

## 2018-2019 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,

Jennifer Jones-Hall  
Dean of Students  
Student Services Building, Room 486, Mail Code 4308  
1263 Lincoln Drive  
Carbondale, IL 62901  
(618) 453-2461-[deanofstudents@siu.edu](mailto:deanofstudents@siu.edu)

### INSTITUTIONAL INFORMATION

- 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, are available under [SIU Policies](#). For additional assistance please contact [Office of Equity and Compliance](#), 150 Davies Hall, Mail Code 4316, SIU Carbondale, 1075 S. Normal Avenue, Carbondale, IL 62901. Telephone: (618) 453-4807
- 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 via [email](#) or in the Student Services Building, Room 497, Mail Code 4718, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 536-2338. The Student Conduct Code is available on the [Student Rights and Responsibilities](#) and [University Policies](#) websites.
- Southern Illinois University Carbondale has a [Student Ombudsman](#) that is available to provide students confidential consultation in assisting with the possible resolution of University related concerns, grievances and appeals. For assistance please contact the Assistant Dean of Students, Student Services Building, Room 488, Mail Code 4308, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone (618) 453-1492.

- 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 15, Mail Code 4305, SIU Carbondale, 1265 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-7653.
- For information about accommodations, services,, and access to facilities for students with disabilities, contact [Disability Support Services](#), Student Health Center, Suite 220, Mail Code 4705, SIU Carbondale, 374 East Grand Avenue, Carbondale, IL 62901. Telephone: (618) 453-5738.
- [Policies](#) regarding **user responsibility of stored information, confidentiality of stored information, inappropriate usage, and electronic mail** are available from the Office of Information Technology-Information Security via [email](#) or at Mail Code 6633, SIU Carbondale, 850 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-5155.
- The [Office of the Registrar](#) 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 percent of the normal time for graduation or completion. For further information or a paper copy, contact the Office of the Registrar, Student Services Building, 2nd floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.
- The Center for Environmental Health and Safety (CEHS) is a department devoted to continually improving occupational and environmental safety and health on our campus. All students and employees are encouraged to review the "Safety Resource Handbook." This handbook provides an overview related to occupational and environmental safety and health issues here at SIU including such issues as:
  - Health and safety responsibilities of employees, supervisors, unit heads and CEHS
  - General safety guidelines and practices, including personal protective equipment, workplace inspections, emergency procedures and accident reporting
  - Outlines the units within CEHS devoted to assisting the campus community
  - Health and safety training checklists for laboratories and non-laboratory workplaces. These checklists are important to assist you and your supervisor in determining regulatory-required safety and health training. Please review the training checklist with your supervisor (even if you are employed outside the university).
  - Important health and safety phone numbers and contacts
 Our [website](#) provides many safety and health resources such as fact sheets and guides. CEHS responds to requests for assistance and reports of health and safety concerns, which may be submitted to us [anonymously](#) or by contacting CEHS at Mail Code 6898, SIU Carbondale, 1325 Radio Drive, Carbondale, IL 62901. Telephone: (618) 453-7180.
- [Voter Registration](#) information and locations where you may obtain Illinois Voter Registration applications are available at the Office of the Registrar, Student Services Building, 2<sup>nd</sup> floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.
- 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, a paper copy, or for related [policies](#) on disciplinary procedures and legal alternatives, contact Information Technology, Mail Code 6633, SIU Carbondale, 850 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-5155.

## **FINANCIAL ASSISTANCE**

- 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, 2<sup>nd</sup> floor, Mail Code 4702, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-4334.
- 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, 2<sup>nd</sup> floor, Mail Code 4702, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-4334.
- **Access to consumer information** is available on the Financial Aid Office [website](#). Contact the Financial Aid Office for additional assistance, Student Services Building, 2<sup>nd</sup> floor, Mail Code 4702, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-4334.
- The SIU Carbondale **refund policy** is available from the Office of the Registrar [website](#). Contact the Office of the Registrar for additional assistance, Student Services Building, 2<sup>nd</sup> floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.
- For information regarding requirements and procedures for **officially withdrawing from school**, contact the [Office of the Registrar](#), Student Services Building 2<sup>nd</sup> floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.
- **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, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (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 can be found on the [Athletics Department](#) website, or you may contact the Office of Compliance, Saluki Athletics, Lingle Hall, Mail Code 6620, SIU Carbondale, 1490 Douglas Drive, Carbondale, IL 62901. Telephone: (618) 453-5463.
- The [report](#) on **graduation rates of student athletes** receiving athletic aid contact the Office of the Registrar, Student Services Building, 2<sup>nd</sup> floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.

### 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, Trueblood Hall, Mail Code 6723, SIU Carbondale, 1175 South Washington Street, Carbondale, IL 62901. Telephone: (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](#).
- 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, Trueblood Hall, Mail Code 6723, SIU Carbondale, 1175 Washington Street, Carbondale, IL 62901. Telephone: (618) 453-DPS1 (3771).
- The [sexual harassment policy](#) for SIU Carbondale faculty, staff, students, and visitors was approved May 7, 2009; procedures were approved March 2014. Related student policies and procedures are also referenced in the [Student Conduct Code](#). For a paper copy please contact [Office of Equity and](#)

[Compliance](#), 150 Davies Hall, Mail Code 4316, SIU Carbondale, 1075 S. Normal Avenue, Carbondale, IL 62901. Telephone: (618) 453-4807.

- Wellness and Health Promotion Services and the [Dean of Students Office](#) is home to SIUC's confidential advising services. They are dedicated to providing **support to all SIU students that are involved in gender based violence** (i.e., sexual assault, dating violence, domestic violence, or stalking). The goal is to help students find the support, resources and information needed to continue their studies. To schedule an appointment, please contact the [Confidential Advisor](#) at Wellness & Health Promotions Services, Student Health Center, Mail Code 6740, SIU Carbondale, 374 East Grand Avenue, Carbondale, IL 62901. Telephone: 618-453-3311 or the Dean of Student Office, Student Services Building, Room 486, Mail Code 4308, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-7557.
- **Discrimination-** Complaint and investigation procedures were approved in March 2014. For further information or a complete copy please contact the [Office of Equity and Compliance](#), Davies Hall, Room 150, Mail Code 4316, SIU Carbondale, 1075 S. Normal Avenue, Carbondale, IL 62901. Telephone: (618) 453-4807.

## **DRUG/ALCOHOL ABUSE, POLICIES, PREVENTION AND INTERVENTION RESOURCES**

- 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 Dean of Students Office, Mail Code 4308, SIU Carbondale, 1265 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-4846.

- [Illinois Public Act 95-764](#) and [Illinois Public Act 099-0426](#) makes **sexual assault awareness education** mandatory for all public high schools, colleges and universities. Additional resources on sexual assault awareness education can also be found on the Wellness and Health Promotion Services [website](#).

## **PRIVACY RIGHTS OF STUDENTS AND PARENTS-FERPA REGULATIONS**

- The [Family Education Rights and Privacy Act](#) (FERPA) 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 Office of the Registrar, Student Services Building, 2nd floor, Mail Code 4701, SIU Carbondale, 1263 Lincoln Drive, Carbondale, IL 62901. Telephone: (618) 453-2963.