Academic Honesty

Academic honesty pertains to all methods of fulfilling academic requirements at Governors State University. The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
   a. When using material from a publication, (e.g., book, journal, article, film, etc.), that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
   b. When paraphrasing published material, (e.g., using it almost word-for-word), the source should also be acknowledged unless the information is common knowledge in the field.
   c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
   d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
   e. Having someone else prepare material that is to be submitted should only be done with the instructor’s permission to do so.

2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.

3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.

4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.

5. Students may neither give, request, nor utilize assistance during an examination without the instructor’s permission. These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

Access to Student Educational Records: Policy and Procedures

I. Forms and Federal Regulations (“Buckley”) 34 CFR Part 99

A. Purpose

The Family Educational Rights and Privacy Act of 1974, more commonly known as the “Buckley Amendment,” guarantees certain rights for students and eligible parents regarding access to, confidentiality of, and correction of the student’s education records. The purpose of this policy is to implement those statutory rights at Governors State University.

B. Definitions

For the purposes of this policy, Governors State University operationally defines the following:

1. A student is any person who is, or was, in attendance at Governors State University.

2. An education record is any record (written, printed, taped, filmed, etc.) maintained by Governors State University or by an agent or employee of the University, that is directly related to a student, with the following exceptions:
   a. A record kept by a University employee if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except for a temporary substitute for the maker of the record.
   b. Records created and maintained by Public Safety strictly for law enforcement purposes.
   c. An employment record of an individual, whose employment is not contingent on the fact that the individual is a student, provided the record is used only in relation to the individual’s employment.
   d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized health professional/paraprofessional, if the records are used only for the treatment of a student and are made available only to those persons providing the treatment.
   e. Alumni records which contain information about a student after the student is no longer in attendance at the University and which do not relate to the person as a student.

3. A parent includes a natural parent of a student, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

4. An eligible parent is either (1) a parent of a student who has given written consent for the parent to review the student’s education records or (2) a parent who has claimed the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1954 in the most recently ended tax year.

C. Annual Notification

GSU students will be notified of their Family Educational Rights and Privacy Act rights annually through the following publications:

1. Student Handbook and GSU Catalog.

D. Procedure to Inspect Education Records

1. Students may inspect and review their education records
upon request to the appropriate record custodians who are listed in Section H. A student should submit to the appropriate record custodian a written request that specifies the record(s) the student wishes to inspect.

2. An eligible parent of a student may inspect the student's education records if (1) written consent is provided to the appropriate record custodian by the student; or (2) a copy of the 1040 series income tax form filed with the IRS for the most recently ended tax year is submitted by the parent to the appropriate record custodian showing that the student is claimed as defined in section 152 of the Internal Revenue Code of 1954.

3. The record custodian will make the needed access arrangements as promptly as possible and notify the student or eligible parent of the time and location where the records may be inspected. Access must be provided within 45 days or less from receipt of the request.

4. When a record contains information about more than one student, the student or eligible parent may inspect and review only the records that relate to the student.

5. The review must be done in the presence of a University representative. Original records may not be removed from any office where they are maintained.

**E. Right of the University to Refuse Access**

Governors State University reserves the right to refuse to permit a student (or eligible parent except with respect to the parent's financial records) to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the student's file before January 1, 1975.
3. Those records which are excluded from the Family Educational Rights and Privacy Act of 1974 definition of education records if such records do not fall within the definition of "public records."

**F. Refusal to Provide Copies**

1. Governors State University reserves the right to deny transcripts or copies of records not otherwise required to be made available by the Family Educational Rights and Privacy Act of 1974 in any of the following situations:
   a. The student or eligible parent lives within commuting distance (presumed to be 50 miles) of the University.
   b. The student has an unpaid financial obligation to the University or an administrative hold on the academic record.
   c. There is an unresolved disciplinary action against the student.
   d. There is an unresolved academic action against the student.

**G. Fees for Copies of Records**

Students may have copies made of their education record upon payment of an appropriate charge established by the university.

**H. Types, Locations, and Custodians of Education Records**

The following is a list of the types of education records that GSU maintains, their locations, and their custodians.

<table>
<thead>
<tr>
<th>Types</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>College of Business &amp; Public Administration</td>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>College of Education</td>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>College of Health/Human Services</td>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>Admission Records</td>
<td>Admission Office</td>
<td>Director of Admission</td>
</tr>
<tr>
<td>Career Related Records</td>
<td>Office of Career Services</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Counseling/Testing/ Tutoring Records</td>
<td>Academic Resource Center</td>
<td>Assistant Vice President of Student Support Services</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Academic Resource Center</td>
<td>Assistant Vice President of Student Support Services</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of the Dean</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Business Office</td>
<td>Director of Business Operations</td>
</tr>
<tr>
<td>Director of Financial Aid International Student Records</td>
<td>Coordinator of International Services</td>
<td></td>
</tr>
<tr>
<td>Professional Credential Records for Employment</td>
<td>Office of Career Services</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Miscellaneous Education Records (e.g., meetings with faculty)</td>
<td>The appropriate university employee official will locate and collect such records for inspection.</td>
<td></td>
</tr>
</tbody>
</table>

**II. Disclosure of Education Records**

Governors State University will disclose information from a student's education records only with the written consent of the student, except:

A. To university officials who have a legitimate educational interest in the records.

1. A University official is defined as follows:
   a. A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
   b. A person employed by or under contract to the University to perform a special administrative or professional task, such as an attorney or auditor.

2. A University official has a legitimate educational interest in a record(s) if the University official is:
   a. Performing a task that is specified in the official's position description or by a contract agreement; and
   b. Performing a task related to a student's educational program; or
   c. Performing a task related to the processing of a disciplinary charge involving the student; or
   d. Providing a service or benefit relating to the student or the student's family (e.g., healthcare, counseling, job placement, financial aid).

B. To officials of another school, upon request, in which a student seeks or intends to enroll.

C. To certain officials of the United States Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs.

D. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid.

E. To organizations conducting certain studies for or on behalf of the university.

F. To accrediting organizations to carry out their functions.

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The custodian may comply with the request or may decide not to comply. If the custodian decides not to comply, the custodian will notify the student of the decision and will notify the student of the right to have the decision challenged. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

III. Record of Requests for Disclosure
Governors State University will maintain a record of all requests for and/or disclosure of information from a student’s education records, other than requests by or disclosures to the student, a University official as defined in Section I.1, a party with written consent of the student, or a party seeking only directory information. The record will indicate the name of the party making the request, any additional party to whom it may be released, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by an eligible parent or by the student.

IV. University Directory Information
A. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Governors State University defines the following as directory information: name, address, telephone number, date of birth, college and major field of study/concentration/minor, classification (graduate or undergraduate), previous institutions attended, participation in officially recognized activities, dates of attendance, degrees conferred with dates, current term hours enrolled and full-time/part-time status, awards, honors, and achievements (including distinguished academic performance) with dates and picture.

B. Under the Federal Educational Rights and Privacy Act, a student has the right to request that the disclosure of directory information be withheld and omitted from the University Directory as long as the student is enrolled or maintains continuing student status at the university. If a student wishes to have any or all directory information withheld, the student must submit a written request to the Registrar’s Office. Directory information may be released without permission for students who are no longer enrolled, have graduated, or have lost continuing student status at GSU, unless otherwise requested. Students are advised of the disclosure of directory information in the Student Handbook and GSU Catalog.

V. Correction of Education Records
Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are procedures for the correction of records:
A. A student must ask the appropriate records custodian, listed in Section H, to amend a specific record. In so doing, the student should identify the part of the record the student wants changed and specify why the student believes it to be inaccurate, misleading, or in violation of the student’s privacy or other rights.
B. The custodian may comply with the request or may decide not to comply. If the custodian decides not to comply, the custodian will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.
C. Upon request, the custodian will arrange for a hearing and will notify the student reasonably in advance of the date, location, and time of the hearing.
D. The hearing will be conducted by a hearing officer who is a disinterested party appointed by the Provost. The hearing officer may be an official of the University. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.
E. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
F. If the hearing officer decides that the contested information is not inaccurate, misleading, or in violation of the student’s right of privacy, the hearing officer will notify the student that the student has a right to place in the record, a statement commenting on the contested information and/or a statement setting forth reasons for disagreeing with the decision.
G. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If GSU discloses the contested portion of the record, it will also disclose the statement.
H. If the hearing officer decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, the appropriate record custodian will amend the record and notify the student, in writing, that the record has been amended.
I. Students have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C., 20201, concerning alleged failures of GSU to comply with the Act.

Forms
Request to Prevent Disclosure of Directory Information
Consent to Disclose Nondirectory Education Records
Student Request to Inspect and Review Education Records
Request by Parent or Guardian to Review Education Records
Request to Review Education Records by GSU Personnel or an Outside Agency
Contact the Registrar’s Office to request the forms.
Policy on Graduate Readmissions and Special Admissions

I. Purpose
This policy provides for the possible petition for readmission by graduate students, who left the university on academic probation or who were suspended from the university. The policy also provides for instances of special admission requested by applicants who do not meet the published criteria for admission.

II. Readmission and Special Admissions
All readmissions involving graduate students who were on academic probation when they left the university or those suspended from Governors State University and all special admission cases (defined herein) shall be considered by the University Committee on Readmissions and Special Admissions. The committee shall make recommendations to the appropriate division/department chairperson, who will make the final decision with input from the program faculty.

A. Readmissions involving students who left while on academic probation or who were suspended from Governors State University:
1. Students who have lost continuing status while on academic probation at GSU or who have been academically suspended must apply and, concurrently, petition for readmission. Students suspended from the university will not be allowed to petition for readmission during the next term of enrollment.
2. Current GSU non-degree seeking students not in good academic standing and applying for admission to a degree seeking program must petition for admission to the Committee on Readmissions and Special Admissions.
3. Students readmitted to the University who were on academic probation at GSU in their last semester as a continuing student return under the same status unless they have invoked their right of academic amnesty as defined in Policy 13. In some cases, the committee may recommend, subject to the approval of the dean, readmission on Academic Probation Extended status.
4. Students readmitted to the University who have been academically suspended will be placed on Academic Probation Extended status for their first semester unless they have invoked their right of academic amnesty, as defined in Policy 13.
   a. Students on Academic Probation Extended who subsequently achieve the minimum cumulative grade point average required for their level (cumulative G.P.A. of 3.0) shall be placed in academic good standing.
   b. Students on Academic Probation Extended shall remain in this status during each subsequent semester of enrollment as long as they meet or exceed the minimum requirements for their level (semester G.P.A. of 3.0) for academic good standing each semester that they are on Academic Probation Extended status, as defined in Policy 14.
   c. Students on Academic Probation Extended who do not meet the minimum requirements for their level for academic good standing each semester in which they are enrolled shall be academically suspended.
   d. Students on Academic Probation Extended receiving a grade(s) of Incomplete will not be permitted to register for subsequent semesters until the Incomplete(s) has been removed.
5. Students suspended/dismissed twice at the post-baccalaureate level for academic reasons from one or more universities will not be considered for readmission to the University at any later date.
6. International students admitted to the U.S. on an F-1 student visa, are responsible to comply with federal immigration regulations related to readmission after suspension and readmission. Students must contact the Office of International Services for additional information.

B. Special Admissions Cases
1. Applicants who do not meet the minimum admission criteria may petition for admission to a degree program in the following circumstances:
   a. Applicants not in academic good standing at the last institution attended. [Applicants who were suspended (dismissed) from their last institution on academic grounds may petition for admission for a semester that begins no earlier than one term after their suspension (dismissal).]
   b. Applicants are seeking admission based on credit/degree(s) earned from a nonregionally accredited-institution(s).
   c. Applicants who cannot present either the minimum TOEFL scores or ELS level as defined by Policy 9.
2. Applicants who meet minimum University criteria for admission, but who do not meet more selective criteria established by the desired major, should petition directly to the appropriate division/department chair or director who will make a recommendation to the dean of the appropriate college/school.
3. Applicants not in good conduct standing at the last institution attended must petition for admission to the Committee on Readmissions and Special Admissions, which will make recommendations to Associate Vice President for Student Affairs & Dean of Students who will make a decision after consultation with the program faculty.

III. The University Committee on Readmissions and Special Admissions Committee Membership
A. This committee shall be composed of one faculty member from each of the five colleges, appointed by the appropriate dean; the Director of Admissions and Student Recruitment or designee; the Registrar or designee; one representative from the Office of Student Development, appointed by the Director of Student Development; and one student representative from each of the five colleges, appointed by the appropriate college/school.
B. The Director of Admissions and Student Recruitment or designee and the Registrar or designee shall be permanent members of this committee. The Director of Admissions and Student Recruitment or designee shall be the permanent chairperson of this committee. Other members shall serve one year terms, effective with the beginning of the academic year.

Policy on Undergraduate Readmissions and Special Admissions

I. Purpose
This policy provides for the possible petition for readmission by undergraduate students, who left on academic probation or who were suspended from the university. The policy also provides for cases of special admission requested by applicants who do not meet the published criteria for admission.
II. Readmission and Special Admissions

All readmissions involving undergraduate students who left the university while on academic probation or those suspended from Governors State University and all special admission cases (defined herein) shall be considered by the University Committee on Readmissions and Special Admissions. The committee shall make recommendations to the appropriate division or department chairperson or director, who will make the final decision with input from the program faculty.

A. Readmissions involving students on academic probation or suspended from Governors State University:
1. Students who have lost continuing status while on academic probation at GSU or who have been academically suspended must apply for admission and, concurrently, petition for readmission. Suspended students may petition for readmission to the university. Readmission under these circumstances shall not be effective until the student has been suspended for at least one semester.
2. Current GSU non-degree seeking students not in good academic standing and applying for admission to a degree seeking program must petition for readmission to the Committee on Readmissions and Special Admissions.
3. Students readmitted to the University who were on academic probation at GSU in their last semester as a continuing student return under the same status unless they have invoked their right of academic amnesty as defined in Policy 13. In some cases, the committee may recommend, subject to the approval of the dean, readmission on Academic Probation Extended status.
4. Students readmitted to the University who have been academically suspended will be placed on Academic Probation Extended status for their first semester after readmission unless they have invoked their right of academic amnesty, as defined in Policy 13.
   a. Undergraduate students on Academic Probation Extended who subsequently achieve a cumulative G.P.A. of 2.0 shall be placed in academic good standing.
   b. Undergraduate students on Academic Probation Extended shall remain in this status during each subsequent semester of enrollment as long as they meet or exceed a semester G.P.A. of 2.0 for each semester that they are on Academic Probation Extended status, as defined in Policy 14.
   c. Undergraduate students on Academic Probation Extended who do not obtain a semester G.P.A. of 2.0 shall be academically suspended.
   d. Students on Academic Probation Extended receiving a grade(s) of Incomplete will not be permitted to register for subsequent semesters until the Incomplete(s) has been removed.
5. Student Readmission Following a Second Suspension:
   a. Students twice suspended for academic reasons from the university will not be considered for readmission to the university at any later date unless they meet all of the criteria below:
      1. Has a written plan indicating what changes he/she has made or what circumstances have changed that will allow him/her to succeed if readmitted. This plan should include a support system either inside or outside of the university.
      2. Has a recommendation from the program faculty and/or division/department chair, and
      3. Is approved by the dean of the college or unit, and
      4. Is approved by the Provost/Vice President of Academic Affairs.
   b. If readmitted, the students will be admitted on Academic Probation Extended and shall remain in this status during each subsequent semester of enrollment as long as he/she meets or exceeds on a semester basis the minimum requirements for their level (semester G.P.A. of 2.0) for academic good standing.
5. Student Readmission Following a Second Suspension:
   a. Students twice suspended for academic reasons from the university will not be considered for readmission to the university at any later date unless they meet all of the criteria below:
      1. Has a written plan indicating what changes he/she has made or what circumstances have changed that will allow him/her to succeed if readmitted. This plan should include a support system either inside or outside of the university.
      2. Has a recommendation from the program faculty and/or division/department chair, and
      3. Is approved by the dean of the college or unit, and
      4. Is approved by the Provost/Vice President of Academic Affairs.
   b. If readmitted, the students will be admitted on Academic Probation Extended and shall remain in this status during each subsequent semester of enrollment as long as he/she meets or exceeds on a semester basis the minimum requirements for their level (semester G.P.A. of 2.0) for academic good standing.
6. International students admitted to the U.S. on an F-1 student visa, are responsible to comply with federal immigration regulations related to readmission after suspension and readmission. Students must contact the Office of International Services for additional information.

B. Special Admissions Cases

1. Applicants who do not meet the minimum admission criteria may petition for admission to a degree program in the following circumstances:
   a. Applicants not in academic good standing at the last institution attended. (Applicants who were suspended (dismissed) from their last institution on academic grounds may petition for admission for a semester that begins at least one term after their suspension (dismissal).)
   b. Undergraduate applicants, with at least 60 semester hours of earned college credit, who have less than a 2.0 grade point average on a 4.0 scale.
   c. Undergraduate applicants who have earned at least 54, but fewer than 60 semester hours of college credit.
   d. Applicants are seeking admission based on credit/ degree(s) earned from a nonregionally accredited institution(s).
   e. Applicants who cannot present either the minimum TOEFL scores or ELS level as defined by Policy 9.
2. Applicants who meet minimum University criteria for admission, but who do not meet more selective criteria established by the desired major, should petition directly to the appropriate division/department chair or director who will make a recommendation to the dean of the appropriate college/school.
3. Applicants to the Interdisciplinary Studies program are exempt from the criteria addressed under Section II.B.1.c. above and are not subject to this policy as it relates to those criteria.
4. Applicants not in good conduct standing at the last institution attended must petition for admission to the Committee on Readmissions and Special Admissions, which will make recommendations to the Associate Vice President for Student Affairs & Dean of Students who will make a decision after consultation with the program faculty.

III. The University Committee on Readmissions and Special Admissions Committee Membership

A. This committee shall be composed of one faculty member from each of the five colleges, appointed by the appropriate dean; the Director of Admissions and Student Recruitment or designee; the Registrar or designee; one representative from the Office of Student Development, appointed by the Director of Student Development; and one student selected by the Associate Vice President for Student Affairs & Dean of Students

B. The Director of Admissions and Student Recruitment or designee and the Registrar or designee shall be permanent members of this committee. The Director of Admissions and Student Recruitment or designee shall be the permanent chairperson of this committee. Other members shall serve one year terms, effective with the beginning of the academic year.
Residency Status
(GSU Board of Trustees Regulations, Section IV. Subsection C)

1. Definitions
For purposes of this regulation, the following definitions pertain:
   a. An "adult student" is a student who is eighteen or more years of age.
   b. A "minor student" is a student who is less than eighteen years of age.
   c. An "emancipated minor student" is a completely self-supporting student who is less than eighteen years of age. Marriage or active military service shall be regarded as effecting the emancipation of minors, whether male or female, for the purposes of this regulation.
   d. "Residence" means legal domicile. Voter registration, filing of tax returns, proper license and registration for driving or ownership of a vehicle, and other such transactions may verify intent of residence in a state. Neither length of university attendance nor continued presence in the university community during vacation periods shall be construed to be proof of Illinois residence. Except as otherwise provided in this regulation, no parent or legal or natural guardian will be considered a resident unless the parent or guardian maintains a bona fide and permanent residence in Illinois, except when temporarily absent from Illinois, with no intention of changing his or her legal residence to some other state or country.

2. Residency Determination
The university shall determine the residency status of each student enrolled in the university for the purpose of determining whether the student is assessed in-state or out-of-state tuition. Each applicant for admission to the university shall submit at the time of application evidence for determination of residency. The office responsible for admissions shall make a determination of residency status.
   a. If a non-resident is classified by error as a resident, a change in tuition charges shall be applicable beginning with the term following reclassification. If the erroneous resident classification is caused by false information submitted by the student, a change in tuition charges shall be applicable for each term in which tuition charges were based on such false information. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.
   b. If a resident is classified by error as a non-resident, a change in tuition charges shall be applicable during the term in which the reclassification occurs, provided that the student has filed a written request for review in accordance with this regulation.

3. Residency Requirements
   a. Adult Students
      To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which the individual registers at the university and must continue to maintain a bona fide residence in Illinois. In the case of adult students who reside with their parents (or one of them if only one parent is living or the parents are separated or divorced), the student will be considered a resident if the parents have established and are maintaining a bona fide residence in Illinois.
   b. Minor Students
      The residence of a minor student shall be considered to be the same as and change with the following:
      1. That of the minor's parents if they are living together, or the living parent if one is deceased; or
      2. If the parents are separated or divorced, that of the parent to whom custody of the minor has been awarded by court decree or order, or, in the absence of a court decree or order, that of the father unless the minor has continuously resided with the mother for a period of at least six consecutive months immediately preceding the minor's registration at the university, in which latter case the minor's residence shall be considered to be that of the mother; or
      3. If the minor has been legally adopted, that of the adoptive parents, and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if the parent had been a natural parent; or
      4. That of the legally appointed guardian of the person; or
      5. That of a "natural" guardian such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the minor has resided and by whom the minor has been supported for a period of at least six consecutive months immediately preceding the minor's registration at the university for any term if the minor's parents are deceased or have abandoned the minor and if no legal guardian of the minor has been appointed and qualified.
   c. Emancipated Minors
      If emancipated minors actually reside in Illinois, such minors shall be considered residents even though their parents or guardians may not reside in Illinois. Emancipated minors who are completely self-supporting shall be considered residents if they have maintained a dwelling place within Illinois uninterruptedly for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university. Emancipated minors who reside with their parents and whose parents (or one of them if one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide Illinois residence shall be regarded as residents.
   d. Minor Children of Parents Transferred outside the United States
      The minor children of persons who have resided in Illinois for at least twelve consecutive months immediately prior to a transfer by their employers to some location outside of the United States shall be considered residents. This rule shall apply, however, only when the minor children of such persons enroll in the university within five years of the time their parents are transferred by their employer to a location outside the United States.
   e. Married Students
      A non-resident student, whether minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish residence status, shall be classified as a resident.
   f. Armed Forces Personnel
      Non-residents of Illinois who are on active duty with one of the services of the Armed Forces of the United States who are stationed in Illinois and who submit evidence of such service and station, as well as the spouses and dependent children of such persons, shall be considered residents as long as such persons remain
stationed in Illinois and the spouses and/or dependent children of such persons also reside in Illinois. If such persons are transferred to a post outside the continental United States but such persons remain registered at the university, residency status shall continue until such time as these persons are stationed within a state other than Illinois within the continental United States.

g. **Staff Members of the University, Allied Agencies, and Faculty of State-Supported Institutions in Illinois**

Staff members of the university and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

h. **Teachers in Public and Private Illinois Schools**

Teachers in the public and private elementary and secondary schools of Illinois shall, if subject to payment of tuition, be assessed at the resident rate during any term in which they hold an appointment of at least one-quarter time, including the summer session immediately following the term in which the appointment was effective.

4. **Residency Status Appeal Procedure**

Students who take exception to their residency status classification shall pay the tuition assessed but may file a claim in writing to the university office responsible for reconsideration of residency status. The written claim must be filed within thirty (30) calendar days from the date of the tuition bill or the student loses all rights to a change of residency status for the term in question. If the student is dissatisfied with the ruling in response to the written claim made within said period, the student may file a written appeal within ten (10) calendar days of receipt of the decision to the responsible university office. Such written appeals shall be forwarded to the appropriate university vice president, who shall consider all evidence submitted in connection with the case and render a decision which shall be final.

5. **Special Situations**

Upon recommendation of the President, the Board may, in special situations, grant residency status to categories of persons otherwise classified as non-residents under this regulation.

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**Technology Outcomes for Students**

Computer and information technologies are integral features of our culture. These technologies are extremely useful in enhancing, supporting, and delivering instruction, and for students in researching, preparing and submitting assignments. These technologies are essential for students.

1. In order to support its instructional goals and to assure that its graduates are adequately prepared for the workplace, each academic program will incorporate technological competencies into its curricula and assess expected outcomes.

At minimum, the outcomes will include:
- Ability to use appropriate software for the development of papers, reports, and other assignments.
- Ability to conduct searches on the Internet and to use library databases to access relevant literature.
- Ability to send and receive electronic mail with attachments.

2. A student’s achievement of the required competencies defined in 1 above will be verified on the student’s application for graduation by the advisor.
FACULTY AND ADMINISTRATION

Darrin Aase
Assistant Professor, Addiction Studies/Behavioral Health, CHHS
B.A., University of Minnesota, 2003
M.A., DePaul University, 2007
Ph.D., DePaul University, 2010

Sara J. Acton
Director of Field Experiences, COE
B.A., Dowling College, 1968
M.A., Adelphi University, 1969

Joseph B. Addison
Professor Emeritus, CAS
B.S., University of New Brunswick, 1972
Ph.D., University of New Brunswick, 1976

Marcus Ahmed
Professor Emeritus, COE
B.A., St. John's University, 1970
M.Ed., Loyola University of Chicago, 1976
Ph.D., Loyola University of Chicago, 1992

Victor Akatsa
University Lecturer, Mathematics, CAS
B.S., Haverford College, 1982
Ph.D., University of Kentucky, 1991

Diane Alexander
University Professor, Educational Administration, COE
B.S., Southern Illinois University, 1972
M.Ed., South Dakota State University, 1982
Ed.D., University of South Dakota, 1991

Jeffrey Alfano
University Lecturer, MIS, CBPA
B.S., Illinois State University, 1992
M.S., Governors State University, 2005
M.B.A., Saint Xavier University, 2009

Benjamin Almassi
Assistant Professor, Humanities and Social Science, CAS
B.A., Purdue University, 2002
B.S., Purdue University, 2002
M.A., University of Washington, 2004
Ph.D., University of Washington, 2009

Emmanuel Alozie
Professor, Media Communication, CAS
B.A., Rust College, 1986
M.S., Arkansas State University, 1987
Ph.D., University of Southern Mississippi, 1999

Stacy Amedeo
Academic Advisor, CBPA
B.S., Illinois State University, 2007
M.S., Illinois State University, 2010

Phyllis R. Anderson
Senior University Lecturer, Management, CBPA
M.Ed., Colorado School of Mines, 1962
M.B.A. The University of Chicago, 1968
Ph.D., LaSalle University, 1997

Julie L. Anderson
External Program Manager, CHHS
A.A., Kankakee Community College, 1993
B.A., Eastern Illinois University, 1995
M.A., Lewis University, 2008

Anthony Andrews
Associate Professor, Economics, CBPA
B.A., Hampton Institute, Virginia, 1968
M.A., University of Pennsylvania, 1970
M.A., University of Kansas, 1971
Ph.D., University of Pennsylvania, 1991

Jane Andringa
Professor Emeritus, COE
B.A., The University of Chicago, 1962
M.A., Chicago State University, 1975
C.A.S., National College of Education, 1983
Ph.D., Loyola University of Chicago, 1995

Jennifer Armstrong
Associate Professor, Communication Disorders, CHHS
B.A., Hampton University, 1992
M.A., Hampton University, 1997
Ph.D., University of Illinois at Urbana-Champaign, 2006

Amanda Athon
Assistant Professor, English, CAS
Ph.D., Bowling Green State University, 2014

Molli E. Bachenberg
University Lecturer, Psychology, COE
B.A., University of Iowa, 2008
M.A., Governors State University, 2012

Ileana Baeza Lope
Assistant Professor, Global Studies, CAS
B.A., Universidad Autonoma de Yucatan, 1999
M.A., Ohio University, 2007

Richard Baisa
University Lecturer, Chemistry, CAS
B.S., Governors State University, 1995
M.S., Governors State University, 2001
Ph.D., Northern Illinois University, 2009

Catherine Balthazar
Chair, Department of Communication Disorders, CHHS
Professor, Communication Disorders, CHHS
B.A., University of Iowa, 1987
M.A., Indiana University, 1990
Ph.D., Indiana University, 1995

Sidney Barsuk
University Lecturer, Management, CBPA
B.S., Rochester Institute of Technology, 1969
M.B.A., Rochester Institute of Technology, 1971

Alicia Battle
Instructor, Addiction Studies, CHHS
Ph.D., Austin Peay State University, 1994
M.S., Austin Peay State University, 1996

Rachel O. Berg
Professor Emeritus, COE
B.A., The University of Chicago, 1962
M.A., The University of Chicago, 1963
Ph.D., The University of Chicago, 1972

Thomas J. Bierdz
University Lecturer, Special Education, COE
B.S., St. Xavier University, 1992
M.H.S., Governors State University, 1998
M.A., Governors State University, 2007

Maya K. Blackwell
Academic Advisor, COE
B.A., Governors State University, 2000
M.Ed., National-Louis University, 2006

Wyvon Blackwell
University Lecturer, Nursing, CHHS
B.A., Chicago State University, 1997
M.S.N., Governors State University, 2009

Mark Blagen
Assistant Professor, Addictions Studies & Behavior Health, CHHS
B.S., State University of New York, 1988
M.S., Old Dominion University, 1990
Ph.D. Old Dominion University 2002
Gregory Blevins  
Professor Emeritus, CHHS  
B.S., Western Michigan University, 1970  
M.A., Western Michigan University, 1974  
Ph.D., Western Michigan University, 1979  

Paul Blobaum  
Professor, Library Sciences, UL  
B.A., Wartburg College, 1981  
M.A., Wartburg Theological Seminary, 1987  
M.S., University of Illinois at Urbana-Champaign, 1990  

Michael Blomarz  
University Lecturer, Mathematics, CAS  
B.M., DePaul University, 1982  
M.A., Governors State University, 1992  

Crystal Blount  
University Lecturer, Psychology, COE  
B.S., Tuskegee University, 1989  
M.A., Garrett Theological Seminary, 2000  
M.A., University of Notre Dame, 2007  
Ph.D., University of Notre Dame, 2009  

Jennifer Boender  
University Lecturer, Psychology and Counseling, COE  
B.A. Calvin College, 2005  
M.A. Governors State University, 2009  

Kim Boland-Pron  
Associate Professor, Social Work, CHHS  
B.A., University of Utah, 1984  
M.A., Lewis and Clark, 1993  
M.S.W., Portland State University, 1998  
Ph.D., Portland State University, 2004  

William Boline  
Professor Emeritus, CHHS  
B.S., Kentucky State University, 1964  
M.S.W., University of Illinois at Urbana-Champaign, 1967  

Jessica R. Bonner  
Associate Professor, Communication Disorders, CHHS  
B.S., Xavier University, 1982  
M.A., Howard University, 1984  
Ph.D., University of Massachusetts at Amherst, 1992  

Deborah Bordelon  
Provost and Vice President of Academic Affairs  
Professor of Special Education  
B.A., University of New Orleans, 1986  
M.Ed., University of New Orleans, 1990  
Ph.D., University of New Orleans, 1996  

Philip J. Boudreau  
University Lecturer, Special Education, COE  
B.S., Northern Illinois University, 1973  
M.A., Governors State University, 1994  
Ph.D., Capella University, 2008  

Arthur Bourgeois  
Professor Emeritus, CAS  
B.S., Wayne State University, 1971  
M.A., Wayne State University, 1972  
Ph.D., Indiana University, 1979  

Catherine Brady  
Interim Chair, Department of Occupational Therapy, CHHS  
Associate Professor, Occupational Therapy, CHHS  
B.S., Mount Mary College, 1967  
M.S., National-Louis University, 1993  
Ed.D., National-Louis University, 2006  

Eileen Brann  
Assistant Professor, Communication Disorders, CHHS  
B.S., Illinois State University, 1975  
M.S., Illinois State University, 1976  
M.S, University of Illinois at Chicago, 2011  
Ph.D. University of Illinois at Chicago, 2013  

Lucianne Brown  
University Lecturer, Instructional Technology, COE  
B.A., St. Xavier University, 1965  
M.S., Chicago State University, 1984  
M.A., Governors State University, 1995  
Ph.D., Capella University, 2008  

Yvette Brown  
Associate Professor, Media Studies, CAS  
B.A., University of Illinois at Chicago, 1975  
M.A., Northwestern University, 1976  

Mary Bruce  
Assistant Professor, Public Administration, CBPA  
B.A., Southern University, 1984  
M.P.A., Oakland University, 1992  
Ph.D., Wayne State University, 2003  

Linda S. Buyer  
Professor, Psychology, COE  
B.A., University of Illinois at Chicago, 1979  
M.A., University of Illinois at Chicago, 1985  
Ph.D., University of Illinois at Chicago, 1989  

Elizabeth Cada  
Dean, College of Health and Human Services  
Professor, Occupational Therapy  
B.S., Colorado State University, 1974  
M.S., George Williams College, 1980  
Ed.D., Northern Illinois University, 2005  

Donna Calvin  
Assistant Professor, Nursing, CHHS  
Ph.D. University of Illinois at Chicago, 2009  

Leann Cambic  
Assistant Professor, Art and Ceramics, CAS  
BFA, Ceramics, University of Minnesota – Twin Cities, 1997  
MFA, Ceramics, Louisiana State University, 2002  

Darcie Campos  
Director, Career Services, SA  
B.A., Eastern Illinois University, 1998  
M.S., Eastern Illinois University, 2003  

Jon D. Carlson  
Professor, Counseling, COE  
B.S., Southern Illinois University, 1967  
M.S., Southern Illinois University, 1968  
Ed.D., Wayne State University, 1971  
Psy.D., Alfred Adler Institute, 1990  

Cynthia Carr  
Associate Professor, Occupational Therapy, CHHS  
B.S., Mount Mary College, 1976  
M.S., University of Illinois Chicago, 1988  
DrOT, Governors State University, 2012  

Mary E. Carrington  
Professor, Biology, CAS  
B.S., Virginia Polytechnic Institute and State University, 1985  
M.S., Auburn University, 1987  
Ph.D., University of Florida, 1996  

Russell Carter  
Professor Emeritus, CHHS  
B.S., University of Wisconsin, 1969  
M.P.H., University of North Carolina, 1974  
Ed.D., Northern Illinois University, 1989  

Edwin Cehelnik  
Professor Emeritus, CAS  
B.S., Villanova University, 1968  
Ph.D., Pennsylvania State University, 1971  

Semih Cekin  
Instructor, CBPA  
M.A., Texas Tech University, 2011  
Ph.D., Texas Tech University, 2014  

Danila J. Cepa  
Assistant Professor, Occupational Therapy, CHHS  
B.S., University of Illinois, Chicago, 1989  
M.H.S., University Of Indianapolis, 1999  
D.H.S., University of Indianapolis, 2008
Sasha Cervantes  
Assistant Professor Psychology, COE  
B.A., University of California, 1992  
M.A., New York University, 1994  
M.A., University of Chicago, 2010  
Ph.D., University of Chicago, 2013

Chun-Wei Chang  
Assistant Professor, Marketing, CBPA  
B.A., National Cheng-Chi University, 2000  
M.B.A., National Taiwan University, 2002  
M.S., University of Michigan Ann Arbor, 2005  
A.B.D., University of Washington, 2012

Lisa Chang  
Professor, Mathematics Education, COE  
B.S., Taiwan Normal University, 1967  
M.Ed., State University of New York, Buffalo, 1971  
Ph.D., Cornell University at Ithaca, 1979

Javier Chavira  
Associate Professor, Art, CAS  
B.A., Governors State University, 1997  
M.A., Governors State University, 1999  
M.F.A., Northern Illinois University, 2002

Xiaoyong Chen  
Professor, Biology, CAS  
B.Sc., Central-South Forestry University, China, 1982  
M.Sc., Central-South Forestry University, China, 1985  
Ph.D., Northern Territory University, Australia, 2002

Antonia Christian  
Instructor, Physical Therapy, CHHS  
B.S., Howard University, 1996  
M.S., Spertus Institute of Jewish Studies, 2004

Terri Christiansen  
Assistant Professor, Psychology, COE  
B.A., Governors State University, 1989  
M.A., Governors State University, 2011  
Ph.D., University of Iowa, 1996

Dalsang Chung  
Associate Professor, Management Information Systems, CBPA  
B.A., Chung-Ang University, 1982  
M.B.A., Minnesota State University, 1986  
D.B.A., Mississippi State University, 1998

Alli Cipra  
Instructor, Psychology, COE  
B.A., Purdue University, 2006  
M.S., Indiana University, 2008

Vickii Coffey  
University Lecturer, Social Work, CHHS  
B.A., University of Illinois at Chicago, 1981  
M.S.A., University of Chicago, 1997

James “Chip” Coldren  
Professor, Criminal Justice, CAS  
B.A., Rutgers University, 1976  
M.A., The University of Chicago, 1983  
Ph.D., The University of Chicago, 1992

Shirley K. Comer  
Senior University Lecturer, CHHS  
B.S.N., Purdue University Calumet, 1984  
J.D. Valparaiso University of Law, 1988  
M.S.N. Purdue University Calumet, 2000  
D.N.P., Governors State University, 2010

DeLawnia Comer-Hagans  
Assistant Professor, Health Administration, CHHS  
B.A., Texas Tech University, 1992  
M.B.A., University of Texas at San Antonio, 1998  
M.S. University of North Texas, 2003  
M.S. University of Texas at Dallas, 2007  
Ph.D., University of Texas at Dallas 2012

John W. Cook  
Interim Chair, Division of Education  
Associate Professor, Educational Administration, COE  
B.A., University of Illinois at Chicago, 1972  
M.S.W., University of Illinois at Chicago, 1979  
M.A., Governors State University, 1995  
Ph.D., Loyola University, 2011

Daniel Cortese  
Associate Professor, Political and Justice Studies, CAS  
B.A., Sociology, SUNY Stony Brook, 1997  
M.A., Sociology, University of Texas at Austin, 1999  
Ph.D., Sociology, University of Texas at Austin, 2004

Matthew Covic  
University Lecturer, Psychology, COE  
A.A., Moraine Valley Community College, 2005  
B.A., Governors State University, 2007  
M.A., Governors State University, 2009

William Craig  
University Lecturer, Philosophy, CAS  
B.A., Bowling State University, 1966  
M.A., Northern University, 1970  
Ph.D., Canbourne University, 2004

Larry Cross  
Associate Professor, Education, COE  
B.A., Stillman College, 1966  
M.Ed., University of Illinois, 1970  
Ph.D., University of Illinois, 1984

Donald Culverson  
Associate Professor, Political and Justice Studies, CAS  
B.A., California State Polytechnic University, 1975  
Ph.D., University of California, Santa Barbara, 1987

James Cunneen  
University Lecturer, Educational Administration, COE  
B.A., Northeastern Illinois University, 1972  
M.A., Northern Illinois University, 1976  
Ed.D., Northern Illinois University, 1983

David Curtis  
Professor Emeritus, CBPA  
B.A., University of California, 1963  
M.A., University of Denver, 1965  
Ph.D., Portland State University, 1972

Eileen Foster Curtis  
Dean, College of Business and Public Administration  
Professor of Management  
A.B., Indiana University, 1975  
M.B.A., Kelley School of Business, Indiana University, 1977  
D.B.A., Kelley School of Business, Indiana University, 1979

Yakeea Daniels  
Assistant Vice-President for Enrollment Services and Admissions, SA  
B.A., University of Illinois at Urbana-Champaign, 2004  
M.A., Governors State University, 2011

Lynette Danley  
Assistant Professor, Higher Education Administration, COE  
B.A., Western Illinois University, 1993  
M.A., Drake University, Des Moines, IA, 1997  
Ph.D., Iowa State University, 2003

Karen D’Arcy  
Professor, Analytical Chemistry, CAS  
B.A., University of Northern Colorado, 1979  
Ph.D., Portland State University, 1984

Jagdish Davé  
Professor Emeritus, COE  
B.A., Bombay University, India, 1946  
B.Ed., Gujarat University, India, 1954  
M.Ed., Gujarat University, India, 1956  
M.A., The University of Chicago, 1960  
Ph.D., The University of Chicago, 1964  
Psy.D., Illinois School of Professional Psychology, 1992
Jennifer Davidson  
Director of Academic Services, CBPA  
B.S., University of Illinois at Urbana-Champaign, 1991  
M.S., University of St. Francis, 2001  
M.B.A., University of St. Francis, 2005  

Duane Davis  
Assistant Professor, English and Secondary Education, CAS  
B.A., University of Illinois at Urbana-Champaign, 1996  
M.A.T., Columbia College, 1998  
M.A., Loyola University, 2000  

William Davis  
Vice President for Development & CEO GSU Foundation  
B.A. Mount Union College, 1992  
M.S. DePaul University, 2007  

Joseph Day  
Program Coordinator, Community Health, CHHS  
Assistant Professor  
B.A., Chicago State University, 1986  
M.A., Governors State University, 2002  
Ph.D., University of Illinois at Chicago, 2011  

Shannon Dermer  
Chair, Division of Psychology and Counseling, COE  
Professor, Counseling, COE  
B.S., Illinois State University, 1992  
M.S., Illinois State University, 1998  

David Diers  
Professor, Physical Therapy, CHHS  
B.S., Marquette University, 1989  
M.H.S., University of Indianapolis, 1996  
Ed.D., Loyola University, Chicago, 2004  

Shea Dunham  
Associate Professor, Counseling, COE  
A.A.A., Central Piedmont Community College, 1999  
B.S., Delaware State University, 2001  
M.S.W., Washington University in St. Louis, 2003  

Dartina Dunlap  
Career Counselor, Office of Career Services, SA  
B.A., Governors State University, 2008  
M.A., Governors State University, 2012  

Chris Dyslin  
Associate Professor, Psychology, COE  
B.A., Northern Illinois University, 1983  
M.A., Northern Illinois University, 1993  
Ph.D., Northern Illinois University, 1997  

Anthony Edison  
University Lecturer, Liberal Arts, CAS  
B.A., Western Illinois University, 1987  
M.A., Governors State University, 1994  
Ed.D., Loyola University, 2005  

John Edwards  
University Lecturer, Geography, CAS  
B.A., Chicago State University, 1984  
M.A., Chicago State University, 1990  

Gebeeyehu Ejigu  
Executive Vice President/Chief of Staff  
B.B.A., Haile Selassie I University, Addis Ababa, Ethiopia, 1970  
M.B.A., Syracuse University, 1971  
Ph.D., University Of Wisconsin, Madison, 1980  

Melanie Ellexson  
Associate Professor, Occupational Therapy, CHHS  
B.S., University of Illinois at the Medical Center, 1970  
M.B.A., Keller Graduate School of Management, 1990  
D.H.Sc., University of Indianapolis, 2007  

Cyrus Ellis  
Associate Professor, Counseling, COE  
B.A., Rider College, 1992  
M.A., Rider University, 1995  
Ph.D., University of Virginia, 2000  

Natalia Ermasova  
Assistant Professor, Economics, CBPA  
M.S., Saratov State University, Saratov, Russia, 1992  
Ph.D., Saratov State Technical University, Saratov, Russia, 2005  
Ph.D., Indiana University, 2012  

Elizabeth Essex  
Associate Professor, Social Work, CHHS  
B.A., Bryn Mawr College, 1970  
M.S., Bryn Mawr College, 1973  
Ph.D., University of Wisconsin, Madison, 1998  

Sondra G. Estep  
Associate Professor, Educational Administration, COE  
B.S., Indiana University, 1968  
M.S., Indiana University, 1973  
Ph.D., Purdue University, 1997  

Carolyn Estes-Rodgers  
University Lecturer, Community Health, CHHS  
B.S., University of Illinois at Urbana-Champaign, 2002  
M.H.S., Governors State University, 2005  
M.P.H., Walden University, 2008  
Ph.D., Walden University 2012  

Andrea Evans  
Dean, College of Education  
B.S., University of Illinois at Chicago, 1989  
M.Ed., DePaul University, 1984  
Ph.D., University of Illinois at Chicago, 2004  

Rupert Evans  
Chair, Department of Health Administration, CHHS  
Associate Professor, Health Administration, CHHS  
B.A., California University, 1981  
M.P.A., Golden State University, 1985  
D.H.A., Central Michigan University, 2006  

Stuart I. Fagan  
President Emeritus  
B.A., Boston University, 1963  
M.A., University of California, Berkeley, 1964  
Ph.D., University of California, Berkeley, 1974  

Lydia Falconnier  
Assistant Professor, Social Work, CHHS  
B.A., Social Science – Wheaton College, 1984  
M.S.W., University of Illinois at Chicago, 1988  
Ph.D., University of Chicago, 2003  

Terrance Felker  
Academic Advisor, COE  
A.A.S., Robert Morris College, 1995  
B.A., Governors State University, 2004  
M.A., Governors State University, 2008  

James Ferguson  
University Lecturer, Management Information Systems, CBPA  
B.A., Governors State University, 1996  
M.B.A., Governors State University, 1998  

Carlos Ferran  
Associate Professor, Accounting & Management Information Systems, CPBA  
B.S., Universidad Metropolitana, Caracas, Venezuela, 1990  
M.F., Universidad Central de Venezuela, Caracas, Venezuela, 1991  
D.B.A., Boston University, 2000  

Daniel Ferry  
Coordinator, Tutoring and Academic Assistance, SA  
B.A., Northern Illinois University, 2000  
M.A., Ball State University, 2006  

Jennifer Marie Finn  
Assistant Director, Admissions and Student Recruitment, SA  
B.A., Illinois Wesleyan University, 2001  
M.A., Northern Illinois University, 2008  

Mary Ann Fischer  
University Lecturer, Bilingual/Bicultural Education, COE  
B.A., Elmhurst College, 1972  
M.A., Northeastern Illinois University, 1995  
M.A., Governors State University, 2003
Dorothea Fitzgerald  
Director, Cohort, COE  
B.A., Clark College, 1968  
M.A., DePaul University, 1973  
Ed.D., Loyola University, 1985

Richard Fox  
University Lecturer, Physics and Astronomy, CAS  
B.S., Loyola University, Chicago, 1988  
M.S., DePaul University, Chicago, 1993

Susan Gaffney  
Associate Professor, Public Administration, CBPA  
B.A., Northern Illinois University, 1988  
M.P.A., Governors State University, 1992  
Ph.D., University of Illinois at Chicago, 1997

Dianna Galante  
Associate Professor, Mathematics and Secondary Education, CAS  
B.S., University of Illinois at Chicago, 1976  
M.Ed., National-Louis University, 1992  
M.S., University of Illinois, Chicago, 1998  
Ph.D., Illinois State University, 2002

Sandra E. Gandy  
Associate Professor, Reading, COE  
B.A., Evangel University, 1965  
M.A., Lewis University, 1997  
Ph.D., University of Illinois at Chicago, 2007

Xinghua Gao  
Assistant Professor, Finance, CBPA  
B.A., Fudan University, 1985  
M.B.A., Wayne State University, 2004  
M.S., Wayne State University, 2007  
Ph.D., Wayne State University, 2012

Donna Gellaty  
Professor Emeritus, CHHS  
B.A., DePaul University, 1969  
M.B.A., DePaul University, 1972

Linda Geller  
Associate Professor, Library Science, UL  
B.A., Northern Illinois University, 1986  
M.A., Northern Illinois University, 1990  
M.S.Ed., Northern Illinois University, 2002

Ann Glascoff  
Professor Emeritus, UL  
B.A., University of Wisconsin, 1965  
M.A.L.S., University of Wisconsin, 1966

Levi Glass  
University Lecturer, Social Work, CHHS  
M.S.W., University of Illinois at Chicago, 1978

Lorri Glass  
Associate Professor, Social Work, CHHS  
B.A., Valparaiso University, 1978  
M.S.W., University of Illinois at Chicago, 1980  
Ph.D., University of Illinois at Chicago, 2007

Alexandra Glumac  
University Lecturer, Communication, CAS  
B.S., Illinois State University, 1985  
M.S., Illinois State University, 1998

Diane Gohde  
University Lecturer, Biology, CAS  
B.S., Governors State University, 2001  
M.S., Governors State University, 2006  
Ph.D., City University of New York, 2008

James E. Golding  
Lecturer, Addiction Studies, CHHS  
B.A., Arizona State University, 2002  
B.S., Arizona State University, 2002  
M.H.S., Governors State University, 2004

David Golland  
Assistant Professor, History, CAS  
B.A., City University of New York, 2000  
M.A., University of Virginia, 2002  
Ph.D., City University of New York, 2008

Jayne (Henson) Goode  
Assistant Professor, Communications, CAS  
B.A., Ball State University, 2002  
M.A., Ball State University, 2004  
Ph.D., University of Missouri – Columbia, 2010

Michael Gordon  
University Lecturer, Instructional Technology, COE  
B.A., University of Southern California, 1967  
M.Ed., University of Illinois at Urbana-Champaign, 1993

Barbara Gormley  
Associate Professor, Psychology, COE  
B.A., University of Michigan, 1984  
M.A., Central Michigan University, 1996  
Ph.D., Michigan State University, 2002

David Green  
Chair, Division of Accounting, Finance, Economics and MIS, CBPA  
Associate Professor, Management Information Systems, CBPA  
B.B.A., Morehead State University, 2001  
M.B.A., Morehead State University, 2002  
Ph.D., Southern Illinois University at Carbondale, 2005

Bonnie Gregg  
Academic Advisor, Psychology and Counseling, COE  
A.A.S., Kankakee Community College, 1990  
B.A., Governors State University, 1999  
M.A., Governors State University, 2004

Erin Grey-Avis  
Assistant Professor, Biology, CAS  
Ph.D., The University of Chicago, 2009

Jennifer Groebner  
Instructor, Health Administration, CHHS  
B.S.N., Millikin University, IL, 1990  
M.H.A., Governors State University, 1999

Harriet Gross  
Professor Emeritus, CAS  
B.A., Northwestern University, 1958  
M.A., Northwestern University, 1960  
Ph.D., The University of Chicago, 1974

Timothy Gsell  
Professor, Biology, CAS  
B.S., University of Dayton, 1988  
Ph.D., University of Dayton, 1994

Pamela Guimond  
Associate Professor, Biology and Secondary Education, CAS  
B.S., Governors State University, 1987  
M.S., Governors State University, 1993  
Ed.D., Northern Illinois University, 2004

Cheryl Hague  
University Lecturer, English and Secondary Education, CAS  
B.A., Governors State University, 1995  
M.A., Governors State University, 1999

Reino W. Hakala  
Professor Emeritus, CAS  
A.B. Columbia University, 1946  
M.A., Columbia University, 1947  
Ph.D., Syracuse University, 1965

Judy Hannigan  
University Lecturer, Special Education, COE  
B.S.Ed., Chicago State University, 1971  
M.S.Ed., University of Illinois, 1977

Elizabeth Hansen-Shaw  
Professor Emeritus, UL  
B.A., Western Illinois University, 1971  
M.A., University of South Florida, 1979  
M.P.A., Governors State University, 1991
Michael Hart
University Lecturer, Art, CAS
B.F.A., Illinois State University, 2001
M.F.A., Alfred University, 2004

Dan Hechenberger
Assistant Professor, Elementary Education, COE
B.S., Southern Illinois University Carbondale, 1977
M.S. Ed., Southern Illinois University Carbondale, 2005
Ph.D., Southern Illinois University Carbondale, 2009

Lisa (Hendrickson) Helm
Coordinator of Academic Advising and Student Support Services, CAS
B.S., Northern Illinois University, 1989
M.S., Kansas State University, 2012

Luke Helm
Coordinator of Assessment, Internships and Outreach, CAS
B.A., Governors State University, 1998
M.P.A., Governors State University, 2005

Katherine Helm-Lewis
Outreach Counselor, SA
B.A., Southern Illinois University, 1998
Ph.D., Southern Illinois University, 2001

Walter Henne, Jr.
Assistant Professor, Chemistry, CAS
B.S., Governors State University, 1996
M.S., Governors State University, 1999
Ph.D., Purdue University, 2007

Raquel Herrera-Byrne
University Lecturer, Bilingual/Bicultural Education, COE
B.A., Loyola University, 1997
M.A., Governors State University, 2002

Kathleen Hickey
Assessment Coordinator, COE
B.A. St. Xavier University, 1971
M.A. St. Xavier University, 1990
Ph.D., Illinois State University, 2010

Nell Hill
University Lecturer, Continuing Education, SXL
B.A., Brigham Young University, 1994
M.E., Ferris State University, 2004

Reinhold Hill
Dean, College of Arts and Sciences
B.A., Brigham Young University, 1994
M.A., University of Louisiana, 1996
Ph.D., University of Missouri, 2001

Katy. Hisrich
Assistant Professor, Early Childhood Education, COE
B.S., Vanderbilt University, 2001
M.E., The University of North Carolina at Charlotte, 2006
Ph.D., Arizona State University, 2010

LaTonya Holmes
Freshman Advising Coordinator, SA
B.A., Governors State University, 1999
M.A., Governors State University, 2006

Glenna Howell
Associate Professor, Reading and Language Arts, COE
B.A., University of Missouri, Kansas City, 1970
M.A., University of Missouri, Kansas City, 1973
Ph.D., University of Missouri, Kansas City, 1978

James Howley
Director of Interdisciplinary Studies and Student Academic Affairs, CAS
B.A., DePaul University, 1988
M.A., Ohio State University, 1991
Ph.D., University of Illinois at Urbana-Champaign, 1998

Rachid Houmane
University Lecturer, Economics, CBPA
B.S., University of Fez, Morocco 1983
M.S., University of Portiers, France, 1986

Chris Huang
Registrar
B.A., Calvin College, 1998
M.A., Purdue University at Calumet, 2005

Jane Rhoades Hudak
Professor, Art and Arts Education, CAS
B.F.A., Capital University, 1976
Ph.D., The Ohio State University, 1987

Sharon Hudson
University Lecturer, Communications, CAS
B.A., Governors State University, 1993
M.A., Governors State University, 1995
Ed.D., Northern Illinois University, 2002

Lidia Huerta
Senior University Lecturer, Communication Disorders, CHHS
B.S.W., Loyola University of Chicago, 1990
B.H.S., Governors State University, 1997
M.H.S., Governors State University, 2000

Stephanie Hughes
Assistant Professor, Communication Disorders, CHHS
B.A., University of Oregon, 2002
M.A., Central Michigan University, 2004
Ph.D., Bowling Green State University, 2008

Jestina Hughes-Burke
Academic Advisor, CAS
B.A., Governors State University, 1997
M.A., Governors State University, 1998

Cynthia Hutson
Academic Advisor, COE
B.A., Southern Illinois University, 1982

Steve Hyzny
University Lecturer, Computer Science, CAS
B.S., Saint Mary’s University, 1983
M.S., Capella University, 2006

Olumide Ijose
Associate Professor, Organizational Behavior and Human Resources, CBPA
B.S., University of Ibadan, Nigeria, 1982
M.A., Fisher School of Business, The Ohio State University, 1987
Ph.D., The Ohio State University, 1989

Akanad M. Isaac
Professor, Management Information Systems, CBPA
B.S., Kerala University, 1954
M.S., Lehigh University, 1967
Ph.D., Lehigh University, 1969

Caron Jacobson
University Lecturer, Criminal Justice, CAS
B.S., Wayne State University, 1991
M.P.A., Wayne State University, 1994

Deborah James
Assistant Professor, Media Communication, CAS
B.A. University of Guelph, 1999
Ph.D., Wayne State University, 2011

Raven James
Assistant Professor, Addiction Studies, CHHS
B.S., Binghamton University, 1995
M.Ed., Widener University, 2005
Ed.D., Widener University, 2007

Dianne Jamison
Assistant Professor, Nursing, CHHS
B.S.N., University of Illinois, 1977
M.S.N., University of Illinois, 1982
Ph.D., Northwestern University, 1995

Gretchen Jankowski
University Lecturer, Art, CAS
B.F.A., Columbia College Chicago, 2006
M.F.A., California State University, 2010
Kim Jaroszewski  
University Lecturer, Psychology, COE  
B.S., Loyola University Chicago, 1992  
M.A., University of Illinois at Chicago, 1997  

Susan Ji  
Associate Professor, Finance, CBPA  
B.A., Tianjin University, 1995  
M.S., Tianjin University, 1997  
Ph.D., Florida State University, 1998  
Ph.D., Arizona State University, 2003  

Yonghong Jia  
Assistant Professor, Accounting, CBPA  
B.S., Harbin Institute of Technology, 1990  
M.S., Huazhong Technology University, 1993  
M.S., Wayne State University, 2006  
Ph.D., Wayne State University, 2011  

Tywanda M. Jiles  
Associate Professor, Early Childhood Education, COE  
B.S., Governors State University, 2002  
M.S.Ed., Dominican University, 2004  
Ed.D., Walden University, 2010  

Rosemary Johnsen  
Associate Professor, English, CAS  
B.A., Michigan State University, 1987  
M.A., Michigan State University, 1990  
Ph.D., Michigan State University, 1997  

Carla M. Johnson  
Academic Advisor, COE  
A.A.S., Prairie State College, 1998  
B.A., Governors State University, 2001  
M.A., Governors State University, 2009  

Elizabeth Johnson  
Associate Professor, History, CAS  
B.S., Jackson State University, 1988  
B.A., Metropolitan State University, 1994  
M.S., Minnesota State University-Mankato, 1999  
Ph.D., Bowling Green State University, 2004  

Vincent R. Jones  
Assistant Professor, Criminal Justice, CAS  
B.A., Illinois State University, 1979  
J.D., John Marshall Law School, 1988  

Nancy Kaczmarczyk  
External Programs Manager, CAS  
B.S., DePaul University, 1983  
M.B.A., DePaul University, 1989  

Jeffrey Kaiser  
Professor Emeritus, COE  
A.A.S., State University of New York, Buffalo, 1964  
B.S., State University of New York, Buffalo, 1966  
Ed.M., State University of New York, Buffalo, 1969  
S.E.A., State University of New York, Buffalo, 1972  
Ph.D., State University of New York, Buffalo, 1973  

Patti Kalvelage  
Senior University Lecturer, Occupational Therapy, CHHS  
B.S., Benedictine University, 1985  
M.S. Rush University, 1987  

Maribeth Kasik  
Professor, Special Education, COE  
B.S., Southern Illinois University, 1973  
M.Ed., University of Illinois, 1978  
Ph.D., Southern Illinois University, 1983  

Marsha Katz  
Professor Emeritus, CBPA  
B.A., State University of New York at Stony Brook, 1969  
M.A., Michigan State University, 1971  
Ph.D., Michigan State University, 1978  

Robert Kaufmann  
University Lecturer, Mathematics, CAS  
B.A., Concordia Teachers College, 1971  
M.S., Southern Illinois University, 1975  
M.A., Governors State University, 2003  

Shavron Kelley  
Academic Advisor, CHHS  
B.A., Southern Illinois University at Edwardsville, 2003  

William Kelley  
University Lecturer, Social Science, CAS  
B.A., Rice University, 1976  
M.A., University of Chicago, 1982  
Ph.D., University of Chicago, 1996  

Maureen Kelly  
Director, Governmental and Community Relations, President’s Office  
B.A., Northern Illinois University, 1981  

Taida Kelly  
Associate Professor, Elementary Education, COE  
B.A., Marquette University, 1964  
M.S.T., The University of Chicago, 1968  
Ph.D., The University of Chicago, 2000  

Alexis Kennedy  
General Counsel  
B.A., University of Illinois, 1968  
J.D., The University of Chicago, 1976  

Stephen Kent  
University Lecturer, Chemistry, CAS  
B.A., Arts, Governors State University, 1982  
M.S., Governors State University, 1987  
M.B.A., Governors State University, 1993  

Tricia Kerns  
University Lecturer, Management, CBPA  
B.A., Governors State University, 2003  
M.B.A., Governors State University, 2006  
Ed.D., Olivet Nazarene University, 2011  

Paul R. Keys  
Professor, Social Work, CHHS  
B.S., St. Louis University, 1961  
M.S.W., St. Louis University, 1971  
Ph.D., University of Wisconsin, Milwaukee, 1983  

Karen Kissel  
Assistant Vice President, Business Operations  
B.A., Saint Mary’s College, 1991  
M.B.A., University Of Notre Dame, 2004  

Diane Kjos  
Professor Emeritus, COE  
B.S., Syracuse University, 1973  
M.A., Governors State University, 1974  
Ph.D., Loyola University, 2000  

Phyllis Klingensmith  
Professor, Physiology, CAS  
B.S., Pennsylvania State University, 1979  
M.S., Ohio State University, 1981  
Ph.D., Purdue University, 1984  

Jeannine Klomes  
Associate Professor, Early Childhood Education, COE  
B.S., Northern Illinois University, 1981  
M.S.E., Northern Illinois University, 1982  
M.A., Governors State University, 1986  
Ph.D., University of Illinois, 1995  

Ana Kong  
Professor Emeritus, CAS  
B.S., Far Eastern University, Manila, 1962  
M.S., University of Illinois, 1969  
Ph.D., University of Illinois, 1973  

Nicole Koons  
Assistant Professor, Communication Disorders, CHHS  
B.S., University of Central Oklahoma, 1998  
M.A., Oklahoma State University, 2000  
Ph.D., University of Illinois at Chicago, 2012  

Frances Kostarelos  
Professor, Liberal Studies and Anthropology, CAS  
B.A., The University of Chicago, 1980  
M.A., The University of Chicago, 1981  
Ph.D., The University of Chicago, 1989
Arness Krause  
University Lecturer, Communication, CAS  
B.A., Governors State University, 2002  
M.A., Governors State University, 2004  

William Kresse  
Assistant Professor, Accounting, CBPA  
B.B.A., University of Notre Dame, 1980  
J.D., University of Illinois, 1985  
M.S., University of Illinois, 1996  

Ranmohotti Kulugammana  
Assistant Professor, Chemistry, CAS  
Ph.D., Clemson University, 2008  

Shailendra Kumar  
Professor, Organic Chemistry, CAS  
B.S., University of Delhi, 1971  
M.S., University of Delhi, 1973  
Ph.D., University of Missouri, 1981  

Anthony Labriola  
Professor, Media Studies, CAS  
B.A., University of Illinois, 1972  
M.F.A., Ohio University, 1978  

Mary Lanigan  
Associate Professor, Communications and Training, CAS  
B.A., University of Illinois at Urbana-Champaign, 1986  
M.S., Illinois State University, 1988  
M.S., Indiana University, 1994  
M.S., Indiana University, 1995  
Ph.D., Indiana University, 1997  

Michael Larson  
University Lecturer, Economics, CBPA  
B.S., DePaul University, 1998  
M.B.A., Governors State University, 2007  

Angela Latham  
Professor, Communication Studies, CAS  
B.A., Olivet Nazarene University, 1983  
M.S., University of North Texas, 1986  
Ph.D., University of Illinois at Urbana-Champaign, 1997  

Annie Lawrence-Brown  
Professor Emeritus, CHHS  
Certificate Public Health Nursing, Loyola University Chicago, 1952  
B.S.N., Loyola University of Chicago, 1965  
M.S.N., Loyola University of Chicago, 1979  
Ph.D., Loyola University of Chicago, 1991  

Nancy J. MacMullen  
Chair, Department of Nursing, CHHS  
Associate Professor, Nursing, CHHS  
B.S.N., Loyola University of Chicago, 1965  
M.S.N., Loyola University of Chicago, 1979  
Ph.D., Loyola University of Chicago, 1991  

Jagan Lingammeni  
Professor Emeritus, CAS  
B.S., A.P. Agricultural College, 1962  
M.S., A.P. Agricultural University, 1965  
Ph.D., Michigan State University, 1972  
M.S.C.J., University of Alabama in Birmingham, 1979  

Shaailein Lopez  
Assistant Professor, School Psychology, COE  
B.A., Northwestern University, 1995  
M.Ed., Loyola University Chicago, 2005  
Ph.D., Loyola University Chicago, 2010  

Sonya Lorelle  
Assistant Professor, Counseling, COE  
B.S., Missouri State University, 1999  
M.S., Missouri State University, 2002  
Ph.D., Old Dominion University, 2010  

Ning Lu  
Professor, Health Administration, CHHS  
B.S.N. Medical College of Beijing Military Academy, China 1986  
M.P.H., University of Pittsburgh, 1994  
Ph.D., University of South Carolina, 1998  

Jay Lubinsky  
Professor Emeritus, CHHS  
B.A., Brooklyn College, 1967  
M.S., Brooklyn College, 1972  
Ph.D., Case Western Reserve University, 1977  

Changyue Luo  
Assistant Professor, Operations Management, CBPA  
B.S., University of Science and Technology, Beijing, 1994  
Ph.D., Case Western Reserve University, 1997  

Megan McCaffrey  
Assistant Professor, Reading, COE  
B.S., Kutztown University, Kutztown, PA, 1990  
M.S., Central Connecticut State University, 2000  
Ph.D., The University of Arizona, 2014  

Elaine P. Maimon  
President  
B.A., University of Pennsylvania, 1966  
M.A., University of Pennsylvania, 1967  
Ph.D., University of Pennsylvania, 1970  

Barbara A. Mandel  
University Lecturer, FSTC, COE  
B.S., Concordia University, 1968  
M.A., Valparaiso University, 1968  

Audrey Manley  
University Lecturer, Elementary Education, COE  
B.S., Northern Illinois University, 1970  
M.S., Northern Illinois University, 1977  

Andrae Marak  
Chair, Division of Humanities and Social Science, CAS  
Associate Professor, History and Political Science, CAS  
B.A., Marquette University, 1993  
M.A., Syracuse University, 1995  
Ph.D., University of New Mexico, 2000  

Khalil Marrar  
Assistant Professor, Political Science, CAS  
B.S., Illinois State University, 1999  
M.S. Illinois State University, 2001  
Ph.D., Loyola University, 2007  

David Matteson  
Professor Emeritus, COE  
B.A., Alfred University, 1960  
B.D., Colgate Rochester Divinity School, 1964  
Ph.D., Boston University, 1968  

FACULTY AND ADMINISTRATION
Larry Maucieri  
Assistant Professor, Counseling, COE  
B.A., University of Illinois at Urbana-Champaign, 1991  
M.A., New York University, 1998  
Ph.D., Fordham University, 2003

Sandra A. Mayfield  
Professor, Communication Disorders, CHHS  
B.S., Colorado State University, 1971  
M.A., Case Western Reserve University, 1972  
Ph.D., University of Wisconsin, Madison, 1980

Megan McCaffrey  
Assistant Professor, Reading, COE  
B.S., Kutztown University, Kutztown, PA, 1990  
M.S., Central Connecticut State University, 2000  
M.S., University of Illinois at Urbana, Champaign, 2010  
Ph.D., The University of Arizona, 2014

Linda L. McCann  
Academic Advisor - Senior Status, CHHS  
A.A., Moraine Valley Community College, 1995  
B.A., Governors State University, 1997  
M.A., Governors State University, 1999  
M.A., Governors State University, 2002  
M.P.A., Governors State University, 2006

Kelly McCarthy  
Assistant Vice President, Student Support Services, SA  
B.A., University of Illinois at Chicago, 1980  
M.A., DePaul University, 1990

Alicia Rodman McCray  
Director, Metropolitan Institute for Leadership in Education, COE  
B.A., University of Illinois at Chicago, 1973

Brian J. McKenna  
Associate Professor, Accounting, CBPA  
B.S., Northern Illinois University, 1974  
J.D., John Marshall Law School, 1977  
J.J.M., DePaul University, 1983  
M.B.A., University of Chicago, 1988

Michele McMaster  
University Lecturer, Communication, CAS  
B.A., Knox College, 1971  
M.A., Governors State University, 1975  
M.A., Governors State University, 1989  
Ph.D., The Union Institute & University, 1999

Cheryl Mejta  
Chair, Department of Addiction Studies and Behavioral Health, CHHS  
Professor, Addictions Studies & Behavioral Health, CHHS  
B.S., Bradley University, 1973  
M.A., Bradley University, 1974  
Ph.D., Illinois Institute of Technology, 1981

Jon E. Mendelson  
Professor Emeritus, CAS  
B.A., Harvard University, 1962  
M.A., University of Wisconsin, 1968  
Ph.D., University of Wisconsin, 1972

Evelina Mengova  
Assistant Professor, Economics, CBPA  
M.A., Sofia University, 1997  
M.A., Central European University, 1999  
Ph.D., Georgetown University, 2005

Rebecca Michel  
Assistant Professor, School Counseling, COE  
B.S., Bradley University, 2005  
B.S., Bradley University, 2006  
M.A. Bradley University, 2007  
Ph.D., Old Dominion University, 2012

Dwayne Mitchell  
University Lecturer, Health Administration, CHHS  
B.S., Illinois State University, 1982  
M.H.A., Governors State University, 1984

Pragyan ‘Pam’ Mohanty  
Assistant Professor, Marketing, CBPA  
B.A., Ravenshaw College, Utkal University, India, 1997  
M.B.A., Institute for Technology & Management, Mumbai, India, 1999  
Ph.D., University of Missouri, 2011

Sonya Monroe  
Professor Emeritus, CHHS  
B.A., University of Illinois, 1959  
M.S.W., University of Illinois, 1961  
Ed.D., Western Michigan University, 1981

Lori Montalbano  
Chair, Division of Communication, Visual and Performing Arts  
Associate Professor, Communication Studies, CAS  
B.A. Indiana University Northwest, 1986  
M.A. Purdue University Calumet, 1990  
Ph.D. Southern Illinois University at Carbondale, 1995

Joyce C. Morishita  
Professor Emeritus, CAS  
B.A., Northwestern University, 1965  
M.A., Northwestern University, 1966  
Ph.D., Northwestern University, 1979

Melvyn M. Muchnik  
Professor Emeritus, CAS  
B.S., University of Maryland, 1960  
M.A., University of Maryland, 1966  
Ph.D., University of Denver, 1973

Rashidah J. Muhammad  
Professor, English and Secondary Education, CAS  
B.A., Michigan State University, 1989  
M.A., Michigan State University, 1991  
Ph.D., Michigan State University, 1995

James A. Munz  
University Lecturer, Health Administration, CHHS  
B.S., Governors State University, 1979  
M.H.A., Governors State University, 1996

Daniel Nearing  
Professor, Media Communications, CAS  
B.A., University of Calgary, 1984  
M.A., University of Toronto, 1989  
M.R.A., University of Toronto, 1992

Michel Nguessan  
Associate Professor, Library Science, UL  
B.A., Universität Nationale de Côte-d’Ivoire, 1989  
M.A., Université Nationale de Côte-d’Ivoire, 1990  
Ph.D., University of Illinois at Urbana-Champaign, 1995  
M.Eng., Université du Québec, Montréal, 2000  
M.S.I., University of Michigan, Ann Arbor, 2004  
Ph.D., Computer Science, Université de Sherbrooke, QC Canada, 2012

Kevin Nicolei  
Senior University Lecturer, Psychology, COE  
B.A., Loyola University, 1969  
M.A., DePaul University, 1977  
M.S.I.R., Loyola University, 1982  
M.A., Governors State University, 1991  
M.A., Governors State University, 1993  
M.A., Adler School of Professional Psychology, 1995

Ravi Nigam  
Associate Professor, Communication Disorders, CHHS  
B.S., University of Mysores, India, 1983  
M.S., University of Mysores, India, 1988  
Ph.D., Purdue University, 1999
Charles Nolley  
Director, Digital Learning and Media Design, CAS  
B.A., University of Montana, 1975  
M.A., University of Montana, 1980

Margaret Nugent  
Writing Center Coordinator, SA  
B.S., Illinois State University, 1989  
M.A., Bradley University, 1991  
D.A., Illinois State University, 1997

David A. O’Donnell  
Senior University Lecturer, Addiction Studies, CHHS  
A.A., College of Marin, 1976  
B.A., Governors State University, 1984  
M.H.S., Governors State University, 1990

Roberta O’Shea  
Professor, Physical Therapy, CHHS  
B.S., St. Louis University, 1986  
M.S., DePaul University, 1990  
Ph.D., University of Illinois at Chicago, 1996  
DPT, Governors State University, 2014

Nabil Ouassini  
Assistant Professor, Criminal Justice, CAS  
B.A., University of Nevada, 2002  
M.A., University of Nevada, 2006

Geraldine Outlaw  
Chair, Department of Social Work, CHHS  
Professor, Social Work, CHHS  
B.S., University of Illinois at Chicago, 1970  
M.S.W., University of Illinois at Chicago, 1982  
Ed.D., Northern Illinois University, 2001

Peter Palanca  
Senior University Lecturer, Addiction Studies, CHHS  
B.A., St. Mary’s University, 1973  
M.A., St. Mary’s University, 1977

Milan Panic  
University Lecturer, English, CAS  
B.A., University of Zagreb, 1978  
B.A., University of Zagreb, 1979  
B.A., University of Zagreb, 1979  
M.A., Northeastern Illinois University, 1983

Beth Parin  
Associate Professor, Digital Imaging and Photography, CAS  
B.F.A., St. Mary’s College, 2000  
M.F.A., Cranbrook Academy of Art, 2002

 Soon-Ok Park  
Professor, Computer Science, CAS  
B.S., Sogang University, Korea, 1979  
M.S., Marquette University, 1983  
Ph.D., Illinois Institute of Technology, 1994

Mazna Patka  
Assistant Professor, Psychology, COE  
B.A., DePaul University, 2005  
M.A., DePaul University, 2007  
Ph.D., Portland State University, 2014

June O. Patton  
Professor Emeritus, CAS  
B.A., Roosevelt University, 1967  
M.A., Roosevelt University, 1968  
M.S.T., The University of Chicago, 1971

Nancy Paus  
University Lecturer, Mathematics and Secondary Education, CAS  
B.S., Western Illinois University, 1974  
M.E., Indiana Wesleyan University, 1995

Timothy Pedigo  
University Lecturer, Psychology, COE  
B.A., Trinity College, 1981  
Ph.D., Illinois Institute of Technology, 1987

John Perry  
Director, Financial Aid, SA  
B.A., Olivet Nazarene University - 2002  
M.A., Olivet Nazarene University - 2004

Vickie Person  
Assistant Professor, Education, COE  
B.S., Ohio University, 1985  
M.A., Olivet Nazarene University, 2007  
Ed.D., Olivet Nazarene University, 2010

Karen Peterson  
Professor Emeritus, COE  
Director, Alternative Certification Partnership, COE  
B.A., Elmhurst College, 1971  
M.A., Governors State University, 1975  
Ph.D., Vanderbilt University, 1995

Justin Piccorelli  
Instructor, Public Administration, CBPA  
M.P.A., Cleveland State University, 2009

Judy L. Platt  
Director of Clinical Education, Communication Disorders, CHHS  
B.S., Southern Illinois University at Carbondale, 1975  
M.H.S., Governors State University, 1980

Evie Wexler Plofsky  
University Lecturer, Early Childhood Education, COE  
B.S., Southern Illinois University, 1981  
M.A., Southern Illinois University, 1988

Sylvia Ponce De Leon  
Associate Director of Financial Aid, SA  
B.S. University of Illinois at Urbana – Champaign, 2001

John Powers  
Academic Advisor, CHHS  
B.A., Defense College, 1971  
M.Div., United Theological Seminary, 1977

Robert Press  
Professor Emeritus, COE  
B.A., Antioch College, 1960  
M.A., New York University, 1962

Suzanne Prescott  
Professor Emeritus, COE  
B.A., Lake Forest College, 1963  
M.A., University of Chicago, 1965  
Ph.D., University of Chicago, 1974

Kim Prokes  
University Lecturer, Communication Disorders, CHHS  
B.S., Western Illinois University, 1973  
M.A., Western Illinois University, 1974

Linda Proudfit  
Professor Emeritus, COE  
B.A., University of Northern Iowa, 1970  
M.A., University of Northern Iowa, 1971  
Ph.D., Indiana University, 1980

Michael Purdy  
Professor Emeritus, CAS  
B.S., State University of New York at Albany, 1967  
M.S., Kansas State University, 1969  
Ph.D., Ohio University, 1973

Zo Ramamonjiarevo  
Instructor, Health Administration, CHHS  
B.A., Antananarivo, Madagascar, 1988  
M.B.A., University of Alabama, 2006  
Ph.D., University of Alabama at Birmingham, 2012

Hugh Rank  
Professor Emeritus, CAS  
B.A., University of Notre Dame, 1954  
M.A., University of Notre Dame, 1955  
Ph.D., University of Notre Dame, 1969

Juan Reed  
University Lecturer, Social Work, CHHS  
B.A., Holy Redeemer College, 1973  
M.S.W., Loyola University, 1981  
D.Min., Catholic Theological Union, 2004
Vinicio Reyes  
Professor Emeritus, COE  
L.I.C., Catholic University of Ecuador, 1960  
M.Ed., Loyola University, Chicago, 1968  
Ph.D., Loyola University, Chicago, 1975  

David Rhea  
Associate Professor, Communication, CAS  
B.A., Pepperdine University, 2000  
M.A., University of Arizona, 2003  
Ph.D., University of Missouri – Columbia, 2007  

Kevin Riley  
University Lecturer, Chemistry, CAS  
B.S., Governors State University, 1989  
M.S., Governors State University, 1994  

Patricia Robey  
Associate Professor, Counseling, COE  
A.A.S., Prairie State College, 1992  
B.A., Governors State University, 1994  
M.A., Governors State University, 1997  
M.A., Governors State University, 2003  
Ed.D., Northern Illinois University, 2009  

Caren C. Rossow  
University Lecturer, Health Administration, CHHS  
A.D.N., Southwestern Michigan College, 1978  
B.S. Andrews University, 1980  
M.S.A. University of Notre Dame, 1998  
C.I.H., Central Michigan University, 2011  
A.B.D. (DHA) Central Michigan University, 2012  

Winfried Rudloff  
Professor Emeritus, CAS  
Diploma, University of Hamburg, Germany, 1952  
Diploma, University of Heidelberg, Germany, 1959  
Ph.D., Illinois Institute of Technology, 1965  

Lydia Morrow Ruetten  
Dean, University Library  
Professor, Library Science, UL  
B.S., University of Wisconsin, Parkside, 1985  
M.L.I.S., University of Wisconsin, Milwaukee, 1988  
M.B.A., Governors State University, 1993  

Elizabeth Ruiz  
Associate Professor, Psychology, COE  
B.S., University of Notre Dame, 1982  
Ph.D., Northwestern University Medical School, 1995  

Steven Russell  
Professor, Multi-Categorical Special Education, COE  
B.S., Bowling Green State University, 1971  
M.Ed., University of Toledo, 1977  
Ph.D., University of Michigan, Ann Arbor, 1981  

Aheda Saber  
University Lecturer, Computer Science, CAS  
B.S., University of Jordan, Amman, Jordan, 1973  
M.S., American University of Beirut, 1975  
Ph.D., Indiana University, 1984  

Aslam Shahid  
University Lecturer, Computer Science, CAS  
B.S., University of Illinois Chicago, 1998  
M.S. Governors State University, 2002  

Joao Salm  
Assistant Professor, Humanities and Social Science, CAS  
B.L., University of Santa Catarina, 1999  
M.A., University of Santa Catarina, 2002  
Ph.D., Arizona State University, 2009  

Linda Samson  
Professor, Nursing and Health Administration, CHHS  
B.S.N., Emory University, 1972  
M.S.N., Emory University, 1973  
Ph.D., University of Pennsylvania, 1989  

Adelle Sanders  
Associate Professor, Social Work, CHHS  
B.S., University of California, Davis, 1977  
M.S.W., California State University, Sacramento, 1980  
D.P.A., University of Southern California, 2003  

Mark Sanders  
University Lecturer, Addiction Studies, CHHS  
B.S., MacMurray College, 1962  
M.S.W., Loyola University, 1986  

Sheree Y. Sanderson  
Assistant Dean of Students, SA  
B.A., Governors State University, 1999  
Ph.D., Governors State University, 2000  

Patrick Santoro  
Assistant Professor, Communications, CAS  
B.A., University of South Florida, 2001  
M.A., University of South Florida, 2005  
Ph.D., Southern Illinois University, 2010  

Gökçe Sargut  
Assistant Professor, Management, CBPA  
B.A., Bilkent University, 1992  
M.B.A., University of Illinois at Urbana-Champaign, 1994  
Ph.D., Columbia University, 2005  

Nancy Schlaes  
Professor Emeritus, UL  
M.S., Governors State University, 1993  
M.A., Rosary College, 1987  
B.S., University of Illinois, 1977  

Randi Schneider  
Associate Vice President for Enrollment Management, SA  
B.A., Illinois State University - 1983  
M.A., Illinois State University - 1987  
Ph.D., University of Illinois - 1999  

Caren Schranz  
Academic Fieldwork Coordinator, CHHS  
University Lecturer, Occupational Therapy  
M.S. Rush University, Chicago, 1986  
Dr.O.T., Governors State University, 2011  

Paul Schranz  
Professor Emeritus, CAS  
B.A., Ohio University, 1970  
M.A., Governors State University, 1973  
M.F.A., Northern Illinois University, 1978  

Dale Schuit  
Associate Professor, Physical Therapy, CHHS  
B.S., St. Louis University, 1976  
M.S., The Ohio State University, 1981  
Ph.D., University of Illinois, 1988  

Tamekia M. Scott  
Coordinator of Community Standards, SA  
B.S., Southern Illinois University, Carbondale, 2004  
M.S.Ed., Southern Illinois University, Carbondale, 2006  

Colleen Sexton  
Associate Provost and Associate Vice President of Academic Affairs  
Professor of Science Education  
B.S., Quincy University, 1976  
M.A., Governors State University, 1980  
Ph.D., Ohio University, Athens, 1991  

Farouk Shaaban  
Professor, Business Administration, CBPA  
B.C., Alexandria University, 1960  
M.S., Southern Illinois University, 1966  
Ph.D., University of Illinois, 1972  

Xiaobo She  
Assistant Professor, Elementary Education, COE  
B.A., Sichuan University, Chengdu China, 2002  
M.A., Texas Tech University, 2006  
Ph.D., Texas Tech University, 2011  

Aida Shekib  
Professor, Business Administration, CBPA  
B.A., Alexandria University, 1960  
M.B.A., Indiana University, 1964  
Ph.D., University of Illinois, 1970  
C.M.A., Institute of Management Accounting, 1975
Yun-Yau (Steve) Shih
Chair, Division of Science, CAS
Professor, Computer Science, CAS
B.S., Tunghai University, Taiwan, 1983
M.S., State University of New York, Binghamton, 1987
Ph.D., State University of New York, Binghamton, 1994

Joong-won Shin
Assistant Professor, Chemistry, CAS
B.S., Boston College, 2001
Ph.D., Yale University, 2004

Nancy Schlaes
Professor Emeritus, UL
M.S., Governors State University, 1993
M.A., Rosary College, 1987
B.S., University of Illinois, 1977

Ellen Silver-Horrell
University Lecturer, Education, COE
B.A., Governors State University, 1976
M.E., Saint Xavier University, 1997
Ed.D., Argosy University, 2014

John Simon
Associate Professor, Management, CBPA
B. Tech. Indian Institute of Technology, Madras, India, 1982
M.S., Northwestern University, 1983
Ph.D., Northwestern University, 1989

Robert Sinclair
Assistant Professor, Entrepreneurship, CBPA
B.A., Central Michigan University, 2003
M.B.A., Central Michigan University, 2004
Ph.D., University of Louisville, 2011

Christina Sintic
University Lecturer, Criminal Justice, CAS
B.S., Florida State University, 1998
M.A., Sam Houston State University, 2001

Joyce Sligar
Senior University Lecturer, Physical Therapy, CHHS
B.S., University of Missouri, 1967
M.A., Governors State University, 1989
M.A., Governors State University, 2002

Gerald Slowik
University Lecturer, Art, CAS
B.A., Olivet Nazarene University, 1995
M.F.A., Governors State University, 2008

June M. Smalec
University Lecturer, Nursing, CHHS
A.A.S., Moraine Valley Community College, 1994
B.S.N., Lewis University, 2000
M.S.N., Governors State University, 2005

Bradley Smith
Assistant Professor, Humanities and Social Science, CAS
M.A., Illinois State University, 2003
Ph.D., Illinois State University, 2010

Tracy Kim Snow
University Lecturer, Counseling, COE
B.A., University of St. Francis, 1994
M.A., Governors State University, 2000

Divya Sood
Assistant Professor, Occupational Therapy, CHHS
B.O.T., College of Allied Health Sciences, Manipal, India 2002
O.T.D., Washington University, School of Medicine, St. Louis, 2007

Joshua Sopiarz
Assistant Professor, Library Science, UL
B.A., Eastern Illinois University, 2002
M.A., Eastern Illinois University, 2004
M.S., University of Illinois at Urbana-Champaign, 2009

Catherine Sori
Professor, Counseling, COE
B.A., Purdue University, Calumet, 1992
M.S., Purdue University, Calumet, 1995
Ph.D., Purdue University, West Lafayette, 2000

Teri Sosa
Director of the Faculty Scholarship and Teaching Center
Associate Professor of Instructional Technology
B.A., Shimer College, 1972
M.B.A., Loyola University, 1981
Ed.D., Northern Illinois University, 2004

Jessica Specht
Career Counselor, SA
B.A., Purdue University, 2005
M.A., Governors State University, 2010

Shirley Spencer
Assistant Professor, Nursing, CHHS
B.S., St. Xavier University, 1988
M.S., St. Xavier University, 1991
Ph.D., University of Illinois, 2007

Cynthia Staples
Recruitment Coordinator, Career Services
B.A., University of St. Francis, 1987
M.A., Governors State University, 2006

Michael Stelnicki
Professor Emeritus, CAS
B.A., DePaul University, 1961
M.A., Northwestern University, 1968
Ed.D., Northern Illinois University, 1980

Jeff Stevenson
Coordinator of the Art Gallery, CAS
B.S., Ohio State University, 1984
M.F.A., Ohio University, 1990

Pamela Stipanich
Academic Advisor, CHHS
B.S., Black Hills State University, 1989
M.A., Central Michigan University, 1996

John W. Swain
Director, Institute for Public Policy and Administration, CBPA
Professor, Public Administration, CBPA
B.A., University of New Hampshire, 1973
M.A., Northern Illinois University, 1975
Ph.D., Northern Illinois University, 1981

Robin L. Sweeney
Director, Student Disability Services and Career Advisor, SA
B.S., Illinois State University, 1984
M.A., Olivet Nazarene University, 1997

George Sweiss
University Lecturer, Computer Science, CAS
B.S.EE., University of Kent, England, 1972
M.S.EE., University of Surrey, England, 1977

Roseanne Tadsen
University Lecturer, Counseling, COE
B.A., University of Illinois at Urbana-Champaign, 1970
M.A., Roosevelt University, 1974

Andrius Tamulis
Associate Professor, Mathematics, CAS
B.S., University of Illinois at Urbana-Champaign, 1983
M.S., Northwestern University, 1989
Ph.D., Indiana University, 1999

( Clare) Xueqing Tang
Professor, Computer Science, CAS
B.S., University of Science and Technology, China, 1984
M.S., University of Science and Technology, China, 1986
Ph.D., Rutgers, the State University of New Jersey, 1992

Jennifer Taylor
Academic Advisor, CBPA
B.A., Governors State University 2003
M.A., Governors State University 2004

Renée Theiss
Assistant Professor, Physical Therapy and Occupational Therapy, CHHS
B.S., Ithaca College, NY 1996
Ph.D., Northwestern University, 2005

( Renee) Theiss
Assistant Professor, Physical Therapy and Occupational Therapy, CHHS
B.S., Ithaca College, NY 1996
Ph.D., Northwestern University, 2005

( Renee) Theiss
Assistant Professor, Physical Therapy and Occupational Therapy, CHHS
B.S., Ithaca College, NY 1996
Ph.D., Northwestern University, 2005
Matthew Thiele  
Visiting Assistant Professor, English, CAS  
B.A., College of William and Mary, 2001  
M.A., University of Virginia, 2005  
Ph.D., Auburn University, 2011

Georgianna M. Thomas  
University Lecturer, Nursing, CHHS  
B.S.N., DePaul University, 1975  
M.S.N., Northern Illinois University, 1979  
Ed.D., Northern Illinois University, 1986

Angela Thompson  
Assistant Professor, Mathematics and Secondary Education, CAS  
B.A., University of Colorado, Boulder, 1993  
M.Ed., University of Houston, 2001  
Ph.D. Candidate, University of California, Santa Cruz, 2012

Claire L. Thompson  
University Lecturer, Communication Disorders, CHHS  
B.S., Elmhurst College, 1974  
M.H.S., Governors State University, 1978  
M.A., Governors State University, 2000

Robin Thompson  
University Lecturer, English, CAS  
B.A., Governors State University, 1996  
M.A., Governors State University, 2000

Feng Tian  
Assistant Professor, Operations Management, CBPA  
B.E., Xi’an Jiaotong University, 1992  
M.E., Xi’an Jiaotong University, 1995  
M.S., University of Cincinnati, 1999  
Ph.D., Boston University, 2008

Michael Trendell  
University Lecturer, Accounting, CPBA  
B.A., Lewis University, 1990  
M.B.A., Loyola University, 1993  
Certified Internal Auditor, 1996  
Certified Public Accountant, 1997

M. Eileen Truszkowski  
University Lecturer, Communication Disorders, CHHS  
B.A., Lewis University, 1990  
M.B.A., Loyola University, 1993

Albert Tuskenis  
Associate Professor, Psychology, COE  
B.A., University of Illinois at Chicago, 1984  
M.A., University of Illinois at Chicago, 1988  
Ph.D., University of Illinois at Chicago, 1996

J. Christopher Tweddle  
Assistant Professor, Mathematics, CAS  
B.A., Ohio Wesleyan University, 1994  
M.A., Bowling Green State University, 1997  
Ph.D., University of Florida, 2006

Catherine Tymkow  
Associate Professor, Nursing, CHHS  
A.B., Clarke College, 1971  
B.S., St. Xavier University, 1987  
M.S., St. Xavier University, 1990  
N.D., Rush University College of Nursing, 2001

Aurélio Manuel Valente  
Dean of Students/Associate Vice President for Academic Affairs, SA  
B.S., University of Massachusetts, Dartmouth, 1993  
M.B.A., University of Massachusetts, Dartmouth, 1999  
M.Ed., Suffolk University, 2000  
Ed.D., Florida State University, 2012

Ann Vendrely  
Associate Provost and Associate Vice President of Academic Affairs  
Professor of Physical Therapy  
B.A., Goshen College, 1985  
M.S., University of Indianapolis, 1987  
D.P.T., Loyola University, 2002  
D.P.T., Regis University, 2008

Chelsea Vanderpoole  
Instructor, Management, CBPA  
B.A., Southern Illinois University - 2006  
M.A., Southern Illinois University - 2010  
Ph.D., Cornell University Graduate School - Ithaca, NY, 2014

Dwight Vick  
Assistant Professor, Public Administration, CBPA  
B.A., Delta State University, 1987  
M.P.A., University of Memphis, 1992  
Ph.D., Arizona State University, 1997  
Post-Ph.D., University of New Mexico, 2000

Brian Vivona  
Assistant Professor, Criminal Justice, CAS  
B.A., University of Wisconsin, 1986  
M.S., Northern Illinois University, 2000  
Ed.D, Northern Illinois University, 2012

Serena Wadhwa  
Assistant Professor, Addiction Studies and Behavioral Health, CHHS  
B.A., University of Illinois at Springfield, 1996  
M.A., University of Illinois at Springfield, 1999  
Ph.D., Illinois School of Professional Psychology at Argosy University, 2007

Sulbha Wagh  
Visiting Professor, Librarian, UL  
B.S., Karnatak University, 1970  
M.L.S., University of Alabama, 1989

Stephen Wagner  
Associate Professor, Management, CBPA  
M.B.A., Bowling Green State University, 1991  
M.A., Northern Illinois University, 1995  
Ph.D., Northern Illinois University, 2000

Byron Waller  
Associate Professor, Counseling, COE  
B.S., Grace College, 1984  
M.S.Ed., Chicago State University, 1992  
Ph.D., Loyola University, 2002

Ellen Walsh  
Assistant Professor, Humanities and Social Science, CAS  
B.A., Mount Holyoke College, 1996  
M.A., University of Pittsburgh, 2000  
Ph.D., University of Pittsburgh, 2008

Elizabeth Wanka  
Associate Professor, Occupational Therapy, CHHS  
Governors State University – B.A. (Board of Governors) 4/25/05  
Governors State University – M.O.T. (OT) 12/17/07

Ting Jie Wang  
Associate Professor, Accounting, CBPA  
B.S., Rutgers University, Newark, 1991  
M.B.A., Rutgers University, Newark, 1993  
Ph.D., Rutgers University, Newark, 1999

Robin D. Washington  
Associate Professor, Physical Therapy, CHHS  
B.A., University of Vermont, 1991  
M.Ed., University of Central Oklahoma, 1996  
Ph.D., Southern Illinois University Carbondale, 2005

Jane Wells  
Professor Emeritus, CAS  
B.A., Marycrest College, 1966  
M.S., University of Iowa, 1967  
Ph.D., University of Iowa, 1970

Phyllis West  
University Lecturer, Social Work, CHHS  
B.A., Paine College, 1988  
M.S.W., Tulane University, 2003  
M.P.H., Tulane University, 2004  
Ph.D., The University of Chicago, 2008

Christopher T. White  
Assistant Professor, English, CAS  
B.A., Miami University, 1997  
M.A., Pennsylvania State University, 2002  
Ph.D., Pennsylvania State University, 2008
Laura White
University Lecturer, English, CAS
B.A., Miami University, 1997
M.F.A., Pennsylvania State University, 2006

Tina Whitney
University Lecturer, Biological Science, CAS
B.S., Eastern, IL, 1995
M.S., Governors State University, 2002
M.S., University of Wisconsin, 2004

William Wilkinson
Professor Emeritus, CBPA
B.A., Washington and Lee University, 1971
M.S., Yale University, 1973
Ph.D., Yale University, 1975
M.B.A., The University of Chicago, 1982

Karen Williams
Manager of Enrollment and External Programs, CBPA
B.S., Illinois Institute of Technology, 2002
M.S., Illinois Institute of Technology, 2005

Michael R. Williams
Assistant Professor, Finance, CBPA
B.S., University of Southern Indiana, 2005
M.B.A., University of Southern Indiana, 2008
M.A., University of Cincinnati, 2008
Ph.D., University of Texas at San Antonio, 2012

Bruce Wilson
Associate Professor, Criminal Justice, CAS
B.S., Western Illinois University, 1988
M.A., Western Illinois University, 1991
Ph.D., Sam Houston State University, 1998

Barbara Winicki
Associate Professor, Reading, COE
B.S., Northern Illinois University, 1977
M.A., St. Xavier College, 1989
Ph.D., The University of Chicago, 1999

Tamara Winn
University Lecturer, Interdisciplinary Studies, CAS
B.A., Purdue University, Calumet, 1998
M.A., Governors State University, 2004
M.H.S., Governors State University, 2006

Rebecca K. Wojcik
Chair, Department of Physical Therapy, CHHS
Associate Professor, Physical Therapy, CHHS
B.A., College of St. Scholastica, 1979
M.H.P.E., University of Illinois, Chicago, 1984
Ed.D., Northern Illinois University, 2007

Kong-Cheng Wong
Professor, Computer Science, CAS
B.S., National Central University (Taiwan), 1977
M.S., University of Colorado, 1984
M.S., State University of New York, Binghamton, 1985
Ph.D., State University of New York, Binghamton, 1989

Peggy G. Woodard
Professor Emeritus, COE
B.A., Southern Illinois University, 1973
M.S.E., Northern Illinois University, 1979
Ph.D., Loyola University of Chicago, 1993

Addison Woodward
Professor Emeritus, COE
B.S., C. W. Post College, 1964
M.A., Connecticut College, 1966
Ph.D., University of Toronto, 1968

Darlene Wright
Associate Professor, Psychology, COE
B.A., DePaul University, 1983
Ph.D., Illinois Institute of Technology, 1993

Robin Wyatt
University Lecturer, Instructional Technology, COE
B.A., Governors State University, 2001
M.A., Governors State University, 2004

William S. Yacullo
Professor, Communication Disorders, CHHS
B.S., Elmhurst College, 1974
M.A., Northwestern University, 1976
Ph.D., University of Iowa, 1982

Asabi Yakini
University Lecturer, Social Work, CHHS
B.A., Wheaton College, 1971
M.S.W., Clark Atlanta University, 1981
Ph.D., University of Illinois at Chicago, 2003

Julia Ruey-Ju Yang
Professor, School Counseling, COE
B.A., Tamkang University, 1982
M.S., Illinois State University, 1985
Ph.D., Ohio State University, 1988

John Yunger
Professor, Biology, CAS
B.S., Western Michigan University, 1987
M.S., Western Michigan University, 1990
Ph.D., Northern Illinois University, 1996

Leon Zalewski
Professor Emeritus, COE
B.S., California State College of Pennsylvania, 1965
M.Ed., Indiana University of Pennsylvania, 1969
Ph.D., University of Iowa, 1974

Veronica Zalewski
University Lecturer, Education, COE
B.A., Millikin University, 1999
M.A., Keller Graduate School of Management, 2004

Maristela Zell
Associate Professor, Social Work, CHHS
B.A., University of Sao Paulo, Brazil, 1986
M.S.W., Loyola University Chicago, 1994
Ph.D., University of Illinois at Chicago, 2002

Jun Zhan
Assistant Professor, Accounting, CBPA
B.A., Huazhong University of Science & Technology, China, 2000
M.A., Wuhan University, China, 2003
Ph.D. Concordia University, Canada, 2013

Jing Zhang
Assistant Professor, Mathematics, CAS
M.A., Washington University in St. Louis, 2000
Ph.D., Washington University in St. Louis, 2004

Jun Zhao
Chair, Division of Management, Marketing and Public Relations, CBPA
Professor, Management, CBPA
B.E., Shanghai Jiaotong University, China, 1990
M.B.A., Southern Illinois University, 1994
D.B.A., Southern Illinois University, 1998

Jason Zingsheim
Associate Professor, Communication, CAS
B.A., Seattle Pacific University, 2000
M.A., Arizona State University, 2004
Ph.D., Arizona State University, 2008
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