). Also, in the near future, WIU-QC will have a tutoring program available as well.

How do I get involved in campus activities?
If you are interested in joining a student group, please see pages 47-52 and contact the listed advisor. Also, be sure to check calendars posted around campus regularly to see a list of current events and group meetings. All students are welcome to join in on meetings and events!

Where can I locate available scholarships?
Scholarship information can be located online at wiu.edu/qc/scholarships. Current WIU-QC scholarship applications are also located in the Student Affairs areas of both campuses.

Does WIU-QC provide free Wi-Fi?
Yes. Both the Riverfront and 60th Street campuses provide free Wi-Fi access for students.

Can I send mail to other WIU campus buildings?
Yes. WIU-QC offers free daily (M-F) courier services. Please see front desk personnel at either the Riverfront or 60th Street buildings if you need WIU mail couriered.
Located on the banks of the Mississippi River, the Quad Cities is served by several major roads (I-88, I-74, and several major state highways), an international airport, bus service, and taxi services.

The Quad Cities has its own international airport with services to major cities across the United States, as well as a complete public transportation system that interconnects Iowa and Illinois. Taxi services operate 24/7 and you can even take a ride on the Channel Cat Water Taxi. Wherever you need to go, there is a way to get there!

Road Directions to WIU-QC Locations

**WIU-QC 60th Street Campus**

3561 60th Street
Moline, Illinois

To get to the 60th Street campus from Interstate 74, exit on John Deere Road East (Exit 4B). Continue on John Deere Road heading east to 60th Street. Turn left on to 60th Street, which is the stoplight by Farm and Fleet. Entrance is located on left side of 60th Street.

**WIU-QC Riverfront Campus**

3300 River Drive
Moline, Illinois

To get to the Riverfront Campus from Interstate 74, exit on 7th Avenue (Exit 2) in Moline and head west to 19th Street. Turn right on to 19th Street, heading north to River Drive. Turn right on to River Drive and head east to 34th Street. Campus is located on right side of River Drive just past the Celebration Belle Riverboat.

**WIU-QC 60th Street Campus to Riverfront Campus**

To get to the Riverfront Campus from the 60th Street Campus, turn left on to 60th Street (also known as Kennedy Drive) from the campus parking lot. Turn left at the first stop light on to Avenue of the Cities. Turn right on to 34th Street, and the Riverfront Campus will be on your left-hand side after crossing the three sets of railroad tracks.

**Satellite Campus Information**

- John G. Shedd Aquarium
  - 1200 S. Lake Shore Drive
  - Chicago, IL 60605
  - 312-939-2438

- The Figge Art Museum
  - 225 W. 2nd Street
  - Davenport, IA 52801
  - 563-326-7804

- Nahant Marsh Education Center
  - 4220 Wapello Ave.
  - Davenport, IA 52802
  - 563-323-5196

Quad Cities Transportation Information

**Airport Information**

**Quad City International Airport**

The Quad Cities has its own International Airport with services to major cities across the United States, including Chicago, Denver, New York, Los Angeles, and St. Louis. Airlines serving MLI include Allegiant, American Airlines, Delta, and United.

2200 69th Avenue
P. O. Box 9009
Moline, IL 61265
309-764-9621
qcairport.com

**Bus Services**

**MetroLINK**

The Rock Island County Metropolitan Mass Transit District (MetroLINK) serves the Illinois Quad Cities and its neighboring areas: Rock Island, Moline, East Moline, Milan, Silvis, Carbon Cliff, Hampton, and Colona. Greyhound service is also provided from the MetroLINK offices.

MetroLINK

1200 River Drive Centre
Moline, IL 61265
MetroLINK Phone: 309-764-4257
Greyhound Package Express: 309-764-4257
Greyhound Charter: 800-454-2487

**Channel Cat**

From Memorial Day through Labor Day, passengers can explore the majestic Mississippi aboard the Channel Cat Water Taxi. The Channel Cat provides hourly service from five docks along the river, enabling travel along and between both sides of the Mississippi.

Channel Cat

309-788-3360
CitiBus
Davenport provides 19 buses along 12 routes. These buses serve major residential and commercial corridors throughout the city and carry about one million passengers each year.

Ground Transportation Center
300 W. River Drive
Davenport, IA 52801
563-888-2151

Bettendorf Transit
The City of Bettendorf’s Transit System operates four bus routes within the city limits.

Bettendorf Transit
4403 Devils Glen Road
Bettendorf, IA 52722
563-344-4085

Rail Service
Amtrak
The nearest stations are only 45 minutes away in Galesburg or in Princeton, Illinois.

Office of Academic and Student Services
The Office of Academic and Student Services (OASS) provides students with essential services to achieve a successful and fulfilling education at Western Illinois University–Quad Cities. We assist students with the transition from high school or community college to a comprehensive state university and encourage student development through intentional engagement. OASS helps students identify opportunities and develop a plan that will enrich their educational experience. We help students overcome barriers and acquire the necessary tools to transition from college to the world of employment.

Student Services
Counseling Services
Associate Director: Curtis Williams, CM-Williams11@wiu.edu
For appointments, please contact Leslie Mose, 309-762-9080.

Counseling Services offers free and confidential counseling to WIU-QC students. Counseling is available for personal and academic concerns that students face as they juggle competing concerns while in school. Students can seek services for a variety of concerns such as study skills, stress management, relationship issues, or anxiety and depression. Students are encouraged to seek counseling before a problem becomes a crisis.

Disability Resource Center (DRC)
Associate Director: Curtis Williams, CM-Williams11@wiu.edu
For appointments, please contact Leslie Mose, 309-762-9080.

The DRC plays a primary role in WIU’s efforts to provide equal opportunities to students with disabilities. The DRC coordinates the provision of reasonable accommodations and additional services for qualified students with disabilities. While eligibility for services is determined on a case-by-case basis, examples of typical accommodations that students might receive include alternative testing arrangements, alternative format for required course materials, sign language interpreters, or accessible classroom furniture. Please visit wiu.edu/student_services/disability_resource_center for more information.
Veterans and Military Personnel

Quad Cities Contact: Curtis Williams, CM-Williams11@wiu.edu
For appointments, please contact Leslie Mose, 309-762-9080.

Western Illinois University ranks in the top 15% of all colleges, universities, and trade schools serving their veterans and military personnel. Our designation as a Military Friendly School is clearly evidenced by one of the first dedicated resource centers in the State of Illinois specifically designed to meet the needs of our military personnel and veteran student population.

The Veterans Resource Center is committed to assisting those who served or are currently serving in the U.S. military and their family members. In collaboration with an array of University departments and community organizations, the Veterans Resource Center provides coordinated services and resources in a one-stop location to ensure that all military service members are afforded the greatest opportunities for success.

Veterans and military personnel may receive individualized assistance in completing request forms such as educational and military transcripts and applications for the GI Bill, Illinois Veterans Grant, Illinois National Guard Grant, Illinois MIA/POW Scholarship, Federal Tuition Assistance, and Federal Student Aid programs. Additional services may include help with periods of military activation and deployment; obtaining appropriate housing accommodations; requesting military records; and acquiring community living information, outreach services, and health benefits.

Admission Policy for Veterans and Military Personnel

Veterans returning from at least one year of active military service who have received an honorable discharge will be admitted to Western Illinois University without regard to previous academic performance provided Western is the first school the veteran attends after leaving the service. Applicants in this category are required to have graduated from a recognized high school or to have earned a High School Equivalency Certificate. Applicants who have earned 0 to 23 credit hours at the college level must submit official high school transcripts and college transcripts (if applicable). Applicants who have earned 24 or more credit hours at the college level must submit official copies of college transcripts. Veterans must also submit a Member 4 copy of their DD-214 to the Office of Admissions, 115 Sherman Hall, 309-298-3120.
Veterans and Military Personnel

Admission Procedures for Concurrent Admissions Program (ConAP)

ConAP is a program for students who are planning to enlist directly into military service after high school or community college. Sponsored by the U.S. Army Recruiting Command and the Service Members Opportunity Colleges, this program allows individuals to seek admission to a college or university at the same time they enlist in the Army or Army Reserve. Enrollment is deferred until completion of active military service. The student must meet admission and degree requirements of the catalog in effect at the time of enrollment in classes at Western. In addition, veterans must submit a Member 4 copy of their DD-214 to the Office of Admissions. Enrollment of a ConAP student who has attempted college coursework elsewhere is subject to academic performance standards stated in the catalog. A ConAP student receiving less than an honorable discharge must meet regular freshman and/or transfer admission requirements.

Credit for Military Training

Veterans who have served one full calendar year (or more) full-time active duty and received an honorable discharge may be awarded 8 semester hours (sh) toward their degree. The 8 sh include 2 sh in Personal Health Promotion (HE 120), 4 sh in a Military Science elective, and 2 sh in a Kinesiology elective. Veterans in the National Guard or Reserves with less than one year of continuous active service may be awarded 4 sh toward their degree. The 4 sh include 1 sh in Personal Health Promotion (HE 120), 2 sh in a Military Science elective, and 1 sh in a Kinesiology elective. Veterans who are eligible for either 4 or 8 sh must turn in their Member-4 copy of their DD-214 to the Office of Admissions.

Veterans or reservists may be eligible to receive additional transfer credit for specialized military training in accordance with recommended standards outlined by the American Council on Education (ACE). One of the following applicable documents must be submitted to the Office of Admissions, Sherman Hall 115, to receive this credit. Unofficial copies or transcripts printed from the Internet cannot be accepted. Information describing how to obtain an official AARTS, SMART, CCAF, or Coast Guard transcript follows:

- **AARTS: Army, National Guard, and Army Reserve**
  An official copy of the AARTS transcript request form may be obtained at the AARTS Operation Center.

- **SMART: Marine Corps and Navy**
  An official copy of the SMARTS transcript request form may be obtained online at https://smart.navy.mil/smart/welcome.do.

- **CCAF: Air Force**
  The Community College of the Air Force transcript request form is located through the CCAF-Virtual Education Center online or by writing
  CCAF/DESS
  100 S. Turner Boulevard
  Gunter Annex, AL 36114-3011

- **USCG: Coast Guard**
  The Official USCG transcript request form may be obtained at the Veterans Resource Center or can be obtained on their website. The completed form must be signed and faxed to 405-954-7249.

Military Service Activation

The Policy on Military Service states that 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. Students who have been activated should notify the Office of the Registrar as soon as possible of their situation. Upon proper notification and submission of active duty orders, eligible students may receive special consideration for tuition and fee refunds and/or course credit options.

Veterans Education Benefits – GI Bill

The Department of Veterans Affairs makes all determinations of a student’s eligibility for education benefits. Individuals should allow a minimum of six to eight weeks after an application for benefits and all supporting documents have been submitted to the DVA before receiving notification of eligibility.

**Chapter 30 Montgomery GI Bill (Active Duty)**

Educational assistance is available to individuals who have an honorable discharge and meet additional eligibility criteria as determined by the DVA. This program provides up to 36 months of educational benefits. Generally, benefit entitlement ends 10 years following the release from active duty.

Effective October 1, 2011, the basic monthly rates for institutional training (for those completing an enlistment of three years or more) are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$1,473.00</td>
</tr>
<tr>
<td>¾ time</td>
<td>$1,104.75</td>
</tr>
<tr>
<td>½ time</td>
<td>$736.50</td>
</tr>
<tr>
<td>¼ time or less</td>
<td>$368.25**</td>
</tr>
</tbody>
</table>

**Payment is for tuition/fees only and cannot exceed the amount listed above.**
Chapter 1606 Educational Assistance (Selected Reserve Program)
Educational assistance is available to individuals who are members of the Selected Reserve, which includes the Army, Navy, Air Force, Marine Corps, and Coast Guard. This educational assistance is also available to members of the Army National Guard and Air National Guard. Reservists may be entitled to receive up to 36 months of educational benefits. Generally, benefit entitlement ends 14 years from the date of eligibility for the program.

Effective October 1, 2011, the basic monthly rates for institutional training are as follows:

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$345.00</td>
</tr>
<tr>
<td>¾ time</td>
<td>$258.00</td>
</tr>
<tr>
<td>½ time</td>
<td>$171.00</td>
</tr>
<tr>
<td>Less than ½ time</td>
<td>$86.25**</td>
</tr>
</tbody>
</table>

**Payment is for tuition/fees only and cannot exceed the amount listed above.

Chapter 1607 Reserve Educational Assistance (REAP)
Educational assistance is available to individuals who are members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. The Department of Defense and the Department of Homeland Security will determine who is eligible for this program.

The basic monthly rate varies depending on the length of the training time and the type of training. Effective October 1, 2011, the basic monthly rates for institutional training are as follows:

<table>
<thead>
<tr>
<th>Training Time</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-364 Days</td>
<td>$589.20</td>
</tr>
<tr>
<td>1 Year +</td>
<td>$883.80</td>
</tr>
<tr>
<td>2 Years +</td>
<td>$1,178.40</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>¾ time</td>
<td>$441.90</td>
</tr>
<tr>
<td>½ time</td>
<td>$294.60</td>
</tr>
<tr>
<td>¼ time</td>
<td>$147.30**</td>
</tr>
</tbody>
</table>

**Payment is for tuition/fees only and cannot exceed the amount listed above.

Chapter 33 Post-9/11 GI Bill
Financial support is available for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. While the Post-9/11 GI Bill expands the number of people who qualify for education support from the DVA, individuals who may qualify for more than one education program may or may not receive the greatest benefits through the Chapter 33 program. Prior to applying for education benefits, each potential applicant is encouraged to complete a thorough benefit comparison of eligibility through each program because the decision to apply for the Post-9/11 GI Bill is irrevocable. To obtain additional information, visit the Department of Veterans Affairs. DVA representatives may be consulted to discuss benefit eligibility by telephoning 888-GI-BILL-1 or 888-442-4551.

Chapter 35 Survivors' and Dependents' Educational Assistance (DEA)
Educational assistance is available to eligible dependents of certain veterans and may provide up to 45 months of educational benefits. Eligible dependents must complete the online application for Dependent’s Educational Assistance, DVA Form 22-5490, which is available online. The basic monthly rate varies depending on the types of training.

Effective October 1, 2011, the basic monthly rates for institutional training are as follows:

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$957.00</td>
</tr>
<tr>
<td>¾ time</td>
<td>$718.00</td>
</tr>
<tr>
<td>½ time</td>
<td>$476.00</td>
</tr>
<tr>
<td>¼ time</td>
<td>$239.25**</td>
</tr>
</tbody>
</table>

**Payment is for tuition/fees only and cannot exceed the amount listed above.
Chapter 31 Vocational Rehabilitation
Veterans with a service-connected disability may be eligible for vocational rehabilitation services from the DVA.

The online application, VA Form 28-1900, is available at the U.S. Department of Veterans Affairs – Veterans Online Application System. These individuals must contact their Veterans Benefits Administration’s Vocational Rehabilitation and Employment Counselor, who will notify the Billings and Receivables Office of each veteran’s eligibility.

First-Time Applicants for Education Benefits (Chapters 30, 33, 1606, and 1607)
1. Complete and submit VA Form 22-1990, Application for VA Educational Benefits, online at U.S. Department of Veterans Affairs – Veterans Online Application System.

2. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.

3. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling 877-823-2378 or online at U.S. Department of Veterans Affairs – WAVE.

Previous Recipients of Education Benefits (Chapters 30, 33, 1606, and 1607)
1. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.

2. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling 877-823-2378 or online at U.S. Department of Veterans Affairs – WAVE.

Previous Recipients of Education Benefits Transferring to Western (Chapters 30, 33, 1606, and 1607)
1. Complete and submit VA Form 22-1995, Change of Program/Change in Training, online at U.S. Department of Veterans Affairs – Veterans Online Application System.

2. Complete B/R GI Bill Information page (located on STARS) every semester benefits are to be received.

3. Students receiving Chapter 30 (Montgomery GI Bill Active Duty), Chapter 1606 (Montgomery GI Bill Selected Reserve Program), and Chapter 1607 (Reserve Educational Assistance) benefits must verify their enrollment the last day of each month (or after) with the DVA by calling 877-823-2378 or online at U.S. Department of Veterans Affairs – WAVE.

Additional Financial Assistance Programs
Tuition Assistance – Members of the Army, Navy, Marines, Air Force, and Coast Guard may be eligible for Tuition Assistance (TA). Each branch of the military establishes its respective criteria. Military members must initiate the TA application process. Approved TA forms must be submitted for processing to the Billing and Receivables Office, 103 Sherman Hall, 309-298-1295.

Illinois Veterans Grant (IVG) – Veterans who have served at least one year of federal active duty service in the U.S. Armed Forces; served on federal active duty service in a foreign country during a time of hostilities in that country and were honorably discharged after each period of federal active duty service; and/or are honorably serving may be eligible for the Illinois Veteran Grant (IVG) Program. Any member of the Illinois National Guard or a Reserve component of the U.S. Armed Forces who meets the eligibility requirements is considered a qualified applicant for the IVG Program. Qualified applicants are encouraged to submit an IVG Program application if they anticipate attending college at any point in the future. While program eligibility can be confirmed for qualified applicants at any time, funds will be disbursed only for terms in which eligible participants are enrolled at an Illinois public college or community college. Applicants are responsible for meeting all deadlines as specified by the Illinois Student Assistance Commission.

The IVG pays eligible tuition and mandatory fees. Veterans who qualify for both the IVG and the Montgomery GI Bill may receive benefits from both programs during the same academic year. For additional eligibility criteria, or to apply for the IVG, a printed application may be obtained at the Veterans Resource Center or can be downloaded online through the College Illinois website. The campus contact for the IVG is located in the Financial Aid office, 127 Sherman Hall, 309-298-2446.

Illinois National Guard Grant (ING) – Members of the Illinois National Guard may be eligible to receive the Illinois National Guard (ING) Grant. This grant may pay for eligible tuition costs and certain fees for undergraduate or graduate study. The ING Grant can be used for a maximum of the equivalent of four academic years of full-time enrollment. Illinois National Guard Members may complete an online application online through the College Illinois website. Applicants are responsible for meeting all deadlines as specified by the Illinois Student Assistance Commission. The campus contact for the ING Grant is located in the Financial Aid office, 127 Sherman Hall, 309-298-2446.
**MIA/POW Scholarship** – The dependent of a person who was an Illinois resident at the time he or she entered active duty and has been declared to be a prisoner of war, missing in action, dead as a result of a service-connected disability, or disabled with a 100% disability as the result of a service-connected cause as recognized by the DVA or the U.S. Department of Defense, the dependent may be eligible to receive the MIA/POW Scholarship. This scholarship may be used at public colleges in Illinois and is administered by the Illinois DVA. The campus contact for the MIA/POW Scholarship is located in the Financial Aid office, 127 Sherman Hall, 309-298-2446. Additional information, as well as an application, is available online through the Illinois DVA.

**Federal Student Financial Aid** – There are various federal financial aid programs available through the U.S. Department of Education, including the Pell Grant, the Supplemental Educational Opportunity Grant, College Work-Study, and Stafford Student Loans. All veterans and military personnel are encouraged to complete the Free Application for Federal Student Aid (FAFSA). These programs are administered by the Financial Aid office, 127 Sherman Hall, 309-298-2446.

Western Illinois University does not make any eligibility determinations as to the receipt or dollar amounts of any funds received by the DVA, the Illinois Student Assistance Commission, or the U.S. Department of Education.

**Additional Resources**

**Illinois Department of Veterans Affairs**
The Illinois DVA Service Officers will assist veterans with any VA concern, including, but not limited to, VA medical care applications and applications for service-connected disability compensation. The telephone numbers are 309-837-5838 or 309-836-2243.

---

**Academic Advising**

One of the ways WIU-QC implements its core values is by offering professional academic advisors. The advisors are trained and experienced in advising and are committed to it full-time. In contrast, some universities use professors to advise students as an add-on responsibility to their instructing role. WIU-QC students receive professional attention to their unique individual needs.

All students are assigned an academic advisor; and while ultimately the student is responsible for their individual graduation requirements, the advisors are available to clarify University policies and procedures to best assist in developing personal degree plans. Typical tasks to discuss with advisors include the following:

- Add/drop classes and other schedule changes
- Review and develop degree plans
- Declare or change major
- Obtain career information
- Apply for graduation

**College of Business & Technology**

**Accounting, Information Systems, Management, Marketing, Engineering**

Thomas Bates, T-Bates2@wiu.edu
Direct: 309-762-3999, ext. 62326
Office Location: Riverfront 108F
Office Hours: 8:00 AM-5:00 PM*

**College of Education & Human Services**

**Elementary Education, Early Childhood Education**

Kim Moreno, KM-Moreno@wiu.edu
Direct: 309-762-3999, ext. 62325
Office Location: 60th Street Campus, 2nd Floor
Office Hours: 9:00 AM-3:30 PM*

*Please note: Office Hours are subject to change, and Western Illinois University highly recommends students schedule an appointment in advance to see an advisor.
College of Liberal Arts & Sciences
Liberal Arts & Sciences, Recreation, Park & Tourism Administration, Law Enforcement & Justice Administration, Communication, General Studies
Kenny Wheeler, KW-Wheeler@wiu.edu
Direct: 309-762-3999, ext. 62327
Office Location: Riverfront 108D
Office Hours: Summer-January: 8:00 AM-4:30 PM; February-May: 7:30 AM-3:30 PM*

Non-Traditional Programs
General Studies, CLEP Testing
Jacquelyn Holan, JA-Holan@wiu.edu
Direct: 309-762-3999, ext. 62313
Office Location: 60th Street Campus
Office Hours: Monday, Wednesday, Thursday: 8:00 AM-4:30 PM; Friday: 8:00 AM-1:00 PM*

Linkages & First-Year Cohort Students
Freshmen in Accounting, Human Resource Management, Information Systems, Management, Marketing, Engineering, Law Enforcement & Justice Administration, Liberal Arts & Sciences, Recreation, Park & Tourism Administration
Curtis Williams, CM-Williams@wiu.edu
309-762-1988
Office Location: Riverfront Campus
Office Hours: By Appointment

*Please note: Office Hours are subject to change, and Western Illinois University highly recommends students schedule an appointment in advance to see an advisor.

Office Contact Information
General Questions
Leslie Mose, wiu-qc@wiu.edu
Direct: 309-762-9481, ext. 62288
Office Location: 60th Street Campus, 2nd Floor
Graduate Advisors
For a list of graduate, post-baccalaureate certificate, and doctorate advisors, please see pages 57-58 of this planner.
Registering for Classes

Office of the Registrar
Sherman Hall 110
1 University Circle
R-Office@wiu.edu
309-298-1891

The Office of the Registrar determines the residency status of students, administers the registration of students, verifies degree completion, maintains student academic records, and reviews applications for undergraduate readmission. This office is also responsible for certifying NCAA academic eligibility; issuing official transcripts and verifications; printing diplomas; publishing class schedules; coordinating Commencement; issuing grade reports; processing student requests to change a major, minor, or address; and administering academic room scheduling. The Office of the Registrar also facilitates the GradTrac program.

What should I do first?
Sign on to STARS to find out your earliest date and time for registration. STARS will also inform you of any encumbrances or holds. All holds must be cleared prior to registration. For more information on accessing your STARS account, please refer to page 42 in this planner.

Undergraduates
Before you can register, you must see your academic advisor. Most on-campus undergraduate students have an advisor hold on their record. Your advisor will help you plan your schedule and will remove the hold or give you a registration permit number so you can remove the hold yourself on STARS.

Graduates
Most graduate students do not have an advisor hold and do not need a registration permit number. If you are in a degree program, you should see your academic advisor.

Will I have to pay for my classes when I register?
No. Major billing months are January, June, and August. The University bills by semester, not by academic year.

When can I register?
Summer/Fall advance registration begins in April, and Spring Advance Registration begins in November. You may sign on to STARS to find out your earliest date and time to register. STARS will also display any encumbrances or holds you may have along with the office to contact for clearance.

What if I can’t register at my assigned time?
You may register on or after this date and time. You do not need to reschedule another time. Don’t forget that if you are away from campus, you can still register through STARS on the Web.

How do I register?
Access the STARS registration system from the internet at wiu.edu/stars, or your academic advisor may be able to assist you with your registration.

What if I need help?
Contact the Office of the Registrar at 309-298-1891.

How can I make changes to my schedule?
Consult with your academic advisor before making any significant changes to your schedule. You may make schedule changes on STARS or contact your academic advisor for assistance.

Registration Checklist
✓ Have you met with your major academic advisor to have your yearlong plan developed? If you are unsure who your advisor is, log onto your STARS account.
✓ Have you looked up the class offerings on STARS and “time-blocked” your classes?
✓ Do your classes work together?
✓ Do your classes work with your work schedule?
✓ Have you checked for holds and cleared them (i.e., books, immunization, and billing holds)?
✓ Do you need any special permission to register? See instructor or department for more information.
✓ Check your holds two to three days prior to registration day and make sure you are cleared to register.
✓ Please make sure to register on time, so you will get your first choice of classes.
Access to Student Records
Access to student records is granted to administrators, faculty, staff, and authorized student employees for the purposes of advising, registration, enrollment verification, and enrollment management.

Faculty and administrative officers of Western Illinois University who have a legitimate need and interest in a student's educational welfare will have the opportunity to view confidential academic information. Such access is granted subject to compliance with such rules as the Registrar may institute to safeguard student privacy rights.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law which states that no one shall have access to nor will the institution disclose any non-directory information from a student's educational records without the written consent of the student except to personnel within the institution who have a demonstrated educational need to know. Disclosure is defined as permitting access or the release, transfer, or other communication of educational records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or by any other means to any party.

Students may grant online access to their records to multiple guests (maximum of 5) by selecting Parent and Guest Account Management from the STARS menu. Students may provide different levels of access to their STARS account information for each guest. When a student creates a guest account, the guest is assigned a WIU ID Number and password. The student is responsible for communicating this information to the guest. The guest will use these two items to login to Parent and Guest Access. Parent and Guest Access to STARS is the University's preferred method for parents to access information about their students.

Learning Experiences Outside of the Classroom
Internships
Internships are the most important criteria when deciding on new hires, according to a recent national survey. The same survey said that 71% of employers would be seeking interns for 2011-2012. The lengths of these internships are critical, and many employers would like them to be completed during a summer or preferably up to 12 months in duration. Employers use these internships as “proving grounds” and “on-the-job training” for future full-time employees. Employers at Career Fairs often are looking for interns in addition to full-time employees.

Please remember that if an internship is required by your program/major that you check with your department chairperson and/or internship coordinator. NEVER GIVE YOUR PERSONAL INFORMATION (SOCIAL SECURITY NUMBER, CREDIT CARD NUMBER, OR BANK ACCOUNT NUMBER) TO ANYONE THROUGH THE INTERNET OR OVER THE PHONE.

For internship opportunities, students are highly encouraged to work with their individual academic advisors and faculty to investigate potential openings in the community and beyond. Opportunities are also shared via campus e-mail as they become available.

The “Do”s in Developing Your Own Internship
There are definite advantages to creating / tailoring your own internship versus settling for just anything.

Develop contacts.
- Join social networking sites of a local Young Professionals Network.
- Utilize your advisor and department staff.
- Attend career fairs.
- Use e-recruiting to search for internship opportunities.
- Use internship websites (cited on Career Services web page).
- Let everyone know you are seeking an internship.
- Consider seeking a mentor, someone who can give you good advice on what you need to learn.
**Have your paperwork in order.**
- Use Career Services to develop your résumé.
- Have a great cover letter.
- Know your exact dates of availability but also indicate you can be flexible if needed.
- Indicate you are seeking a paid or unpaid internship.
- Have letters of reference stating that you are a good worker and are willing to take initiative.
- Be ready to explain why you want an internship beyond simply, “I need experience.”
- Know how theories you’ve learned in your coursework can benefit the company.
- Be focused! Everyone you approach may not be on board with your internship plan, so don’t get easily discouraged and give up!

**Set goals and objectives.**

What do you hope to learn?
Example:
- Knowledge base of daily operations for ABC company
- How to produce a quality product and maintain an appropriate budget
- How to develop and enhance marketing strategies used in promoting ABC company
If there is a specific project you would like to work on, be specific about that.

What skills would you like to develop during an internship?
Example:
- Acquire leadership styles that lead to effective supervision
- Learn technical skills for operating ABC company data base
- Enhance teamwork abilities
- Gain professional development

As you go along and at the end of your experience . . .
- Do document your progress and the steps in which it was achieved.
- Meet with your work site internship supervisor and debrief the experience and what you learned.
- Send thank you cards to all those who assisted you along the way.
- Develop a list of contact people.
- Acquire letters of reference.
- Write a summary of your experience and share it with people in the company.

Office of Study Abroad
Memorial Hall 244 (Macomb Campus)
Office Hours: Monday-Friday, 8:00 AM-4:30 PM
Phone: 309-298-2504
E-mail: StudyAbroad@wiu.edu

**Frequently Asked Questions**

*Why should I study abroad?*
Because it’s one of the most enriching experiences you can ever have. You can enrich your academics; enhance your future career; and develop better interpersonal communication, foreign language skills, and appreciation for other cultures while growing as an individual.

*When should I start planning to study abroad?*
Now! A year in advance is usually best. Thinking about it as soon as you arrive at Western Illinois University gives you time to meet study abroad requirements, prepare financially, and arrange your academic plans with your academic advisor.

*When can I go?*
Any time of year. Individual programs are available for Summer, Fall, and Spring semesters, and for an entire academic year. Group programs usually occur during breaks (Winter Break, Spring Break, Summer, etc.).

*How long are the programs?*
It depends. Group programs can be as short as 10 days or as long as six weeks. Individual students can study abroad for a summer, a semester, or an academic year.

*Where can I study?*
Just about anywhere. Programs are available in Europe, Asia, Africa, North America, and South America. Additionally, you can choose between urban and rural environments.

*Where would I live?*
It depends on the program. You could live in a residence hall, an off-campus apartment, or in a home-stay with a local family.

*Should I discuss my study abroad plans with my academic advisor?*
Definitely. Your academic advisor can help you determine what courses to take while abroad. He or she can also help you prepare academically for the experience.

*Do I have to know a foreign language?*
Not necessarily. While we strongly encourage you to learn a foreign language, it is possible to take courses abroad that are taught in English. These programs can be found in both English-speaking and other countries. See the program description or contact your Study Abroad advisor for more details.
**What does it cost?**
It varies. Cost factors include the program selected, tuition rates, length of stay, and the foreign cost of living. You may find your program is not much more expensive than staying on campus.

**Can I use financial aid?**
Yes. Most forms of financial aid can be applied to Western Illinois University programs. After you're accepted to a program, your Study Abroad advisor submits a budget sheet to the Financial Aid office. Financial aid is based on the actual cost of your program, including travel, living expenses, passport, etc.

**Do the grades count?**
Yes. After receiving an official, original transcript from your host institution, we work with the Office of the Registrar to have the grades posted to your transcript. All grades will be posted and counted into the cumulative grade point average.

**Will I get Western Illinois University or transfer credit?**
You will receive WIU credit with prior approval of your anticipated classes from the appropriate departments. Check with your academic advisor and your Study Abroad advisor for additional details.

---

**Quad Cities Financial Aid Office Information:**
3300 River Drive, Moline, IL 61265
Phone: 309-762-9080

**What services do we offer students?**
Information about financial aid (loans and grants), scholarships, and employment opportunities on the Quad Cities campuses.

**Quick Definitions Regarding Financial Aid**

- **Grant** – A sum of money provided by a government, local authority, or public fund to finance educational study. This money **does not** have to be repaid.

- **Scholarship** – A sum of money or other aid granted to a student because of merit, need, etc., to pursue his or her studies. Typically, there are different application forms to fill out. The Quad Cities has 16 specific to our campus and 500 available to all WIU students. Scholarships **do not** have to be repaid.

- **Loan** – A sum of money that is lent on condition of being returned, usually with added interest. There are a variety of loans and companies available to use. These **have to** be repaid.

- **FAFSA** – An acronym that stands for **Free Application for Federal Student Aid**. This is a form that students fill out to see how much federal loan dollars they can receive to cover the cost of college. This is the gateway to receive grants and federal, Stafford, and/or other loans.
Scholarships

The Quad Cities campus of Western Illinois University provides students with access to over 500 scholarships Western-wide (Macomb and Quad Cities) and 16 unique to our campus alone. The following is a guide for applying to scholarships with Western.

What do I do first?

Write a short (1-2) page general essay explaining your educational goals and how obtaining a scholarship would help you to meet those goals. Many scholarship applications request an essay of this sort, so having one ready to go will put you one step ahead! Make sure to type the essay and save it as an electronic document that can be edited as needed for various scholarship applications.

Identify some people you know who would be in a good position to write a letter of recommendation. Scholarship applications often request a letter of recommendation from sources who have been involved in your educational history, or it is helpful to think of who you would ask to write these letters. Good sources include past or present teachers, guidance counselors, and other individuals qualified to provide such a letter.

How do I apply for Western-wide scholarships?

Western Illinois University oversees many of its own scholarships through our Scholarship Office, and applying for most of these can be as easy as submitting just one scholarship application form. This is a chance to file one single scholarship application that could put you in consideration for a wide range of scholarships with one easy step.

You can download the application forms here:
For Transfer students: wiu.edu/Scholarship/docs/transfer_app.pdf
For entering Freshmen: wiu.edu/Scholarship/docs/FreshmanScholarshipApp.pdf

How do I apply for Quad Cities only scholarships?

For these scholarships, there are separate application forms that can be obtained through the Financial Aid office. An example of one of the scholarships is listed below:

Doris & Victor Day Scholarships: Open to undergraduate students at WIU-QC with a minimum GPA requirement of 2.0. Need is a significant consideration. Applications are available at the beginning of each Fall and Spring semester.

Are there outside scholarships for which I can qualify?

In addition to scholarships administered by WIU, you will also want to look for scholarships that come from organizations and individuals who are not directly affiliated with WIU. Two websites that offer other options are www.fastweb.com and www.scholarshiphelp.org.

Student Employment

As a student of Western Illinois University, you can apply for a variety of campus jobs such as the following:

- Office assistant
- Library assistant
- Facilitator
- Grounds person
- Computer lab assistant/Help Desk assistant

Graduate assistantships available by department.

In order to qualify for student employment at the Quad Cities campuses, you must be enrolled in a minimum of 6 s.h. for the semester. Student workers may work up to 20 hours a week.

The form for student employment can be found at the Financial Aid office in the Riverfront building or at the Student Services area of the 60th Street building.

You will need a résumé and at least two work references.
## Paying Your Bill

There are several different ways that students can pay their University bills for tuition/fees and other services. The following are some of the options available to students.

### Payments at the WIU-QC Campus

Payments can only be made by check or money order (no cash accepted) in the Student Services departments of both buildings (60th Street and Riverfront) from 9:00 AM to 4:30 PM, Monday-Friday. **Secretarial staff from other departments are unable to accept payments, and there is no drop box available.** All payments made to clear encumbrances (holds) must be made no later than 4:15 PM. Payments made after that time will not be cleared until the following workday after 9:00 AM.

### Payment of STARS (via the Web)

Log onto STARS through the WIU website. Once there, select “B/R Payment Online” from the menu. Complete all information, including bank routing and account number from which you want the payment deducted. Your account balances will be updated instantly. To access STARS, you must have your student ID and password.

### Payment to Macomb Campus Through the Mail

You can mail your payment to the address below at least one week in advance of your assigned registration date:

> Billing and Receivables Office
> Sherman Hall 103
> Western Illinois University
> 1 University Circle
> Macomb, IL 61455

### Payment by Credit Card

Western Illinois University is able to accept credit card payments through the Illinois State Treasurer’s Electronic Payment Service Program via touchtone phones or the Internet. From a touchtone phone, dial the EPay toll-free number, 877-ILLEPAY (877-455-3729) and use jurisdiction code 9481. The Internet option is located at illinoisepay.com. Enter WIU in the search option. EPay will add a convenience fee based on the amount charged. **WIU does not receive any portion of this fee.**

If you have any questions about your student account, please contact the Billing and Receivables Office at 309-298-1831, e-mail billings@wiu.edu, or visit their Web page at wiu.edu/billing.

---

### Breakdown of Student Fees

<table>
<thead>
<tr>
<th>WIU-Macomb Fees (per sh)</th>
<th>WIU-Quad Cities Fees (per sh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Fee $6.00</td>
<td>Activity Fee $4.20</td>
</tr>
<tr>
<td>Athletic Fee 15.73</td>
<td>Computer Fee 4.33</td>
</tr>
<tr>
<td>Bond Revenue Fee 25.54</td>
<td>Facilities Ehn/Life Safety Fee 7.00</td>
</tr>
<tr>
<td>Computer Fee 4.53</td>
<td>Publications Fee .78</td>
</tr>
<tr>
<td>Facilities Ehn/Life Safety Fee 14.93</td>
<td>Talent Grant Fee 2.71</td>
</tr>
<tr>
<td>Health Center Fee 9.20</td>
<td>Transit Fee 4.20</td>
</tr>
<tr>
<td>Publications Fee .89</td>
<td>Total Fees per Hour $23.22</td>
</tr>
<tr>
<td>Talent Grant Fee 1.64</td>
<td></td>
</tr>
<tr>
<td>Transit Fee 2.59</td>
<td></td>
</tr>
<tr>
<td><strong>Total Fees per Hour</strong></td>
<td>$81.05</td>
</tr>
</tbody>
</table>
Campus Life

Student IDs

Every student with Western Illinois University–Quad Cities will receive a photo student ID card. This card will have your WIU ID number on it, and it will help you to access certain areas of the campus.

You will use your student ID to . . .

• Check out books at either of Western’s libraries!
• Get into an athletic event on our Macomb campus!
• Ride Metro Link for FREE!
• Take advantage of local businesses with your student discount.

If your student ID is lost, please contact the Student Services Help Desk, located in either the 60th Street or Riverfront buildings to receive a new one.

To get your picture taken and receive your student ID, go to the 2nd floor Student Services area of the 60th Street location.

Parking

In order to park in WIU-Quad Cities' parking lots, you will need to have a Parking Permit. This can be purchased during initial orientation or the first week of classes. Security will start ticketing after the first week of classes start.

Parking Permits are $18.00 for the semester and $36.00 for the academic year. You can pay by cash or check.

Parking Restrictions

Riverfront Building
The Areas that You Should Not Park
• Handicapped spaces (unless you have a state-issued permit)
• Vice President Dr. Rives’ parking place (indicating sign present)
• Diagonally striped areas next to handicap parking
• Areas not striped as designated parking spots
• All other “no parking” areas

60th Street Building
The Areas that You Should Not Park
• Circle Drive (in front of building)
• Fire zones
• Main driveway
• Lawn areas
• Rocked medians
• Handicapped spaces (unless you have a state-issued permit)
• Service driveway (west side of the building)
• Visitor spaces (Monday-Friday before 4:30 PM)
• Faculty/staff spaces
• All other “no parking” areas

PARKING IN RESTRICTED AREAS WILL RESULT IN A TICKET/FINE.

Parking in a “no parking” area......$30
Parking in a handicapped space without permit......$100

Important Information

• Black Hawk College: A BHC Parking Permit is not required to park in parking lots at Black Hawk College. Your WIU parking permit is valid at BHC in student parking areas. **A BHC parking permit is valid at WIU-QC but not in Macomb.**

• WIU-Macomb: Your WIU-QC parking permit is valid in Macomb. You must use Q lot, which is located on University Drive.
Metro Link

Unlimited Ride Program
WIU has partnered with Metro to provide unlimited access to the entire Metro system with a WIU ID. Simply show the operator your WIU ID each time you board, and that’s it—no fare required. For more information on Metro routes and schedules, visit www.gogreenmetro.com or the stop by the Metro kiosk outside the Riverfront Building’s Student Affairs area.

WIU Downtown Connector
Take the WIU Downtown Connector to coffee shops, dining, and entertainment in Downtown Moline, or make connections to other Metro routes at Centre Station. The service operates from 10:45 AM-9:15 PM, Monday through Friday, and will make a stop at the parking lot at 34th Street and 4th Avenue during each trip. Below are estimated time points and a map of the route:

:15 and :45 – Centre Station
:20 and :50 – Parking Lot at 34th Street and 4th Avenue
:25 and :55 – WIU Riverfront Campus Building (departing at approx. :30 and :00)
:40 and :10 – Downtown Moline’s 5th Avenue Corridor
:45 and :15 – Centre Station

*Please note: The Downtown Connector will make a second trip to the parking lot at 34th Street/4th Avenue if there are passengers wishing to travel to their vehicles from the WIU building when they arrive at approximately the :25 and :55 of the hour.

Amenities

There are many services available to our students here in the Quad Cities.

Food Vendors
Depending on the day, both buildings of campus (60th Street and Riverfront) have a food vendor from the community come in to sell food/drinks. Talk about delicious!

Our current options (subject to change) are Chick-fil-A, East Mo’ Coffee Hound Coffee House, Olive Tree Cafe, Pizza Hut, and Qdoba Mexican Grill.

Housing
The Quad Cities campus does not provide residential housing for our students, but we offer options available in the community on our website!

Check it out! wiu.edu/qc/admissions/och.php

Note: These are not endorsed by WIU-QC.

YMCA
The Two Rivers YMCA or Scott County Family Y membership card is available to students of Western Illinois University at a discounted price!

The rate is $18.50 a month for full-time college students through age 23 with NO activation fee.

Your YMCA membership will also get you into BOTH facilities across the river!

Go to www.ymca.net for more information!

60th Street Park and Ride
A Metro Park and Ride Service is available for all WIU-QC students who park at Christ the King Church, 3205 60th Street, Moline. The Park and Ride is available from 2:45 to 9:30 PM, Monday through Thursday during the Fall and Spring semesters when classes are in session.
Library

The Quad Cities is proud to have a wonderful library housed at our 60th Street building. The facilities are open to all students of WIU-QC.

Services to Students

Circulation Services – Books and materials may be checked out at the library with a student ID. The local collection is comprised of materials selected to support the curriculum taught at WIU-QC. The library maintains a substantial curriculum collection for education students to use in their studies and in the classroom.

Online Databases – You will have access to more than 100 searchable online databases. These databases cover professional and popular periodicals, books, reports, conference papers, newspapers, etc., in all the subjects taught at WIU-QC. They include more than 20,000 full-text online journals. If only a citation is provided, the library will obtain a photocopy from another library for you.

The Jeff Leibovitz Special Collection of Holocaust Materials – This special collection of curriculum items and juvenile literature focuses on the Holocaust during World War II. This collection is available to the WIU-QC community as well as to the greater Quad Cities teaching community.

InterLibrary Loan Services – Since the WIU-QC library collection is relatively small, the library relies heavily on the Malpass Library (Macomb) to supply books and copies of journal articles. Items are shipped on a daily basis (during the work week) from the main campus in Macomb. Photocopied articles are free of charge. The library staff just asks you to provide them with adequate time to get the materials for you!

Reserve Holdings – You may review items placed on reserve by instructors. The library requires a student ID to be left at the reserve desk when any reserve items are checked out.

Photocopyer – A public photocopy machine is available in the library and in the foyer of the Riverfront campus. Copies are 10¢ a page.

Reference Services – The library provides in-person, telephone, and e-mail reference assistance to the WIU-QC community. It maintains a compact yet effective reference collection, including dictionaries, encyclopedia, directories, and almanacs.

Instruction – The library is always happy to provide instruction on a wide variety of library services. Contact the library to arrange instruction on any aspect of library usage.

Contact Information – Room 116 in 60th Street building
Telephone: 309-762-1598
Library Staff: Tom Finley, Manager
Fax: 309-762-5698
E-mail: QC-Library@wiu.edu
Library Hours: wiu.edu/libraries/info/hours/#quad

Writing Center

The WIU-QC US Bank Writing Center serves the entire Quad Cities community, along with WIU students, faculty, staff, alumni, and BHC students. Professional writing consultants and instructors provide assistance with any writing project, both process and product, in order to help everyone become more effective writers.

Workers are prepared to support writers across the curriculum, tutoring writing in the humanities, social sciences, education, business, and the sciences. They also offer a career writing service for résumé development, letters of application, and workplace writing.

One-on-one workshops on grammar, paraphrase/summary, documentation of sources, etc., are available as is help for new English speaking students.

Both buildings of the WIU-QC campus are served (60th Street and Riverfront). To see hours of availability, visit the website at wiu.edu/cas/english_journalism/university_writing_center/qcwc.php.

Computer Labs

Students at the Quad Cities campus have access to a number of computer labs located in both campus buildings (60th Street and Riverfront).

Lab services for these computer labs include the following:

- Internet access
- File space for a Web home page
- File storage (Samba drive)
- Printing
- Scanning
- Wireless Internet access (on-campus), both secure (needs an ECom username and password) and unsecure

Students and staff of the Quad Cities campus also have access to the QC Technology Help Desk. If there are any problems with a computer in the lab or something technology related goes wrong in the classroom, call ext. 62294 to have a tech sent out to help.
Computer Accounts

As a student of WIU-Quad Cities, you will have access to University technology for registration purposes and school use. You will have three accounts:

1. Zimbra (This is your Western e-mail account.)
2. STARS (This is your Western student account for registration, financial aid, and other University-related purposes.)
3. ECom (This is your access point to using computers, as well as setting up your e-mail.)

ECom (Student Account) and Zimbra (University E-Mail)

You will receive an e-mail account when you are accepted and indicate that you are coming to Western. This e-mail account will be used by your professors, administration, Student Services, and other University personnel to send important messages, news, and alerts to students. As a student, you need to check your Zimbra account REGULARLY. This is your lifeline for anything campus related!

On Zimbra, you will also be able to manage a calendar for important events/assignments that are due, have a place to store your documents, and have access to many other features!

To set up your account, you will have a predetermined ECom username. This is usually associated with your first, middle, and last initials and some number. You will have to determine a password for your account. This username and password will allow you access your e-mail, but it will also give you access to the computers in the lab as well as a number of other features.

The step-by-step instructions will be provided on orientation day to the University. You will have to set up the e-mail account once (passwords will need to be updated periodically).

Upon ending your affiliation with WIU, your ECom account (and accompanying Zimbra e-mail) will be deleted. Student accounts are deleted the semester following graduation. The system sends an e-mail message before the account is deleted. Student accounts are deleted the semester following graduation.

ECom (Student Profile Account)

As a student, you will be using the Student/Alumni Records System (STARS for short!) to register for the classes you have selected with the help of your advisor. Follow the steps provided here, and refer to the on-screen instructions, and you should be registered in a flash!

How to Sign On (Initial Set-up)

1. **WIU ID Number:** Enter your student ID number or Social Security number.
2. **Password:** If this is your first time on STARS, enter your 8-digit month, day, and year of birth (mmddyyyy).
3. **New Password:** Enter an 8-digit password that you will remember (numbers and letters are necessary).
4. **Verify Password:** Re-type your new 8-digit password.
5. **Personal Identification Update:** You will be required to enter two personal identification questions and answers. This information will be used to verify your identity if you forget your password. It is important that you select questions with brief, easy to type answers that only you would know. Click [Enter] to continue.

How to Register for a Class

1. Select “Registration” from the **“Menu Selections”** in the top right corner.
2. Check the term, and if necessary, change it to the term for which you are registering (i.e., Spring, Fall, or Summer). Click the [Enter] button.
3. If you have an “Advisor Encumbrance,” enter your permit number into the box next to “Registration Permissions Number” and click the [Enter] button. (Your permit number is located in the upper right corner of your Registration/Advising card.)
4. Type the STARS number of the first course; click the [Enter] button. Clear any errors before continuing with the next STARS course number.

How to Drop a Course

1. Enter a “D” in the “Drop” column next to the course you want to drop.
2. Click the [Enter] button to process the drop. **Note:** There is a date by which you have to drop courses. Check the website for the final date.

How to Check and Register for Open Sections

1. From the Registration screen, click on [Open Sections] to transfer to the Open Sections screen. (You may also click the radio button next to a course on your schedule and click the [Open Sections] button to transfer to a particular course.)
2. Click on the radio button next to the section in which you want to register.
3. Click on [Registration] button to add this course to your registration schedule.

How to Print a Confirmation

(A confirmation will be automatically e-mailed to your WIU ECom/Zimbra e-mail account.)

1. Click on the [Local Printer] button at the bottom of the Registration screen.
2. Click on [Print] button to print your confirmation.
3. Click on [Return to Previous Page].

How to Sign Off

Click on the “Signoff” link in the top right corner of the screen,

Help Section

For additional registration information, you may use the following “go to” buttons located at the bottom of your Registration screen. (You may also click on the radio button next to a course on your schedule and then click the button to transfer to a particular course.)

- Click the [Catalog Description] button to display a description of what the class will be learning.
- Click the [Open Sections] button to display open sections of a course.
- Click the [Department Courses] button to display a department listing of courses offered.
Campus Life

Bookstore/Textbook Rental/Courier

The Quad Cities campus of Western has some limited availability of Western apparel and merchandise, but all Western students (QC and Macomb) have access to the Union Bookstore. The Bookstore will generally bring up materials for student purchase during the week of orientation. This is your opportunity to buy all the leathernick apparel and objects that you would need! If you want to purchase something when the Bookstore is not present, you may shop online through the Union Bookstore’s website (http://bookstore.wiu.edu).

Text Book Rental

One of the great options for Western students is to rent your books. This is a program that enables you to rent out your books for a month to a full four months. Students who have taken advantage of this program can expect to save a few hundred dollars a semester. For example: The average cost of a textbook is around $100 dollars. You could rent that same book for the semester from $10 to $65!

If this program is of interest, please visit the Bookstore’s website and learn how you can save! http://wiubookstore.rentsbooks.com/home

Courier

Another great perk of buying or renting your textbooks through the Bookstore is that you can have it couriered up to the Quad Cities within one to two business days, FREE of charge. The courier will also take library materials up from Macomb to the Quad Cities for students and much more. Stop at the Student Services area if you need to have something sent! Note: The courier travels back and forth to Macomb every day at a set time. If you want something to go down that day, you will need to check when the courier will be leaving.

Student Health Insurance

As a student of Western Illinois University, you may have the opportunity to be fully covered medically through our Student Health Insurance program.

Student Eligibility

All students who are registered for nine undergraduate or graduate semester hours during the Fall and Spring terms* will be eligible for coverage under the Student Health Insurance plan. (*Excluding post session, extension, correspondence, extramural, or online hours)

All graduate assistants under contract with the University and enrolled in on-campus classes are also assessed the fee for this coverage. All students eligible for coverage under this plan will be assessed a student health insurance fee on their University bill. The average cost of Student Health Insurance is around $740.

The following students can also sign up for coverage by contacting the Student Health Insurance office:

- Extension, online, and WIU-QC students who register for 9, 10, or 11 SH
- Undergraduate and graduate students who require less than 9 SH to graduate, have graduate clearance forms on file, and are registered for 6, 7, or 8 SH.
- Insured graduating students who will not be enrolled in classes during the term following graduation

Coverage Period

The plan protects all eligible students 24 hours a day. Continuous year-round coverage is available if the student maintains 9 SH, undergraduate or graduate, during the Fall and Spring semesters.

Questions?

The Student Health Insurance office is located in the Lower Level of Beu Health Center on the Macomb campus. Call 309-298-1882 for more information or visit wiu.edu/student_services/beu_health_center/insurance.php.

*Forms are available at the Student Services areas of both buildings.
Western Illinois University–Quad Cities is proud to provide excellent campus security. It is our goal to make students, faculty, and staff feel extremely secure in each of the buildings of campus (60th Street and Riverfront).

There are trained security guards on campus from 7:00 AM to 9:30 PM (or later depending on when the building closes) when classes are in session and when students are on break (granted that the University is open). Students are encouraged to go to security if there is a problem regarding safety, parking, room access, and other concerns as they arise. The security office is located right behind the main Student Services area in the Riverfront building and on the main level in the 60th Street location.

Another aspect of our secure campus is the blue emergency poles located on the outskirts of the parking lots at 60th Street and Riverfront. These poles are only to be used in CASES OF EMERGENCY. A security professional and police will be summoned to the area of the blue emergency pole upon alert.

Students can also choose to sign up online for e-campus alerts. This is a program that allows for security personnel to warn students if an issue has arisen on campus. Students will receive a text message or phone call to their cell or home phones with the alert. You can also add your family members to receive the alerts as well. **Note:** This is Western-wide. Students will also receive alerts of issues on the Macomb campus.

If you have questions about security, please call 309-762-9481, ext. 64526.

**Student Organizations**

Student life at WIU-QC can be more than coursework. Students can develop their potential at WIU-QC with a variety of activities and organizations. Through student organizations, WIU-QC students take social responsibility seriously, giving back to the community in a variety of ways. If you are a traditional or nontraditional student, there is a group for everyone to get involved in, and it is a great way to build your leadership skills, résumé, and, best of all, meet new friends!

**Leadership Organizations**

**Student Government Association (SGA)**

Advisor: Dr. Fred Isele, FC-Isele@wiu.edu

The Student Government Association at the Quad Cities campus provides a forum for students to express opinions concerning the traditions, ideas, and affairs of the University. SGA provides service to students and is the main forum for students to have a voice in University governance. The SGA attempts to represent the wishes of the student body to the University staff and administrators.

**WIU-QC Emissaries**

Advisor: Curtis Williams, CM-Williams11@wiu.edu, and Kassie Daly, KJ-Daly@wiu.edu

The WIU-QC Emissaries is a select group of students who are handpicked by faculty and the Student Services division to represent WIU-QC at certain University functions. The Emissaries assist during the planning and implementation of the New Student Orientation, assist with mock interviews, and serve as mentors to students from Scott Community College and Black Hawk College. Emissaries accompany the Admissions Office to local high schools and college fairs for select admission purposes.

**Cultural Organizations**

**Association of Latin American Students (ALAS)**

Advisor: Carmen Sandoval, CL-Sandoval@wiu.edu

The purpose of the ALAS is to provide programs for the entire student body at WIU-QC. It is a student organization that encourages and supports Hispanic/Latino students in pursuing higher education. It also supports recreational, cultural, and educational activities that promote Hispanic/Latino culture and diversity awareness. Everyone is welcome to join and attend the bimonthly meetings.
**Student Organizations**

**Black Student Association (BSA)**
Advisor: Curtis Williams, CL-Williams11@wiu.edu

The purpose of the BSA is to unite students of African, African American, and Caribbean descent. In order to pursue this goal, the BSA serves as a link to the greater Black community in the Quad Cities and surrounding area, and it increases awareness and appreciation for Black history through educational, cultural, and social programming. The BSA works to enhance the conditions and environment for Black students on campus, serves as a support network, and provides for all students interested in membership to actively participate.

**Departmental Organizations**

**Society of Accountancy (SOA)**
Advisor: Dr. Steven Hunt, SC-Hunt@wiu.edu

Membership in the SOA will help students meet the upcoming challenges they will face in pursuit of an accounting or business career. They will explore accounting through speakers, interactive meetings, and community service; learn about various careers in accounting with a focus on newly created fields within the accounting profession; and establish new friendships and support networks with others who share similar interests and goals.

**Society of Educators (SOE)**
Advisor: Dr. Susan Massey, SL-Massey2@wiu.edu

The SOE is a professional organization formed to meet the needs of WIU-QC education students and Black Hawk College dual-enrolled students. The organization was formed to provide opportunities for WIU-QC teacher education majors and BHC dual-enrolled students to encourage scholastic achievement; foster the development of professional attitudes; provide an environment for individuals with similar interests to engage in social and professional activities; and promote dialogue between students, faculty, and the community. The SOE also informs its members and affiliates of the requirements for graduation/certification, student teaching, upcoming events, and changes in the curriculum. Membership is open to all WIU and BHC dual-enrolled education students.

**Student Recreation Association (SRA)**
Advisor: Amanda Bergeson, AM-Bergeson@wiu.edu

The purpose of the SRA is to assist with the creation of recreation experiences and events for the students, staff, and faculty at the Quad Cities campus. The organization also engages in activities that help promote the professional development of undergraduate and graduate students in the Recreation, Park and Tourism Administration program at WIU. The SRA meets on a regular basis throughout the school year, and it has organized events such as a children’s Halloween Party; Mallards Night at the iwireless Center for students, faculty, and staff; and an Annual Spring Conference at the Quad Cities campus that is attended by faculty and students from both the Quad Cities and Macomb campuses. The SRA has also sponsored student attendance at state and national recreation conferences.

**WIU-QC Counseling Association (QCCA)**
Advisor: Dr. Carrie Alexander-Albritton, C-Alexander-Albritton@wiu.edu

The QCCA aims to enhance the educational experience of graduate counseling students and other members of the student body. Among the association’s goals for the upcoming school year are to (1) help the student body further their counseling skills and interest in counseling, (2) get more members involved in meetings, and (3) continue to look for ways to help the program and work with other campus organizations.

**Society of Business and Technology (SOBAT)**
Advisor: Dr. Susan Stewart, SM-Stewart2@wiu.edu

WIU’s SOBAT is an organization dedicated to developing an interest in management and technology among students. SOBAT hosts guest speakers on a variety of topics such as quality management, human resource management, job placement, and many other issues. SOBAT also lends first-hand management experience to its members by organizing campuswide events for which members are responsible. SOBAT is open to all WIU students, and students of all majors are encouraged to join. Membership is free, and participants always have a great time.

**WIU-QC Liberal Arts & Sciences Student Organization (LASSO)**
Advisor: Dr. Everett Hamner, E-Hamner@wiu.edu

The LASSO students of WIU-QC have established this organization for the purpose of enriching the academic, cultural, political, and social life for Liberal Arts & Sciences undergraduate and graduate students on campus.
Graduate Experience in Museum Studies (GEMS)
Advisor: Dr. Ann Rowson Love, A-Rowsonlove@wiu.edu

GEMS, formed in 2009 with the launch of the Museum Studies program, organizes local and regional museum visits, museum workshops, research symposia, community volunteer efforts, and social gatherings for members and students interested in museums and informal learning environments. GEMS also supports students who travel to other states and countries to support research and learning in museum studies.

WIU-QC Aquaria, Biology, Zoology Society Graduate Student Organization (ABZS)
Advisor: Dr. Jeanette Thomas, J-Thomas@wiu.edu

The purpose of ABZS is to supplement and enrich the education of students in the Biology graduate program and Zoo and Aquarium Studies post-baccalaureate certificate program. Any WIU-QC student is eligible to be an active member of ABZS. Opportunities outside of the classroom include visiting zoos and attending conferences.

Interdisciplinary English and Arts Society (IDEAS)
Advisor: Dr. Dan Malachuk, DS-Malachuk@wiu.edu

IDEAS is a new addition to student life at WIU-QC and is for students who love to write, read, or just want to be a part of an organization centered around English and the Humanities.

Veterans Club
Contact: VeteransClub@wiu.edu

This club is open to all WIU-QC students, including veterans and non-veterans. This group will serve as a resource for information about veterans’ benefits, promote camaraderie and friendship, and offer opportunities for various extracurricular functions.

River’s Edge: The Voice of Western Illinois University–Quad Cities
Newspaper Co-Editors: Kris Souza, SA-Findlay@wiu.edu, and Lindsay Rudolph, LKRudolph@gmail.com

General Contact: RiversEdge@wiu.edu
Office Location: 60th Street campus, Room 268A

Professional Organizations

Toastmasters
Advisor: Carmen Sandoval, CL-Sandoval@wiu.edu

The Quad Cities Toastmasters Club is an organization that promotes public speaking and communication. When a student becomes a member, he or she is given the opportunity to speak in public and to practice his or her speaking skills in a positive, nurturing, and supportive climate. There are various speaking contests, conferences, and workshops that members can attend throughout the year. Meetings are held twice a month during the Fall and Spring semesters.

Honorary Organizations

Beta Alpha Psi
Advisor: Dr. Martin Coe, MJ-Coe@wiu.edu

Beta Alpha Psi is the national business and financial information fraternity for accounting and information management students. Its goal is to encourage and give recognition to scholastic and professional excellence in the business information field.

Blue Key Honor Society

The Blue Key Honor Society honors students who have successfully combined academic achievement and leadership. A minimum 3.0 cumulative grade point average is required.

Chi Sigma Iota (CSI)
Advisor: Dr. Shawn Parmanand, SP-Parmanand@wiu.edu

Chi Sigma Iota (www.csi-net.org) is a counseling academic and professional honor society that promotes scholarship, research, professionalism, and excellence in counseling and recognizes high attainment in the pursuit of academic and clinical excellence in the field of counseling. Membership is awarded to both students and graduates of the WIU Department of Counselor Education. Students must complete 18 s h of graduate coursework in Counselor Education, have earned a GPA of 3.75 or better, and be recommended for membership in CSI by the chapter.
Student Organizations

Golden Key International
Golden Key is an international academic honor society that recognizes and encourages scholastic achievement and excellence among University students from all academic disciplines. The society awards its members more than $400,000 annually through 17 different scholarship and award programs.

Kappa Delta Pi
This international honor society in education provides academic growth and development opportunities for undergraduate and graduate education majors. Some activities that student organizations have held in the past include the following:

- Campus block party
- Blood drive
- Professional speakers and workshops
- Leadership conferences
- Chicago bus trips
- Holiday themed parties
- Movie nights

Graduation

How to Apply for Graduation
Academic advisors provide students with graduation applications. Students should submit signed and completed graduation applications to their academic advisors.

When to Apply for Graduation
In order for applicants to be listed in the Commencement program, graduation applications must be on file in the Office of the Registrar by October 19, 2012, for Fall graduation (ceremony held only in Macomb) and March 22, 2013, for Spring. Students who have invoked the Privacy Act will neither be listed in the program nor have their names released to local media.

Purchasing a Cap & Gown and Announcements
The University Bookstore is the sole source provider of officially licensed Western Illinois University graduation regalia. To ensure you receive the correct Western Illinois University Commencement wear, please order your caps and gowns from the University Bookstore only. Please see the Quick Directory on pages 4 and 5 of this planner for Bookstore contact information.

Dress Code
Students must wear the appropriate cap and gown. Signs or slogans on top of the cap are not permitted and will be removed. Undergraduates wear tassels on the right side; graduates wear tassels on the left side. Chords or stoles are only permitted to be worn by members of Blue Key National Honor Society, Mortar Board, or Phi Kappa Phi.

Parking
The i-Wireless Center has a parking lot on the west side of the building. There is also additional parking in the city ramp across the street.

Honors Recognition
Medallions will be awarded at the Academic Honors Convocation to students who graduate with Academic Distinction (cum laude, magna cum laude, or summa cum laude). For more information about the Academic Honors Convocation, please contact the Centennial Honors College, 309-298-2228.

Receiving Diplomas
Diplomas are mailed approximately six to eight weeks after Commencement.

Name/Address Change Post-Graduation
Students should contact the Graduation Department in the Office of the Registrar at 309-298-1891 if their name or address changes after graduation.

Commencement DVD
Students can order a copy of the Commencement DVD by contacting the Visual Production Center, 309-298-1358, VPC@wiu.edu.

Disability Seating/Assistance
There will be wheelchairs available for those who require assistance. They will be located at the west entrance of the i-Wireless Center. Families and guests may contact the Office of Equal Opportunity & Access at 309-298-1777. Students may contact the Disability Resource Center at 309-298-2512.

Newspaper Listings
Once a list of graduates has been processed, it will be submitted to local newspapers by University Relations. You can find the name you are looking for by going to wiu.edu/CountyNews.
Graduate/Certificate Programs at WIU-Quad Cities

Thinking about Graduate School or obtaining a Post-Baccalaureate Certificate?

Western Illinois University–Quad Cities offers a variety of graduate programs and certification programs that students can enroll in after receiving their Bachelor's degrees.

Graduate (Master's) Programs Offered at QC Campus
- Biology
- Business Administration
- Counseling
- Educational Leadership
- Educational & Interdisciplinary Studies
- Elementary Education
- English
- Health Sciences
- Instructional Design & Technology
- Law Enforcement & Justice Administration
- Liberal Arts & Sciences (*can be integrated with Undergrad work)
- Museum Studies
- Reading
- Special Education

Certification Programs Offered at QC Campus
- English
- Environmental GIS
- Health Services Administration
- Police Executive Administration
- Museum Studies
- Teaching English to Speakers of Other Languages
- Zoo & Aquarium Studies

Doctorate Area of Study (EdD)
- Educational Leadership

If you have any specific questions about any of these programs of study, please contact the Admissions Department at 309-762-1495 to schedule an appointment.

Graduate Studies – Important Information

The following is basic information that you would need to know if you are going to be a graduate student at WIU-QC:

You are classified as a graduate student if you . . .
- Are applying to earn a Master's, Second Bachelor's, or Specialist Degree.
- Are applying as a Non-Degree Seeking student or for initial teacher certification and already hold a Bachelor's degree.

Application Process for Degree Seeking Students
- Submit application to the School of Graduate Studies.
- Submit Graduate School application fee—a $30 nonrefundable application fee that can be entered with a credit card when applying online.
- Request the Registrar of each college or university attended previously to mail an official transcript of your record to the School of Graduate Studies.
- Complete departmental admissions requirements, if applicable.

Application Process for Second Bachelor's, Teacher Certification, Non-Degree Seeking Students
- Submit application to the School of Graduate Studies.
- Submit Graduate School application fee—a $30 nonrefundable application fee that can be entered with a credit card when applying online.
- Request the Registrar of each college or university attended previously to mail an official transcript of your record to the School of Graduate Studies.

Send transcripts to . . .
School of Graduate Studies
Western Illinois University
1 University Circle
Macomb, IL 61455-1390

Length of Time to Complete Program
Most graduate programs can be completed within two to four years.

Financial Aid – 309-762-9080 (Assistance is available to graduate students!)

Toll-Free Number to Graduate School Office – Macomb Campus
1-877-WIUGRAD or 1-877-948-4723

If you have questions or to schedule an appointment, please contact Western Illinois University–Quad Cities, 309-762-1495, or visit wiu.edu/qc.
### Graduate/Certificate Programs

**Western Illinois University Application Checklist and Departmental Requirements for Graduate Students ("Macomb only program")**

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Minimum GPA</th>
<th>Last 2 yrs GPA</th>
<th>GRE</th>
<th>GMAT</th>
<th>Statement/Essay</th>
<th>Résumé</th>
<th>Interview</th>
<th>Admission Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accountancy</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Consult Graduate Catalog regarding GMAT; offers bachelor/master integrated program.</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for course offerings.</td>
</tr>
<tr>
<td><strong>Business Administration</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Consult Graduate Catalog regarding GMAT; offers bachelor/master integrated program.</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Offers bachelor/master integrated program; GRE req. for teaching assistants.</td>
</tr>
<tr>
<td><strong>College Student Personnel</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for additional departmental admission forms.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Scholarly writing sample of 5-6 pages in length.</td>
</tr>
<tr>
<td><strong>Communication Sciences and Disorders</strong></td>
<td>3.00</td>
<td>3.25</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for list of FAQs; GRE general test.</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>Offers bachelor/master integrated program.</td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
<td>3.00</td>
<td>3.25</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for additional admission forms for non-GRE required or BMI below 275.</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Offers bachelor/master integrated program.</td>
</tr>
<tr>
<td><strong>Educational &amp; Interdisciplinary Studies</strong></td>
<td>2.75</td>
<td>na</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for additional departmental admission forms.</td>
</tr>
<tr>
<td><strong>Elementary Education</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Visit department website for additional departmental admission forms.</td>
</tr>
<tr>
<td><strong>Engineering Technology Leadership</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Geography</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Health Sciences</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Institutional Design and Technology</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Kinesiology</strong></td>
<td>3.00</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Law Enforcement &amp; Justice Administration</strong></td>
<td>3.00</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Liberal Arts &amp; Sciences</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Political Science</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Post-Baccalaureate Certificate</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Recreation, Park &amp; Tourism Administration</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Sociology</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Sport Management</strong></td>
<td>3.00</td>
<td>3.20</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
<tr>
<td><strong>Theatre</strong></td>
<td>2.75</td>
<td>3.00</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>A valid teaching certificate or GRE recommended but not required.</td>
</tr>
</tbody>
</table>

- Rehearsal or portfolio review may be required; visit departmental website for details.
- Visit departmental website for audition information and departmental admission forms.
- Subject to change.
Post-Baccalaureate Certificates

**Environmental GIS**
Rick Anderson (Biology), 309-298-1546, R-Anderson1@wiu.edu
Sam Thompson (Geography), 309-298-1648, S-Thompson@wiu.edu

**Health Services Administration**
*Diane Hamilton, 309-298-1076, D-Hamilton@wiu.edu

**Museum Studies**
Ann Rowson Love, 309-762-9481 ext. 62266, A-Rowsonlove@wiu.edu

**Police Executive Administration**
Ken Clontz, 309-298-1038, KA-Clontz@wiu.edu

**Zoo & Aquarium Studies**
Jeanette Thomas, 309-762-9481, ext. 62311, J-Thomas@wiu.edu

**Doctorate (Post Master’s Degree)**

**Educational Doctorate Education Specialist**
Jess House, 309-298-1070, JE-House@wiu.edu

*Note: Subject to change*

You will initially meet with your Academic Advisor to set up a degree plan for your Master’s, Certificate, or Doctorate Program.

---

**Code of Student Conduct**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>60</td>
</tr>
<tr>
<td>Definitions</td>
<td>60</td>
</tr>
<tr>
<td>Authority</td>
<td>61</td>
</tr>
<tr>
<td>General Provisions</td>
<td>62</td>
</tr>
<tr>
<td>Regulations for Student Conduct</td>
<td>63</td>
</tr>
<tr>
<td>Sanctions</td>
<td>67</td>
</tr>
<tr>
<td>Interim Sanctions</td>
<td>68</td>
</tr>
<tr>
<td>Office of Academic &amp; Student Services</td>
<td>68</td>
</tr>
<tr>
<td>Hearing Boards</td>
<td>69</td>
</tr>
<tr>
<td>Selection and Removal of Board Members</td>
<td>69</td>
</tr>
<tr>
<td>Procedures for Disciplinary Actions</td>
<td>70</td>
</tr>
<tr>
<td>Disciplinary Conferences</td>
<td>70</td>
</tr>
<tr>
<td>Board Hearing Procedures</td>
<td>71</td>
</tr>
<tr>
<td>Appeals</td>
<td>73</td>
</tr>
<tr>
<td>Disciplinary Files and Records</td>
<td>74</td>
</tr>
<tr>
<td>Policy Statement A – Sexual Assault</td>
<td>74</td>
</tr>
<tr>
<td>Policy Statement B – Hazing</td>
<td>75</td>
</tr>
<tr>
<td>Policy Statement C – Campus Disruption</td>
<td>75</td>
</tr>
<tr>
<td>Policy Statement D – Explosives/Firearms/Weapons</td>
<td>77</td>
</tr>
<tr>
<td>Policy Statement E – Computing Use</td>
<td>78</td>
</tr>
<tr>
<td>Policy Statement F – Controlled Substances</td>
<td>78</td>
</tr>
<tr>
<td>Policy Statement G – Alcohol</td>
<td>79</td>
</tr>
<tr>
<td>Policy Statement H – Skateboarding</td>
<td>79</td>
</tr>
<tr>
<td>Policy Statement I – Misuse of Electronic Devices</td>
<td>79</td>
</tr>
</tbody>
</table>

For further information, contact

School of Graduate Studies, WIU-Macomb
1 University Circle
Macomb, IL 61455

Phone: 309-298-1806
Fax: 309-298-2345
E-mail: Grad-Office@wiu.edu
Web: wiu.edu/grad
INTRODUCTION

Western Illinois University–Quad Cities 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–Quad Cities 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–Quad Cities. 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–Quad Cities 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 the Quad Cities, Planning & Technology, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Student Conduct.

All students enrolled at Western Illinois University–Quad Cities have access to the Code of Student Conduct. Printed copies are available through the following: Office of Academic & Student Services; Vice President for the Quad Cities, Planning & Technology; Student Judicial Programs (Macomb), and Vice President for Student Services (Macomb). The Code, along with other helpful information, may be accessed online at wiu.edu/qc/about/handbook.

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” means all persons registered for and taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, and professional studies and those who attend postsecondary educational institutions other than Western Illinois University. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”

4. The term “faculty member” means any person hired by the University to conduct classroom activities.

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 Academic & Student Services or designee.

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 Academic & Student Services or designee to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.

10. The term “judicial officer” means the Director of Academic & Student Services. Other judicial officers may be authorized by the Director of Academic & Student Services to assist in determining whether a student has violated the Code of Student Conduct and to impose sanctions.

11. The term “faculty council” means a recommending body and not a policy making body of Quad Cities faculty. The faculty council may recommend various initiatives and procedures that affect the Western Illinois University–Quad Cities campus.

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 the Quad Cities, Planning & Technology 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 and to conduct which occurs elsewhere during the course of a University function. Actions not committed on University property may also be subject to judicial action provided that the offense adversely affects the University and/or the pursuit of its objectives.

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. Students may be accountable to both civil authorities and to the University for acts which constitute violations of the law and the Code of Student Conduct. Disciplinary action at the University will normally occur during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

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

The following actions/behaviors will constitute violations of the Code of Student Conduct and will subject any student committing a violation to disciplinary sanctions, including separation from the University or any lesser sanction authorized by the Code:

1. Violating published Board or University policies, rules, or regulations, including, but not limited to, the policies on racial harassment, sexual harassment, campus disruption, and drug and alcohol abuse.

2. Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events or committing off-campus violations of federal, state, or local law that adversely affect the University and/or the pursuit of its objectives.

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 abuse.
   b. actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person.
   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. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity 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. Interrupting or disturbing the day-to-day academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings, or passages. (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 of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of University owned or leased property, equipment, programs, or materials or of property, equipment, programs, or materials belonging to any University community member, guest, visitor, vendor, or contractor.

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 (except culinary knives in kitchens).
   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 acting in the performance of their duties and/or failing to positively identify oneself to a University official when requested to do so. The preferred form of identification will be a current, valid University identification card.

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.

18. Gambling on University property or engaging in unauthorized canvassing 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. unauthorized entry into a file to use, read, or change its contents.
   b. unauthorized transfer of a file or files.
   c. unauthorized use of another person’s identification and password.
   d. use of computing facilities to interfere with the work of another student, faculty member, or University official.
   e. use of computing facilities to send obscene, defamatory, or harassing messages.
f. use of computing facilities to interfere with the normal operation of the University computing system.

g. unauthorized installation of software on University equipment.

h. tampering with University computer hardware.

i. any attempt to gain access to a computer or a network, on campus or off campus, without authorization (i.e., hacking).

20. Using, possessing, 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, or distributing alcoholic beverages except as expressly permitted by law and University regulations. (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.

24. Parading or marching on streets, roadways, or property of the University without the advance approval of the Vice President for the Quad Cities, Planning & Technology or designee and the Director of Academic & Student Services 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 the Quad Cities, Planning & Technology 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. 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 Academic & Student Services. This will be waived for students who are twenty-one years of age or older.

   e. 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.

   f. 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.

   g. Restitution – The student is required to make payment to the University for loss of or damage to University property.

   h. 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, 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.
F. INTERIM SANCTIONS

1. For alleged violations of this Code, interim sanctions, including, but not limited to, interim suspension, limitation of access to designated University facilities by time and location, and limitation of privilege to engage in specified University activities may be imposed by the Vice President for the Quad Cities, Planning & Technology or a designee. Such restrictions are to be utilized only when there is reason to believe that the student poses a substantial threat to harm him- or herself or others, damage University property, or disrupt the stability and continuance of normal University operations and functions.

2. During a period of interim suspension, a student will be denied access to the campus (including classes) and to all other University activities or events which the student might otherwise be eligible to participate in or attend.

3. Prior to imposing an interim sanction for alleged violations of the Code, the Vice President or a designee contemplating taking the action will meet with the student unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. During the meeting, the student will be informed of his or her alleged violation(s) and of the reasons for the proposed interim sanction. After this information is provided, the student will be afforded an opportunity to make a brief statement regarding the alleged violation(s).

4. If, after hearing the student's statement or following a determination that a meeting with the student is impossible or unreasonably difficult to afford, the administrator decides that implementation of an interim sanction is warranted, the student will be served with a written notice of the interim sanction. An interim sanction will become effective immediately upon being served with the written notice.

5. Interim sanctions are temporary actions that will be enforced only until such time as a formal student judicial hearing and the resulting decision-making process have been completed. The required formal hearing will be provided within a reasonable length of time which, unless unusual circumstances are present, will be held not later than ten calendar days from the date the written notice was served.

6. Interim sanctions are not appealable prior to the required formal student judicial hearing.

G. OFFICE OF ACADEMIC & STUDENT SERVICES

1. The Office of Academic & Student Services 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 the Quad Cities, Planning & Technology or designee.

2. Prospective members of the University Judicial Board are subject to confirmation by the following: faculty members confirmed by the Quad Cities Faculty Council, student members confirmed by the Quad Cities Student Government Association, and administrative staff confirmed by the Vice President for the Quad Cities, Planning & Technology.

3. Prior to participating in board deliberations, new members will participate in at least one orientation session coordinated by the Office of Academic & Student Services.

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 Academic & Student Services 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 Academic & Student Services.
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 the Office of Academic & Student Services. 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. 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.

3. The Director of Academic & Student Services or a designee will review judicial complaints to determine whether alleged violations of the Code may result in 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.

4. 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.

5. 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 Academic & Student Services 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 Academic & Student Services 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 seven 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 will be closed to the public.
   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. Both the accused student and the alleged victim may be accompanied by an advisor to assist in the hearing. The role of an advisor will be limited to providing advice and consultation to her or his advisee. Advisors will not participate in or disrupt the hearing process. If such a problem occurs, the board chair may direct the advisor to cease and desist. If the advisor persists, the board chair will retain authority to direct the person to leave the proceedings.
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 accused student and University presenter/complainant will have the privilege of presenting witnesses who will be subject to questioning by members of the judicial body. The accused student, alleged victim (when applicable), and the University presenter/complainant will be given the opportunity to request that the judicial body question witnesses about relevant aspects of their testimony. Witnesses will not be subject to penalty for failure to give evidence; however, if a witness who has given evidence refuses to respond to relevant questions, the witness’s testimony will be given less weight.
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. They may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conduct of the hearing. A board advisor will be present throughout the hearing, including the board’s deliberations.
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.

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 Director of Academic & Student Services.

5. The Director of Academic & 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 the Quad Cities, Planning & Technology.

2. A letter of appeal must be submitted in writing to the Office of Academic & Student Services 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 the Quad Cities, Planning & Technology. 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 the Quad Cities, Planning & Technology 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. The Office of Academic & Student Services 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 the Office of Academic & Student Services. 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. With the exception of unresolved cases or those involving suspension and expulsion, disciplinary records will be destroyed not later than five years after a student’s graduation or last recorded semester of attendance at the University.

POLICY STATEMENT A

Sexual Assault (See Section D.3.) – It is the policy of Western Illinois University–Quad Cities 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–Quad Cities 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 the Office of Academic & Student Services.

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. 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 knife-like 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 strives to provide the best possible computing services to staff, faculty, and students with the fewest restrictions imposed. Each individual who uses the computing facilities thereby agrees that his or her use of these facilities will remain within the bounds of acceptable use as described in this and other University computing policies. These policies and regulations are written to cover general issues of use and conduct; they are not designed to be all inclusive.

WIU computing systems and resources will be used only for legitimate University purposes, including instructional, research, administrative, public information and service, or other approved tasks. WIU recognizes the value and potential of publishing on the Internet and so allows and encourages students, faculty, and staff to experiment with producing WIUnet pages.

All computer users have the responsibility to use the WIU computing systems and resources in an efficient, ethical, and lawful manner. Users should know and understand WIU Computing Use Policy; abide by the University policy on Ownership and Responsibility for WIUnet Home Pages and Copyright, Intellectual Property, and Fair Use; maintain their own files, save and back up all data, and remove outdated material from network storage; protect the integrity of their accounts by changing passwords regularly, not giving passwords to any other person, and not leaving a networked computer without logging out; and learn how to operate the hardware and software they use.

All members of the WIU community have the right to computing access, including use of the campus LAN and the Internet for access to microcomputer applications and electronic mail. WIU students, faculty, staff, or other authorized users will not use University computing facilities for any activity that violates the integrity or interferes with the normal operation of the University computing system; unauthorized use of another person’s identification and password; unauthorized transfer of a file or files; unauthorized entry into a file to use, read, or change its contents; any other activity which causes a significant drain upon University computing resources; any other activity that interferes with the work of another WIU student, faculty member, staff member, or University or other official; unauthorized financial gain or commercial activity; any obscene, harassing, or defamatory activity; or any activity which is illegal under Federal or State law, including, but not limited to, accessing and/or reading, or change its contents; any other activity which causes a significant drain upon University computing resources; any other activity that interferes with the work of another WIU student, faculty member, staff member, or University or other official; unauthorized financial gain or commercial activity; any obscene, harassing, or defamatory activity; or any activity which is illegal under Federal or State law, including, but not limited to, accessing child pornography, participation in chain letters, unauthorized reproduction or distribution of copyrighted material, including software, text, images, audio, or video.

POLICY STATEMENT F

Cannabis and Other Controlled Substances (See Section D.20.) – Faculty, administrative staff, Civil Service employees, and/or students who 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, lsysergic 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. 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.

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.
Antiharassment 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
• 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 or 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.
• otherwise adversely affects an individual’s opportunities.

Harassing conduct includes the following:

• 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 for which 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

• 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.
• submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
• 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

• 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 wherein 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 decisionmaking 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

   • reasons for entering such a relationship may be a function of the power differential.
   • even in a seemingly consensual relationship where power differentials exist, there are limited after-the-fact defenses against charges of sexual harassment.
   • the individual with the power in the relationship will bear the burden of accountability.

• 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.
Immunization Protocol

Western Illinois University requires all newly entering students, including graduates, to be adequately immunized against Tetanus-Diphtheria, Measles (old fashioned or hard measles) and Rubella (German or 3-day measles), and Mumps.

All persons born before January 1, 1957, will be exempt from this requirement. All students matriculating before 1989 are exempt. Re-entry students will be evaluated on status as of original entry date.

Immunization Status Protected and in Compliance for College Entrance

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Students born on or after 1/1/57</th>
<th>Required Intervals Between Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Td vaccine</td>
<td>Td vaccine administered within last 10 years. *International students must show a series of three shots, with the last one within ten years.</td>
<td></td>
</tr>
<tr>
<td>Measles*</td>
<td>Received 2 doses of live measles vaccine on or after the 1st birthday, lab titer, or physician confirmed disease. At least 30 days between doses. If either dose was given prior to 1968, proof that live vaccine was given without GG is required.</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>Received on or after the first birthday, lab titer. Disease history is not accepted. Single dose required.</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Received on or after the first birthday, or physician confirmed disease history. Lab titer is not accepted. Single dose required.</td>
<td></td>
</tr>
<tr>
<td>*Tuberculin Skin Test</td>
<td>Mantoux Method, received within last 3 months with documentation of dosages, method, and results. Two-step method required.</td>
<td></td>
</tr>
<tr>
<td>*Chest X-Ray</td>
<td>PA view of chest with a documented negative result within the last 90 days. N/A</td>
<td></td>
</tr>
</tbody>
</table>

*Required for international students and student teachers.

Immunization Status – Unprotected and In Compliance

Measles-Rubeola (Old-Fashioned, 10-Day, Red Measles, Hard Measles)

Unprotected and In Compliance: Has not received measles vaccine nor has had a physician diagnosed case of measles disease but has presented a statement from a physician that this immunization is medically contraindicated or a statement from the parent(s) or guardian detailing objection on religious grounds.

Clean Air/No Smoking Policy

In accordance with Illinois Public Act 095-0017, smoking is prohibited in public areas of University owned or leased buildings. Public area is defined as any enclosed indoor area used by the public, including but not limited to reception areas, lobbies, restrooms, offices, elevators, food preparation and serving areas, stairways, classrooms, conference rooms, employee lounges, hallways, and laboratories of all types. This policy will apply to all University buildings. Smoking is prohibited within 15 feet of all building entrances, and ashtrays will be removed from any area where smoking is prohibited in compliance with the new state law effective January 1, 2008.

All smoking-related complaints should be directed to the security officer on duty. The security desk is located outside of Room 115.

The University will allow employees to attend clinics to quit smoking during regular working hours. The employee may elect to use sick or vacation leave time. Further information about Employee Assistance Programs (EAP) to quit smoking may be obtained at the Human Resources office, Sherman Hall 105.
Reasonable Accommodation of Students and Employees Religious Observance Policy

Students
Consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays (effective August 26, 1985), Western Illinois University subscribes to the following policy and procedures:

A. Western Illinois University supports the concept of “Reasonable Accommodation of Religious Observances” in regard to admissions, class attendance, and the scheduling of examinations and other academic work requirements.

B. A student who is unable because of the observance of a religious holiday to attend classes on a particular day or days or at a particular time of day shall be excused from taking any examination or any study or other academic work assignments on such days or times.

C. Faculty and administrative personnel may require up to five calendar days advance notice of absences to observe religious holidays.

D. It is the responsibility of the faculty and administrative personnel to make available to such students an equivalent opportunity to make up the examinations, study, or other academic work requirements which they missed due to such absences.

E. It is the responsibility of all students who also are employees of the University to make arrangements to fulfill their obligations to the University in advance of their absence and/or to utilize accrued leave (if applicable) during the absence. No fees or penalties may be imposed against the students who exercise such afforded opportunities. If a student believes she or he has been a victim of discrimination on grounds of religious observances, she or he may seek redress under the existing Affirmative Action Complaint Procedures.

Immunization Timelines
Students who are EXEMPT:

- Born before 1957
- Matriculated (first attended) before 1989
- Students re-entering WIU will be evaluated on their status as of original entry
- Students signing medical waivers
- Students signing religious exemptions
- Pregnant women until cleared by PMD
- Students attending classes at sites other than main campus (extension, WIU-QC campus)

U.S. Students must show proof of immunity by

- Td shot within last 10 years.
- Two measles shots (rubeola); the first one given on or after first birthday and administered after January 1, 1968. Second shot must be given at least 30 days after the first.
- One rubella and mumps shot on or after first birthday.
- Laboratory evidence of immunity.

Td and MMR may be administered together. If a second MMR is required, student can return in 30 days.

International Students must show proof of immunity by

- Three Tds: The first two given six weeks apart; the third administered six months after the second.
- Two rubeola shots: The first one given on or after the first birthday and administered after January 1, 1968; the second one given at least 30 days after the first shot.
- One rubella and mumps shot given after the first birthday.
- Laboratory evidence of immunity.
- TBST – Mantoux Method to be administered upon arrival at WIU; two-step method.
- Negative chest x-ray within the last three months.

International students need both second Td & MMR—both should be administered six weeks after the initial series.

Questions may be addressed to the Illinois Department of Public Health in Springfield, Illinois.
**Policy on Grade Appeals**

**Preamble**

The purpose of the Grade Appeal Policy is to assure 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 regrade 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 at www.wiu.edu/policies/harassment.php), 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.

1. **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, within five working days students must

   - 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.
   - provide the following information in the letter: name, mailing and e-mail addresses, 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.)

2. The faculty member, upon receipt of a student's written request for a grade change, will review his or 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, 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.

   More information on formal hearings can be found at wiu.edu/policies/gradeapp.php.
Student Academic Integrity Policy

Preamble
Western Illinois University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Students have rights and responsibilities (wiu.edu/provost/students) 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.

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**
   A. 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.

B. **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; and/or collaborating with others on papers or projects without authorization of the instructor.

C. 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.

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

2. **Fabrication and Falsification**

A. 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 regrading.
• 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.

B. **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; and/or 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; and/or altering a returned examination paper and seeking regrading.

3. **Cheating**

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

B. **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; and/or sending a substitute to take an examination.

4. **Complicity in Academic Dishonesty**

A. 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.

B. **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; and/or 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**

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

B. **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; and/or 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**

A. 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.

B. **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.

**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 or her identity revealed.

**Undergraduate and Graduate Academic Integrity Procedure**

**Step One: Informal Resolution**

1. **Preliminary Discussion**

   A. 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.

   B. 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
   recordkeeping purposes) to CAGAS (if the case involves an undergraduate
   student) or to the Graduate Council (if the case involves a graduate student.)
   The letter will include the following:

   • The nature of the charge/evidence against the student
   • A brief summary of the meeting with the student
   • The faculty member’s decision
   • Information regarding the right to appeal to the department Academic
     Integrity Committee

   C. 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.

   D. Any student who withdraws from a course after the charge is made may be
   reregistered by the Registrar for the course so that appropriate action can be
taken.
E. 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).

F. 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 Chairperson 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.

2. Assignment of Penalty

A. 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
- A reduced grade (including "F" or zero) for the assignment
- A reduced grade (including "F") for the entire course
- Referral to the Student Judicial Program

B. 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.

Undergraduate and Graduate Procedure

Step Two: Formal Hearings

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 Chairs and administrators (Assistant Dean, Associate Dean, Dean, etc.) of any college will not serve on any Academic Integrity Committee.

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.

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.

University Academic Integrity Committee

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.

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 semester 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. Advisors 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.

**Formal Hearing**

**Department-Level Hearing**
The Departmental 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, Department Chairperson, and (for recordkeeping purposes) either CAGAS (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 Department Chair 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 Departmental 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.

**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 Academic Integrity 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, Department Chair, and (for recordkeeping purposes) either CAGAS (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 Academic Integrity Committee must then inform the student and the Department Chair 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.
University-Level Hearing—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 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 the Council will then inform the student, faculty member, Department Chair, 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.

University-Level Hearing—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, Department Chair, 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.

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 recordkeeping 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.

Interpretations and Exceptions

Any questions concerning the interpretation or execution of the Academic Integrity Policy will be resolved by CAGAS 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.