

Cleveland State University

***THE CODE OF  
STUDENT  
CONDUCT***

**Includes:**

**Student Conduct Code  
Academic Regulations and  
Procedures  
Student Grievance Procedure**

**A publication of  
The Department of Student Life**

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[www.csuohio.edu/studentlife](http://www.csuohio.edu/studentlife)

The Division of Undergraduate Studies

# THE CODE OF STUDENT CONDUCT

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**Student  
Conduct  
Code**

# STUDENT CONDUCT CODE

The Student Conduct Code can also be accessed at [www.csuohio.edu/studentlife](http://www.csuohio.edu/studentlife) and click on *Code of Student Conduct* or pick up a copy in MC 106. In addition, the *Student Organization Policies and Procedures* may now be found in the Student Organization Involvement Guide Book.

In order to carry out its mission, the University community shall promulgate and enforce appropriate rules, regulations and policies and take action when violations of such rules, regulations and policies occur.

Students voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, objectives, processes and functions.

STUDENTS ACCEPT THE RIGHTS AND OBLIGATIONS SET FORTH IN THIS CODE AND OTHER UNIVERSITY RULES, REGULATIONS, AND POLICIES WHEN THEY ARE ADMITTED TO THE UNIVERSITY. STUDENTS **ARE ALSO** SUBJECT TO THE LAWS OF THE STATE OF OHIO AND THE REGULATIONS, CODES OF HONOR AND CONDUCT AND ACADEMIC STANDARDS OF ANY UNIT **WITHIN THE UNIVERSITY TO WHICH THE STUDENT BELONGS.**

The President of the University shall have the final responsibility and authority for the discipline of all students at the University. The President may delegate responsibility and authority to appropriately designated University officials. Duly constituted student judicial bodies and appellate bodies (as defined in the Student Conduct Code) are authorized to conduct student or student organization disciplinary hearings and appeals and to impose University disciplinary action as set forth in this Code. Disciplinary action may be taken on the basis of University rules, regulations, policies and procedures and may include counseling, admonition, sanctions or separation from the University community.

This Code has been approved and adopted by the Board of Trustees of the University on May 26, 2000, and may be amended at any time by the Board of Trustees.

## I. RIGHTS OF STUDENTS

As a public institution of higher education, Cleveland State University seeks to advance knowledge, promote scholarship and create an environment conducive to the intellectual and personal growth and development of all its students. In keeping with these aims, the University recognizes the following rights of students.

- A. NONDISCRIMINATION** - Students have the right to be free from discrimination on the basis of race, color, religion, sex,

sexual orientation, national origin, handicap, age, disability, disabled veteran or Vietnam era veteran status.

- B. **FREEDOM OF EXPRESSION** - Students have the right of expression to the extent permitted by law and University rules and regulations.
- C. **FREEDOM OF ASSEMBLY** - Students have the right to assemble, provided that the operation and functioning of the University is not disrupted, the movement of individuals is not restricted and the activity complies with applicable laws, and University rules and regulations.
- D. **DUE PROCESS** - Students have the right to be treated in an impartial and judicious manner by the University, as provided for by law and University rules and regulations.
- E. **PARTICIPATION** - Students have the right to establish and elect a democratic student government, to organize and join student organizations, and to be selected or appointed as members of appropriately designated University committees, in accordance with University rules and regulations.
- F. **REDRESS OF GRIEVANCES** - Students have the right of access to copies of University rules and regulations directly affecting them and to petition for the redress of grievances, within the University's grievance procedures.

All of the above rights can be exercised only in accordance with University rules and regulations and federal, state and local laws.

## II. Definitions

When used in this Code:

- A. **"University"** and **"Institution"** shall mean Cleveland State University and, collectively, those responsible for its operation.
- B. **"Student"** shall mean any person who is currently registered or has been registered at the University any time during the last academic year.
- C. **"University Official"** shall mean any member of the University community acting in an official capacity, upholding and enforcing rules, regulations, and policies of the University.
- D. **"Appropriate Party"** shall refer to any member of the University who is authorized to have access to a student's academic record, or the alleged victim of any crime of violence or a nonforcible sex offense.
- E. **"Eligible Party"** – shall refer to any member of the University community who has a right of appeal.
- F. **"Members of the University Community"** shall mean students and employees of the University, including faculty, professional staff members, classified service staff members, and administrators, and shall also mean members of the Board of Trustees.
- G. **"Judicial Affairs Officer (JAO)"** JAO shall mean the Judicial Affairs Officer who shall be the Administrative Liaison to the University Judicial Process.
- H. **"Student Conduct Officer (SCO)"** SCO shall mean the Student Conduct Officer who is authorized to impose sanctions upon students found to have violated the Student Conduct Code.
- I. **"Vice Provost/Vice President"** shall mean the administrative officer bearing such title, related title, or his/her designee.
- J. **"Authorized University Function"** shall mean events and activities, which the University presents or authorizes.

- K. **"Student Organization"** shall mean a University recognized or registered student organization which has complied with the formal requirements of official recognition or registration set forth in the Policy on Recognition and Registration of Student Organizations.
- L. **"Working day"** refers to any day of the week excluding Saturdays, Sundays and official University holidays.
- M. **"University premises"** shall mean (1) any University owned or controlled property or (2) non-University property during the period of time when it is used for authorized University functions including, but not limited to, registration, classroom or laboratory instruction, lectures, concerts, receptions, assemblies, intramural activities or intercollegiate athletic events. University premises do not include off-campus property used for student organization events or activities.
- N. The term **"reckless"** shall mean conduct which one knows or should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with authorized University functions.
- O. All other terms have their natural meaning unless the context otherwise dictates. Singular terms may be read as plural when appropriate. **"And"** shall mean **"or"** and visa versa when appropriate.

### III. Violations

The following actions or behaviors on University premises (except where otherwise specifically stated) constitute violations of the Code for which a student or student organization may be subject to one or more of the sanctions described in Section VI of the Code.

- A. **DISRUPTION** - Interrupting or disrupting an authorized University function which impedes the normal continuation of that activity; or interfering with the freedom of movement of any member of the University community, guest, or visitor of the University; or impeding or interfering with the rights of any person to enter, use or leave any University facility or authorized University function or impeding or interfering with the rights of any University Official to perform their normal functions and duties.
- B. **INFLICTION, ATTEMPTED INFLICTION, USE OR THREAT OF USE OF PHYSICAL FORCE** - The use or attempted use or threat of use of physical force upon any person, including, but not limited to:
  1. Inflicting bodily harm upon any person;
  2. Taking any action for the purpose of inflicting bodily harm upon any person;
  3. Taking any action without regard for bodily harm which could result to any person; or
  4. Threatened use of force to inflict bodily harm upon any person.
- C. **HARASSMENT** - Behavior directed at another person, including but not limited to, stalking, physical force, or violence, that involves a deliberate interference or a deliberate threat to interfere with an individual's personal safety, academic efforts, employment, or participation in authorized University functions and causes the person to have a reasonable apprehension that such harm is about to occur.

- D. SEXUAL HARASSMENT** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any University activity.
  2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making decisions affecting instruction, employment, or other University activity;
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive university environment.
- E. UNWANTED SEXUAL CONTACT** - Any touching of another for the purpose of sexual arousal, gratification, or stimulation when:
1. Sexual contact is uninvited or unwanted; or
  2. The victim's ability to appraise the nature of or resist the offender's conduct is substantially impaired; or
  3. The offender knows or reasonably should have known that the person does not resist because his/her ability to appraise the nature of or resist the offender's conduct is substantially impaired.
- F. HAZING** - Any conduct, act, method of, or coercion of another to do an act of initiation or admission into any organization which occurs on or off University premises and which willfully or recklessly causes or creates a substantial risk of causing physical or mental harm to any student or other person. Examples include, but are not limited to, extended deprivation of sleep or rest; forced consumption of food, liquor, other beverages, or drugs; beating or branding; forced exclusion from social contact; or forced conduct which could result in embarrassment to any person. Any activity or behavior meeting the definition as described above shall be considered to be a forced activity, notwithstanding the willingness of the individual involved to participate in such activity.
- G. THEFT OF PROPERTY** - Theft or attempted theft of University property or the property of any person or other entity, including possession or use of stolen property. This shall also include theft of University property while off University premises.
- H. UNAUTHORIZED ENTRY INTO A UNIVERSITY FACILITY** - Attempted or forcible breaking or unauthorized entry into any room, building, or facility.
- I. FAILURE TO VACATE UNIVERSITY PREMISES**- Failure to vacate University premises at the closing hour or at the request of a University official, unless prior approval is obtained to remain on the premises.
- J. CREATION OF SAFETY HAZARD(S)** - Endangering the safety of persons or property by creating a fire hazard, including the setting or attempted setting of a fire, or the improper use or possession of inflammable or hazardous substances.
- K. FALSE REPORTING OF AN EMERGENCY** - Intentionally making a false report of a bomb, fire, or other emergency in any room, building, or facility by means of activating a fire alarm or in any other manner.
- L. UNAUTHORIZED USE OR ALTERATION OF EMERGENCY OR SAFETY EQUIPMENT** - Unauthorized use or alteration of fire-fighting equipment, safety devices or other emergency or safety equipment.

- M. INTERFERENCE WITH EMERGENCY EVACUATION PROCEDURE** - Interference with emergency evacuation procedures, including failure to evacuate, prescribed for any room, building, or facility.
- N. POSSESSION, USE, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES OR DRUG RELATED PARAPHERNALIA** - Knowingly possessing, using, distributing or selling drug related paraphernalia or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines, except as authorized by law.
- O. ILLEGAL USE OF ALCOHOLIC BEVERAGES** - Knowingly possessing, keeping, consuming, allowing to consume, serving, purchasing, selling, making available to another person or directly providing funding for alcoholic beverages in violation of state or local statutes, or ordinances, or University rules and regulations.
- P. FALSIFICATION OF RECORDS, FRAUD AND FALSE TESTIMONY** - Furnishing false or misleading information or identification to a University official, office, investigation or proceeding; or without proper authorization, reproducing, copying, forging, tampering, altering, falsifying, misusing, or attempting to do the foregoing to any record, document, or identification used or maintained by the University.
- Q. DESTRUCTION OR MISUSE OF PROPERTY** - Damaging, destroying, defacing, abusing, tampering, misusing, or attempting to damage, destroy, deface, abuse, misuse or tamper with University property or property of any person or other entity on or off University premises. This includes any attempt to alter the function or performance of University equipment or property, including, but not limited to, University computers.
- R. BRIBERY** - Offering money, or any item or service of value to a student, administrator, faculty, staff member, or member of the Board of Trustees so as to receive University property or services for one's self or another or to gain an advantage or special treatment for one's self or for another.
- S. UNAUTHORIZED ACCESS TO RECORDS** - Gaining or attempting to gain unauthorized access to University records, including, but not limited to, paper records, computer files or systems.
- T. UNAUTHORIZED USE OF UNIVERSITY COMPUTERS** - Gaining use or attempting to gain use of University computers without proper authorization, including, but not limited to, unauthorized:
1. Use of computer or data processing equipment;
  2. Access to computer systems;
  3. Possession of computer software or data;
  4. Copying or use of computer software or data;
  5. Use of computer accounts; or
  6. Use of computer-related equipment
- U. POSSESSION OR USE OF WEAPONS** - Unauthorized possession or use of any type of firearm, explosive, other weapon, or fireworks. "Weapon" shall mean any instrument, device, substance or item capable of causing or inflicting injury or death and designed or specifically adapted for use as a weapon or possessed, carried or used as a weapon. Weapons used legitimately on campus for martial arts or similar practice shall be permitted provided they are transported and stored in a manner which makes them functionally inaccessible.

- V. MISUSE OF IDENTIFICATION** - Refusing to present identification when requested by a University Police Officer or other University officials who identify themselves; using or attempting to use any means of identification or other document or card not rightfully issued to the individual; or altering, tampering with or misusing a University identification card or other University-issued means of identification.
- W. IMPROPER USE OF KEYS** - Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building or room without proper authorization; or failure to return University-issued keys to the proper University officials.
- X. MISUSE OF UNIVERSITY TELEPHONE OR COMMUNICATIONS DEVICES OR ELECTRONIC FACSIMILE** - Charging any long distance telephone call, telegraph message or electronic facsimile to any University telephone without proper authorization or using any University telephone without proper authorization.
- Y. GAMBLING** - Violation of applicable gambling laws.
- Z. FAILURE TO FOLLOW DIRECTIONS OF UNIVERSITY OFFICIALS** - Failure to follow reasonable directions of University officials, made in the performance of their duties, that are necessary for the proper conduct of authorized University functions.
- AA. ABUSE OF THE STUDENT CONDUCT CODE PROCEDURES** – Any abuse of the Student Conduct Code Procedures, including, but not limited to:
1. Falsification, distortion or misrepresentation of information to the Judicial Affairs Officer or before the Student Conduct Officer, the University Judicial Board, or the Appeal Board;
  2. Disruption or interference with the orderly conduct of a proceeding under this Code;
  3. Institution of a proceeding under this Code knowingly without cause;
  4. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Code Procedures;
  5. Attempting to influence the impartiality of the Student Conduct Officer, or a member of the Judicial or the Appeal Board prior to, or during the course of, a proceeding under this Code;
  6. Harassment (verbal or physical) or intimidation of the Student Conduct Officer, or a member of the Judicial or the Appeal Board prior to or during the course of, a proceeding under this Code;
  7. Failure to comply with any sanction imposed under the Student Conduct Code; or
  8. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code Procedures.
- BB. UNAUTHORIZED SALES AND SOLICITATION OF FUNDS** - Unauthorized sale or solicitation of funds including unauthorized solicitation of funds off University premises.
- CC. MISUSE OF UNIVERSITY NAME, LOGO, OR SEAL** - Use of the University's name without the express authorization of the University except to identify institutional affiliation in the authorized manner. University approval or disapproval of any political or social issue may not be stated or implied by an organization; or use of official letterhead stationery, envelopes, logo or seal as part of any publication, correspondence or other printed material without prior submission of the material to, and written permission received from, the appropriate University official.

- DD. MISUSE OF UNIVERSITY FUNDS/STUDENT ORGANIZATION FUNDS** - The misuse or unauthorized use of University funds or student organization funds administered through the University.
- EE. UNAUTHORIZED POSTING OR DISTRIBUTION OF MATERIALS ON UNIVERSITY PREMISES** - Failure to abide by University policies, rules, and regulations on posting and distribution of materials on University premises.
- FF. VIOLATIONS OF UNIVERSITY RULES AND REGULATIONS** Violating other University rules and regulations or policies which have been posted or publicized, for example, the Smoke Free Environment Policy.
- GG. FAILURE TO COMPLY WITH UNIVERSITY SANCTIONS** - Failure to comply with sanctions imposed pursuant to University rules and regulations or policies.
- HH. REPETITIONS OF MISCONDUCT** – More than one violation of this Code for which a sanction has been previously imposed.
- II. PARTICIPATION AS AN ACCOMPLICE** - Knowingly participating in any action or event that constitutes violation of this Code.

#### IV. Residence Hall Resident Behavior

Students residing on campus in the residence hall are also held to the policies set forth in the Residence Hall (RH) policies and procedures handbook. Violations of RH policies will be reviewed by the Director of Residence Life or the designee of the Director and adjudicated within the residence hall judicial system. In instances where RH residents violate the Student Conduct Code, formal judicial charges will be forwarded to the Office of Judicial Affairs.

The Director of Residence Life has the authority to take responsible actions in maintaining a safe living environment for all student residents. This authority may include immediate suspension of housing privileges. This authority may be exercised whether or not a formal charge has been filed with the Office of Judicial Affairs and this authority may be exercised prior to the rendering of any decision in the judicial process.

#### V. Student Organizational Behavior

- A.** Students are encouraged to organize and join associations and organizations to promote their common interests. Student organization activities, events or programs held off University premises are the responsibility of the sponsoring student organization and not the University. However, it is expected that members of organizations individually and collectively will act consistently with the provisions of the Code, the organization's constitution, University rules and regulations and applicable laws. The presiding officer of an organization is responsible for informing members that the organization and its members are governed by the terms and conditions of the Code and University rules and regulations.
- B.** If the actions set forth below occur on University premises, the student organization can be subject to the University judicial system set forth in Sections IX, X, and XI of the Code and may incur one or more of the sanctions described in Section VI of the Code. For actions on or off University premises, a University official may bring charges of failure to follow

University policies to the Student Life Committee of the Faculty Senate which may suspend or revoke recognition of a student organization or dictate conditions by which a student organization may maintain or re-establish recognition in accordance with the Committee's procedures set forth in the Student Organization Involvement Guide.

- C. An organization may be held responsible, as set forth in Section V.B, for violations under any of the following conditions:
  1. When the act is in violation of the Code, the organization's constitution, or applicable University rules and regulations and is committed by one or more officers or members of an organization and is supported by the organization's: constitution, by-laws, regulations, policies, practice, custom, or tradition;
  2. When the act is in violation of the Code, the organization's constitution, or University rules and regulations and was: authorized, requested, ordered, encouraged, or tolerated by one or more officers or members of the organization acting on behalf of the organization and within the scope of their office or membership;
  3. When the act is in violation of the Code, the organization's constitution, or applicable University rules and regulations and was committed by one or more officers or members of the organization acting on behalf of the organization or within the scope of their office or membership, when they knew or reasonably should have known that the act was committed on behalf of the organization;
  4. When the organization, through one or more of its officers or members fails to take an action or discharge a duty expressly imposed upon such organizations by the Code, the organization's constitution, or University rules and regulations.

## VI. Sanctions

In the event that a student or student organization is found to have violated the Student Conduct Code by the appropriate hearing body, one or more of the following sanctions may be imposed.

- A. **RECOMMENDATION OF EXPULSION** - Recommendation to the President for a permanent separation of the student from the University, preventing readmission to the institution. This sanction must be recorded on the student's academic transcript if it is upheld by the President. If the President does not support the recommendation for expulsion, the President may impose an alternate sanction. The President shall respond to the recommendation within 5 working days after the conclusion of any appeals process.
- B. **RECOMMENDATION OF SUSPENSION** - Recommendation to the President for separation of the student from the University for a specified period. This sanction must be recorded on the student's academic transcript if it is upheld by the President. If the President does not support the recommendation for suspension, the President may impose an alternate sanction. The President shall respond to the recommendation within 5 working days after the conclusion of any appeals process.
- C. **DISCIPLINARY PROBATION** - Formal written warning that the student's or student organization's conduct violated University rules and regulations and that continued enrollment of the

student or continued recognition of the student organization depends upon the maintenance of satisfactory behavior during the specified period of probation.

- D. REPRIMAND** - A written statement placed in the disciplinary file of the student or student organization, to be kept in the Department of Student Life, or an oral statement of the violation of University rules and regulations.
- E. RESTITUTION** - A requirement that the student or student organization reimburse the University or another person or entity for damages.
- F. RESTRICTION** - Temporary or permanent loss of privileges for the use of any or all University facilities or services.
- G. COMMUNITY SERVICE** - A requirement that the student or student organization render a designated amount of specified service to the University or the community.
- H. COUNSELING** - A requirement that the student meet with a professional staff member of the University's Counseling Center and comply with the recommendations of the Counseling Center professional staff.
- I. HOLDS** - Annotations on student records indicating that the student is not in good standing due to a Student Conduct Code violation. When a hold is placed on a record, the Registrar may prohibit the student from registering, or receiving an official transcript or a diploma unless the appropriate University official releases the hold in all or part.
- J. RECOMMENDATION OF SUSPENSION OF STATUS** - Recommendation to the Student Life Committee of the Faculty Senate for suspension of the recognized or registered status of a student organization for a specified or indefinite period of time.
- K. RECOMMENDATION OF TERMINATION OF STATUS** - Recommendation to the Student Life Committee of the Faculty Senate for termination of the recognized or registered status of a student organization.
- L. OTHER** - Other sanctions may be imposed as appropriate instead of or in addition to those specified above, as deemed necessary by the hearing body.

## VII. Interim Suspension

Prior to the holding or completion of a hearing by the University Judicial Board or the Student Conduct Officer (SCO), or the rendering of a decision by either, the status within the University of the student or student organization should not be altered except in exceptional circumstances involving the likelihood of serious danger to the health or safety of persons or property or disruption of the educational process. In such extraordinary circumstances, the President or the President's designee may order an interim suspension of the student or student organization.

Within twenty-four (24) hours of such suspension, or as soon as possible prior to such action, the President or President's designee shall cause notice of the suspension, explaining why the suspension cannot await a hearing, to be mailed by certified mail to the last known address of the student or student organization and to the University Appeal Board. Within three (3) working days of any interim suspension, the University Appeal Board shall review the facts and the reasons for the suspension, and shall make recommendations to the President as to whether or not the

suspension under this provision should remain in effect prior to the final determination of the case by the University Judicial Board or SCO.

## VIII. Judicial Jurisdiction

When a student or student organization has been charged in a criminal or civil action with committing an act that also violates the Student Conduct Code, the University reserves the right to proceed with disciplinary actions regardless of the criminal or civil outcomes. In addition, in cases of criminal charges involving certain offenses of violence, a student faces possible immediate suspension or probation and ultimate dismissal in accordance with the Ohio Revised Code sections 3345.22 and 3345.23 (Refer to University web site)

## IX. University Judicial Procedures

### A. Procedures for filing charges

1. Any member of the University community may file a written charge alleging the following:
  - a. Violation of the Student Conduct Code by any student or student organization;
  - b. Disputes between student organizations;
  - c. Disputes between individuals and student organizations;
  - d. Disputes involving student organizations' constitutions; or
  - e. Disputes involving student publications.
2. The charge shall be filed with the Judicial Affairs Officer (JAO) in the Department of Student Life. Charges filed against student organizations will be reviewed by the JAO in consultation with the Dean of Students and the Chairperson of the Student Life Committee of the Faculty Senate (SLC) to decide whether the charge is to be referred to the SLC or processed through University Judicial Procedures. In the event that the JAO has filed a charge, will be a witness in a proceeding, or otherwise has a conflict of interest, the Vice Provost/Vice President will appoint a temporary replacement to serve as the JAO on that matter.
3. Any charge or complaint involving behavior or action that would be prohibited by Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (such as harassment or sexual harassment) will be reported to the Affirmative Action Office, which will conduct an investigation before the charge will be heard in the judicial process. In the event the Affirmative Action Officer does not support the charge, the student making the complaint retains the right to be heard by the Student Grievance Board.

### B. Notice of Charge

Upon receipt of a written notice the JAO shall send notification to the charged student at the last address on file with the Registrar, or to the presiding officer of the student organization and its advisor at the address on file with the Department of Student Life. The notification shall set forth:

1. The charge and the name of the charging party;
2. The violation with which the student or student organization is charged;

3. The right of the charged student or student organization to choose between an administrative hearing before the SCO or a University Judicial Board hearing; and
4. An explanation that the charged party must respond to the notice within five (5) working days or the matter will be automatically referred to the University Judicial Board.

*“That students who are charged with Conduct Code Violations during the Summer Semester have the option to have their case heard by the Student Conduct Officer (administrative hearing) or wait until the Judicial Board convenes in the Fall.”*

**C. Response to Notice of Charge**

Whether the student or student organization selects an SCO or University Judicial Board hearing, the JAO will set the hearing date for no more than fifteen (15) working days from the receipt of the written response to the notice of the charge.

*A student responding to the JAO with an admission of guilt for the alleged violation may waive the option for a formal hearing and the JAO can apply appropriate sanctions.*

**D. Hearing Procedures**

**1. Notice of Hearing**

- a. Written notice of the hearing and the name of the charging party shall be sent by the JAO, not less than ten (10) working days before the hearing, to the parties and shall include the date, time and location of the hearing. The notice shall be sent by certified mail to the last address on file with the Registrar, or in the case of student organizations, it shall be sent to the presiding officer and the advisor of the organization to the address on file in the Department of Student Life. The notice shall indicate that the judicial procedures are set forth in the Student Conduct Code; and, the notice shall also include the following information:
  - 1) The charge, the name of the charging party, and the violation with which the student or student organization is charged.
  - 2) That all parties must notify the JAO no later than 5:00 p.m. three (3) working days before the scheduled hearing of any witnesses who will be participating, any other parties who will be attending, or of a request for a postponement of the hearing, and must provide copies of any materials that will be presented;
  - 3) That requests for postponement will be granted by the JAO only for good cause which is beyond the control of the requesting party; and
  - 4) That each party shall have equal access to all witnesses and materials and shall receive a list or copies of materials from the JAO no later than 24 hours before the hearing.

**2. Hearing**

- a. After consultation with University Legal Counsel, the JAO may require, limit and/or postpone actions or activities to prevent danger to health or safety of persons or property or the disruption of the educational process until the administrative hearing decision is presented to the parties;

- b. Both the charged student or student organization and the charging party have the right to seek assistance from members of the University community and have one such member of the University community present at the hearing. Additional members of the University community may be permitted to be present at the hearing at the discretion of the JAO after consultation with the involved parties. Only the charged student, or student members of the student organization, or the advisor of the charged organization, and the charging party shall be permitted to make any presentations during the hearing. This restriction does not apply to witnesses.

The same person may not serve as a member of the University community and a witness simultaneously; nor can the advisor of the charged student organization serve as a witness and an advisor simultaneously.

The name of the University member of the community who will be attending the hearing must be submitted to the JAO no later than 5:00 p.m. three (3) working days before the scheduled hearing.

Witnesses will be sequestered until needed to make presentation;

- c. Hearings shall be closed and will be tape recorded to provide an accurate record of the proceedings;
- d. In hearings involving more than one charged student or student organization, separate hearings may be held at the discretion of the JAO.
- e. The SCO or Chairperson of the University Judicial Board will present the charge(s) filed against the student or student organization;
- f. The party who filed the charge will explain the circumstances of the alleged violation and present witnesses in support of the charge. The hearing body may ask appropriate questions regarding the incident;
- g. The charged student or student organization will respond to the charge(s) presented. In doing so the student or student organization may present witnesses in support of the student's or student organization's actions in connection with the alleged violation. The hearing body may ask appropriate questions regarding the incident;
- h. The charged party may refrain from testifying at the hearing; such refusal will not be considered against the charged party;
- i. If either party fails to appear, the hearing will be held in the party's absence. If both parties fail to appear, the hearing body will make a decision based on the materials submitted;
- j. Departure from the procedure described in this section (IX. University Judicial Procedures) will result in an automatic appeal filed by the JAO.

### **3. Decision**

Within ten (10) working days of the completion of the hearing, the JAO will forward the decision and any sanction(s) to the appropriate University official(s) and notify every appropriate party of the decision. The JAO will provide a copy of the decision to every appropriate party and will discuss the outcome and appeal process with them.

**E. Enforcement of Sanctions**

A student who does not comply with sanctions may be subject to charges against the code for non-compliance with University sanctions. The JAO will monitor all sanctions and initiate appropriate actions to ensure compliance. These actions may include holds on records, increases in sanctions, and formal judicial charges.

**F. Records**

All materials relating to the hearing, including the final decision and the tape recording of the hearing, will be secured in the Department of Student Life, Office of Judicial Affairs.

**G. Parental/Guardian Notification**

The Dean of Students will notify the parent(s)/guardian(s) of a student under the age of 21 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular and certified mail at the student's permanent address on file in the Registrar's Office.

## X. The University Judicial Board

**A. Jurisdiction** - The University Judicial Board is an administrative hearing body charged with hearing:

1. Violations of the Student Conduct Code; and
2. Other cases specifically referred by the Faculty Senate or the Student Life Committee of the Faculty Senate.

**B. Membership**

1. The membership of the University Judicial Board shall be composed of seven (7) student members and two (2) faculty members. Student members shall be elected in the Spring Term all-campus student elections. Faculty members shall be appointed by the Steering Committee of the Faculty Senate;
2. Members of the University Judicial Board shall elect one (1) student member as the Chairperson and one (1) student member as the Vice Chairperson.

**C. Candidate Qualifications**

1. A candidate for the University Judicial Board must be a currently enrolled full-time student, with a cumulative grade-point average and the previous term average of not less than 2.50; first year law students who have earned, but not yet received, grades are eligible for election. Candidates must expect to be enrolled full time during their entire term of office;
2. Candidates for the University Judicial Board shall not simultaneously be candidates for other Student Government Association or Student Bar Association positions;
3. Candidates for the University Judicial Board shall otherwise abide by the rules and regulations established by the Student Government Elections Board for the Spring election.

**D. Qualifications for Continuing Membership**

1. Student members of the University Judicial Board must be full time students at Cleveland State University and must maintain full time status as defined by University regulations during their tenure on the University Judicial Board or they will be considered immediately inactive.
2. Student members must have and maintain a semester and cumulative 2.50 grade point average or they will be considered immediately inactive; currently enrolled first-year

law students who have earned, but not yet received, grades are eligible to serve;

3. Faculty members must have full time status as faculty and must have been at the University for a minimum of two contract years;
4. Interim suspension of a University Judicial Board member from the University Judicial Board shall occur when that member is charged with a violation of the Student Conduct Code. The suspension shall remain in effect until the decision is presented to the party following the hearing by the appropriate hearing body.

**E. Terms of Office**

1. Student members of the University Judicial Board shall be elected for one-year terms and may seek re-election. Student members may serve a total of two one-year terms. Faculty members of the University Judicial Board shall be appointed for two-year staggered terms and may be re-appointed;
2. The term of office begins the first day after the end of Spring Term and concludes the last day of Spring Term of the following year;
3. Student vacancies in the membership of the University Judicial Board shall be filled by appointments made jointly by the President of Student Government and the President of the Student Bar Association, which shall be ratified by a 2/3 majority vote of the Student Senate; In case of an impasse recommendations will be submitted directly to the Student Senate for ratification
4. Faculty vacancies shall be filled by the Faculty Senate Steering Committee;
5. A student member shall be ineligible to continue his or her membership as a result of any of the following:
  - a. A finding of violation of the Student Conduct Code;
  - b. Unexcused absence from two (2) sessions of the University Judicial Board or excused absence from three (3) sessions of the University Judicial Board;
  - c. Failure to complete the orientation and training sessions;
  - d. Lack of discretion in maintaining confidentiality with regard to information involved in conduct cases and decisions of the University Judicial Board; or
  - e. Failure to maintain membership requirements (Section X.D.).
6. A member who is found ineligible to continue to serve on the University Judicial Board may appeal the decision to the University Appeal Board.

**F. Quorum** - Quorum for a University Judicial Board hearing shall be defined as a minimum of four (4) student members and one (1) faculty member; if vacancies exist on the University Judicial Board, the Board may function with no less than three (3) students and one (1) faculty member present at a hearing.

**G. Conflict of Interest** - Any member of the University Judicial Board who has a conflict of interest in any case shall not participate in hearing that case. This will not be considered an absence.

**H. Compensation** - Compensation for student members of the University Judicial Board shall be in accordance with the University's Stipend Policy.

## **I. Training and Orientation Sessions**

1. Members of the University Judicial Board are required to attend the training and orientation program prior to hearing any violations, disputes or appeals;
2. The Chairperson and the Vice Chairperson shall be elected during the training and orientation program, according to Roberts Rules of Order.

## **J. Judicial Affairs Officer**

1. The Judicial Affairs Officer (JAO) shall be the Administrative Liaison to the University Judicial Process. The JAO works with the general administration of the University Judicial Board and enforces compliance with the policies governing the University Judicial Board, including the qualifications for continuing membership. In order to maintain the continuity necessary for an effective University Judicial Board, the JAO shall also establish the procedures for the orientation and training of members of the Board; the same person shall not serve as the Administrative Liaison and the Student Conduct Officer simultaneously.
2. The JAO shall provide for continuity of procedures, the implementation of sanctions, and confidentiality of records as provided in Sections IX, IX.D, IX.E, IX.F and XI.E.2.

# **XI. Appeal Process**

- A. Rights** - Rights of appeal are available to the charged party. Rights of appeal will be available to the charging party in cases of violation(s) of Section III.B, Section III.D and Section III.E.
- B. Grounds for Appeal** - Appeals may be heard to determine whether the stipulated procedures were followed, whether the facts were interpreted appropriately, whether the facts supported a finding of violation or non-violation of the Code, and whether the sanction was appropriate for the determined violation or decision.
- C. Procedures** - If a decision of any University hearing body specified in this Code is appealed by one of the eligible parties, notice of such appeal must be given within ten (10) working days of the receipt of the decision. Notice of appeal must be submitted in writing to the JAO by the appealing party. The written request for appeal must state the grounds on which the appeal is being made.
- D. The University Appeal Board (UAB)**
  1. The membership of the UAB shall consist of the Chairperson of the Student Life Committee of the Faculty Senate, the Editor-in-Chief of the Law Review and the Vice Provost/Vice President who shall convene the Board, and two (2) student representatives to the Board of Trustees. If any member of the UAB is not available to hear an appeal, the Provost shall appoint a replacement for that appeal; a minimum of three (3) Board members are needed to hear an appeal.
  2. The UAB shall hear appeals of:
    - a. Decisions of the Student Conduct Officer;
    - b. Decisions of the University Judicial Board;
    - c. Decisions of the Judicial Affairs Officer; or
    - d. Any grievance or complaint regarding questions of jurisdiction of the University Judicial Board.
- E. Review Procedures**
  1. The UAB shall:

- a. Consider the grounds for appeal as stated in the written request for appeal; and
- b. Review all materials of the hearing, including the tape of the hearing. This review can include a review of the process and procedures of the hearing;
- 2. The tape of the hearing shall be released only to the UAB. The tape may be reviewed by an involved party for the purposes of preparing an appeal only under the supervision of the JAO or a designee of the JAO.
- 3. The UAB may hold a closed hearing to review a case on appeal at its discretion.

**F. Decisions**

- 1. The UAB may:
  - a. Dismiss the appeal;
  - b. Affirm or reverse the decision on which the appeal is based; or
  - c. Alter the sanction imposed by the original hearing body:
    - 1) For appeals made by the party who has filed the charges, the sanction may be either increased or decreased;
    - 2) For appeals made by the party against whom the charges were filed, the sanction may be reduced; or
    - 3) If the UAB finds a party in violation who was previously found not in violation, the UAB may impose appropriate sanctions.
- 2. Decisions of the appeal body must be presented in writing to the parties involved within fifteen (15) working days of the receipt of the notice of appeal from the JAO.
- 3. The decision of the University Appeal Board may be appealed to the University President by any of the parties involved.

## XII. Amendment

**A. This document may be amended and revised only according to the following procedure:**

- 1. Any member of the University community, or any constituent body thereof, may propose amendments and revisions and submit them to the Student Life Committee of the Faculty Senate.
- 2. The Student Life Committee of the Faculty Senate shall review all proposed amendments and revisions forwarded to them and may accept, reject, or amend them. It will thereafter send its proposed amendments to the Student Senate for its advice which shall be rendered within thirty days.
- 3. The Student Life Committee of the Faculty Senate shall then submit any approved amendment or revision to the Faculty Senate. Upon approval, the Faculty Senate will submit the proposal to the President for referral to the Board of Trustees.
- 4. The Board of Trustees shall review all proposed amendments and revisions forwarded to it. It may approve the proposal, at which time it shall become effective (or on any date specified for it to become effective), or reject the proposal and return it to the President.
- 5. The University community shall be promptly informed of any new amendments or revisions.

- B. Repeal of Contradictory Policies** - This University Student Conduct Code shall supersede any existing disciplinary policies and procedures which are inconsistent with this document.

## SMOKE FREE ENVIRONMENT POLICY

(March, 1993)

Smoking is prohibited inside all University buildings applicable to local laws. **(See III.FF.)**

**Academic  
Regulations  
and  
Procedures**

# ACADEMIC REGULATIONS AND PROCEDURES

## 3.0 ACADEMIC REGULATIONS AND PROCEDURES

### 3.1 Academic Regulations

Academic regulations are discussed in both the Cleveland State University Undergraduate Bulletin and the Cleveland State University Graduate Bulletin. (Please refer to appropriate pages.)

#### 3.1.1 Grade Dispute

Once a grade has been submitted to the Registrar's Office, a faculty member may change it only because of an error in computation and only with permission of the dean. If an instructor and a student disagree on a grade issued the student may request a meeting with the faculty member and his or her superior whether it be chairperson or dean. If the matter is not resolved the issue then follows collegiate procedures and may come before a review committee. Finally, a recommendation is made to the University Admissions and Standards Committee of the Faculty Senate by the college. The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied.

#### 3.1.2 Policy on Academic Misconduct

Revised: April 1, 2000

Academic honesty is essential to maintain the integrity of the University as an institution and to foster an environment conducive to the pursuit of knowledge. The Cleveland State University Academic Community values honesty and integrity and holds its members to high standards of ethical conduct. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct. Academic misconduct refers to any fraudulent actions or behaviors that affect the evaluation of a student's academic performance or record of academic progress. It includes:

**Cheating** -- Fraudulent acquisition and/or submission of another's intellectual property. This includes but is not limited to the unauthorized giving or receiving of a copy of examination questions, the use of unauthorized or fabricated sources in carrying out assignments, and copying the examination answers of others.

**Plagiarism** -- Stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment.

Tampering – Altering through forgery, fabrication, deletion, and/or misrepresentation one’s own or another’s academic record. This includes but is not limited to the tampering of graded material, grade books, or electronic records of graded material and the misrepresentation of degrees awarded, honors received, or sanctions issued.

For the purpose of differentiating the degree of seriousness of acts of academic misconduct and the sanctions that should be imposed, the following definitions apply:

Minor Infraction -- Minor infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the grade of an individual class assignment or project of lesser (<25% of grade) importance. Multiple instances of minor infractions within a course or across courses constitute a major infraction.

Major infraction -- Major infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the overall course grade, such as a major/comprehensive exam, term paper or project, final grade evaluation, or academic standing and status. Major infractions automatically result in an entry on the student’s permanent record that the student has engaged in academic misconduct (see 3.1.2.A(2)(b)).

Allegations of cheating, plagiarism or tampering can be raised by any member of the University Community. However, appropriate action for alleged instances of academic misconduct, as spelled out in the procedures and sanctions sections below, should be conducted by the faculty member of record or the instructor (hereafter referred to as the faculty member) or the department chairperson or college dean (hereafter referred to as the academic administrator) in accordance with the circumstances. That individual will inform the student of all allegations and proposed sanctions immediately upon their determination. A resolution may be reached through an informal meeting between the faculty member or academic administrator and the student charged with academic misconduct, with the student satisfied that the allegation was accurate and that the sanction imposed was appropriate. If the student disagrees with the charge made by a faculty member or academic administrator, or with the sanction imposed, the disagreement will ordinarily be resolved through the normal academic channels of the department chairperson and college dean. If no resolution is reached at these levels, the student has the right to a hearing and resolution of the matter before the Academic Misconduct Review Committee (hereafter referred to as the Review Committee (see 3.1.2.(C)).

**A. Procedure**

1. At the time of the incident, the faculty member or academic administrator weighs the evidence and determines the appropriate sanction as specified in the sanction section of this policy. However, academic suspension or expulsion shall be invoked only by recommendation to and confirmation by the Review Committee (see 3.1.2.B(2)(b, c)).

- If the Review Committee confirms the recommended suspension or expulsion from the university, this recommendation is forwarded to the President of the University who may decide to support the recommendation or impose an alternate sanction.
2. If, after discussing the infraction with the student suspected of academic misconduct, a faculty member or academic administrator concludes that misconduct did occur, that individual will choose an appropriate sanction and inform the student in writing of the decision, the basis for the decision, and the penalty imposed.
    - a. If the misconduct is course-related, a copy of this letter shall be sent to the chairperson of the department in which the course is offered. If the infraction is not course related, the letter shall be sent to the chairperson of the student's major department.
    - b. For major infractions, the chairperson of the department will confirm in a mailed correspondence to the student the infraction and sanction. A copy of this letter shall also be sent to the College Dean and to the University Registrar. The Registrar will make an entry on the student's permanent record that the student has been disciplined for academic misconduct. This notation shall remain on the permanent record for a period of three years from the date of entry or until the student's graduation, whichever comes earlier. Thereafter, the entry is to be removed from the student's permanent record, from any existing copies thereof, and from all student files in which the notation may have been placed, provided that the student has not been found guilty of a second instance of academic misconduct.
  3. If, after meeting with the faculty member, the student feels that she or he is innocent of the charge or is being unreasonably penalized, the first redress is to the chairperson of the department in which the course is offered (for course-related misconduct) or to the chairperson of the student's major department (for misconduct that is not course related). The faculty member will coordinate a meeting between him/herself, the student, and the chairperson. The matter may be resolved at this level through informal discussion, with both faculty member and student presenting their cases.
    - a. If the chairperson concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the permanent record shall be removed and destroyed.
    - b. If the chairperson concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the chairperson may impose the recommended sanction. S/he will inform the student in a mailed correspondence of this decision. For a course-related infraction, a copy of the letter is also sent to the instructor of the course. In the case of a major infraction, a copy of the letter is also sent to the College Dean and to the University Registrar, who will make an entry on the student's permanent record as described above (3.1.2.A(2)(b)).
  4. If, after meeting with the chairperson, the student feels that she or he is innocent of the charge or is being unreasonably penalized, or the faculty member is not in agreement with

the chairperson's decision, the issue shall be submitted in writing by the chairperson to the dean of the college in which the course is offered. If the charge of academic misconduct does not involve a course, the issue shall be submitted in writing to the dean of the college in which the student is admitted. The dean will hear both the instructor and the student. The matter may be resolved at this level through informal discussion with both faculty member and student presenting their cases.

- a. If the dean concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the file shall be removed and destroyed.
  - b. If the dean concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the dean may impose the recommended sanction. S/he will inform the student in a mailed correspondence of this decision. A copy of the letter is also sent to the instructor of the course and the department chairperson. In the case of a major infraction, a copy of the letter is also sent to the University Registrar, who will make an entry on the student's permanent record as described above (3.1.2.A(2)(b)).
5. If after such prior proceedings the student or faculty member is dissatisfied with the findings, the sanction, or the nature of the notation in the student's file, the student or faculty member may, within 20 days of the student being informed in writing of the College Dean's decision, petition the Review Committee for a hearing. Neither the finding of misconduct nor the sanction previously suggested or imposed shall in any way limit the options available to the Review Committee, and the hearing shall be in the nature of a de novo proceeding. The burden of submitting all relevant evidence to the Review Committee is on the student, faculty member, or academic administrator petitioning for review. The Review Committee will not gather evidence to investigate the charge independently.
- a. If the Review Committee determines that no violation occurred, the notation placed in the file shall be removed and destroyed.
  - b. If the Review Committee finds that a violation has occurred, it shall impose the appropriate sanction as specified in the sanction section of the University Academic Misconduct Policy.
6. These rules shall not be applicable to professional schools at the graduate level which have adopted misconduct codes of their own which are consistent with high academic principles and the standards of their professions or their accreditation organizations.

## **B. Sanctions**

The sanction options listed in this section and the basis for invoking these sanctions are guidelines for the faculty member and academic administrators, designed to achieve uniformity throughout the University in dealing with academic misconduct. Options within infraction classifications are not mutually exclusive and may be employed in combination.

### **1. Minor Infractions**

- a. Reprimand -- A written statement of the student's violation of a University regulation placed in the student's disciplinary file within the major department and college.
  - b. "F" Grade on Assignment -- "F" grade on an individual assignment or project in which an incidence of academic misconduct occurred.
2. Major Infractions
- a. "F" Grade in the Course -- "F" grade in the course in which an incidence of academic misconduct occurred. The "F" grade is not open to the grade dispute process, having been reviewed by the department chairperson and made available for assessment by the Review Committee. A course in which an "F" is issued due to academic misconduct is not open to late withdrawal through college or university petition, having been reviewed by the college dean and having had the potential to be reviewed by the Review Committee.
  - b. Recommendation of Suspension -- Recommendation to the President for separation of the student from the University for a period of no less than one semester and not to exceed three (including Summer Semester). A student shall be suspended from the University only by Review Committee recommendation after consultation with the college in which the student is enrolled and with the support of the President. The President shall respond to the recommendation of the Review Committee within 5 working days of notification of the sanction. A second suspension may result in dismissal from the University, upon recommendation by the Review Committee.
  - c. Recommendation of Expulsion -- Recommendation to the President for a permanent separation from the University, without readmission to the institution. A student shall be expelled only by Review Committee recommendation after consultation with the college in which the student is enrolled and with the support of the President. The President shall respond to the recommendation of the Review Committee within 5 working days of notification of the sanction.

**C. Academic Misconduct Review Committee**

The Review Committee is a standing committee of two faculty members elected at large by the faculty, drawn from the entire University faculty, one student member of the University Judiciary, elected by the members of that body, and the Judicial Affairs Officer, as a non-voting, ex-officio member. The jurisdiction of the Review Committee is limited to academic misconduct grievances between a student and faculty member or academic administrator. In any matter brought before it the Review Committee, with due notice, shall hear the matter. The student charged shall have the right to be present, with or without counsel, and to examine all evidence and witnesses. The hearing will be closed to the public unless the student specifically requests in writing that it should be open. The Judicial Affairs Officer shall serve as the repository of the records of this Committee.

### 3.1.3 Credit by Examination

At Cleveland State University matriculated students can earn credit toward degree requirements through examination. The Credit by Examination program permits a student to begin college work at a level consistent with his or her academic background, to avoid repeating course material already mastered, to pursue a more flexible schedule, and to reduce the time required for graduation. Students may use the Credit by Examination program to demonstrate college level achievements and proficiencies acquired outside a university classroom. Most often this means knowledge gained by independent study, employment, specialized study courses, or honors courses in high school.

**A.** Cleveland State University recognizes four different types of examinations for credit.

- 1.** Advanced Placement Program. This is the oldest credit by examination program. It is offered under the auspices of the College Entrance Examination Board to high school students who have completed an official advanced placement course. Arrangements for testing are made through the high school in which the student is enrolled. CSU grants freshman year credit, (4-12 term credits), for each examination score of 3, 4, or 5. Credit is available in art, biology, chemistry, computer science, economics, English, foreign languages, history, mathematics, music, physics, political science, and psychology. A transfer student who received APP credit at another institution should have the official score report mailed directly to the CSU Admission Office.
- 2.** Departmental Examinations. Some departments at the University have developed end-of-course examinations for certain courses or learning sequences in the curriculum. The administration and grading of these examinations, as well as the level of achievement required for credit, are in the hands of the department chairperson. Questions about course examinations for credit should be directed to the appropriate department office.
- 3.** College Level Examination Program-General Examinations. This is a series of five comprehensive examinations developed under the auspices of the College Entrance Examination Board. CLEP-General Exams are administered at the CSU Counseling and Testing Center as well as at other testing centers across the country and by the Defense Activity for Non-Traditional Education Support. For a score of 500 or above, credit is granted as follows: Humanities, 12 term hours; mathematics, 4 term hours; natural sciences, 12 term hours; social science - history, 12 term hours. For a score of 500 and a satisfactory essay, 4 term hours are granted in English. Registration forms for the CLEP-General Examinations are available at the CSU Counseling and Testing Center, Rhodes Tower, Room 1235. A transfer student who received credit for the CLEP-General Exams at another institution should have the official score report sent to the CSU Admission Office along with his or her college transcript.
- 4.** College Level Examination Program-Subject Examinations. These are essentially end-of-course-examinations for thirty-five widely taught undergraduate courses. The examinations are administered at the CSU Counseling and Testing Center as well as at testing centers across the country and by the Defense Activity for Non-Traditional Education Support.

Examinations are available for courses taught in the departments of accounting, biology, business law, chemistry, computer and information science, economics, English, foreign languages, history, management, marketing, mathematics, political science, psychology, and sociology. Either 4 or 8 term hours of credit, depending upon whether the course covers one or two terms of work is available for each examination. With the exception of the mathematics examinations all CLEP-Subject Examinations are composed of an objective and an essay section. An objective examination score of 52 and, for most courses, the essay section approved by the department concerned is necessary for credit to be granted. Registration forms for the CLEP-Subject Examination and additional information about the examinations are available from the CSU Counseling and Testing Center, Rhodes Tower, Room 1235. A transfer student who received credit for CLEP-Subject Examinations at another institution should have the official score report and essay sent to the CSU Admission Office along with his or her college transcript.

**B. The following regulations apply to the Credit by Examination program:**

1. Credit is available only to matriculated degree seeking students.
2. Credit granted for successful completion of an examination will be entered on the student's permanent record as hours earned. A grade is not assigned.
3. If a student does not receive a score high enough for credit, no entry is made on the student's permanent record.
4. Credit will not be granted for areas of study or for particular courses in which a student has already earned or been granted CSU credit.
5. Credit will not be granted for a course if the student has previously earned or been granted credit for a more advanced course in a learning sequence.
6. Generally, CSU does not approve for credit the score made when an examination has been repeated.
7. CLEP credit may not be part of a student's final 45 term hours.
8. The maximum amount of credit for each type of examination is listed below:

Advanced Placement Program	no limit
Departmental Examinations	45 term hours
CLEP-General Examinations	44 term hours
CLEP-Subject Examinations	44 term hours

All students are urged to discuss their plans with their academic advisors before taking any examinations for credit.

**C. For graduate students, not more than one-half the credits required for the degree may be earned by a combination of examination and transfer.**

### 3.1.4 Grade Reporting

Each term the Registrar's Office sends to each college grade sheets and instructions. Grades are due in the Registrar's Office forty-eight hours after the completion of each final examination. Grades not returned on time will be recorded as double asterisk (\*\*) on the students' grade reports. The double asterisk (\*\*) will be changed to an NR if the grade sheet is not returned to the Registrar's Office by

the first date corrections are updated for the term. The NR grade is computed as an F in the term and cumulative average. The grade can be changed according to the regulations applying to I grades. If not removed, the grade remains an NR, carrying the same quality point value as an F. Graduate student's NR grades are not immediately computed as an F. However, if not changed in the prescribed time, the NR will become an F. Grades are to be delivered in person to the Registrar's Office, not through the U.S., mail or campus mail. The Vice Provost of the Undergraduate College, the Dean of the Graduate College, and the Provost are all notified of any instructors who fail to return grades by the deadline.

### 3.1.5 Incomplete Grade

The grade of Incomplete (I) is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. The grade of I will be changed to F if the student does not complete the remaining work by established university deadlines as follows: If the grade of I was assigned for a Fall, Spring, or Summer Term, the deadline is the last day of classes of the following term. If the grade of I was assigned for a Spring Term, the deadline is the Friday of the fourth week of classes of the following Fall Term. These deadlines apply both to undergraduate and graduate students. These deadlines apply whether or not the student is enrolled for the term during which the deadline falls. An earlier (but not a later) deadline may be assigned by the instructor. An extension of a university deadline date may be obtained only if approved by the College which offered the course.

There are two important conditions for giving an Incomplete:

1. the student can receive a passing grade if she or he completes all of the work of the course, and
2. failure to complete through no fault of the student.

Assignment of an Incomplete also assumes that the incomplete part of the course represents only some limited portion such as the final examination or a term paper or a laboratory report. The extent of the permissible deficiency would have to be left to the instructor. It should be assumed that the instructor is aware of the reasons for the student's failure to complete the work and has given permission for the student to make up the work. Failure of a student to appear for the final examination without an explanation to the instructor would not be sufficient ground for giving an Incomplete. In general the grade should be avoided except where it is clearly justified as in the case of illness or accident.

### 3.1.6 Releasing Information About Students

The Registrar's Office has available copies of the University policies dealing with the Family Privacy Act.

**Student  
Grievance  
Procedures**

# STUDENT GRIEVANCE PROCEDURES

## 3.2 STUDENT GRIEVANCE PROCEDURE

It is the policy of the University to provide students with an opportunity to seek redress of grievances, modifications of University policies, or amendments of University rules and regulations. No academic or disciplinary action shall result against any student who has filed a grievance in good faith in accordance with the procedure set forth below. In an effort to assist students in resolving their grievances, the University has established the following Student Grievance Board and process:

### 3.2.1 Student Grievance Board

Membership of the Student Grievance Board shall be constituted as follows:

- A.** Student Government President or his or her designee;
- B.** Student Bar Association President or his or her designee;
- C.** An undergraduate student appointed by the Student Appointments Board;
- D.** Dean of Students ex officio, non-voting;
- E.** Three faculty members to be appointed by the Faculty Senate Steering Committee to serve for two years;
- F.** If a Student Grievance Board member is a party to or could have a conflict of interest as a result of a complaint, that member shall not sit for that hearing. The remaining Student Grievance Board members shall select an individual from the same category (student, faculty, or administrator) for that hearing;
- G.** The Board shall elect its chair from among its members.

### 3.2.2 Jurisdiction

The jurisdiction of the Student Grievance Board shall include the following matters:

- A.** Any grievance or complaint alleging any policy, procedure, or practice that would be prohibited by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.
- B.** Any grievance or complaint regarding University administrative procedures, policies, or actions except:
  - 1.** Any matter concerning the awarding of a grade or the evaluating of performance on an examination (see individual college procedures);
  - 2.** Student employee grievance (see financial aid manual);
  - 3.** Academic misconduct (see Academic Misconduct Policy);
  - 4.** Appeals of decisions to the University Judicial Board;
  - 5.** Financial Aid Award decisions;
  - 6.** Appeals relating to academic program requirements;
  - 7.** Grievances against individuals.

- C. Any grievance or complaint alleging illegal discrimination caused by any University policy, procedures or practice.
- D. Any grievance or complaint alleging the deprivation of a right recognized in the Constitution or laws of the United States or the State of Ohio.

### 3.2.3 Procedure

- A. Complaint:** Any student may file with the Affirmative Action Officer or the Ombudsperson a written complaint, which shall include a statement of the grievance; the particular University regulations, policy, rule, or action at issue; the harm alleged to have been suffered by the complaining party; and the relief sought.
  - 1. Discrimination grievances: Complaints alleging some kind of prohibited discrimination shall be filed with the University Affirmative Action Officer.
  - 2. Other grievances: All other grievances covered by this section shall be filed with the University Ombudsperson.
- B. Informal Resolution:** Upon receipt of a written complaint, the University Ombudsperson or the University Affirmative Action Officer will see that the grievance is discussed informally (in an attempt to solve it) with the student and all involved parties, and subsequently with the appropriate supervisor, or vice president, if necessary, within three weeks. The University Ombudsperson or Affirmative Action Officer may inform the student that the case seems to have little merit. This opinion will not be forwarded to the hearing panel if the student wishes to proceed.
- C. Hearing**
  - 1. In the event that the student's grievance is not resolved informally, the grievance will be forwarded by the University Ombudsperson or the Affirmative Action Officer to the Student Grievance Board through the Office of the Dean of Students. Upon receipt of the grievance, that office shall forward it to the Student Grievance Board within three working days. The Student Grievance Board will hold a hearing within ten working days from the date of receipt of the complaint unless an involved party cannot be notified within the specified time frame (see 3.2.3.D.3) or unless all involved parties agree to an extension.
  - 2. If the Grievance Board determines that the substance of the grievance has been essentially dealt with in an earlier grievance, it may vote not to hold a hearing. It will then forward its decision to the President.
- D. Procedures:** At their residence or by personal service, involved parties will be notified of the time and place for the hearing in writing, by means that require a return receipt or some other signed acknowledgment of the date and time of the addressee's having received it. Such notice must be received at least five (5) working days before the date of the hearing.
  - 1. The student shall have the right to have a member of the University community as an advisor at the hearing.
  - 2. The hearing shall be closed to the public unless otherwise requested by one and agreed to by all involved parties. If, within three (3) working days of receipt of notice of the hearing, an involved party does not inform the Dean of Students of his

or her desire to have an open hearing, the right is deemed to have been waived.

3. Request for postponement must be received by the Dean of Students within three (3) working days prior to the hearing date.
4. The student will have an opportunity to present his or her grievance to the Board.
5. The University and any faculty member, staff member, or administrator involved shall have an opportunity to respond to the student's grievance, if desired, and shall have the right to have a member of the University community as an advisor at the hearing.
6. The Student Grievance Board shall deliberate and make a recommendation in writing to the President of the University within five working days. The recommendation shall include the vote and may include minority opinion(s) as well as the redress sought. Copies of the recommendation shall be sent to the Affirmative Action Officer or Ombudsperson, as appropriate, and to the concerned parties, and it shall be considered confidential.

**E. Final Determination**

1. The President of the University shall give written notification of her or his decision to the concerned parties, the Affirmative Action Officer or the Ombudsperson, and the Student Grievance Board within ten working days of receipt of the recommendation of the Student Grievance Board.
2. The President's decision shall terminate this process within the University.

## **STUDENT CONDUCT CODE**

Approved by the Student Life Committee of the Faculty  
Senate  
March 2000

Approved by the Faculty Senate  
April 2000

Approved by the Board of Trustees  
May 2000  
Effective: Fall 2000

**Revisions Approved by:**  
Student Life Committee of the Faculty Senate  
January 2001

Faculty Senate  
February 2001

Parental/Guardian Notification  
Approved by Board of Trustees  
February 2002

**Revisions Approved by:**  
Student Life Committee of the Faculty Senate  
August 2004

Faculty Senate  
September 2004

FERPA Revisions per Legal Affairs  
April 2004

## **ACADEMIC REGULATIONS AND PROCEDURES**

Revised April 2000

## **STUDENT GRIEVANCE PROCEDURE**

Adopted March 1996

The University reserves the right to alter these policies and regulations as are necessary and appropriate. These policies and regulations do not constitute all of the University rules and regulations. Please consult the Department of Student Life for policy changes.

Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

## **ADDITIONS**

Additional Definitions:

Section II. Definitions *eff. April 2004*

## **REVISIONS**

Revised Language:

IX.D. Hearing Procedures

IX.D.3 Decision *eff. April 2004*

XI. Appeal Process

XI.A. Rights *eff. April 2004*

XI.C. Procedures *eff. April 2004*

## **SECTION IX. University Judicial Procedures**

Change regarding the language of "72 hours" was approved by the Board of Trustees October 2004.