

2015-2016 Guide to Important Information for SIU Carbondale Students, Faculty, and Staff

To Members of the University Community:

This information is provided to all students, faculty and staff of the university to make you aware of and give you access to important information and resources. While this guide is primarily a service for students, faculty and staff can also benefit from this information. Please read and save this information. If you have any questions regarding a particular report or policy, please do not hesitate to contact the office listed in the entry. We hope your understanding of these policies and of the programs and services available to you will enhance your experience as a member of the university community.

Sincerely,

Lori Stettler
Interim Vice Chancellor of Student Affairs
Student Services Building, Room 486, Mail Code 4308
Southern Illinois University Carbondale
1263 Lincoln Drive
Carbondale, IL 62901
(618) 453-2461

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

- Southern Illinois University Carbondale is an **Affirmative Action/Equal Opportunity institution** in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, sexual orientation, marital status, age, disability, or status as a protected veteran or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. Concerns regarding discrimination as it relates to any of the above areas including Title IX, gender discrimination, and sexual harassment, please contact Dr. Linda McCabe Smith, Associate Chancellor for Institutional Diversity, 110 Anthony Hall, Mail Code 4341, SIU Carbondale, 1265 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-1186; Fax: (618) 453-4295

ACCESS TO CONSUMER INFORMATION

- The complete text of much of the Southern Illinois University Carbondale information for consumers is available on the Southern Illinois University Carbondale [web site](#).

SIU CARBONDALE INSTITUTIONAL INFORMATION

- Information regarding SIU Carbondale **academic programs**; entities that accredit, license, or approve the school and its programs, and procedures for reviewing school's accreditation, licensing or approval documentation is available from the [Office of the Associate Provost for Academic Programs](#), Anthony Hall, Room 306, Mail Code 4311, (618) 536-6607.
- For information/description of any **special services and facilities for students with disability**, contact [Disability Support Services](#), Woody Hall, B104, Mail Code 4705), (618) 453-5738.
- For information regarding the SIU Carbondale **refund policy**, contact the Registrar's Office at (618) 453-2993.

- For information regarding requirements and procedures for **officially withdrawing from school**, contact Transitional Programs at (618) 453-7041.
- **Cost of attending** information available includes a summary of requirements for the return of Title IV grant or loan assistance by withdrawn students (official or unofficial withdrawals); notice that enrollment in a study abroad program approved for credit may be considered enrollment at the school for the purpose of applying for Title IV assistance; and titles, availability and contact information of employee(s) responsible for dissemination of financial assistance disclosure information. For further information, or a paper copy, contact the [Financial Aid Office](#), Student Services Building, 2nd floor, Mail Code 4702, SIU Carbondale, (618) 453-4334.

RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

- The [Family Education Rights and Privacy Act](#) outlines the right to and procedures for inspecting and reviewing student's education records and for requesting amendments of the student's education records; the right to consent to disclosure of personally identifiable information contained in student's education records; the right to file a complaint with the U.S. Department of Education for alleged failure of school to comply with FERPA requirements; and the right to the criteria used to determine who are school officials with a legitimate educational interest if the school's policy is to disclose personally identifiable information from educational records without prior consent. For further information or a paper copy, contact the Registrar's Office, Student Services Building, 2nd floor, Mail Code 4701, SIU Carbondale, (618) 453-2963.

ELECTRONIC INFORMATION PRIVACY

- [Policies](#) regarding user **responsibility of stored information, confidentiality of stored information, inappropriate usage, and electronic mail** are available from the Office of IT Information Security, Wham B15, Mail Code 4622, (618) 453-6280.

STUDENT RIGHT-TO-KNOW ACT: REPORT ON GRADUATION RATES FOR SIU CARBONDALE STUDENT BODY AND STUDENT-ATHLETES RECEIVING ATHLETICS AID

- For further information or a paper copy of the [report](#) on **graduation rates of students and student athletes**, contact the associate athletic director for student services, Intercollegiate Athletics, 151A Troutt-Wittmann Academic Center, Mail Code 6620, SIU Carbondale, (618) 453-5468.

FINANCIAL ASSISTANCE AVAILABLE AT SIU CARBONDALE

- The [Financial Aid Office](#) provides a description of all **available federal, state, local, private and institutional financial assistance programs**, including application form/procedures; student eligibility requirements; selection criteria; criteria for determining the amount of the student's awards; rights and responsibilities of students receiving Title IV and other financial aid, including criteria for continued eligibility; satisfactory academic progress policies and procedures; method and frequency of financial aid disbursements; terms of any loans received, sample loan repayment schedules and the necessity for repaying loans; general conditions and terms of student employment offered as part of the student's financial aid award; and exit counseling information required to be provided and collected from student Direct Loan or Federal Perkins Loan borrowers. For further information or a paper copy, contact the director of the Financial Aid Office, Student Services Building, 2nd floor, Mail Code 4702, SIU Carbondale, (618) 453-4334.

EQUITY IN ATHLETICS DISCLOSURE ACT

- Disclosure of information on **participation rates and financial support data** for men's and women's sports in intercollegiate athletics. For information or a paper copy, contact the executive associate athletic director, 118 Lingle, Mail Code 6620, SIU Carbondale, (618) 453-5474.

DEFERMENTS FOR STUDENT LOANS FOR PEACE CORPS OR VOLUNTEER SERVICE

- The **Financial Aid Office** has information on terms and conditions of receiving Direct Loan repayment deferments for Peace Corps service, service under the Domestic Volunteer Service Act of 1973, and comparable **volunteer service for certain tax-exempt organizations** of demonstrated effectiveness in the field of community service. For further information or a paper copy, contact the Director of the Financial Aid Office, Student Services Building, 2nd floor, Mail Code 4702, SIU Carbondale, (618) 453-4334.

SIU CARBONDALE PROGRAM COMPLETION AND GRADUATION RATES

- The Registrar's Office maintains information regarding **completion and graduation rates** of cohorts (identified groups) of full-time certificate- or degree-seeking SIU Carbondale undergraduates who graduated or completed their programs within 150% of the normal time for graduation or completion. For further information or a paper copy, contact the Registrar's Office, Student Services Building, 2nd floor, Mail Code 4701, SIU Carbondale, (618) 453-2963.

UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

- The **unauthorized distribution of copyrighted materials** through illegal downloading or peer-to-peer file sharing may subject a student to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For further information or a paper copy, or for related **policies** on disciplinary procedures and legal alternatives, contact Michael Shelton at Information Technology, Wham B18, Mail Code 4622, SIU Carbondale, (618) 453-6219.

CRITICAL HEALTH PROBLEMS AND COMPREHENSIVE HEALTH EDUCATION ACT

- **Illinois Public Act 95-764** (eff. Jan. 1, 2009) makes **sexual assault awareness education** mandatory for all public high schools, colleges and universities. For further information, as well as SIUC's response and compliance, contact Dr. Linda McCabe Smith, Associate Chancellor for Institutional Diversity, 110 Anthony Hall, Mail Code 4341, SIU Carbondale, 1265 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-1186; Fax: (618) 453-4295.

CAMPUS SEX CRIMES PREVENTION ACT

- Effective January 1, 2012, **registered sex offenders** who attend or are employed by SIU Carbondale are required to register once a year with the SIU Carbondale [Department of Public Safety](#). Individuals who wish to review the list of registered sex offenders provided by the Illinois State Police to SIU Carbondale may do so by request at the SIU Carbondale Department of Public Safety. For further information, contact the Department of Public Safety, Mail Code 6713, SIU Carbondale, (618) 453-DPS1 (3771).

SEXUAL HARASSMENT POLICY AND PROCEDURES

- The **sexual harassment policy** for SIU Carbondale faculty, staff, students, and visitors was approved May 7, 2009; **procedures** approved March 2014. Related student policies and procedures are also referenced in the [Student Conduct Code](#).

NON-DISCRIMINATION COMPLAINT AND INVESTIGATION PROCEDURES

- **Non-discrimination investigation procedures** were approved in March 2014. For further information or a complete copy of the above as well as SIU Carbondale's policy on consenting relationships plus procedures for handling sexual harassment complaints, please contact Dr. Linda McCabe Smith, Associate Chancellor for Institutional Diversity, (618) 453-1186 [or Office of Diversity and Equity](#), (618) 453-4807.

STUDENT CONDUCT CODE

- The **Student Conduct Code** describes a set of policies designed to reflect the unique culture of our university community. This Code is intended to provide a framework to facilitate our shared commitment to sustaining a community based upon the common goal of the pursuit of knowledge. The Student Conduct Code is the primary document governing SIU student conduct and sets forth the rights afforded to, and responsibilities incumbent upon, each student at the university and all students are expected to be familiar with it. The Code includes a list of all Standards of Conduct, defines the procedures used in adjudication of alleged violations and a list of possible sanctions which may be imposed. For more information, please contact Student Rights and Responsibilities at (618) 536-2338 or via email at studentrights@siu.edu or at Mail Code 4718. The Student Conduct Code is available on the [Student Rights and Responsibilities](#) and [University Policies and Procedures](#) websites.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

- In accordance with Federal law (20 USC § 1092(f)), the following information is provided for the purpose of increased **safety and awareness**. For further information regarding these reports, or to request paper copies, contact the Department of Public Safety, Mail Code 6713, (618) 453-3771.
 - The **Annual Security and Fire Safety Report** (published every October) includes:
 - Three most recent calendar years of select crime statistics for certain on-campus, non-campus, and public properties.
 - Three most recent calendar years of fire statistics occurring in student housing facilities.
 - Procedures for reporting criminal actions or other emergencies.

- Policies for Timely Warnings and Emergency Notifications.
- Procedures to follow after a sexual assault, including rights guaranteed to victims.
- Procedure regarding missing students.
- How to obtain information on registered sex offenders.
- Information regarding education/prevention programs.
- The [daily crime log](#) is available through the SIU Carbondale [Department of Public Safety](#).
- The [fire log](#) is available through the SIU Carbondale [Department of Public Safety](#).

DRUG-FREE SCHOOLS AND CAMPUSES ACT: SIUC PROGRAM TO PREVENT THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL BY STUDENTS AND EMPLOYEES

- To receive federal financial assistance of any kind, all institutions of higher education must certify that they have "adopted and implemented a program to prevent the **unlawful possession, use, or distribution of illicit drugs and alcohol** by students and employees." This certification is mandated by the Drug-Free Schools and Campuses Act Amendments of 1989. The requirements of the law are separate and distinct from the requirements specified by the Drug-Free Workplace Act of 1988, which relate only to employees (including student workers) involved in work supported by or paid from federal grants and contracts. The rules under the Safe and Drug-Free Schools and Campuses Act are much broader in scope, covering drugs and alcohol, students and employees, on university property or as part of university activities. The use, including the sale, delivery, possession, and consumption of alcoholic beverages in or on property owned or controlled by the university or as part of any university activity is strictly prohibited except as otherwise provided in the university's [Alcoholic Beverages: Regulations](#) policy. Additional university statements on drug and alcohol use by students and employees and on the regulation of alcohol on the university campus include:
 - [Drug/Alcohol Use: Standards of Conduct](#)
 - [Drug/Alcohol Use by Employees Performing Safety-Sensitive Work](#)
 - [Drugs/Alcohol: Disciplinary Sanctions Related to Illicit Use](#)
 - [Student Conduct Code Related to Drug and Alcohol Use](#)

For further information, contact the Office of the [Vice Chancellor for Administration and Finance](#), (618) 453-2474.

VOTER REGISTRATION INFORMATION

- Contact the Registrar's Office, Student Services Building, 2nd floor, Mail Code 4701, (618) 453-2963, or to: for information concerning [voter registration](#) and locations where you may obtain Illinois Voter Registration applications.