

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

The Division of Student Affairs

THE CODE OF STUDENT CONDUCT

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**Student
Conduct
Code**

**STUDENT CONDUCT
CODE**

A large, empty rectangular box with a thin black border, intended for the student to write their conduct code. The box is positioned below the title and occupies a significant portion of the upper half of the page.

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.

- 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

- 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 silure to retus osrual; or pr0.0006 Tw 7.98 0 0 7.98 1 atte1pting2.25oom wiON6

- 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

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

- 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 three (3) working days prior to the date and time of 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.**

E. Enforcement of Sanctions

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

~~Appeal Process~~ Student Conduct

- 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.

- 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

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 student's major department is located. If the student is not satisfied with the decision of the chairperson, the student may appeal to the University Registrar. If, after meeting with the chairperson, the student is not satisfied, or if the student is found guilty of a second instance of academic misconduct, the student may appeal to the University Registrar.

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

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,

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:

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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**

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

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 al

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.