

SIU

General Information

This information is subject to change.

Restriction on Release of Information

The Family Educational Rights and Privacy Act of 1974 permits the release of directory information pertaining to students as public information to parties outside the University without written consent of the student *if* the student has been given the opportunity to restrict such disclosure. The public directory information for students who have not restricted its release may be published in various forms and formats including both printed page and electronic copy. For example, directory information such as name, phone number, and addresses of currently enrolled students who have not filed the restriction request are made available to virtually anyone via the SIU home page on the World Wide Web on the Internet.

Directory information includes student name; student local and permanent addresses and telephone numbers; SIU email address; current and past term status (full-time or part-time); classification (freshman, senior, etc.); expected graduation date; academic unit, major; dates of attendance; degrees and honors earned and dates; the most previous educational agency or institution attended before enrollment at the University; participation in officially recognized activity or sport; weight, height, and pictures of members of athletic teams; picture; and for students appointed as fellows, assistants, graduate and undergraduate hourly employees, the title, appointing department, appointment dates, duties and percent time of the appointment. Directory information release restriction forms are available at the Registrar's Office and at <http://registrar.siu.edu/office/forms.html>. Notice of the procedure and the deadline dates for the submission of restriction requests will be published in the *Daily Egyptian* newspaper.

Personal Data Changes

The University maintains specific items of data for each student in attendance. These data items are listed below, with an indication of where they may be changed.

Name, Date of Birth

Name may be changed or date of birth corrected at the Registrar's Office. Verification may be required.

Legal Residence (Illinois or out-of-state)

Students must complete the Application to be Classified an Illinois Resident form, undergraduates at the Registrar's Office, graduates at the Graduate School, law students at the School of Law. Before the change is made students must have met the Board of Trustees regulations governing residency status.

Addresses

It is very important that students keep the University informed of their correct addresses, to ensure prompt delivery of mail. Changes may be made at the Registrar's Office, Bursar, University Housing, Financial Aid, or online through SalukiNet.

The University maintains three addresses for all students: permanent, billing, and local.

The monthly *Statement of Account* can be viewed in Salukinet. Non-registered students will get a paper bill sent to their billing address, if it exists. Otherwise it is sent to the permanent address.

All *other correspondence* is sent to the local address, if it exists. Otherwise it is sent to the permanent address.

Transcripts

The Registrar's Office will issue a transcript of the student's official educational record under the following conditions: A transcript is issued only upon a student's request or with the student's explicit permission, except that such permission is not required for an unofficial transcript when University faculty and administrative personnel request a transcript for official purpose. In addition, requests will be honored from a recognized research organization conducting educational research provided the confidential character of the transcript is protected.

Students who started at SIUC Fall 1990 or later may view their unofficial transcripts via SalukiNet on the world wide web at URL: <http://salukinet.siu.edu/>. To view the transcript office policies in detail, please visit <http://registrar.siu.edu/alumni/transcripts.html>

Graduation Procedures

The academic requirements for the various associate and bachelor's degrees are found in chapter 5 of the *Undergraduate Catalog*, and for the various graduate degrees in the *Graduate Catalog*. Presented here are the procedures that students expecting to graduate must follow. See details on the website: <http://www.commcement.siu.edu/index.html>

Graduation ceremonies are held each year in May and December. There is no ceremony in August. The candidates who plan to complete degree requirements in August can choose to attend either the May or December ceremony. If you wish to attend the May ceremony, you should turn in your application early. The application deadline information is available online at <http://www.comencement.siu.edu/index.html>

A graduation application fee is established for all persons applying to graduate. The fee does not cover the rental fee for the cap and gown or the cost of invitations. These items may be ordered through the University Book Store in the Student Center.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the University. Each academic unit provides a graduation check service through its academic advisement office in order to ensure that graduating students have met all requirements. Students should check with their academic advisors for the procedures they should follow as they approach graduation. Undergraduate students who started at SIU Fall 1990 or later, may view their Degree Progress Report via SalukiNet on the world wide web at URL <http://salukinet.siu.edu/>.

Graduating students who have outstanding financial obligations or delinquent accounts with the University will not receive either diplomas or transcripts until their accounts are paid.

Attendance at commencement is not compulsory. If you do not plan to attend, please mark the corresponding option on the graduation application form. If you plan to attend, the wearing of cap and gown is compulsory. Formal military attire is also acceptable.

Graduation Appeal

The University has a Graduation Appeals Committee whose function is to review student petitions involving issues related to graduation. The Graduation Appeals Committee has the authority to graduate students even though they have not satisfied all University graduation requirements. The committee hears only those cases involving University requirements for the associate or baccalaureate degree. Appeals relative to a major or an academic unit requirement must go through the appropriate administrative official. Ordinarily, the Graduation Appeals Committee will give consideration to an appeal only if there is tangible evidence that the matter at issue is of an unusual nature and that it has resulted due to conditions beyond control of the student. Appeal is initiated through the student's academic dean.

Class Attendance

The faculty of Southern Illinois University Carbondale affirm the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment. In the transition from high school to the university and from the university to the workplace, personal success is directly related to good attendance.

As a caring public institution, SIU has the obligation to encourage its primary constituents, the students, to meet their responsibilities first of all to themselves, but also to their families, their classmates, their instructors, and the taxpayers and donors who underwrite higher education in the state of Illinois.

For these reasons the SIU faculty remind undergraduates and their instructors that the first day of class is just as valuable as the last day of class; that work and other extracurricular commitments do not necessarily justify an absence; that holidays begin and end precisely as stated in the University Calendar; that instructors should be notified three regular class periods prior to the absence for the religious observances; that major examinations, term papers, and/or assigned projects for one class do not exempt students from their need to attend another; and finally, that some financial assistance at the University is actually contingent upon attendance.

Students who stop attending a class without officially dropping the class will be subject to being awarded a WF grade for the class. The WF grade is assigned by the instructor along with an indication of the recorded last date of attendance. The WF grade will count as an F in the undergraduate GPA calculation. The last date of attendance associated with the WF may affect the student's enrollment status, and thus their eligibility for financial aid. Graduate students who cease attending may receive a "WU" grade which does not affect their GPA. However, the "WU" may impact the student's eligibility for, or amount of financial aid for the semester.

Accommodating Religious Observances

Southern Illinois University Carbondale will make reasonable accommodation for individual student religious observances. (See the *Policy Accommodating Religious Observances of Students* in chapter 7 of the Undergraduate Catalog.)

Admission/Registration

The University's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances. However, students may receive another appointment when an appointment for admission counseling or an appointment for academic advisement or an appointment for registration for classes falls on a date or at a time that would conflict with the student's observance of major religious holidays. The individual student must notify, in writing, the appropriate admissions officer or academic adviser of the conflict with the student's observance of the religious holiday. Notification shall be made immediately after the student's receipt of the appointment or at least five work days before the appointment time, whichever is later.

Class Attendance

Students absent from classes because of observance of major religious holidays will be excused. Students must notify the instructor **at least three regular class periods in advance of an absence from class for a religious holiday and must take the responsibility for making up work missed.**

Examinations

Instructors are requested not to schedule class examinations on dates that would conflict with major religious holidays. In the event an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student shall be given reasonable opportunity to make up the examination. It is the student's responsibility to notify the instructor of the class when the examination will be missed. That notification must occur at least three regular class meeting periods in advance of the absence or at the time the announcement of the examination is made, whichever is later.

Grievance Procedure

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may petition in writing as follows:

Cases involving class attendance or class examinations that are unresolved at the class instructor level may be appealed by the student by filing a petition in writing, within thirty calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. In the event the case is not resolved to the student's satisfaction at the department/program level within five working days after the chair's receipt of the petition, the student may petition in writing to the dean of the school or college to which that teaching department or program reports. The student's petition to the school or college must be filed with that dean within five working days of the decision at the departmental level. Should the case not be resolved to the student's satisfaction at the school or college level within five working days of the petition filing at that level, the student may petition the Provost. If the student is still not satisfied at that level within the five-working-day time period, he or she may petition the Chancellor within another five working days. Decisions of the Chancellor may be appealed to the President, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees.

In cases involving admissions, *the grievance process should follow the time frames described above*, with the initial petition being filed with the Director of Admissions, which is the only filing point prior to the Provost.

SIUC Housing Information

Go to the world wide web at the following: <http://www.housing.siu.edu/>

Student Rights and Responsibilities

Go to the world wide web at the following: <http://srr.siu.edu/index.html>