Central State University welcomes eighth president

Dr. Cynthia Jackson Hammond

The Essence of a Marauder Man and Woman

“Service, Protocol, Civility”
CENTRAL STATE UNIVERSITY

"Change is Central"

Student Handbook
2012-2013
INTRODUCTION
Central State University aspires to create an academic environment grounded in intellectual discovery and guided by the three tenets of civility, protocol, and service. Within our learning community we endeavor to act on our core values of honesty, hardwork, caring, and excellence. This Code of student conduct is intended to ensure that students, as members of our community, and their organizations conduct themselves in accordance with these values. This Code thus creates a set of expectations of student conduct, ensures a fair process for determining responsibility when student behavior may have deviated from those expectations and provides appropriate sanctions when a student or student organization has violated the Code.

It is the responsibility and the duty of every student to become acquainted with the contents of the Student Handbook, specifically the Student Code of Conduct. Every student is presumed to have knowledge of the Student Code of Conduct and to agree to abide by the Code as a condition of his or her enrollment. Copies of the Student Handbook will be provided to each incoming new student and will be generally available in the Offices of the Dean of Students, Public Safety, Student Affairs and Enrollment Management, and on-line at:


ZERO TOLERANCE POLICY
Central State University maintains and strictly enforces a policy of zero tolerance with regards to fighting, the use, possession and/or distribution of illicit drugs, and the possession of dangerous weapons, firearms, and explosives. If a student is found guilty of using, possessing, selling or distributing illegal drugs; initiating a fight, or using any object (weapon) with the intent to cause harm, the minimum sanction will be suspension from the university for one (1) academic semester, and where appropriate will be referred to local policing authorities for criminal prosecution. Suspension from the University for a violation of the zero tolerance policy may result in the cancellation of the accused student’s housing contract, loss of tuition and fees, grades attempted, and denial of a housing contract in the future. If a student is found guilty of drug distribution or the possession of dangerous weapons, firearms, or explosives, the maximum sanction may result in expulsion from the University.
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Message from the 
Vice President for Student Affairs 
and Enrollment Management

Greetings CSU Students,

On behalf of the Student Affairs Division, we are delighted to welcome you to Central State University. First and foremost, student well-being is our highest priority at Central State, and it is our desire to establish a partnership with you by working together to help you realize your goals and aspirations. Students are the reason we are here. We understand that, and we ask for your patience, support and advice as we continue to work to provide a quality educational experience.

It is important for you to know that Central State students are recognized as more than just a number or consumer. Your growth and development is a life-long learning process and not something that is temporary or short lived. All of the services we provide in Student Affairs will address this fact.

Being a part of your community adds new experiences and enhances a student’s education and life. The community is a living and learning environment full of “teachable moments”. It teaches valuable lessons about self and others that cannot be fully taught in the classrooms or found in textbooks. Some lessons must be lived. It is our role in Student Affairs to assure that these experiences do not merely supplement your college experience; rather, they are substantial and a significant part of the college education in and of itself.

At Central State, we tell our students that in addition to excellence in the classroom, there is another side of the University experience that will shape their lifestyles and values. We remind students that some things are not for sale—like core values of decency, hard work, integrity, a sense of right and wrong, and treating others the way you want to be treated.

We are happy that you have chosen to receive your higher education at Central State University. The Student Affairs staff and I look forward to working with you throughout this school year and others to follow.

Sincerely,

Jerryl Briggs, Sr., Ed.D.

Vice President
Message from the Dean of Students

Dear Students,

Welcome to Central State University and the Marauder family! The Marauder family is composed of distinguished students, scholarly faculty members, professional staff, and caring administrators, all of whom are ready, willing, and able to provide you with the support and assistance you need to meet your personal and academic goals. As you embark upon your collegiate career, it will prove to be a very exciting journey and you can expect to grow and develop professionally, intellectually, and socially.

As the Dean of Students, my goal is to provide you with the guidance and support you need to learn and grow in a safe, nurturing, and culturally enriched environment. I strongly encourage you to become involved in the array of co-curricular programs and leadership opportunities available at CSU. By doing so, you develop lifelong learning skills and experiences, enrich your physical, spiritual, social, emotional, and vocational growth, and last but certainly not least, you contribute to the overall quality of the CSU community.

By joining the Marauder family you will be expected to adhere to CSU’s core values, abide by CSU’s community standards, and exhibit CSU’s Marauder pride along with the 5 C’s of campus citizenship. Please take time to familiarize yourself with your Student Handbook as it provides information on the rich culture, customs, and traditions of the University. It also outlines the basic standards of conduct and your rights and responsibilities as a member of the campus community.

If I can ever be of service to you, please do not hesitate to stop by my office.

Best Wishes,

Rita X. Myers
Dean of Students
PRESIDENT’S CABINET

President

Dr. Cynthia Jackson-Hammond

*Interim, Provost and Vice President for Academic Affairs*

Dr. Patrick Liverpool

Vice President of Student Affairs and Enrollment Management

Dr. Jerryl Briggs

Vice President for Institutional Advancement

Mr. Anthony Fairbanks

*Interim, Vice President for Administration and Chief Financial Officer*

Mr. Daarel Burnette

Vice President for Information Technology

Dr. Donald Steward

*Interim, Director of Athletics and Student Wellness*

Mr. Jahan Culbreath

UNIVERSITY DEANS

Dean of Students

Ms. Rita X. Myers

Dean of Enrollment Management

Mrs. Phyllis Jeffers-Coly

Dean College of Humanities, Arts and Social Sciences

Dr. Lovette Chinwah

Dean College of Science and Engineering

Dr. Subramania Sritharan

Dean College of Business

Dr. Charles Showell

Dean College of Education

Dr. Reginald Nnazor

Dean of CSU-Dayton

Dr. Kaye Mason Jeter

*Interim Associate Dean of University College*

Ms. Stephanie Krah
CSU DAYTON

Central State University has been providing higher education to the residents of Ohio for 122 years, and we have had an academic presence in the Dayton community since 1973. We are committed to contributing to the success of the region by providing an excellent and affordable higher education. Our move to 840 Germantown Street near downtown Dayton has provided a permanent, conveniently located home for Central State University-Dayton, enabling us to expand course offerings and better serve the Dayton region.

We offer an excellent academic program designed to help area residents respond to the state’s economic challenges through educational development. To provide access to higher education and beyond we are:

- Offering courses leading to selected baccalaureate degrees
- Teaching more courses in degree related areas
- Increasing access by offering distance education
- Partnering with Sinclair Community College to enable the seamless transfer of credits toward a four-year degree
- Increasing the number of general education and elective course offerings
- Diversifying class starting times
- Creating opportunities for student seminars with a focus on personal and intellectual development along with career counseling and internship opportunities
- Strengthening our engagement with the local community

The supportive academic environment at Central State University-Dayton encourages student success. It also incorporates the core values of Central State University—honesty, hard work, caring, and excellence.
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<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>(937) 376-6431</td>
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<tr>
<td>Admissions</td>
<td>(937) 376-6348</td>
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<tr>
<td>Athletics</td>
<td>(937) 376-6681</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(937) 376-6123</td>
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<tr>
<td>Cash Management</td>
<td>(937) 376-6343</td>
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<tr>
<td>Career Services</td>
<td>(937) 376-6493</td>
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<tr>
<td>Center for Academic Success</td>
<td>(937) 376-6419</td>
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<tr>
<td>Center for Student Opportunities</td>
<td>(937) 376-6671</td>
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<tr>
<td>College of Humanities, Arts and Sciences</td>
<td>(937) 376-6324</td>
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<tr>
<td>College of Business</td>
<td>(937) 376-6441</td>
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<tr>
<td>College of Education</td>
<td>(937) 376-6175</td>
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<tr>
<td>College of Science and Engineering</td>
<td>(937) 376-6033</td>
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<tr>
<td>Counseling and Disability Services</td>
<td>(937) 376-6649/6479</td>
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<tr>
<td>CSU Dayton</td>
<td>(937) 224-4CSU (4278)</td>
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<tr>
<td>Dean of Students</td>
<td>(937) 376-6387</td>
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<tr>
<td>Financial Aid</td>
<td>(937) 376-6579</td>
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<tr>
<td>Greek Affairs/Judicial Affairs</td>
<td>(937) 376-6567</td>
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<tr>
<td>Health Services Center</td>
<td>(937) 376-6134</td>
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<tr>
<td>Human Resources</td>
<td>(937) 376-6540</td>
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<tr>
<td>Institutional Advancement</td>
<td>(937) 376-6373</td>
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<tr>
<td>Information Technology</td>
<td>(937) 376-6476</td>
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<tr>
<td>Library and Media Services</td>
<td>(937) 376-6106</td>
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<tr>
<td>Mercer Cafeteria</td>
<td>(937) 376-6020</td>
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<td>Payroll</td>
<td>(937) 376-6367</td>
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<tr>
<td>Police and Safety</td>
<td>(937) 376-6368</td>
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<tr>
<td>President’s Office</td>
<td>(937) 376-6332</td>
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<tr>
<td>Public Relations</td>
<td>(937) 376-6142</td>
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<tr>
<td>Registrar</td>
<td>(937) 376-6231</td>
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<tr>
<td>Residence Life</td>
<td>(937) 376-6368</td>
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<tr>
<td>Retention &amp; Student Success</td>
<td>(937) 376-6419</td>
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<tr>
<td>Student Life and Development</td>
<td>(937) 376-6414</td>
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<td>Student Affairs</td>
<td>(937) 376-6387</td>
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<tr>
<td>Student Government Association</td>
<td>(937) 376-6443</td>
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<td>Student Support Services</td>
<td>(937) 376-6182</td>
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<td>Title III</td>
<td>(937) 376-6301</td>
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<tr>
<td>Transportation</td>
<td>(937) 376-6449</td>
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<tr>
<td>University College</td>
<td>(937) 376-6341</td>
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<tr>
<td>Upward Bound</td>
<td>(937) 376-6496</td>
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<tr>
<td>WCSU Radio Station</td>
<td>(937) 376-6371</td>
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</tbody>
</table>
About Central State University

The institution now known as Central State University originated on March 19, 1887, when the Ohio General Assembly passed an act establishing a Combined Normal and Industrial Department at Wilberforce University, which had been founded before the Civil War. Although associated with Wilberforce University, the Combined Normal and Industrial Department was considered a separate entity with its own Board of Trustees. The Department’s objectives were to provide teacher training for Blacks, to initiate technical training programs, and to stabilize these programs for minority students by assuring a financial base similar to that of other state-supported institutions.

In 1941, the General Assembly expanded the Combined Normal and Industrial Department (which offered two-year courses) into College of Education and Industrial Arts, providing four-year college programs. In 1947, the College of Education and Industrial Arts began independent operation. It continued its programs in teacher education, industrial arts, and business, and began offering a four-year liberal arts program under the name of Wilberforce State College. In 1951, the legislature provided the name of Central State College, and in November 1965, Central State University was granted University status.

Central State University is unique as Ohio’s only public Historically Black University. The enacting legislation declared that the Combined Normal and Industrial Department would be “open to all persons of good moral character,” and Central State has upheld that mandate while maintaining its historical concern for African-American youth of Ohio, the nation, and throughout the world. During its first decades, Dr. Charles H. Wesley, who had been president of Wilberforce University prior to 1947, led Central State. On September 1, 1997, the Central State University Board of Trustees named John W. Garland, Esq., ’71 the seventh president of the University.

Central State University grants degrees through the College of Humanities, Arts and Sciences, the College of Business, the College of Education and the College of Science and Engineering. Seeded in rich tradition, prepares students for leadership and service in an increasingly complex and rapidly changed world. The year 2011 marks the 125th anniversary of Central State’s pursuit of a culture of merit and excellence.
MISSION

Central State University, as Ohio’s only public Historically Black University, academically prepares students with diverse backgrounds and educational needs for leadership and service in an increasingly complex and rapid changing world. As an open access institution, the University fosters academic excellence through a strong liberal arts foundation and majors in selected professional fields.

Central State University is dedicated to:

• providing a nurturing and culturally enriched learning environment;

• stimulating in students an intellectual curiosity and a continuous search for knowledge;

• teaching students to think critically and communicate effectively, instilling in students an aspiration for excellence through teaching, service, and scholarly research;

• preparing students to address the challenges of a technologically-oriented world;

• providing quality educational programs in scientific and technological fields;

• offering programs with multicultural and global perspectives;

• reaching underserved populations, and collaborating with other educational institutions, business organizations and government agencies to enrich learning experiences and educational opportunities for students.
CENTRAL STATE’S CORE VALUES

As a member of the Central State University community, students are expected to live the University’s four core values of Honesty, Hard Work, Excellence and Caring. Additionally, students are expected to demonstrate integrity, high moral standards and promote good citizenship. Students must understand that they represent the University at all times and must uphold the University’s Student Code of Conduct and encourage fellow Marauders to do the same.

COMMUNITY STANDARDS

- Students are expected to respect and show appreciation towards the University property, faculty, administration, staff and other students at all times.

- Students are expected to understand that appropriate dress attire is required at all times and that males are expected to remove head attire when entering a room or building (unless worn for religious reasons).

- Students are expected not to talk or move about during the singing/playing of the Alma Mater and the national anthem.

- Students are expected not to participate in any inappropriate behavior such as obscene language, lewd behavior, or other university infractions that are outlined in the CSU Student Handbook.

- Students are expected to understand academic honesty and integrity is required at all times.

- Students are expected not to consume, possess or traffic illegal drugs, alcohol or any other illegal substance.

- Students are expected to understand that possession of any weapon warrants expulsion.

- Students are expected not to engage in any physical altercations or verbal abuse with any persons on or off campus.
Character
Central State University holds as its central purpose the academic and social development of its students. Personal integrity and character both inside and outside of the classroom are inherent elements of Central State University. Members of the CSU community are expected to commit to the highest standards of personal honesty and ethical behavior.

Community
Membership in the Central State University community includes being involved and responsible members of not only the university community, but also the local Wilberforce-Xenia community and the global community. All members of the CSU community are expected to be responsible community members, to show appreciation for diversity and to represent the values of the CSU community.

Citizenship
Members of the Central State University community contribute to the advancement of society, both now and for future generations. Such a commitment to the public sphere can have many expressions, such as voting, recycling, volunteering and service learning. Central State University citizens must give more than they take. They are responsible citizens both on and off-campus, foster community involvement, become engaged citizens acting for the public good, respect university property and the property of others.

Civility
The Central State University community is an open forum involving the free exchange of ideas and scholarly discourse. For free and open exchange to occur, members of the CSU community are expected to embrace civility in communication at all times.

Commitment
Sincere and true commitment is practicing your beliefs and values. Once you have committed yourself to becoming a community member at Central State University, you commit to hold yourself and your fellow CSU community accountable for these values.
CENTRAL STATE TRADITIONS, CUSTOMS AND PRACTICES

The nature of a college or university is as much a matter of its culture – its traditions, ceremonies, customs, and practices – as its organizational structures, policies, and practices (Kuhand Associates, 1991). Central State University has a particularly rich culture. Through cultural perspectives, such as ceremonies, traditions, customs, and practices, one may better understand the uniqueness of the university. Below are certain cultural artifacts of Central State University. More exist and others will be created as the University continues to evolve. Embellish these cultural artifacts, but also get involved and participate in them.

**New Student Orientation (NSO):** Held each semester and designed to introduce new students and their parents to the academic and co-curricular programs vital to their successful transition to Central State University.

**Welcome Week:** A week of activities and events held the first week of classes and sponsored by the Student Government Association to welcome back the return of all students to the University.

**Freshmen Convocations:** Freshman Convocation is a wonderful tradition at CSU. It is designed as an opportunity to convey to students the significance of their educational endeavor, service to the greater community and the commitment of the university to support them in the achievement of this goal – within the classroom and without! The program communicates to students their roles both as people who learn from others and as people who contribute to the vitality of the University. It is also a celebration of university life and the traditions of Central State University.

**Homecoming:** Homecoming is celebrated at Central State University during the fall semester. A week-long series of events, Homecoming culminates with a fierce intercollegiate football competition, usually followed by a rousing concert. During this spirited event, alumni, students, faculty, staff, and friends of the university gather together for the parade, reunions, tailgate parties, and other thrilling events.

**Mr. & Miss Central State University and the Royal Court Coronation:** Each academic year, students elect Mr. and Miss Central State University and the Royal Court attendants based on talent and certain qualifications as articulated in the Student Government Association Constitution. They are presented formally to the University community in a coronation, which is typically held during the week of Homecoming in October.

**Black History Month:** A month long of programs and events held during the month of February that focuses on the accomplishments of African Americans.
**Charter Day Convocation:** The University formally celebrates its founding during the Charter Day Convocation. Charter Day Convocation, which is typically held in March, honors the founding of Central State University and the people important to its beginnings.

**Honors Day Convocation:** Central State University recognizes the scholastic achievements of its students throughout the academic year. One such time is the Honors Day Convocation, which is held during the spring semester in April. A formal ceremony, academic awards are presented to students meeting certain criteria.

**Commencement:** A revered formal ceremony, commencement exercises are held once each year during the month of May. It is a rite of graduation for the men and women who have met all of the criteria to receive a degree from Central State University.
The Alma Mater is the institution’s revered hymn. Through song, it conveys what is ideologically special about Central State University. Given its importance, during the alma mater, students and others are expected to stand and to be respectful by acting in civil and non-disruptive manners. Men are expected to remove their hats during the alma mater.

**Our Alma Mater**

O Central dear, we sing of thee, Maker of Men who’re free,
We build in deeds by greater name; We spread thy lasting fame,

O Alma Mater, Hail to thee, Builder of Women to be,
We build for thee in heart and mind. We seek thy grace divine.

O speak to us and we shall hear, Thy voice so near, so clear.
And as we sail the future’s sea, Through the years we’ll sing of thee.

**Chorus**

O Central mine, we’ll sing of thee, Truth and right our song shall be.

Our Alma Mater guides us and it’s great,

For God, For Central, For State!

Words by Dr. Charles H. Wesley
Music by Annye R. Dawson ’47
University Colors
The colors of Central State University are maroon and gold. The color maroon connotes the fierce, unbroken spirit of those Africans who escaped from slavery and established their own communities, typically in remote, inhospitable areas throughout the Americas. These maroons, as they were called, were at the forefront of the resistance to slavery. The color gold is the universal color of wealth and prosperity. It signifies not only material wealth but also the wealth of knowledge gained through higher education. Students are encouraged to wear these colors to university intercollegiate activities, pep rallies, appropriate Homecoming activities and many other informal events to demonstrate school pride and spirit.

University Mascot
The “Marauder” is the official mascot of Central State University. According to legend, marauders were African pirates who raided slave ships during the middle passage and freed fellow Africans from a life of bondage in the Americas. They were men and women who knew that power was in their hands to make a difference; and they did make a difference.

APPROPRIATE ATTIRE and DRESS CODE POLICY
As an academic institution, Central State University engages students in pre-professional, academic, and social learning experiences. It stimulates the student’s awareness and appreciation of accepted societal expectations with regard to professional and personal preparation, appearance, and judgment. In accordance with the goals and objectives of Central State University, to prepare students to competitively compete in the professional work force upon graduation, the University sets for the following policies which govern appearance and dress for all occasions in the Central State University community.

- Undergarments may not be worn as fashion statements on campus. All undergarments must be covered by appropriate outer clothing at all times.

- Slacks, jeans and shorts may be worn with appropriate fittings (belts, suspenders, etc.). Baggy or loose fitting slacks, jeans, and shorts which hang from the hips and buttocks are never described as professional and are therefore unacceptable.

- Shorts, skirts, and dresses of varied lengths may be worn. To determine appropriate length, one must consider appearance when sitting or standing. Shorts, skirts, and/or dresses should never expose the upper thigh or lower buttocks. Length of the shorts, skirts, and dresses can be determined by extending the arm down toward the knee. No hem line should be shorter than your fingertips when your arm is extended.

- Splits in skirts and dresses may be worn. The appropriate length of the split will meet the fingertip when extended down the body.
- Hats, caps, hoodies, do-rags, and/or head coverings (unless for religious reasons) should never be worn, by males or females, while in an administrative, academic or residential building. Ladies may wear hats during appropriate formal occasions. Hats and caps may be worn during athletic events.
- Shirts must be worn by males at all times. At no point in time should males be seen on campus without a shirt.

All shirts, tops, and blouses must fully cover the upper body. Half shirts, tube tops, and halter tops may not be worn. Blouses and dresses may be cut in the neckline areas. Necklines, however, that expose cleavage and/or bust line may not be worn.

Clothing with derogatory, offensive and/or lewd messages either in words or pictures may not be worn.
STUDENT RIGHTS and RESPONSIBILITIES

Central State University seeks to maintain the following standards as a means of preserving student rights and responsibilities. In order to provide an atmosphere conducive to the pursuit of knowledge, basic rights and responsibilities must be understood, guaranteed, and reinforced by every member of the University community. The University’s responsibility extends to all students enrolled. Students found responsible of serious or repeated violations of University standards may receive a maximum penalty of dismissal from the University. The following is not intended to restrain the activities of students and members of the University community. They are intended, however, to assure an orderly fashion of life on Central State University’s campus and to give every student an equal and orderly opportunity to pursue an education.

Student Rights

- A student has the right of respect for personal feelings; the right of freedom from indignity of any type; the right to a high quality education; and the right to make the best use of time and talents toward reaching his/her educational goal.
- A student has the right to exercise freedom of religion, freedom of speech, freedom of the press, and freedom of peaceful assembly and petition.
- A student has the right to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of students. The right to participate in Student Government and other student self-governing bodies which provide channels of communication and means for using democratic processes to solve problems.
- A student has the right to conduct oneself off campus without specific restrictions imposed by the University except for violations of University policies or when one’s conduct impacts or poses a continuing threat to the University community. Violations of laws and unbecoming conduct off campus may be interpreted as impacting or posing a threat to the University community. Disciplinary action, including but not limited to, the revocation of off-campus living privileges or expulsion from the University, may result from such violations or conduct.
- A student has the right to have access to review all such documents that constitute the personal permanent record maintained by the University with the exception of items supplied to the University in confidence, the right to have all disciplinary records purged when deemed inactive, and the right to privacy of one’s education records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- A student has the right to be free from discrimination, including harassment, on the basis of race, color, creed, national or ethnic origin, ancestry, religion, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, military or veteran status in accordance with federal, state, and local laws.
- A student has the right to personal privacy except as otherwise provided by law and University policy.
- A student has the right to be assured procedural due process when under investigation or during a hearing for alleged violation of the Student Code of Conduct. A student has the right to written notice of the alleged infractions; sufficient time, as defined in the judicial procedures, to prepare a defense; opportunity to question witnesses who participate in the hearing; assurance that the decision concerning responsibility or lack
thereof shall be made only on the basis of introduced information; and provision for appeal.

**Student Responsibilities**

- Students have the responsibility to be fully acquainted and comply with the published *Student Code of Conduct* and Academic Honor Code and Dishonesty Policy in its entirety.
- Students have the responsibility of assuming the consequences of one’s own actions, and of avoiding conduct detrimental in its effect upon fellow students and the University community. Central State students are expected to conform at all times to a standard of conduct both on and off campus which will reflect credit upon himself, the University, and the student body. A student has the responsibility to comply with the policies of the Code as well as all federal, state, and local laws, and all University policies and procedures.
- Students have the responsibility to understand that student actions reflect upon the individuals involved and may have consequences for the entire University community.
- Students have the responsibility for seeing that the essential order of the University is preserved. There can be no assembly or gathering which interferes with the educational programs of the University and/or which violates University regulations or violates statutes governing unlawful assembly.
- Students have the responsibility for becoming fully acquainted with the University Catalog, Student Handbook, and other published policies for the guidance of students at Central State University.
UNIVERSITY POLICIES

ALCOHOL and ILLICIT DRUGS
Central State University is considered a “dry campus” which means that alcoholic beverages are not allowed on campus. The University shall not permit on its premises or at any activities which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. The State of Ohio Liquor Control law prohibits the purchase, possession, or consumption of alcoholic beverages or beer by persons under the age of 21 years. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Central State University shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a STUDENT, the disciplinary action may include, but shall not be limited to, suspension or expulsion. Any VISITOR engaging in any act prohibited by this Policy shall be called upon to immediately vacate the campus/premises.

Regulations
1. No signs or advertisements for events being held on or off campus mentioning alcoholic beverages may be posted or used on campus property. All student organizations are prohibited from promoting any event that promotes the use or sale of alcoholic beverages.
2. Empty alcoholic beverage containers (e.g., beer cans, kegs, and liquor and wine bottles) are prohibited. This includes any empty alcoholic beverage containers, cartons, box cartons, etc. which have been mutilated or changed into posters or wall hangings.
3. The consumption of beverages with alcohol content and/or the possession of such beverages on campus grounds or in University buildings are prohibited and penalties will accompany violations.

The University may conduct searches for illegal drugs or alcohol on campus based on reasonable suspicion. This might include rooms in the residence halls and personal vehicles parked on University property.

CENTRAL STATE COMMITMENT TO SUBSTANCE ABUSE:
Central State University will provide Alcohol and Drug Awareness Education to the student body. Our goal is to provide education for prevention and to provide intervention when necessary. As part of our efforts to promote a drug-free campus, CSU will sponsor several programs/activities during the year to include, but not be limited to: programming for new incoming students during Freshmen Academy/Pirate Week, a week-long series of drug prevention programming during National Collegiate Alcohol and Awareness Week; and various seminars, activities and events conducted with speakers, literature, lectures and films.
STUDENT COMPLAINT POLICY

Central State University is committed to respecting all members of our university community and providing a quality educational experience for all students. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of all students are addressed fairly and are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students may file complaints through the Student Complaint Policy procedures if their problem, issue, or concern is not governed by other Central State University complaint or appeal procedures.

If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the Dean of Students Office. After consulting with the student, the Dean of Students or representative will direct the student to the most appropriate procedure. Complaints related to sexual harassment, racial discrimination, and other harassment related behaviors should be filed with Human Resources (faculty/staff) or Dean of Students (students). If the complaint involves the behavior of another student, the student can choose to file a Student Code of Conduct report with the Dean of Students office.

Procedure
Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

1. A student complaint form should be submitted to the Dean of Students office. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within five (5) business days of the alleged conflict or action.
2. Upon receipt of a completed form, a conference will take place with the student and either the Dean of Students or his/her designee.
3. The Dean of Students or his/her designee will notify appropriate persons and request any information or documentation needed to resolve the complaint.
4. The Dean of Students or his/her designee may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action required to resolve the complaint.
5. A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.
6. All relative documentation and possible outcomes must be submitted by the student or other appropriate persons within ten (10) business days of the date the complaint is filed.
7. When possible, the final resolution (or a finding of "unresolved") will be filed in the Dean of Students office within fifteen (15) business days of the date the complaint is filed. If there are circumstances
requiring an extension of this deadline, the Dean of Students or his/her designee will notify the parties involved.

8. If the student is not satisfied with the outcome of the complaint, the matter including all relative documentation will be referred to the appropriate Vice President of the President’s Cabinet with oversight of the unit/department/individual involved.

9. The decision of the Vice President will be final.

10. Final decisions will be delivered to the student via written communication.

11. A student has the right to withdraw a complaint at any time during the process. The withdrawal must be submitted in writing and must include the reason for withdrawal.

**Tracking and Record Keeping**

- The Dean of Students will maintain a tracking log of all complaints filed including the following:
  - The date the complaint was first formally submitted.
  - The nature of the complaint (e.g., dispute about a grade, unsatisfactory service provided).
  - The steps taken by the institution to resolve the complaint.
  - The institution’s final decision regarding the complaint.
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law which governs access to students’ educational records. This law grants students guaranteed access to their educational records; such access includes the right to inspect and review educational records, the right to obtain copies of the records (copying fee may be charged), and the right to challenge or supplement information on file in order to prevent flawed interpretation. Certain records (i.e., medical records) are not deemed to be educational records and are therefore not accessible to students. Additionally, the disclosure of “personally identifiable information” to third parties without the prior written consent of the student is prohibited. Exception to this policy may be made only for University officials and others with a legitimate educational interest. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University may disclose directory information (student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, etc.) to third parties unless the student notifies the University to the contrary. For additional information on the Family Educational Rights and Privacy Act (FERPA) and the process for which to gain access to your educational records, you may contact the Registrar’s Office or visit the website at http://www.centralstate.edu/current/registrar/PDF/CSU_FERPA_Policy.pdf

Provisions under FERPA that are exempt which permit the institution to disclose certain information from a student’s educational records to parents include the following:

1. If a health or safety emergency involves their son or daughter.
2. When a student under the age of 21 has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
3. Information from law enforcement unit records. Records created and maintained by Central State University campus police for law enforcement purposes are exempt from the privacy restrictions of FERPA.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central State University to comply with the requirements of FERPA can be made with the federal office that administers FERPA:

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
CSU TITLE IX COORDINATORS

It is the policy of Central State University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Central State University ("CSU"). While compliance with the law is everyone's responsibility at CSU, listed below are the staff members who have primary responsibility for Title IX compliance.

TITLE IX COORDINATOR

Rita X. Myers
Dean of Students
1400 Brush Row Road
P.O. Box 1004
Wilberforce, Ohio 45384
(937) 376-6387
rmyers@centralstate.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX Compliance at the University, including Title X investigations, coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

TITLE IX DEPUTY COORDINATORS

For faculty, staff and visitors:

Kimberly Manigault
Director, Human Resources
1400 Brush Row Road
P.O. Box 1004
Wilberforce, Ohio 45384
(937) 376-6018
KManigault@centralstate.edu
If you have a complaint against a CSU faculty, staff member or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact Human Resources. The Director of Human Resources is responsible for Title IX compliance for matters involving faculty, and staff, including training, education, communication, and administration of the grievance procedure for all complaints against faculty, staff and visitors, including complaints filed by students.

**For Athletics:**

LaShaunta Jones  
Senior Women’s Administrator in Athletics  
1400 Brush Row Road  
P.O. Box 1004  
Wilberforce, Ohio 45384  
(937) 376-6617  
LJones@centralstate.edu

**Complaints against CSU Students and Employees in Athletics**

If you have a complaint against a CSU student, coach or administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the offices listed above, or you may contact LaShaunta Jones, Senior Women’s Administrator in Athletics, who will facilitate the handling of the complaint with the appropriate office.

**Gender Equity in Athletics**

If you have a complaint about gender equity in CSU athletics programs, you should contact LaShaunta Jones, Senior Women’s Administrator in Athletics, who is responsible for Title IX Compliance in matters related to gender equity in CSU athletics programs.

**ADDITIONAL RESOURCES**

**Sexual Assault**

To file a complaint of sexual assault, you may contact one of the offices above, depending on whom the complaint is against (faculty/staff, visitor or student) and you may also contact:

**Central State University**  
**Department of Public Safety**  
1400 Brush Row Road  
P.O. Box 1004  
Wilberforce, Ohio 45384  
(937) 376-5111 (non-emergency)  
911 (emergency)
ACADEMICS ARE CENTRAL

ACADEMIC AFFAIRS

Central State University academic divisions and faculty are committed to the University’s mission and devoted to providing excellent student educational experiences. Central State University offers undergraduate programs in five colleges, as well as a Master’s Degree in Education. The five (5) academic colleges are: College of Business, College of Humanities, Arts & Social Sciences, College of Education, and College of Science and Engineering. Supportive programs and services designed to prepare students that plan to pursue further studies in graduate school as well as those who desire to begin careers immediately after graduation are available. Through the various divisions, internships are available for students to develop skills in the major areas, thus enhancing their employment opportunities upon graduation. For more information on the degrees offered please consult the Course Catalog or visit our website at www.csu.edu

ACADEMIC SUPPORT SERVICES

University College
Halle Q. Brown Library, Lower Level
(937) 376-6341

The University College is a student-centered unit charged with providing the structure and support needed to enable all first-time freshmen and transfer students with fewer than 30 semester hours to successfully transition first into Central State, and then into the college of their declared major. It offers learning and living experiences for all first-time students regardless of their academic preparation when entering Central State. It is designed to assist students in developing positive relationships with faculty, staff, and other students that will foster a strong academic and co-curricular foundation at CSU and provides programs for students to learn the skills, habits, and dispositions they need to achieve academic success.

Academic Advising and Assistance
Halle Q. Brown Library, Lower Level
(937) 376-6110

Academic advising is an integral component of the educational process at CSU. Advising is a shared responsibility of faculty advisors, the professional advisors and the student. Students may seek assistance
from an assigned academic advisor in planning their schedules, checking their progress toward completing graduation requirements and helping them in the long-range planning of their programs.

**Learning Skills Center**  
Halle Q. Brown Library, Lower Level  
(937) 376-6389

The Learning Skills Center Skills provides development and tutorial services, academic enrichment workshops in both group and individual sessions to help students improve their academic performance. The staff also provides advising services to new freshmen who need additional academic support.  
Tutoring is available: Monday –Thursday: 9:00 a.m. – 8:00 p.m. and Friday: 9:00 a.m. – 5:00 p.m.

**TRiO, Student Support Services**  
Halle Q. Brown Library, Lower Level  
(937) 376-6182

The office of TRiO/Student Support Services provides eligible students an additional layer of support as they matriculate toward graduation. This support may be in the form of opportunities to affiliate with other achievement-oriented individuals, to develop or hone leadership skills, or engage in fun-filled, informative activities. SSS participants may also qualify for a one-time grant aid to reduce their college loan indebtedness. To be eligible students must meet at least one of the following criteria:

- Be a first generation college student (parents don’t have a bachelor’s degree)
- Meet income criteria (see a staff member for more details)
- Have a disability that impedes the student’s academic success.

**Early Alert System**  
Halle Q. Brown Library, Lower Level  
(937) 376-6110

The Early Alert System is designed to provide outreach to students early in the semester who may be struggling academically. Instead of using the traditional mid-term grade as the trigger for intervention, the university incorporated a notification of attendance during the 2nd week of the semester. Faculty members are encouraged to notify the University College of freshmen students who have not attended class during this period. The professional advisors within University College will work to provide outreach services to these students. In addition to the two week attendance notification, the university has also instituted grade reports at the 5th and 10th weeks of the semester. This approach facilitates much more effective intervention for students at risk of failing and/or dropping out of college.
Summer Early Start
Halle Q. Brown Library, Lower Level
(937) 376-6149

The Summer Early Start (SES) program is an initiative designed to help the first year college student develop or improve the skills that are necessary for a smooth transition from high school to college. The Five-week residential program is an option for those students who fall below the standard admissions requirement and engages the students in enrichment and college courses. The University College will closely monitor the progress of students and support them in their efforts to achieve successful completion of their first year of matriculation at Central State University.

First Year Seminar
Halle Q. Brown Library, Lower Level
(937) 376-6158

FYS 1101 is a required class for all students who attend Central State University. The primary goal of FYS 1101 is to help first-year students make a successful transition to the University, by providing students important information on the curricular and co-curricular resources available across campus. FYS 1102 is designed for students who are placed on academic probation at the end of their first semester. This class provides guidance on enhancing their study skills and motivation for academic success. FYS 1201 is designed for first-year students who enter the university as undeclared. Throughout this class students will be introduced to various strength assessment tools and career exploration activities.

Learning Communities
Halle Q. Brown Library, Lower Level
(937) 376-6110

Participants in the program will take some of their courses together while working for their own success and the success of the group. Faculty teaching the courses in the Learning Communities will collaborate and coordinate learning, thus making connections between courses and assignments. Students also have the opportunity to increase their sense of community by working together on group projects and community service. The goal of the CSU Learning Communities Program is to establish a sense of cohesiveness, self-responsibility, and high standards among its participating students.

HALLIE Q. BROWN MEMORIAL LIBRARY
937-376-6106

The general mission of the library is to provide support to the academic programs of the university. The collection is designed to support undergraduate and graduate instruction and research. The facility provides space for individual and group study as well as specialized activities. Library services include research assistance, class reserves and Interlibrary Loan/Document Delivery. The philosophy of the
library faculty and staff is to meet all students at individual thresholds and to help each one towards academic success.

The current collection includes over 208,456 volumes, 60,000 eBooks, and 383 current print journal/magazine titles, 100 research databases, including 17,000 titles in the Electronic Journal Center (EJC), 8,000 online videos, 29,000 bound periodicals, and 4,000 audiovisual resource items. Special microform collections include the American Missionary Association Manuscripts, Boston Symphony Orchestra Program notes, Galloway Collection, papers of George Washington Carver, Charles Chestnut, Paul Laurence Dunbar, John P. Green, and George A. Myers, the Atlanta University Black Culture Collection, and the ERIC collection of 846,190 microfiche items relating to educational research. The library is a founding member of OhioLINK (Ohio Library and Information Network), a consortium of eighty-nine libraries, including all of Ohio’s public four-year and two-year universities and colleges, the State Library of Ohio, and private colleges and universities. The OhioLINK online catalog provides access to more than fifty million library items. Students, staff, and faculty can request books and audiovisual materials from any internet-connected computer without library staff assistance. Students, faculty, staff, and card holders from participating public libraries can use the OhioLINK Library Catalog to find and request materials online. The material is delivered to the library where it is held for pickup. The library also participates in an active Interlibrary loan service.

The Learning Commons, located on the main floor of the library, offers an integrated, user-centered environment to support learning, teaching, and research. Attractive, convenient, and flexible, the Commons has collaborative as well as individual study space. Learning support is available at the reference desk where librarians are available for consultation.

**Facility and Equipment**
- Audiovisual equipment
- Computer labs
- Instructional materials production lab
- Microform reader/printers
- Small group study rooms
- Study carrels, tables, and lounge furniture

**Services**
- Information Literacy instruction
- Class reserves
- **HALLIE** - the online catalog
- Instruction for audiovisual production
- Interlibrary loan
- Online borrowing across Ohio (**OhioLINK**) **
- Reference assistance
Special Collections
- Archives
- Black collection
- Microfilm collections

ROTC
Carl C. Jenkins Technology Education Building
937-376-6286

The ROTC program at Central State University was the first of its kind established at a Historically Black University in the country. Rich in tradition and proud of its contributions to Afro-American history, the Military Science Department at CSU has been producing commissioned officers for nearly a century. Additional information can be found on the Central State University Webpage at: http://www.centralstate.edu/academics/arts_science/rotc/index.php or by contacting LTC Mike Thomas, Professor of Military Science, 7th Brigade, U.S. Army Cadet Command.
ACADEMIC HONOR CODE and POLICY

Introduction
The Academic Honor Code and Policy is designed to enhance and sustain an environment of ethical and principled intellectual pursuit consistent with the core values of the University. Central State University recognizes honesty and integrity as necessary to the academic purpose and function of the Institution. The University, therefore, expects from each student a high standard of individual honor in all academic endeavors. It is necessary to ascertain with accuracy an individual’s strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus the “high standard of personal integrity” in the classroom means that an individual will not receive credit for work which is not their own.

This policy is based on respect for intellectual property as well as for one another. Respect for one another is fostered when our academic environment is free from cheating, lying and stealing not only of property, but ideas as well. Academic dishonesty is contrary to intellectual growth and pride in a job well done. Compromising academic honesty negatively impacts the foundations of our University. We strive to nurture the respect inherent in the honest attainment of scholarly excellence.

Definitions of Academic Dishonesty
This list is not exhaustive of all possible violations of this policy. Lack of intent shall not be a defense against a charge of violating this policy and because every student is required to be familiar with these policies, unawareness of the policy is not a defense.

Bribery/Threats: Offering a bribe or making a threat or coercion related to a grade or an academic exercise.

Cheating: Using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Submitting substantial portions of the same academic work more than once without permission, or using another person as a substitute to take an exam or quiz.

Fabrication: Falsification or invention of any information, data, research or citation in any academic exercise.

Forgery: Altering a score, grade, schedule change form or academic record; forging an instructor’s or another student’s signature.

Plagiarism: Representing as one’s own work in any academic exercise the words or ideas of another, including but not limited to, quoting or paraphrasing without proper citation.
Suggestions for Limiting Academic Dishonesty

1. Academic units may develop for their faculty and students a statement of the application of the Academic Honor Code and Policy in their courses provided that it is consistent with this policy.
2. Each faculty member is encouraged to include in their syllabus or course introduction:
   a. A statement of the application of the Academic Honor Code and Policy within a particular course provided that it is consistent with this policy.
   b. The statement that every instance of dishonesty will be reported.
   c. A definition of academic dishonesty and plagiarism and proper citation consistent with the accepted style (e.g., APA)

Disciplinary Action Procedures

1. When an instructor or staff member has substantial evidence that a student has violated the Academic Honor Code and Dishonesty Policy which requires action within the bounds of his/her jurisdiction, the instructor shall notify the student in writing of the violation and the action taken within two (2) days of discovery of the violation. Copies shall be forwarded to the Academic Dean, Vice President of Academic Affairs, and the Dean of Students.
2. If the instructor feels the violation requires disciplinary action beyond the bounds of his/her jurisdiction, a written report should be made to the Academic Dean within (2) days of discovery of the violation. Copies should be forwarded to the student, Vice President of Academic Affairs and the Dean of Students.
3. The Academic Dean will assign penalties (sanctions) for the violation(s) within two (2) days of receipt of the report based on 1) the number of violations committed by the student; 2) severity of the violation(s); and 3) record of prior violations. The Academic Dean shall send copies to the student, instructor, and the Dean of Students.

Possible Penalties and Sanctions

- Failing grade
- Dropping grade earned in course by one letter grade
- Failure of the course
- Withdrawal from the course
- Temporary Suspension
- Permanent dismissal (expulsion)

Appeals

A student has the right to appeal the decision for disciplinary action assigned by an instructor or the Academic Dean. In the case where the decision is made by an instructor, the appeal should be made in writing to the Academic Dean. Decisions of the Academic Dean may be appealed to the Academic Standing Committee. The decision of the Academic Standing Committee will be final. All appeals must be made within two (2) working days after the student has received notification of the decision and copies must be forwarded to the Dean of Students.
CAMPUS SERVICES AND DEPARTMENTS

Administration and Finance
Mr. Daarel Burnett, Interim Vice President
Lionel H. Newsom Administration Building, Room 119
937-376-6207

The division of Administration and Finance is comprised of seven departments: Budget & Financial Planning, Business Services & Capital Development, Office of the Controller, Facilities Management, Human Resources, Tawawa Community Development Corporation and 88.9 FM WCSU.

Career Services
Ms. Elizabeth Beemer, Director
Norman E. Ward Center, Career Services Suite, 1st floor
937-376-6383

The Office of Career Services provides intentional support for students, faculty, alumni and employers in a diverse and global market. We are here to assist students in identifying and leveraging your strengths, skills and passion into significant employment opportunities that satisfy career goals. Career Services provides career development services that incorporate one-on-one career counseling and technology to prepare current students and alumni with indispensable soft skills to manage their careers upon graduation.

Our office also coordinates the student employment program for students awarded federal work study and/or grant aid positions. The student employment program provides students the opportunity to earn additional income while in school and gain valuable work experience. We provide opportunities for students to connect with internship and cooperative education positions, in and outside of their major.

Our goal is to expose our students as they matriculate, to a variety of pragmatic experiences. These opportunities help prepare our graduates to become sought after by employment prospects in today’s global career market.

Cash Management
Janet Tucker
Lionel H. Newsom Administration Building
(937) 376-6343

The Office of Cash Management is responsible for receiving, recording, and depositing into the University Operations Bank Account all monies that are received by the University. All revenue (cash, checks, and credit cards) is handled by the Office of Cash Management. This includes but is not limited to all fees and expenses associated with tuition, room and board, student activities, and any other monies owed the University by students, colleges within the University, divisions, departments, and campus organizations.
The Office of Cash Management in conjunction with the Office of Student Financial Aid is responsible for
the facilitation of all loan disbursements, cash refunds, and University tuition payment plans. Change is
available for laundry and other vending machines if needed. The standard hours of operation are from
8:30 am to 4:30 pm. The Office of Cash Management provides around the clock access to students via
MyCSU to process on-line payments via Quick Pay. Students have the option to establish multiple payers
on their Quick Pay account via MyCSU. Please note that the Office of Cash Management does not accept
personal checks; however, Quick Pay may be used to create an EFT payment directly from your checking
or savings account. In addition, payment plans may be established via the FACTS Payment plan available
on MyCSU. The Office of Cash Management hours and contact information are listed below:

- Hours: Monday- Friday: 8:30 am – 4:30 pm
- General Questions: (937) 376-6343 or (937) 376-6330
- Payment Plan Information: (937) 376-6593
- Payroll: (937) 376-6367
- CashManagement@centralstate.edu

Counseling Services Center
Lackey-Lee Building
937-376-6338

Many college students that leave home for the first time may experience various emotional problems. Some may include homesickness, family problems back home, low self-esteem, a lack of self-confidence, general anxiety, problems concentrating, roommate or relationship problems and stress and depression due to academic and financial concerns. No student has to feel alone. The professional counseling service is here and waiting to support you. For appointments (937) 376-6338 or walk in any time during regular office hours which are Monday through Friday 8:00 a.m. to 6:00p.m. All services are provided FREE to registered CSU students.

Services Provided:

- Assessments
- Crisis Intervention
- Academic and Life Skills Coaching
- Individual Counseling
- Group Counseling
- Couples Counseling
- Referral Services
- Alcohol and Drug Counseling/ Intervention
- Anger Management
- Post Hospitalization Follow-up Care
- Classroom and Residential Hall Presentations
Disability Services
Dr. Wanda Hadley, Director
Lackey-Lee Building
(937) 376-6479

The mission of the Office of Disability Services is to provide and coordinate support services and programs that enable students with disabilities to maximize their educational potential. This office also serves as a resource to all members of the University community so that all students with disabilities can freely and actively participate in all facets of University life. Services are available to students that provide a copy of their recent high school Individual Education Plan (IEP) or a medical documentation stating their disability. Students that self-disclose their disabilities and register with the Office of Disability Services can be allowed various classroom accommodations and/or specialized academic and life support services as deemed reasonable.

Health and Psychological Services
Dr. Karen Matthews, Executive Director of Health and Psychological Services
Lackey-Lee Building
(937) 376-6075

We provide quality health care services for illness, injury, and wellness needs of Central State University students. Student Health Services is located in the Student Health Center on the west side of the campus in the Lackey-Lee building, attached to the Louis Stokes Building. The Center is staffed by a full-time physician, a full-time nurse practitioner, and medical support staff, who deliver excellent quality care. If you are a full time student or have purchased the CSU Health Care Plan, you can be seen by us to take care of your acute needs. Health education and limited health screenings are also available. Please read the Student Health Insurance information for more in-depth information on the healthcare provided at Student Health Services.

The Student Health Insurance plan is mandatory for all full-time students, taking 12 or more credit hours. Part-time students (with less than 12 credit hours) may purchase the health insurance plan. This coverage is to provide convenient medical treatment here on the campus. The Health Care Plan will also pay for a percentage of referrals made to local providers in the area, including medically necessary ER visits. As is routine with group insurance coverage, the student must assume the responsibility for payment of any remaining balance.

You must be seen at the clinic first to determine if a referral is needed, including ER visits, (when possible). Unauthorized visits are reviewed by the Medical Director and those found to be unjustified are the student’s responsibility. Charges for an unauthorized visit (1) may not be honored by the Student Health Insurance Plan; (2) may be charged to the student; or (3) may be charged to the parent, if student is under 18 years of age. If there is a true emergency and the Student Health Center is closed, at least partial payments of emergency visits will be considered. For emergency medical situations during
the clinic’s non-operating hours, the ambulance should be dispatched through Greene County Central Communication 911 system. Students must contact the Student Health Center within 24 hours or the next business day after visits to the Emergency Room or discharge from a hospital admission.

Students planning to reside in on-campus residence facilities must complete the Student Immunization and Medical History Form, available on the Student Health services website under Forms. Any chronic or preexisting diseases need to be handled by your Primary Care Provider. The Student Health Clinic on campus has been set up to cover minor, acute problems, and to deliver health education.

It is very important that you pick up a Central State University Student Health Plan booklet at the Student Health Center. Please read and keep this booklet. The booklet provides information on what services are and are not covered. Examples of provided services include: PAP smears, sexually transmitted disease screening, pregnancy testing, birth control, acute illnesses and injuries, rashes, asthma flare-ups, education, and delivering health advice. Examples of services not provided include monitoring of high blood pressure, diabetes, asthma maintenance medications, and physicals (other than University required). If you have any questions about Health Care Coverage, you can call us at 937-376-6075 or 937-376-6135.

**Nurse Hotline for Students:** For medical advise when you need it...simply call the Nurse Hotline at 800-557-0309 for quick, sound medical advise from specially trained RNS. The Nurse Hotline is a 24/7 source of reliable and caring health information, education and support.

**Information Technology**
Dr. Donald Steward, Vice President
Lionel H. Newsom Administration Building, Room 10
(937) 376-7007

Information Technology (IT) provides and maintains most of the technological resources for the entire campus community. IT web pages found at [www.centralstate.edu/services/its](http://www.centralstate.edu/services/its) have information and advice on maintaining your computer, accessing services and federal laws related to penalties for unauthorized duplication of copyrighted materials.

**MyCSU:** MyCSU is a portal that administrators, faculty and staff use to communicate with students. MyCSU also allows students to do the following: confirm financial aid award information, register for courses, add/drop courses, view midterm and final grades, view student financial information (i.e. balance due, reimbursement status), view housing, student employment information, and so much more. You can stay connected by visiting us at [http://mycsu.ces.edu](http://mycsu.ces.edu). Students can obtain their username and password by contacting the Helpdesk at 937-376-6476.
**Getting Connected:** All Residence Halls are equipped with Internet and wireless Internet access. Students should report problems by filling out a Student Service Request form or by e-mailing helpdesk@centralstate.edu.

**Telephone & Cable Services:** Students are expected to bring a cellular telephone with them to CSU. Telephone service is no longer provided to residential hall rooms. Instead there are two telephones located in a common area on each hall floor. These telephones will be removed when cellular telephone repeaters are installed in residence halls. Each residence hall office has a telephone for emergency usage. Each residential hall suite and/or room is equipped with Time-Warner cable television. If you experience difficulty with your cable service, please report the problem immediately to your Hall Coordinator and include the following information:

1. Name
2. Problem
3. Room Number & Building
4. Contact Phone Number
5. Alternate Phone Number

**Leader Alert:** Leader Alert is a notification system that gives Central State University the ability to send information quickly by email or text message to the campus community. By enrolling in Leader Alert, you will be able to receive urgent information in addition to campus news and announcements from university officials. You can register for Leader Alert by doing the following:

1. Visit www.centralstate.edu
2. Select the “Leader Alert” link in the bottom right corner.
3. Fill in the provided fields and click “Signup”.
4. You will now receive CSU Leader Alert messages on your phone and/or in your email.

**Marauder Card Office**
Randy Kouns, System Administrator
Marauder Zone Bookstore, Ward University Center
(937) 376-6064

The Marauder Card is a multipurpose identification card. It is the official ID card for students, faculty, & staff at Central State University and your status and official University identification number is indicated on the front your card. Your ID card provides access to (a) use in the library, (b) access to your residence hall, (c) the weight and cardio room at Beacom/Lewis Gymnasium, (d) admission to campus events, (e) bookstore purchases, and (f) and meals in Mercer Cafeteria, Taco Bell, and the Grille 155. Your photo will last for four years, so remember to say ‘cheese’. The back of your card contains a magnetic stripe which holds all your account information and access. There is also an ISO (long) number under the barcode on
the back of the card that is used to check out books at the library on campus. If your card is lost or stolen you must notify the card office immediately!

**Marauder Card Rules/Regulations**

The following statements outline the rules and regulations governing the Marauder Card:

1. All incoming new students (freshmen/transfer) will receive their Marauder Card during new student orientation/registration. Your picture will be taken and prior to you must present a photo ID (valid driver’s license, state ID, military ID, or passport).

2. Graduate and professional students may obtain their Marauder Cards during the first week of the semester, after they have been registered for classes. Professional classes will have their ID cards made at scheduled times which are coordinated through the Marauder Card Office by your department coordinator. Students MUST present a picture ID (valid driver’s license, state ID, military ID, or passport) before their photos can be taken. Please note, for part-time Graduate Students who do not pay full student fees there will be a $25 card fee.

3. Students should carry their Marauder Card with them at all times as proof that they are a CSU student.

4. Lending or borrowing the Marauder Card, altering it in any way or failure to present it when requested by a University official is a violation of University regulations and subjects both the lender and the borrower to disciplinary action. Your I.D. card will also be confiscated for attempted use by another individual and forwarded to the Dean of Students office.

**Lost or Stolen Cards:** Report any lost or stolen cards to the Marauder Card office immediately at 376-6064. This will freeze your meal plan on your ID card until you can take further action. You may replace your ID card at our office in the Marauder Zone Bookstore, lower level. Be sure to bring a valid driver’s license, passport, or military ID for proof of identification. The replacement fee for a student card is $25.00. If you have put your card on hold and you do find it, you must come by the Marauder Card Office in person to have the hold removed. There is no charge to have your card reactivated. Attempting to use a lost and/or stolen card, for any purpose, will be in violation of the Student Code of Conduct and could result in disciplinary action.

**Hours:** Office hours are Monday-Friday 9:00am - 5:00pm. We are closed University holidays. You may contact our office at (937) 376-6064; (937) 376-6148 (fax) or e-mail at maraudercard@centralstate.edu.

**Marauder Zone Bookstore**

Ms. Cindy Michaels, Director
Ward University Center, Ground Level
(937) 376-6123

Central State University (CSU) owns and operates the bookstore. As a full service campus store customers may find required textbooks, e-textbooks and school supplies. Additionally, the campus store
sells CSU Alumni items, Greek items, CSU clothing, cultural gifts items, student designs, snacks, health and beauty aids, CSU glassware, as well as a wide range of promotional and special order items. The Marauder Zone Bookstore also has an on-line option, where customers are able to purchase items and rent textbooks. While policy statements are posted in the bookstore customers must retain and present receipts for returns and refunds. The hours of operation are from 9:00 a.m. to 5:00 p.m., Monday through Thursday and Friday, 9:00 a.m. to 4:00 p.m. Please visit our website for additional information at bookstore@centralstate.edu.

Sodexo MAGIC Dining Services
Mr. Dan Yaeger, Manager
Mercer Cafeteria
(937) 376-6020

Students must provide a valid Marauder Card or pay cash to dine in any of the campus eateries. No exceptions are made to this policy. If you have lost or misplaced your ID (Marauder Card), a 3-day temporary meal pass may be secured from the Office of Residence Life. (The 3-day temporary pass is only valid in Mercer Dining Hall). Students are allowed one entrance and exit per meal. Guests may pay at the door upon entrance to the cafeteria. Food cannot be taken out of the cafeteria. Personal food/beverages containers are not permitted. Meals for students who are ill may be obtained by submitting the proper form from the Director of Residence Life to the General Manager of Campus Dining Services. Students are expected to dress appropriately in the cafeteria. Students who enter the cafeteria not dressed appropriately will be asked to leave and/or their name will be forwarded to the Dean of Students Office.

The university’s contract with our dining services partner designates our dining partner as the official on-campus caterer granting our dining partner last rights of refusal. All catering on campus must be provided by the authorized caterer. Request for exceptions to this policy, must be submitted in writing to the Office of the Vice President for Administration & CFO. Our dining services partner offers a selection of meal plans to accommodate the student’s needs. Meal plans are purchased through the Office of Residence Life at the time of registration. Meal plans may vary according to the needs of the individual student. Commuter students are permitted to purchase abbreviated meal plans.

Hours of Operation:

Mercer Dining Hall

Breakfast: 7:00 a.m. – 9:00 a.m.
Continental Breakfast: 9:01 a.m. - 10:59 a.m.
Lunch: 11:00 a.m. – 2:00 p.m.
Deli/Snack Bar: 2:01 p.m. - 4:29 p.m.
Dinner: 4:30 p.m. – 7:00 p.m.

**Weekend Hours:**
Bunch: 11:00 am – 1:00 pm
Dinner: 4:30 pm – 6:00 pm

**Taco Bell**
12:00 pm – 8:00 pm (Mon. – Fri.)
1:00 pm – 6:00 pm (Sat.)

**Grill 155**
12:00 pm – 11:00 pm (Mon. – Thurs.)
6:00 pm – 10:00 pm (Sat. – Sun.)

**Commuter Plans**
- **The Gold Block Plan**
  150 meals for $968.00; All-you-can-eat meal for only $6.45 per meal.
- **The Maroon Block Plan**
  75 meals for $539.00; All-you-can-eat meal for only $7.19 per meal!

**The more meals you purchase, the more you save!** To purchase a meal plan or for more information a student can contact the Office of Residence Life located in Foundation Hall II or by calling (937) 376-6386 or by visiting our website at [www.centralstate.edu/services/dining](http://www.centralstate.edu/services/dining).
Department of Public Safety (Campus Police)
Anthony Pettiford, Chief of Police and Public Safety
Lewis/Simpson Hall
937-376-6368 (office)
(937) 376-5111 (dispatch, must dial full number)

Central State University is committed to providing a safe and secure campus. The Department of Public Safety is the official law enforcement body of the University and provides the campus with 24-hour police protection by a fully certified staff of police officers. All officers have the responsibility of protecting life and property, preventing and detecting crime, enforcing parking and traffic regulations, conducting fire safety and hazardous material inspections, and providing essential police services to the campus community. Their efforts are coordinated with federal, state, and local laws as well as University rules and regulations. In case of an emergency, call 9-911. For non-emergencies, dial (937) 376-5111 (Dispatch) and request an officer.

Frequently Asked Questions about Campus Safety

Is the campus patrolled 24 hours a day?
Yes. University Police provide patrols and service 24 hours a day, 365 days a year.

How safe is our campus?
While no campus can guarantee the complete safety of its community, together we can work to provide the safest possible environment. Your role is to take responsibility for your own safety and security by making safety-conscious decisions.

How safe are the residence halls?
CSU Police, residence halls staff, and night monitors patrol residence halls. Residents should always close and lock exterior doors, never prop doors open, and report suspicious persons immediately. On-campus residences are locations of constant activity, so if you notice a door is not closing or locking properly or that a light fixture is out, notify a Residence Life or a maintenance staff person right away.

Whom should I call to report sudden serious illness or an injured person?
Call CSU dispatch at 937-376-5111 or police (9-911) for sudden serious illness or if you find an injured person. You should stay on the telephone until the dispatcher obtains all needed information and instructs you to hang up.
What should I do in the event of a fire?
Fire safety is everyone’s concern. Each building is organized with fire protection in mind. Familiarize yourself with fire exits, extinguishers, pull stations and panic panels. Whenever a fire alarm sounds, day or night, you must evacuate the building immediately. Failure to vacate may result in a referral to the Dean of Students Office, criminal charges, or both.

How do I protect my personal property?
There are several services available to aid in theft prevention. We encourage you to see us about these programs. Often, the best protection you can provide is to not leave valuables unattended and to secure them when they are not in use.

Are weapons allowed on campus?
No! The University prohibits students from having weapons of any kind on campus.

How much theft occurs on campus?
Crimes of opportunity are the most common crimes committed on campuses across the nation. These crimes involve the theft of property left unattended. Lock your room doors and never leave items like your book bag, jacket, wallet or purse unattended.

Can I have a car on campus?
Yes. Your vehicle must be registered with the Department of Public Safety within 48 hours of your arrival on campus. Keep your car doors locked, windows closed and valuables locked in the trunk and out of view.

Are there crime prevention programs on campus?
Crime prevention programs are offered year round to heighten student and employee awareness of safety issues on and off campus. See your Residence Hall Coordinator or call CSU Police at ext. 6368 if you are interested in safety awareness programs.

Parking Services
Department of Public Safety regulates the parking and operation of motor vehicles on campus. The office also monitors all gate entrances including the front gate entrance.

Parking
Students, commuters, visitors and University employees must purchase a parking permit annually in order to park on University grounds. A vehicle registration form must be obtained from the Department
of Public Safety. The parking areas are restricted to commuter, visitor, restricted and permit parking, and all posted signage must be adhered to 24/7. Listed below are the fees for parking permits and various parking fines:

**Parking Permits**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved (Faculty/Staff only)</td>
<td>$75</td>
</tr>
<tr>
<td>Students</td>
<td>$50</td>
</tr>
<tr>
<td>Motorcycle (decal with lock)</td>
<td>$25</td>
</tr>
<tr>
<td>Additional Vehicle (must be registered in same name)</td>
<td>$30</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>$50</td>
</tr>
<tr>
<td>Adjunct Professors</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Parking Fines**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in a restricted area</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in a reserved space</td>
<td>$60</td>
</tr>
<tr>
<td>Parking within 10 feet of a fire hydrant</td>
<td>$60</td>
</tr>
<tr>
<td>Parking or driving on a lawn</td>
<td>$50</td>
</tr>
<tr>
<td>Parking facing the wrong direction</td>
<td>$50</td>
</tr>
<tr>
<td>Blocking a driveway, dumpster or utilities</td>
<td>$50</td>
</tr>
<tr>
<td>Parking permit alteration</td>
<td>$60</td>
</tr>
<tr>
<td>No operator’s license/expired</td>
<td>$60</td>
</tr>
<tr>
<td>Failure to register vehicle(s)</td>
<td>$70</td>
</tr>
<tr>
<td>Speeding (over 15 mph)</td>
<td>$50</td>
</tr>
<tr>
<td>Speeding (over 30 mph)</td>
<td>$60</td>
</tr>
<tr>
<td>Stop sign violation</td>
<td>$50</td>
</tr>
<tr>
<td>Reckless operations</td>
<td>$70</td>
</tr>
<tr>
<td>License plate illegal, obscured, or not displayed</td>
<td>$50</td>
</tr>
<tr>
<td>Improper backing</td>
<td>$50</td>
</tr>
<tr>
<td>Horn: improper or excessive use</td>
<td>$50</td>
</tr>
<tr>
<td>One/no headlights</td>
<td>$40</td>
</tr>
<tr>
<td>Excessive noise (loud stereo, muffler, or squealing tires)</td>
<td>$50</td>
</tr>
<tr>
<td>Impeding traffic</td>
<td>$50</td>
</tr>
<tr>
<td>Other (CSU enforces all Ohio traffic laws)</td>
<td>$50</td>
</tr>
<tr>
<td>Disregarding the signals of an officer</td>
<td>$50</td>
</tr>
<tr>
<td>Other</td>
<td>$50</td>
</tr>
<tr>
<td>License plate illegal, obscured, or not displayed</td>
<td>$50</td>
</tr>
<tr>
<td>Improper backing</td>
<td>$50</td>
</tr>
<tr>
<td>One/no headlights</td>
<td>$40</td>
</tr>
<tr>
<td>Removing traffic barricade</td>
<td>$50</td>
</tr>
</tbody>
</table>

**The Jeanne Cleary Act: Reported Annually**

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Central State University publishes a report every year by October 1st that contains three years of campus crime statistics, and certain security policy statements, including policies which assure basic rights to victims of sexual assault, which state the law enforcement authority of campus police, and which explain where students should go to report crimes. Students should visit the Central State University website, under Student Affairs to see the report or contact the Office of Public Safety for more information and a copy of the report.
**Silent Witness or Tip Line**

All members of the Central State University are encouraged to report situations or behaviors that are believed to be dangerous, illegal or contrary to University policy. While it is often helpful to know the identity of reporters, through this page you can remain completely anonymous. This form records no personally identifiable information. Please use this form wisely and appropriately, and provide enough detailed information regarding the reported issue or concern. The anonymous form will be viewed by Detective Alex Turner, and will only be used to initiate an investigation or as supporting evidence in a current investigation. Please enter your name, email address and telephone number only if you wish to be contacted if additional information is required in the future.

Please report any situations in progress to 937-376-5111 or Silentwitness@centralstate.edu.

If you have questions or concerns, please do not hesitate to contact: Silent Witness 24 Hour “Intel Line”: 937-376-6385.

**What is Silent Witness?**

- A program that allows for anonymous reporting.
- A program to help CSU police obtain information regarding criminal activity.
- A program that ensures the information gathered goes to the proper law enforcement agency.

**How Does Silent Witness work?**

A person can submit an anonymous tip or report any form of criminal activity currently in progress or one that occurred in the past:

- By completing a “Silent Witness” form online.
- By email Silentwitness@centralstate.edu.
- By calling 937-376-6385 the “Silent Witness” Intel Line.
THE EXPERIENCE IS CENTRAL

Co-curricular activities greatly enhance the value of the Central State University experience. The rewards of involvement are many: making new friends, exploring new interests, developing talents, learning by doing, establishing valuable contacts, contributing to the University and the greater community, and combining social and academic interests in ways that are personally rewarding. Central State University seeks to provide an environment where there are rich opportunities for interpersonal, social, cultural, spiritual, and recreational activities. Students are encouraged to become familiar with these units, but also to create their own meaningful student life experiences. Central State University has many extra-curricular activities and leadership opportunities that provide students with out-of-class learning to enhance their college experience. Many activities range from those of an academic nature to athletics. Some campus activities include performing with the Grammy nominated CSU Chorus, marching with the Invincible Marching Marauders Band, dancing and cheering with the CSU Dancing Belles and the Cheerleading team. Students may also participate in intramural sports, talent shows, film series, poetry slams, quiz bowl competitions, comedy acts, group discussions, theatrical performances, novelty acts and live concerts. Special traditional events like Welcome Week, Homecoming, Black History Month, Women’s History Month and Spring-Fest highlights major campus activities and programs that promote long lasting friendships and partnerships among students, faculty, staff, and the community.

STUDENT LIFE and DEVELOPMENT
Norman E. Ward University Center, First floor
937-376-6414 or 937-376-6383

The Office of Student Life and Development seeks to promote the general mission of the University and the Division of Student Affairs and Enrollment Management by enhancing the overall collegiate experience through co-curricular and leadership opportunities that aid students in their holistic development. Student Life programs complement the academic programs of study and enhance the overall educational experience of students through the development of and exposure to social, cultural, spiritual, and recreational and governance programs. Student Life programs complement the academic programs of study and enhance the overall educational experience of students through the development
of and exposure to leadership opportunities (aspiring leaders) social, cultural, recreational and governance programs. Under the direction of the Dean of Students, Student Life and Development encompasses the following programs and units: student activities, Lionel H. Newsom Institute, transportation shuttle services, and Interfaith campus ministries.

RECREATION ROOM
Norman E. Ward University Center, First Floor

The “Chill Spot” is the hub where students come before and after classes to chill and partake in recreational activities. The Chill Spot has pool tables, foosball, board games, big screen televisions, and numerous electronic gaming systems. Various tournaments (8-ball pool, spades, Madden, and more) are hosted throughout the year. The Chill Spot hours are Monday-Friday 11:00am-9:00pm and hours may vary depending on student attendance and participation.

INTERFAITH CAMPUS MINISTRIES
Norman E. Ward University Center, First Floor
(937) 376-6566

The Interfaith Campus Ministry serves as a means of promoting an ecumenical approach to faith and spirituality for those who desire it. Its mission is to sponsor a meaningful community of worship, study, fellowship, and action. The Interfaith Campus Ministry provides programs, services and an environment for the spiritual growth and development of students. Every aspect of its program and ministry is directed toward deepening and strengthening the spiritual life of all who voluntarily come under its nurture and care. Please refer to and plan to join us at the schedule of services below:

Sunday Worship
Sundays: 1:00pm
Paul Robeson Recital Hall

Bible Study with Reverend Kima Cunningham
Tuesdays: 7:00pm
Norman W. Ward University Center
Student Affairs Conference Room

"Thursday Nite Live" with Minister Dion Sampson
Thursdays at 7:00pm
CENS Auditorium
TRANSPORTATION SHUTTLE SERVICES
Norman E. Ward University Center, First Floor
(937) 376-6449

The University offers free shuttle service to a variety of locations off campus and in the surrounding community. We provide drop-off and pick-up service to the Greyhound Bus Station in Dayton (Trotwood) and to the Dayton Airport. For transportation to and/or from the airport or bus station, students must make a reservation via phone (937-376-6449) or e-mail at transportation@csu.edu. Transportation Shuttle Services also provides weekly town runs for students to local banks, Walmart, grocery stores and other shopping plazas in Xenia. Students must be currently enrolled and present their student I.D. to board the Van.

STUDENT GOVERNMENT ASSOCIATION
Norman E. Ward University Center, First floor
937-376-6443

The Student Government Association (SGA) at Central State University provides CSU students with representation, services and advocacy within the university structure. The SGA serves as the voice of the overall student population and as a liaison between the students and administration. The Student Government Association seeks to maintain a spirit of cooperation in the activities of the University and encourages student initiative through service. The Student Government Association also oversees student activities sponsored by chartered student organizations and serves as an advisory body in many areas of the University. Additional information regarding the Student Government Association, qualifications and requirements, by-laws, election process and procedures, etc. please refer to the SGA Constitution.

SGA Goals and Objectives

- Serve as the voice for the student body and represents the student body within and outside the University.
- Conduct programs that further the academic interest of the student body and promote campus life.
- Serves as a liaison between the Administration, Faculty, Staff and the Student Body.
- Assist in the governance of all student organizations and Greek organizations.
- Encourage students to exemplify CSU’s core values and qualities of responsible citizenship.
- Provide opportunities for students to serve as leaders and develop leadership qualities.

Branches of Student Government Association

Executive Branch
- President
- Vice President
- Finance Officer
- Executive Secretary
- Chief Justice
- Public Relations

Legislative Branch
- Student Senators
- Class Council Presidents

Judicial Branch
- Chief Justice
- Class Council
STUDENT CLUBS and ORGANIZATIONS
Student Life & Development
Norman E. Ward University Center, First Floor
937-376-6414

Student clubs and organizations are an important link in the co-curricular activities of Central State University and enhance the collegiate experience. They contribute to the personal development and enjoyment of their members within the context of the broader mission of the University. Meaningful involvement in such out-of-class experiences is likely to provide opportunities for the development of self-governance, leadership, decision-making, and planning skills. The Office of Student Life and Development in conjunction with the Student Government Association and the Inter-Organization Counsel is committed to providing support and assistance to all student organizations properly registered with the University.

Listed below are the organizations currently chartered at CSU:

Chartered Student Organizations

- Accounting Club
- Biological Society
- Brotherhood of Strong Success (BOSS)
- Business Management Club
- Campus Green Project
- Chazon Ministries
- Chemistry Club
- Computer Science Club
- Daughters of Nia Anaya
- Diva 2 Heirs
- English Club
- Entrepreneurs Club
- Evolution T Model Group
- Fashion Addicts
- Finesse Dance Team
- Five Colors of Excellence
- Freshman Class Council
- Health, Physical Education & Recreation
- History Club
- J'adore Fashion
- Junior Class Council
- Muslim Student Association
- NAACP
- National Assoc. of Blacks in Criminal Justice
- National Broadcasting Society
- National Society of Black Engineers
- National Society of Pershing Rifles
- Pre-Law Society
- Psychology Club
- Revolution Society
- Rotaract Club
- Senior Class Council
- Social Work Association
- Society of Manufacturing Engineers
- Sophomore Class Council
- Student African American Brotherhood
- Toastmasters Speech Club
- Today's Latinos and Caribbeans
- Women Empowering Women
- Yearbook Committee

Honors Societies

- Chi Alpha Epsilon

Pan Hellenic Greek Life Organizations

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Iota Phi Theta Fraternity, Inc.
- Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.

**Greek Lettered Organizations**
Mu Phi Epsilon International Professional Music Fraternity, Inc.
Tau Beta Sigma National Honorary Band Sorority, Inc.

**Starting a New Student Organization or Club**
In order to start a new student organization under the Inter-Organizational Council, you must comply with the following requirements:

1. Determine the type or category of the organization you wish to create *(see categories below).*
2. Must have a minimum of five (5) members interested in creating the new organization and must appoint members to serve as the Board (President, Vice President, Secretary, Treasurer, and Sergeant at Arms) of the organization.
3. Develop the Constitution and/or the By-Laws for the organization.
4. Identify two (2) faculty or staff persons to serve as the club/organization’s Primary Advisor and Assistant Advisor.
5. Submit a membership roster if the organization has more than the minimum five (5) members.
6. Submit a completed application packet for New Student Organizations to the Office of Student Life & Development by the established deadline date.

**Organizational Categories**

a) **Academic & Professional:** organizations designed for students interested in a particular career or academic field that want to establish networks and further develop their skills in that area.

b) **Advocacy:** nationally affiliated organizations that work towards increasing knowledge of social, cultural, political and/or economic issues.

c) **Arts & Recreation:** organizations that encourage participation in and promotion and support of the visual and performing arts, team sports, physical fitness, health and wellness, leisure and special interest activities.

d) **Class Council:** organization whose purpose is to serve on behalf of all students in the Class and act as a liaison between the Class and the Student Government Association.

e) **Cultural & International:** organization whose membership is comprised mostly of international students whose purpose is to provide social activities, cultural awareness and/or other activities that support and enhance the international student experience.

f) **Greek Letter & Social Fellowships:** nationally recognized academic and service oriented groups that promote the ideals of friendship, community service, and the development of character.

g) **Honorary:** local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors

h) **Programming & Special Interest:** organizations whose purposes are to enhance campus life and to provide support to students through a wide variety of programs and events.

i) **Religious:** organizations whose purpose is faith-based instruction and fellowship. They provide spiritual and religious development and support.
Sample Constitution Outline

Article I. Organization Name
Article II. Statement of Organization Purpose, Goals and/or Objectives
Article III. Membership Requirements
Article IV. Officers (titles, duties, terms of office, how and when elected)
Article V. Meetings (frequency, special meetings, who calls them)
Article VI. Collection of Dues
Article VII. Provision for Disposition of Funds

The Coordinator of Student Life and Development and the IOC Senator will review all application packets to determine if they are complete and meet established guidelines and policies. Recommendations for acceptance or denial will be made to the Dean of Students. The Dean of Students will grant University recognition to all new clubs and organizations as per University policies, rules, and regulations. New student organizations are required to abide by the guidelines that govern student clubs and organizations.

Requirements for Membership in a Student Club or Organization

Students are reasonably free to join and associate with clubs and organizations of their choosing, consistent with the membership requirements of such groups. The University, however, does not condone nor expect student clubs and organizations to discriminate on the basis of race, ethnicity, religion, physical condition, national origin, sex, marital status, political affiliation, or cultural lifestyle in the selection of its members, except in cases where sex or physical condition are bona fide qualifications.

Inasmuch as students may join and associate with groups of their choosing, the University has developed certain requirements for membership.

1. Selection criteria must be relative to the goals and objectives of the organization.
2. Students must meet the academic requirements set forth by the respective organization, department, college, or the University (2.00 GPA or higher).
3. Officers of student organizations must be full-time CSU students, in good disciplinary standing, and maintain a minimum cumulative GPA of 2.0, or the GPA required by their organization’s national or local constitution, whichever is higher.

Organizational Responsibility

- Must renew/activate membership annually (end of Spring semester).
- Must have a Primary and Assistant Advisor.
- Officers must attend mandatory orientation and trainings offered by Student Life & Development.
- Must participate in the Student Organization Fair each semester.
- Must perform 2 community service projects.
- Must sponsor at least 2 educational forums.
- Must check mailbox once a week.
- Must abide by constitution, University regulations, local, state, and federal laws.
An organization is responsible for its own acts and will be held responsible for misconduct in the following circumstances:

- Failure to comply with or violation of University published policies or the Student Code of Conduct.
- When the organization fails to comply with a duty imposed by a written University policy, including but not limited to, improper education membership intake and initiation; or improper organizational registration of activities for which registration and/or permission is required.
- Failure to comply with applicable health and safety regulations.
- Misuse of University property, facilities and equipment.
- Violation of University regulations on the use of alcohol.

Organization Advisor

All student organizations are required to have an advisor who is a full-time staff or faculty member at Central State University. Graduate students may not serve as primary advisors to student organizations. Within the context of the broader mission and policies of the University, advisors shall share insights and directions that allow student organizations to further their objectives and enhance the meaningfulness of organization membership. Orientation and training is held for Organization Advisors in the fall semester.

Specific responsibilities of the Advisor shall be to:

- regularly attend general and executive board meetings
- provide guidance to the Officers
- receive all financial statements and oversee all financial transactions of the organization
- ensure that officers meet the minimum requirements for holding office as established by the University and the organization’s constitution and by-laws
- provide consultation concerning membership selection procedures, and responsibilities
- review and sign the organizations registration packet

GREEK LIFE and FRATERNAL ORGANIZATIONS

Greek Affairs
Norman E. Ward University Center, First Floor
937-376-6567

Greek letter organizations are overseen by the Coordinator of Greek Affairs at Central State University. Students are encouraged to seek membership and actively participate in student organizations at Central State. These student organizations enhance the campus community and provide students with the opportunity to develop responsibility and leadership outside the classroom. These policies and procedures govern all Greek-Letter organizations, exclusive of Honor Societies on the campus of Central State University.

Greek Life Membership Standards

In order to receive university recognition as a recognized fraternity or sorority, each group must register with the Office of Greek Affairs. The Office of Greek Affairs has a document that details the information
that is needed from all Greek organizations that intend to register with the University. The forms require
the following:

1) Organizations must provide a roster of current officers, members, and advisors, with addresses, 
e-mail addresses, and telephone numbers.
2) Organizations must provide a calendar of proposed educational, community, social, and cultural 
activities.
3) Organizations must provide a copy of the organization’s current constitution and bylaws as well 
as any current policies prescribed by its national organization, if applicable.
4) Fifty percent of the chapters’ membership must have a cumulative GPA of 2.50 per semester. In 
cases where the cumulative GPA of the group falls below 2.50, the organization will be placed on 
probation for one semester and may not participate in membership intake.
5) All members must be full-time students maintaining a minimum of 12 credit hours, unless Senior 
status, per semester and have a minimum semester GPA of 2.0 and maintain a 2.5 cumulative 
GPA to be active and in good standing with the University.
6) The Greek Affairs Coordinator, with approval of the Dean of Students, may prescribe additional 
reasonable provisions for recognition of student organizations.

Advisor

1) The Greek organization’s advisor must attend the Greek-life workshop prior to the organization 
conducting membership intake.
2) Each group must have an advisor on campus and should have a co-advisor.
3) Each advisor must be a member of the fraternity or sorority represented.
4) Advisor must be approved through the Greek Life Coordinator.
5) The advisor will be directly responsible for carrying out the rules and regulations of the 
organization and the Pan-Hellenic Council.
6) The co-advisor will act only in the absence of the advisor and shall be a member of the 
organization represented.

Membership Intake Process

1) Each Greek organization must attend the mandatory Greek-life workshop sponsored by the Office 
of Greek Affairs prior to the organization conducting membership intake.
2) Only students who have been approved at Central State University during the regular session 
may participate in the intake process.
3) Students may not be considered for membership into any sorority or fraternity unless they have 
earned thirty (30) or more semester hours.
4) Transfer students can be considered for membership if they have completed thirty (30) Central 
State University semester hours along with ten (10) community service hours.
5) Each student must have a cumulative grade point average of 2.50 to be considered for 
membership into a sorority/fraternity and to become a member of said organization.
6) No student will be considered for membership until his/her grade point average has been verified 
and certified by the Registrar Office. No student can be considered for membership before 
receiving written permission from the Office of Greek Life.
7) No sorority/fraternity shall conduct a membership intake process more than once a year.
8) Fifty percent of the chapters’ membership must have a cumulative GPA of 2.50 per semester. If this is not maintained, the Greek-letter organization will not be allowed to conduct a membership intake process the next semester. In addition, a meeting between the chapter, advisor and Greek Life Coordinator must take place within two weeks of the semester. The organization will remain on probation until a chapters’ members has reached the above 50 percent cumulative grade point average of a 2.50 and have been verified by the Greek Affairs Coordinator.

Note: Wherein more stringent guidelines for membership exist with the national organizations, their requirements will supersede that of the College. Central State University does not recognize the legitimacy of little sister\brother or sweetheart groups (a group being defined as more than one individual) associated with its fraternity\sorority chapters. The use of the Greek-letter organization’s name and insignia in the operation of such groups is strictly forbidden.

The University disclaims any and all responsibility in connection with the formation, operation, and activities of such auxiliary groups. Chapters found in violation of this stated policy shall be suspended pending full investigation and severing of all formal ties between the chapter and the alleged group. The creation, support, and/or encouragement of an auxiliary organization will result in a chapter being suspended for five (5) years.

**Suspension of an Organization**

Suspension is the withdrawal of an organization’s recognition by the University for a stated period of time when an organization is found to have violated the Student Code of Conduct. Suspension shall result in complete suspension of the activities of the group during the stated period of time and may also include conditions for removal of suspension.

**University-Sponsored Off Campus Trips**

Off-campus trips that are sponsored by the University or are activities of University clubs and organizations complement the educational experience. Students and the accompanying faculty and/or staff are required to complete a Student Waiver for Educational & Cultural Trips and a Travel Release Form, two weeks prior to departing the University and secure the approval of the Dean of Students or designee. The purpose of the waiver is to express that typically the student traveler assumes any and all liability for his/her personal safety and well-being. The waiver is available in the Office of Student Life and Development and the Dean of Students Office. University sponsored or related trips require that a member of the faculty or staff accompany students. Students must abide by all instructions provided by the University representative throughout the duration of the trip. Traveling on University-sponsored or related trips includes the requirement that students return with the group. One-way travel is not permitted, unless the Dean of Students grants prior approval. More importantly, throughout the trip
students are expected to demonstrate civil, responsible, and ethical behavior and follow all University rules and policies.

**Chaperones**

All University organizations are required to have their advisors and/or members of the University faculty or staff to attend major social events on/off campus. “NO EXCEPTIONS”

**Policy Statement Regarding the Supervision of Student Activities**

The Division of Student Affairs, through the Office of Student Life and Development, is primarily responsible for the execution and supervision of student activities. In particular, the Office of Student Life and Development assists students in establishing and maintaining student clubs and organizations and in planning and evaluating events and activities. In order for a student club or organization to receive institutional recognition, an on-campus advisor must be selected to help guide the organization in meeting its goals and objectives. The Office of Student Life and Development houses the forms necessary to establish and to annually register all student clubs and organizations. Given the value the University places on involvement in student activities, Central State University will not tolerate student-perpetuated traditions, customs, practices, or behavior that involve hazing of any kind, that interfere with the academic and personal pursuits of students, that are anti-intellectual or anti-social, or that compromise the institution’s or student’s well-being. To help stimulate positive self-government, promote academic scholarship and positive interpersonal relationships, and create optimal conditions for learning and development, the University expects advisors to:

1. Attend organizational meetings and events;
2. Keep student members abreast of their rights and responsibilities;
3. Mentor students and encourage scholastic achievement; and
4. Ensure that the organization operates in accordance with university and other applicable policies and procedures.

Student organizations or members affiliated with student organizations must adhere to the Code of Student Conduct. The University reserves the right to withdraw institutional recognition of student clubs and organizations should such groups engage in practices or behaviors that work against the educational mission of the institution, including hazing. Student clubs and organizations must also be cognizant that the university itself does not discriminate on the basis of race, religion, color, physical disability, national origin, sex, marital status, political affiliation, or age. The University has high expectations that student clubs and organizations will align themselves with the institution in adhering to this policy.
**Campus Party (Dance) Policy**

No student will be allowed to pay Cash management without first clearing the following criteria through Student Affairs staffing:

1) Every student must present a University I.D.
2) If the technology is available, every student must swipe their I.D. at the door as a means of verification of attendance.
3) All guests must show a current University I.D. (i.e., University of Dayton, Wright State University, Wilberforce University, etc.).
4) Non-university attendees must be accompanied by a Central State University student and must have a valid state I.D or Driver’s License, which will be left at the door. Students are responsible for the behavior of their quests. Each student may have a maximum of 2 guests.
5) Anyone without a CSU student host or without a proper I.D. will not be admitted.
6) Student Affairs staff will be identifiable and wear event specific clothing, i.e., yellow jackets with “Event Staff” during winter months and yellow polo “Event Staff” shirts during spring months.
7) Student Affairs will use two Night Monitors to work the inside of events to move and organize ticket purchasers. During events Night Monitors will report to the Student Affairs event team.
8) Student Affairs, Campus Police and Sponsoring Organizations will have special Pre-Event planning meetings prior to every major event to assure that we have been proactive in our event planning.

**Policy Statement Regarding Guidelines for On-Campus Social Events**

The University takes seriously its commitment to create a pleasant campus environment conducive to the safety and well being of its students. To achieve this aim, the following guidelines for social events must be followed.

1) The advisor of record or his/her designee must be present at the social event from start to finish.
2) All Central State University students must show a valid student identification card at the entry point to the social event in order to gain access to the event.
3) Non-CSU students must be invited guests of the organization sponsoring the event. It is preferable that the sponsoring organization develops a guest list, which should be available at the entry point to the event. Once it has been determined that the individual is indeed a guest, he or she must present a picture identification card and log his or her name on a roster. The guest will be required to provide his or her driver’s license number. (The log containing such information is to be treated confidentially, monitored by the advisor, and delivered to the Office of Student Life and Development on the first business day following the event).
4) Prior to each social event, student clubs and/or organizations are responsible for arranging for the appropriate presence of police officers through the Department of Public Safety. This should be arranged at least two weeks before the event is held. The Department of Public Safety will determine the appropriate number of officers, which is typically calculated by the anticipated number of attendees; the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event.
5) All participants are required to pass through a metal detector, which will be monitored by a law enforcement officer. Hand-held metal detectors may be used in lieu of a metal detector portal. This provision will require each organization to hire an additional law enforcement official.
6) Participants are not permitted to congregate outside or near the location of the social event, unless there is an approved outdoor activity associated with the event.
7) With the exception of members of the Central State University community, individuals are not permitted to congregate in any campus area after the social event.

8) In the event that disorderly behavior manifests itself during the social event, the event will end immediately. The University will exercise “zero tolerance” for fighting and other disorderly conduct during the event.

9) Campus organizations that do not adhere to any particular aspect of these guidelines could lose their charter.

**Calendar Scheduling Policy**

All events sponsored by University organizations, departments and residence halls must be coordinated in the Student Affairs Office to avoid conflict among events. Sunday events are not to begin before 12 Noon. Each organization must take responsibility for any accidental gathering of its members in groups large enough to appear to be an unscheduled social event. Meetings/Socials that are held on Sunday through Thursday must conclude by 11 P.M.

**All social events are to be calendared at** [www.centralstate.edu/events](http://www.centralstate.edu/events) **except the following:**

1. Activities within a residence hall to which only a few residents are invited.
2. Casual entertainment of dates in men’s and women’s residence halls.

The officers of each group have the responsibility for seeing that all events are properly scheduled. Additions or corrections on the calendar must be submitted TWO WEEKS in advance. Cancellations of events must be done no later than ONE WEEK prior to the event. If an event is not cancelled within the allotted time, a fine may be charged and a future social event may be forfeited. This is done because the date could have been used for other events.

**Calendar Appeals**

Any rejection of a calendar request may be appealed to the Dean of Students.

**Public Performance by Students/Organizations**

Any public performance or any activity presented by a student or group in the name of the University should be approved by the Department Chair of the organization or by the advisor of the group before the performance or activity is presented.

**Poster Policy**

All posters must be approved for the calendar and stamped in the Student Affairs Office. Posters are to be hung on bulletin boards only, and are not allowed on walls, windows, or stairways. Posters should be removed as soon as possible following the event. No signs or advertisement mentioning the sale/use of alcohol may be posted or used on campus property. The distribution of promotional materials door-to-
door in the residence halls is prohibited except for events sponsored by a University recognized organization. Individuals are not permitted to send personal literature/information_requests across campus.

All posters must represent an organization with a purpose and reason and must be approved. Posters are limited to 85 per event (60 for residence halls and 25 to post around campus). Biased comments, inappropriate humor and any poster that may be sexually explicit, as well as intimidating or with threatening comments will not be tolerated.

All signs and posters placed on any university bulletin boards must not exceed 17” x 23” and must reflect good taste. Signs are to be posted only on bulletin boards and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways. Non-University for profit businesses are not permitted to use University bulletin boards. To have announcements, table tents, banners, or a table in the dining halls, students must obtain written permission from the Dean of Students and the Director of Food Services.

**Solicitation and Sales on Campus**

1. Officially-recognized campus organizations, including sport teams, with the written approval of the Dean of Students or his/her delegated representative, may engage in money making projects for the benefit of worthwhile purposes of the organization and, upon application to the proper building authorities, may have a sale area where designated. No harassment is permitted.
2. Money making events sponsored by campus organizations and held off-campus must be approved to avoid conflicts. This enhances the opportunity for a successful project.
3. Sales by individuals for profit shall not be permitted within the residence halls.
4. Any money making events must be in compliance with Federal, State and Local laws.

**ATHLETICS/HEALTH and WELLNESS**

**Intercollegiate Athletics and Recreation**  
Mr. Jahan Culbreath, Interim Director  
Beacom-Lewis Gymnasium  
937-376-6011

The Central State University Department of Intercollegiate Athletics and Recreation has a rich tradition marked by success in academics and athletics. Our student athletes graduate at a rate well above many national averages. Marauder student-athletes have won national championships in football, men’s cross country and men’s basketball as well as in men’s and women’s indoor and outdoor track and field. Student-athletes have earned All-American and Academic All-American honors as well as
Player of the Year awards in their respective sports. A number of CSU student-athletes have represented their home countries and Central State in the Olympics and other international competition.

Athletic scholarships are available based on criteria developed by the National Association of Intercollegiate Athletics (NCAA), Central State University and individual sport coaches. All freshmen, two-year transfers, and transfers from non-NCAA institutions must be registered with the NCAA Eligibility Center. Intercollegiate athletic activities at CSU:

<table>
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<tr>
<th>MEN</th>
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<tr>
<td>Cross Country</td>
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<td>Basketball</td>
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<td>Dance Team</td>
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**Intramurals/Recreational Sports**

Mr. Al West
Walker Student Recreational Center
937-376-6582

Intramurals/Recreational Sports reports directly to the department of Athletics and offers programs of intramural and recreational activities for all students and the entire University community. Programs and services include class instruction, aquatics, drop-in fitness and recreation, intramural sports, and club sports. Facilities in Walker Gymnasium and the Lucas Natatorium are used in collaboration with the Department of Health, Physical Education and Recreation.

Equipment and facilities include Spinning Room with more than 20 bikes for group instruction and individual workouts; Cardio Room with more than 30 treadmills and elliptical and stationed upright bikes; Fitness Room with circuit training stations and free weights; two racquetball courts; an 8-lane swimming pool; and full-size gymnasium. Intramural and club sport activities are available for men and women in Soccer, Softball/Baseball, Kickball, Flag Football, Basketball, Volleyball, and Swimming. Personal fitness programs include Zumba, Yoga, Cross Fit, Bigger Loser, Spinning, and Fit for Life group exercise. Recreation facilities are open day and evening hours 7 days a week and on holidays when classes are in session. Shorter hours are provided during the summer when fewer students are on campus.
DEPARTMENT OF RESIDENCE LIFE

Residential Life Policies and Student Responsibilities

As members of a residential community, students are expected to respect the rights of others within that residential community. Residents are free to make decisions and impact their residential environment through involvement in educational and programming efforts. However, with that freedom comes responsibility. Residents will be held accountable for their actions and decisions as well as for the actions of their guests. In striving to provide an environment for all residents to study, sleep, and interact, it is expected that students be familiar with and abide by the policies mentioned in this publication as well as those listed below. The policies in the Residence Life Living and Learning Guide are found on the CSU web-site.

GENERAL REGULATIONS

Alcohol Policy

The University adheres to and enforces all federal and state legislation governing alcohol. Alcoholic beverages may NOT be possessed, served or consumed, even by those 21 years of age or older, in student rooms or in any area of the residence halls. Alcohol is not permitted in common areas, including but not limited to, hallways, lounges, recreation areas, or outside a student's room, in cars, parking lots or any other University-owned or controlled buildings. Common containers including, but not limited to, beer bottles, wine bottles and kegs of any kind are not permitted. Alcohol may not be sold or purchased in residence halls.

Each resident of University housing is responsible for informing his/her guests of these regulations and ensuring that the guests are in compliance with University policy on alcoholic beverages. The resident may be subject to disciplinary actions for guests' non-compliance with these regulations. Non-student guests may be subject to civil and criminal actions for violation of these regulations.

No beer or alcohol bottle collection is to be maintained or displayed in a room, even if occupants are 21 years of age or older.

Drug/Drug Paraphernalia

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed
by local, state, and federal laws. All cases of use, possession, cultivation or sale of drugs or evidence of use in University residence halls will be handled by appropriate law enforcement agencies and reported to the Office of Judicial Affairs. This also includes paraphernalia for illegal drug use.

**Fire Alarms and Fire Drills**
Each residence hall is equipped with a fire alarm system. If the fire alarm should ring, everyone must leave the building immediately according to the hall’s fire evacuation plan. No one may reenter the building without the authorization of the Residence Hall Coordinator and the Chief of the Fire Department. Consult the Residence Life Handbook for more details.

**Guests/Hosts**
A guest is defined as any person who is not a current assigned resident of the University residence hall she/he is visiting. A host is a resident who has a guest. In order to maintain a living environment that respects the privacy of the resident and for security reasons, hosts and guests must adhere to the following specific procedures:

- Guests are subject to the same rules, regulations, as their host and the host have the responsibility for informing the guests of all rules, regulations and expectations in advance.

  - The host assumes responsibility for the behavior and activities of his/her guests.
  - Guests must leave the building when so instructed by a staff member.
  - During the course of their visit, guests are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
  - Students living in residence halls who wish to have an overnight guest will consult their roommate(s) in an effort to maintain positive community relations, then obtain permission from the Residence Hall Coordinator at least four (4) days prior to the overnight stay.
  - There are no overnight accommodations in any University residence hall for guests of the opposite gender.
  - Children are not permitted to reside in the Residence Halls.
  - Children are not allowed in the Residence Halls without the written consent of the Director of Residence Life. All children must be escorted and supervised at all times.

**Pet Policy**
Pets, or animals of any kind, are not permitted in University residence halls including student rooms.

**Quiet and Consideration for Others**
The University strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are expected to respect the rights of others with regard to quiet for studying,
sleeping and individual lifestyle choices. In each residence hall, a program of "quiet" hours is established by the Director of Residence Life. During quiet hours, the noise level in the residence hall must be kept at a minimum. The program of "quiet" hours will fulfill the following minimum requirements: Sunday through Thursday: Quiet hours must begin no later than 8 p.m. and continue until at least 10:00 a.m.

- Friday and Saturday: Quiet hours must begin no later than 10 p.m. and continue until at least 11:00 a.m.
- Twenty-four-hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin 9 p.m. the last day of classes and continue until the residence halls close at the end of the quarter.

Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times. During courtesy hours residents are expected to keep noise at a level which will not disturb neighboring residents, including those living on other floors. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the hallway, or outside the building. Residents are expected to anticipate and respect the needs of other residents. In the spirit of community consideration, stereo, stereo speakers must not be directed out the window or used in hallways. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student's room for the remainder of the quarter or academic year.

Responsibility for Contraband Items

In the event that any items prohibited by University regulation or state or local laws are discovered in University residences, for which ownership cannot be determined, each of the occupants of the residence unit having knowledge of the presence of, or access to, the contraband are considered to be in possession of the items for disciplinary reasons.

Room Entry & Search

Policy and Intent:
The University makes every effort to insure privacy in all residence halls. Nevertheless, designated University officials have the right to enter students’ rooms for matters pertaining to general health and safety; to perform reasonable custodial, maintenance and repair service; to inspect for damages or cleanliness; and for suspected rule violation. In addition, designated University officials may enter and search a student's room if there is a reason to believe that the premises are being used for an illegal purpose or a purpose which violates health or safety regulations or interferes with normal University operations. Evidence of such unauthorized use of University premises may be confiscated and used in disciplinary proceedings.
The following policy is intended to define procedures for room entry and room searches that preserve as much possible the integrity of students and their right to privacy. It should be clearly understood that the guidelines for search and entry at the University are intended for internal protection and control. However, nothing herein can limit the ability of bonafide law enforcement or judicial agencies to seek and obtain legal search warrants to enter and search rooms or university campus.

**Definitions:**
- "Room Entry" means entrance into a student's room to fulfill the duties of authorized personnel or to inspect the conditions within the room for health and safety reasons.
- "Room Search" means a formal seeking of evidence to reflect reasonable cause to believe that health and safety regulations or the Code of Student Conduct has been violated.

**Conditions for Room Entry:**
Rooms can be entered only with reasonable cause to believe that one of the conditions for entry is satisfied. The occupants will be notified of the reason for any room entry. The following are guidelines for room entry:

1. A clear indication that established conduct standards, health, and/or safety regulations are being violated. This requires the utmost care and sensitivity to the issue of maintaining privacy for students in the residence hall setting. It is recognized that fruitless room entry can quickly destroy staff-student regulations.
2. Health officials and members of residence hall staff conduct periodic health and safety inspections. The spirit of these inspections is for preventive and corrective action and is in no way designed to include room search.
3. A student's room may be entered to perform maintenance and general repair or servicing. A student's room may be entered in cases of imminent danger to health or safety. When fire drills are in progress, the residence hall staff, to fulfill their responsibilities, must inspect rooms, to ensure that the hall is vacated.

**Procedures for Room Entry:**
1. No student room should be entered without knocking and identification of self. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide the occupant or occupants with an opportunity to open the door themselves. This provision shall also apply to maintenance personnel.
2. Rooms should be entered in the absence of the occupant only when a maintenance or repair emergency exists.
3. If it should be necessary under the conditions outlined for authorized University personnel or their agents to enter a room when the occupant or occupants are not present, the student will be notified of the entry and the reason for the entry. Every attempt will be made to give students advance notice of improvements and repairs to the rooms. In emergency situations when imminent danger to life, safety, health, or property is reasonably feared, entry will be made without advance notice.
4. The privacy of the occupant or occupants with respect to other students should be maintained when University personnel enter a student’s room. Other students or individuals should not be permitted to enter the room in the absence of the occupant or occupants.

5. Students feeling abused by the above policy may appeal directly to the Dean of Students. The appeal should be in writing and presented to the Dean of Students within ten days of the actual occurrence.

The following personnel shall be authorized to enter residence hall student rooms under the conditions prescribed:

a. Full-time professional members of the residence hall staff, excluding clerical personnel and resident assistants.
b. Resident Director and/or Dean of Students.
c. Full-time members of the maintenance staff of the Physical Plant Services.
d. Non-University personnel contracted to perform maintenance or repair services on behalf of residence life or Physical Plant Services.
e. In the absence of the Resident Director, a Resident Assistant with a CSU police officer may act in cases of immediate and clear emergency regarding health and safety. Other cases should be referred to the Director of Residence Life.
f. Residence hall staff and CSU police officer cannot enter student’s room without “reasonable cause”.

Conditions for Room Search:

Rooms will be searched only with reasonable cause and the occupant or occupants will be informed of the reason of any room search. A formal search permit will be required from the Dean of Students, Director of Residence Life or his/her designee. There are two basic situations which precipitate administrative room search:

1) A clear indication that the established Student Code of Conduct or health and safety regulations are being violated.
2) An emergency that makes it necessary for a staff member to search a room for particular item, such as a discarded sleeping pill bottle or a particular telephone number or address. In an emergency situation, word-of-mouth approval will suffice and a formal search permit will not be necessary.

Procedures for Room Search:

1) For internal operations not anticipating civil or criminal prosecution, the individual(s) or agency concerned must secure a search permit from the Dean of Student. In cases of possible civil or criminal prosecution, it is the policy of the Police or Sheriff’s Department to secure a legal search warrant in accordance with the Ohio Revised Code requirements.
2) When it is necessary for authorized University personnel or their agents to search a student’s room when the occupant or occupants are not present, one full-time professional member of the residence hall staff must be present.
3) No student room shall be entered without knocking. Entry, following the knock, shall be preceded by a time lapse to provide the occupant an opportunity to open the doors themselves.
4) The student should be given the opportunity to open all drawers, luggage, etc., during the room search, except in those cases where a weapon or drugs are involved.

5) In the absence of reasonable cause for such action, a general search or a search of a member of rooms in a given area is prohibited.

6) Contraband seized during a room search will be turned over to the Central State University Police Department. Central State Police Officers cannot conduct a room search without a warrant issued by a judge. Incriminating items that are located in plain view of a Central State Police Officer, who has a lawful right to be in the room when the item is seen, may seize contraband or other evidence of a crime. Any Central State Police officer who makes a lawful arrest inside a student residence room may search the arrestee and the area in the arrestee’s immediate control.

7) When the search is completed, the individual conducting the search must complete a search inventory form, specifying the date, room searched, name of the occupants, residence hall staff conducting the search, circumstances constituting “reasonable cause”, and detailed explanation of materials seized and ownership. This form and materials confiscated by the residence hall staff must be forwarded to the Office of the Dean of Students. Material confiscated by Central State University Police Department or local police or Sherriff’s Department must be noted on the form.

8) All materials confiscated by the residence hall staff, Central State University Police or local police or Sherriff’s Departments must be marked, secured and held pending university judicial action and/or criminal prosecution.

9) A student who believes this policy has been violated has the prerogative of appealing directly to the Dean of Students. The appeal must be in written form and presented within ten days of the actual occurrence.

**Solicitation**

The use of University property for sales, fund raising, donations, or any solicitation of funds except authorized through the Director of Residence Life is prohibited.
Student Code of Conduct

Philosophy

Central State University expects all members of the university community to share in its commitment to academic honesty, personal integrity, and behavioral maturity. The basic philosophy and approach toward discipline at Central State University is one of education, focusing on student learning through individual growth and accountability of behavior. The student code of conduct procedures and sanctions for violation of rules and regulations are designed for guidance or correction of behavior and to protect the rights of other students within the university community, rather than for punishment. Rules and regulations are imperative as a basis for maintaining an environment conducive to study, recreation, and personal growth. Central State University is committed to an academic environment consistent with the University’s stated core values, community standards, and 5 C’s for campus citizenship. The student conduct process plays a supportive role in the development of responsible student behavior. If the behavior of a student conflicts with established university standards, the student conduct process seeks to educate the student about the personal and social consequences of his or her behavior. The actions imposed in the student conduct process may include educational and disciplinary measures which are designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the student conduct process is designed to be educational, the process is non-adversarial, confidential, and not to be considered comparable to court proceedings. The Student Code of Conduct applies to students’ actions and behavior on campus, in the surrounding cities/counties, and wherever a student is participating in a program/event or acting in the capacity of a Central State University student. In addition to controlling their own behavior, students shall be expected to do their best to help maintain a high level of conduct among their fellow students.

Purpose and Application

The administration of student discipline is a part of the total educational process that not only protects the academic community, but also assists students in their overall personal development. The purpose of
the discipline process is to promote the student’s learning by examining how a present pattern of conduct interferes with, and is thereby deemed a detriment, to the educational process. Every attempt will be made to hear policy violations in a timely manner, taking into consideration a student’s right to due process. When a violation of the Code is believed to have occurred, the alleged infraction is reviewed by the Dean of Students or his/her designee, and either an administrative hearing is held or the case if referred to the Judicial Board. If a student is found responsible for violating the Student Code of Conduct, educational sanctions intended to facilitate the positive growth and development of those involved are issued. There may be times during the year when the Dean of Students adjudicates alleged policy violations in order to expedite the process. These include, but are not limited to, violations that occur prior to the beginning of classes, during the last week of classes and/or during finals, or summer session.

Central State University students are expected to maintain a high standard of personal integrity and honesty at all times and to show respect for the rights of others. The Student Code of Conduct has been agreed upon by the University community to clarify the student behavior deemed necessary to maintain an atmosphere promoting personal growth without endangering other individuals or the institution. A student discipline/judicial system, including the right of appeal, is established to protect the rights of students and student organizations to a fair hearing in the event of an alleged violation of the Student Code of Conduct.

These policies and procedures are set forth in writing to provide students with general notice of prohibited conduct. They are not designed to define misconduct in exhaustive terms and should be read broadly.

Respect for Laws
The Student Code of Conduct is based on the expectation that students will respect and obey all regulations of the University, the State of Ohio, and the federal government. Students, as adults, are obligated to obey all laws and bear ultimate responsibility for their actions. Violations of laws committed off campus may be interpreted as having an impact on or posing a threat to the University community. Consequently, such violations can result in on-campus disciplinary action, including loss of privilege to live off campus and other disciplinary sanctions. Disciplinary action or the judicial proceedings may proceed during the pendency of any criminal/civil adjudication involving the same incident and is not subject to delay or challenge on the ground that criminal/civil charges are unresolved, reduced, or dismissed.

Respect for Self and Others
Students are expected to conduct themselves in ways that exemplify respect for people of all races, religions, ethnic groups and to adhere to personal values without unduly imposing them on others. In
interpersonal relationships, students are expected to respect the rights of other, particularly their right to refuse to participate in any activity. At no time should students harass, assault, or violate the privacy of others. Furthermore, students should take responsibility to serve as leaders in promoting compassion for others and in challenging prejudice against all individuals and groups whether due to race, gender, color, creed, age, marital status, religion, nationality, ancestry, socioeconomic status, political persuasion, military or veterans status, sexual orientation, gender identity, genetic information, disability, or medical disease.

**Definitions of Terms Used:**

1. **Accused student** refers to any student or students who has or have had disciplinary charges filed against them.
2. **Adjudication** means the formal resolution of disciplinary charges, including the appeal process.
3. **Appeal** refers to the process for reviewing a decision made of a prior administrative or judicial hearing.
4. **Business day** means all days when University offices are open for business.
5. **Charge** refers to an accusation of a violation of the Student Code Conduct.
6. **Code** refers to the Student Code of Conduct in its entirety.
7. **Complaint** refers to a written statement alleging a violation of the Student Code of Conduct or other published policy applicable to students at the University.
8. **Complainant** is any university community member who brings forth documentation or files an incident report regarding possible violations of the Student Code of Conduct.
9. **Disciplinary Conference** is the meeting conducted with the judicial affairs officer and the accused student to review their alleged violations and inform them of their due process rights.
10. **Due process** is the processes involved as it relates to the student’s rights.
11. **Formal disciplinary procedures** are disciplinary procedures used when the question of responsibility is contested or when the student accepting responsibility for the disciplinary charges prefers to have a full judicial hearing.
12. **Informal Resolution** is the disciplinary process used when the question of responsibility is not contested and the student prefers to have an immediate decision of the sanctions to be imposed.
13. **Infraction** is another word used for violation.
14. **Judicial Council** refers to a panel of faculty, staff, and students that adjudicates violations of the Student Code of Conduct.
15. **Judicial Hearing Officer** refers to a University designee authorized by the Dean of Students to adjudicate violations of the Student Code of Conduct.
16. **Member of the university community** includes the Board of Trustees and any person who is a student, faculty or staff member of Central State University.
17. **Not Responsible** is the term used by a student who is claiming to be not responsible or innocent of an alleged charge or violation of the Student Code of Conduct.
18. **Preponderance of evidence** means evidence when fairly considered produces the stronger impression, has the greater weight, and is more convincing than evidence to the contrary.
19. **Respondent** means a student or organization against whom a complaint has been filed under the Code.
20. **Responsible** is the term used by a student who assumes or accepts responsibility for an alleged charge or violation of the Student Code of Conduct.

21. **Sanction** means a formal measure imposed as a result of a determination of “responsible” for a violation of the Student Code of Conduct.

22. **Student** means an individual who has paid an acceptance fee, registered for classes, or otherwise currently enrolled at the University encompassing students who have not permanently withdrawn from the University.

23. **University** or **institution** refers to Central State University and all of its undergraduate, graduate and professional school, divisions, and programs.

24. **University premises** includes all land, facilities, buildings, and other property in possession of or owned, leased, used, or controlled by Central State University.

**Administration of the Code for Violations of City, State, or Federal Laws**

The University reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the University, and violations of those laws may also constitute violations of the code. In such instances, the University may proceed with disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceedings is not yet resolved or is resolved in the student's favor.

**Inherent Authority**

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking immediate disciplinary action against those students whose behavior on or off University premises indicates that they pose a substantial danger to themselves or others. In these circumstances, the Vice President for Student Affairs and Enrollment Management or Dean of Students has the right to suspend a student temporarily pending a decision of the judicial bodies.

**Classification of Violations**

Violations of the Student Code of Conduct are considered either minor or major based on the nature and severity of the incident(s). Each violation of the Code is identified by either the violation itself and/or its identifying number (i.e., 1.01). Additionally, the classification of the code violation is also noted for ease of reference.

- **Minor Violations** involve violation of a University policy which would typically be heard by the Dean of Students, Residence Life Judicial Council, Administrative Hearing, or Judicial Council.
Major Violations involve a violation(s) of a University standard or policy which, at the discretion of the Vice President for Student Affairs or the Dean of Students, may justify an imposition of a sanction of suspension or expulsion. These violations are generally heard by an Administrative Hearing or Judicial Council.

In addition to the prohibited behaviors indicated below, the Student Code of Conduct includes policies which are stated or elaborated on in the Residence Life Living and Learning Guide and other published policies within and throughout this Student Handbook.

PROHIBITED CONDUCT and CODE VIOLATIONS

Alcohol/Underage Drinking (1.01) Minor/Major
1.01a Persons under the age of 21 who purchase or attempt to purchase, consume, possess, or transport any alcoholic beverages.
1.01b The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University’s activities (whether on or off-campus).
1.01c Selling or giving alcoholic beverages to a minor (under 21 years of age).
1.01d Appearing in public on the University premises while intoxicated or under the influence of alcohol.

Arson/Fire Setting (1.02) Minor/Major
1.02a The malicious, fraudulent, intentional or unintentional burning of property on University premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.
1.02b Willfully starting a fire in University buildings or on University property, which includes but is not limited to, bonfires and cookouts, without the proper authorization of the Dean of Students and/or without being in compliance with local and state fire codes.

Breaching Campus Safety or Security (1.03) Minor
Breaching campus safety or security includes, but is not limited to:
1.03a Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; or propping open of exterior residence hall doors.
1.03b Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations, emergency exits, or other safety equipment.
1.03c Placement of equipment or vehicles so as to obstruct the means of access to or from university buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

1.03d Tampering with fire extinguishers, alarms, smoke detectors or other safety equipment.

**Breaking and Entering (1.04)**

**Minor/Major**

1.04a Breaking and entering or attempting to enter any room, building, motor vehicle or other form of personal or University property without authorization or consent.

**Complicity (1.05)**

**Minor/Major**

1.05a Aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.

1.05b Students associated with or present during the commission of an act by another which constitutes a violation of University policy may be charged with complicity if the student’s behavior constitutes permission, contributes to, or condones the violation.

**Contempt of Hearing/Judicial Process (1.06)**

**Minor**

1.06a Failure to appear at a Pre-Administrative Conference, Administrative Hearing or Judicial Board Hearing after receiving proper and timely notification.

1.06b Willful disobedience to, or displaying open disrespect for a University judicial board member or administrative hearing officer such as the use of profanity, threatening behavior, derogatory remarks, comments, and/or gestures.

1.06c Attempting to discourage a person’s proper participation in, or use of, the conduct process.

1.06d Falsifying, distorting or misrepresenting information at a conduct meeting or hearing, or knowingly initiating a false complaint.

**Dangerous, Threatening and/or Unsafe Behavior (1.07)**

**Minor**

Any conduct or behavior is prohibited which threatens or endangers the health or safety of any person in the University environment.

1.07a Participation in a campus demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community. Student Affairs officials of the University or the Campus Police are authorized to declare groups who are in violation of this policy as an unlawful assembly and order the individuals to disperse. If, after a reasonable interval announced by the Student Affairs officials, members of the group have not dispersed,
they will be issued arrested by Campus Police, issued an interim suspension and ordered to be immediately removed from the University premises.

1.07b Leading or inciting others to disrupt scheduled or normal activities within any campus building or area.

**Disorderly Conduct (1.08)**

1.08a Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under any circumstances including, but not limited to, intoxication due to the consumption of alcohol, in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the University.

1.08b Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well being or causes a risk of/or physical harm to public or private property.

**Disruptive Classroom Behavior (1.09)**

1.09a Any conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, talking/texting on cell phone, joking around, playing music or listening to headphones.

**Drugs/Possession, Use or Sale (1.10)**

**Policy**

The possession, use, sale, or manufacturing of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other addictive substances which are illegal according to federal and/or state law is prohibited on the campus of the University and at any University related or sponsored activities held off-campus. A student should also refrain from buying, selling, possessing, or using any drug paraphernalia. A criminal conviction for violation of federal and/or state law governing the possession, use, or sale of controlled substances by a University student constitutes a violation of this policy and will adversely affect a student’s ability to apply for and be awarded Federal financial aid.

1.10a Use, possession, distribution or manufacture of illegal drugs including drug-related paraphernalia containing illegal residue.

1.10b Students, though they may not be the primary users, are responsible for any drug related activity in their rooms and will be subject to disciplinary action as a result of the drug related activities of their visitors and/or guests.
Failure to Comply (1.11)  
1.11a Failure to comply with reasonable directions of University officials (including Resident Advisors) or public officials acting in the performance of their duties.  
1.11b Failure to promptly identify oneself to University officials when requested.  
1.11c Failure to comply with sanction(s) imposed under the Code.  

Furnishing False Information/Fraud/Forgery (1.12)  
1.12a Forgery of an administrative staff person, faculty member, or student’s name; alteration or misuse of University documents, records, identification; or possession of documents and records belonging to another.  
1.12b Deliberate misrepresentation of facts and/or knowingly furnishing false information to University departments and/or officials.  
1.12c Use of the University’s name, image, or logo without proper authorization or with intent to misrepresent or defraud.  

Gambling or Scalping (1.13)  
1.13a Gambling or shooting dice on University premises.  
1.13b Re-selling of tickets to a recognized University function for a price higher than the listed price on the ticket is prohibited.  

Harassment/Intimidation (1.14)  
1.06a Harassment (verbal or physical) or intimidation of a University official, Judicial Officer, or Residence Life Conduct panel members.  
1.06b Intimation or harassment on the basis of race, religion, national origin, age, sex, sexual orientation, handicap, or veteran status.  
1.06c Verbal harassment, abusive and/or threatening language directed towards another student, faculty, staff or guests.  

Hazing (1.15)  
Policy  
Central State University prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual’s initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident
of hazing shall report the incident to the Vice President of Student Affairs and Enrollment Management or the Dean of Students.

1.15a The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.

1.15b The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.

1.15c The forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.

1.15d The creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.

1.15e Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.

1.15f Illegal pledging or intake activities into an organization that is currently under suspension or otherwise not legally recognized by the University is prohibited.

1.15g Illegal recruiting of any female in a court or auxiliary organization is prohibited.

1.15h Paddling in any form, creation of excessive fatigue, creation of fear, physical or psychological shock, creation of pain or injury, harassment, and moral embarrassment.

1.15i Any inductee (pledgee) who willingly participates in any acts of hazing will also be in violation of the University’s hazing policy, and subject to disciplinary proceedings.

1.15j All other activities, which violate fraternal, local, state, or federal laws or the regulations and policies of Central State University.

Inappropriate Dress Attire (1.16) Minor

1.16a Inappropriate dress attire includes, but is not limited to, violation of the appropriate dress attire policy published within this document. Students may be issued a warning by University officials for violation of the policy and those who repeatedly violate said policy will be subject to disciplinary action.

Off-Campus Misconduct (1.17) Minor/Major
Policy

The Central State University Student Code of Conduct applies to off-campus conduct when such conduct adversely affects the CSU Community, or the offense committed is of such a serious nature as to adversely affect the alleged violator’s suitability as a member of the University community. Central State University reserves the right to conduct disciplinary investigations, file charges and impose discipline for off-campus conduct which does any of the following: 1) constitutes a violation of local, state or federal law; 2) indicates the student may present a danger or threat to the health or safety of the student or others; and 3) interferes with the educational interests of the University. The Dean of Students, or
his/her designee, in his/her sole discretion, will decide on a case by case basis, whether the Student Code of Conduct shall be applied to conduct occurring off campus.

**Physical Altercation/Violent/Threatening Behavior (1.18)**

**1.18a** The intentional use of force or violence directed upon another. Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.

**1.18b** Offenses of violence as set forth in Section 2901.01 of the Ohio Revised Code, as amended, including but not limited to, menacing, stalking, intimidation, intimidation of crime victim or witness, domestic violence, inducing panic, and/or inciting violence.

**Sexual Harassment (1.19)**

**1.19a** Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**1.19b** Submission to such conduct as defined in 1.18a that is made either explicitly or implicitly a term or condition of an individual’s employment or academic pursuits.

**1.19c** Submission to such conduct as defined in 1.18a that has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

**Sexual Assault/Misconduct (1.20)**

**Policy**

Sexual misconduct includes 1) non-consensual sexual intercourse; 2) non-consensual sexual contact; and 3) sexual exploitation. Sexual misconduct may be committed by a male or female on a male or female. Consensual or effective consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity. Lack of consent is the absence of consensual or effective consent and/or sexual activity committed by force, intimidation or through use of the victim’s mental incapacity or physical helplessness, including intoxication.

The initiator of sexual activity is responsible for ensuring that he/she has effective consent from the other participant(s). Consent to one form of sexual activity does not indicate consent to others; similarly, prior consent to sexual activity does not indicate consent to current sexual activity. Being under the influence of alcohol, drugs, or other substance does not excuse sexual misconduct. One may not engage in sexual activity with another whom one knows or should reasonably know to be incapacitated.
Sexual assault or misconduct constitutes an infraction of University policy and is subject to the full range of sanctions described in this Student Code of Conduct.

**1.20a** Non-Consensual Sexual Intercourse is prohibited and is defined as any sexual intercourse (anal, oral, or vaginal) with a man or woman without his/her effective consent. Intercourse includes vaginal or anal penetration by a finger, tongue, penis, or object and oral copulation.

**1.20b** Non-Consensual Sexual Contact is prohibited and is defined as sexual touching of a man or woman without his/her effective consent. Non-consensual sexual contact may include the following forms of contact:

- Touching either directly or through clothing of buttocks, breasts, groin, or genitals. Non-consensual sexual touching may include touching of these body parts on another, touching another with these body parts, and making another touch these body parts on himself/herself or on another.

**1.20c** Sexual Exploitation is prohibited and occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for the benefit of himself/herself or of anyone other than the one being exploited. Sexual exploitation includes but is not limited to:

- Non-consensual video or audio taping of sexual activity.
- Exceeding boundaries of consent (e.g., permitting someone to watch sexual activity surreptitiously without all participants’ knowledge.

**Process for Sexual Assault**

**Immediate Assistance** - A student who is a victim of sexual assault should immediately report the assault and seek immediate medical and emotional assistance. In addition to contacting Campus Police (emergency number 9-911, non-emergency 937-376-5111), students are also encouraged to contact the residence hall staff or other University faculty/staff with whom she/he feels most comfortable in seeking immediate assistance. Until proper authorities have been notified, it is important not to bathe, shower, change clothes, douche, or disturb any of the physical evidence which may be necessary in the event of a disciplinary or criminal proceeding.

**Action Process** - Students, faculty, and staff may make reports of sexual assault and sexual violence to Campus Police. Victims/Survivors will be asked to file a report with Campus Police. Police reports will be taken in a private location. *If an off-campus incident occurs, contact the local jurisdiction.* The Student Affairs Office will provide a support person for both the accuser and the accused student. The role of the support person is to provide assistance and serve as a resource of information.

The University recognizes that any decision to report and/or pursue charges for sexual assault through on-campus disciplinary and/or criminal channels is the right of the victim. The University Judicial Officer and support persons will inform the victim and the alleged perpetrator of her/his rights, options of Criminal prosecution, medical assistance, and the University complaint process. The support person will assist the student with these contacts if requested.
Confidential counseling, support resources, academic assistance, and alternative housing assignments will be discussed as appropriate and requested. Central State University and other University personnel will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the Campus Police, provide assistance in obtaining, securing, and maintaining Evidence needed for criminal prosecution. At the request of the accusing student, appropriate measures will be taken to avoid retaliatory action if it appears that the safety of an individual is in jeopardy. This may include changes in class schedules and/or housing assignments. Students may be required to sign a “No Contact Order” to restrict any form of contact between the victim and alleged perpetrator.

A person who has been assaulted is encouraged to seek professional counseling. Information that is disclosed to a professional counselor is confidential. The University and the Xenia community offer a variety of support services. Appointments to see a counselor at Central State University are made by contacting the Counseling Center. (Another resource in the Xenia area is S.A.R.T. (Sexual Assault Response Team), along with the Greene County Protocol on Sexual Assault.

**Sexual Assault Judicial Process** - Campus Police will investigate all reported sexual assaults. A student may or may not decide to pursue charges. Students who decide to pursue charges may do so through the University judicial process and/or the Campus Police. The Chief of Central State University Police, or his designee, and/or a Campus Police Officer, as appropriate, will interview the victim. If this inquiry results in an investigation and action is taken, the accused will be given the opportunity to respond to the allegations. Persons with information relevant to the allegation may also be interviewed. Upon completion of the investigation, if sufficient evidence indicates that a sexual assault may have occurred, the matter will be referred to Judicial Council if the accused is a student at Central State University. The same judicial procedures and practices specified in the Student Handbook will be followed in cases of sexual assault. In addition, the victim may choose to be separated from the alleged perpetrator by a screen during a judicial hearing. The Judicial Board Chair may also allow breaks as needed by the accusing and accused students during the hearing. Upon completion of the judicial proceeding, both the accuser and the accused will be informed of the decision resulting from the hearing. A person reporting a sexual assault may request to terminate the proceedings at any time by notifying the Judicial Officer in writing. However, the University may continue the proceedings if necessary for the well being of the University community.

Members of the Judicial Board will receive training including basic information on sexual assault, victim reaction to sexual assault, academic implications for victims, questions to ask in a hearing, and ways to interact with both the accusing and accused student in a hearing. The training should also include the impact of the judicial process on the accused student.

**Reporting Information** - Given that sexual assault is a felony, disclosure by a survivor of an assault to any University official will be passed on to Campus Police. A survivor can make decisions about his/her level of involvement in an investigation and potential criminal or campus judicial action. For reporting
purposes, Central State University utilizes sex offense definitions from the National Incident Based Reporting Systems edition of the Uniform Crime Reporting Program which are as follows: Sex offenses - forcible: a) rape, b) sodomy, c) sexual assault with an object, d) forcibly fondling; and sex offenses - non-forcible: incest, b) statutory rape.

**Education and Training** - Responsibility for educating the University community about sexual assault and sexual violence will rest with the Department of Public Safety and the Dean of Students. Through various areas of the campus, educational materials and programs will be designed to assist members of the campus community in recognizing and preventing sexual assault and sexual violence.

**Stalking (1.21)**

1.21a Any repeated conduct directed specifically at another person that causes that person to fear his or her safety. Such conduct includes following another person and actions (via internet, phone calls, text messages) that threaten or intimidate another person through fear of bodily injury.

**Theft/Burglary (1.22)**

1.22a Theft, attempted theft, or possession of stolen personal or University property.

1.22b Acts of larceny, burglary, or robbery

**Unbecoming Behavior (1.23)**

1.23a Any conduct or behavior that is disrespectful, absurd, and/or rude. This includes, but is not limited to, public obscenities, lewd gestures, etc.

1.23b Inappropriate sexual behavior, including sexual intercourse or any activity involving the sexual organs of males and/or females in locations on university property deemed inappropriate (i.e., buildings, grounds, vehicles, lounges, halls, etc.)

**Weapons, Firearms, Ammunition, and Bomb Threats (1.24)**

Central State University prohibits any person from carrying a concealed handgun or other dangerous weapon on University premises. No person shall knowingly or unknowingly possess, have under the person’s control, convey or attempt to convey a dangerous weapon even if such person has been issued a license/permit to carry a concealed weapon by the State of Ohio.

In the interest of maintaining a safe academic and working environment free of violence for all employees, students and visitors, Central State University prohibits the possession, transport and storage of dangerous weapons on University owned or leased property including in personal vehicles, or at any University sponsored function. This policy applies to all University employees, students, contract employees, visitors, and vendors while on University property. This policy does not apply to any law
enforcement personnel engaging in official duties. University property covered by this policy includes all University owned or leased buildings, vehicles, and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the University’s ownership or control. Dangerous weapons include but are not limited to: handguns, firearm, explosives, knives and other weapons as defined by federal, state or local laws or ordinances. If employees or students have a question regarding whether an item is covered by this policy, they should contact the Campus Police. For the purpose of determining whether any weapon has been brought onto its property or premises, the University reserves the right to search all personal and college owned or leased vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property. These searches will only be conducted in the event of probable cause or reasonable suspicion and will be conducted in accordance with legal search procedures pertaining to searches for concealed weapons. If any employee or student believes another person covered by this policy possesses a concealed handgun or other deadly weapon in violation of this policy, they shall immediately report this belief and the basis for this belief to the Campus Police. Failure to report knowledge of the presence of any dangerous weapon shall subject the employee or student to disciplinary action. Violations of this policy will result in prompt disciplinary action up to and including termination of employment or expulsion from school in accordance with University disciplinary proceedings. Violations may also be reported to local law enforcement agencies. Unauthorized possession or keeping of firearms of any description, including such weapons as compressed air guns, pellet guns, knives, box cutters, or any apparatus with a blade, and/or BB guns on University property whether whole or parts, including ammunition of any kind, whether live or blank rounds is strictly prohibited. Unauthorized possession or keeping of any dangerous chemicals or explosive devices of any description are also prohibited on University property. Under no circumstances should any employee or student take any unnecessary risks or compromise his or her safety in enforcing this policy. Campus Police or local law enforcement should be contacted immediately if deemed necessary.

RETAILIATION

No one shall be retaliated against for having filed a charge under these procedures or for otherwise participating in or exercising any rights or responsibilities associated with the judicial process and procedures. Any individual who so retaliates against another individual will be subject to disciplinary action. For purposes of this section, retaliation shall mean any threat, coercion, intimidation, or physical assault undertaken or attempted, either directly or by someone acting on behalf of another, in response to the filing of a charge or for otherwise participating in or exercising any rights or responsibilities associated with the judicial proceedings. Incidents of retaliation should be reported to the Dean of Students, who shall take appropriate actions to address such conduct in a prompt and equitable manner.
COMPLAINT PROCEDURES

Initiation of a Complaint
Reports of alleged violation(s) of the Student Code of Conduct are addressed by the Office of the Dean of Students. Students, faculty and staff may report possible infractions by completing and submitting an Incident/Complaint Report Form. Reports received from individuals or agencies outside the University community may also result in judicial proceedings. Reports of alleged violations may be reported by filing an Incident/Complaint Report form with the Campus Police or the Dean of Students office.

Judicial Investigation
Upon receipt of an incident report, an investigation is conducted by the Campus Police and/or the Dean of Students. Investigations are intended to collect additional, clarifying information regarding the alleged incident; however it is not an exhaustive search for every detail directly or indirectly related to an alleged infraction. Oftentimes, the investigation consists of interviewing the complainant and the accused student who reportedly engaged in the misconduct. The investigation may also include contact with other witnesses. The Dean of Students determines if the complaint has merit and/or if it can be resolved by mutual consent of the persons involved through the Informal Resolution Agreement.

Determination of Code Violations
The Dean of Students will determine the appropriate action to be taken and whether judicial action will be initiated based on the allegations. If there does not appear to be a violation of the Student Code of Conduct and/or other University published policies, the incident reported will be closed and no judicial file or case generated. If there does appear to be concrete violations, a Judicial Notification letter will be prepared and forwarded to the accused student indicating the alleged violations of the Code and further instructions for their Preliminary Administrative Conference.

PRELIMINARY ADMINISTRATIVE CONFERENCE
The accused student(s) will be contacted by the Judicial Officer from the Dean of Students Office to advise them of the alleged violations of the Code. The Judicial Officer will officially explain and review with the accused student their Due Process Rights. The student must sign the Due Process Rights form verifying that they understand the right to exercise their “student rights” contained within. The Judicial Officer will inform the accused of the date of their forthcoming Judicial or Administrative Hearing.

INFORMAL RESOLUTION
The Informal Resolution Agreement provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After conducting an investigation of the facts
of the judicial case, the Dean of Students (at his or her discretion) determines whether or not the violations committed may be resolved through the Informal Resolution Agreement. This procedure may be exercised in lieu of referring the case to the Administrative Hearing Board or Judicial Board for a formal judicial hearing. The Informal Resolution Agreement may be conducted by the Dean of Students or an assigned Judicial Officer. The Information Resolution Agreement procedure consists of four steps and the student must agree to all four conditions if he or she wishes to resolve the case informally:

1. The student must agree that he or she is “Responsible” for the alleged violations of the Student Code of Conduct.
2. The student must agree with the sanction(s) proposed by the Judicial Hearing Officer or the Dean of Students.
3. The student must agree to waive his or her right to a formal hearing before the Judicial Board.
4. The student must agree to waive his or her right to an appeal.

If the student agrees to all four conditions, he/she will be required to sign the Information Resolution Agreement. The student will be provided with a copy and a disciplinary file and record will be created and maintained.

**JUDICIAL HEARING PREPARATION**

Prior to a judicial board hearing, students are encouraged to take the following preparatory steps:

- Carefully review your Judicial Notification Letter which includes the alleged violations of the Code of Student Conduct received from the Dean of Students office.
- You must report to the Dean of Students office to be advised of your Due Process Rights. Your judicial hearing will be scheduled after this process.
- Review the Student Code of Conduct and each of your alleged violation(s) including Additional Campus Policies.
- If you fail to appear when the case is called for a hearing, without just cause, the hearing may proceed in your absence and you will forfeit your right to appeal any all final determinations made.
- Members of the Campus Police may be requested to be present at the hearing when the case warrants it.
- You have the right to remain silent with no inference of guilt drawn there from.
- For each charge issued to you, decide whether you believe you are responsible or not responsible for the alleged misconduct. In making this decision, be honest with yourself as to whether or not you violated University policy.
- A statement of "not responsible" indicates that you believe you did not violate the specific policy.
- A statement of "responsible" indicates that you believe you violated the specified policy.
  - If you accept responsibility for all infractions/charges issued to you, then you have the option to waive the information sharing portion of your hearing. Because the facts of what happened are not in question if you accept responsibility for all charges, witnesses are not required to provide information about the incident. Instead, if you waive your hearing, you will have the opportunity to speak less formally with the hearing panel about the reported incident, why it happened, and what you have learned from the situation.
You are not required to waive your hearing. You may choose to accept responsibility for all infractions and still proceed with the full hearing.

- If you wish to invite witnesses who were present at the time of the incident, you must contact the Dean of Students office to provide the names three (3) days prior to your hearing.
- Character witness testimony is not permitted, although you may submit written character references to the Judicial Board for consideration before or during the hearing.
- Decide what you will wear to the hearing. Because this is an important proceeding, appropriate attire is required, such as an outfit you might wear for a class presentation.

**JUDICIAL HEARING PROCESS**

- **Introductions:** Judicial Hearing will convene with introductions of members of the Judicial Board, the accused student(s), and the complainant(s).
- **Due Process Rights:** Chair of the Judicial Board will determine if the student(s) have been advised of their due process rights.
- **Review of Alleged Violations:** Chair of the Judicial Board will review the alleged violations with accused student(s) after which student(s) must enter a plea to alleged violations of “responsible” or “not responsible”.
- **Opening statements:** The complainant will first present an opening statement and relevant materials (witness statements, photos, documents, or objects related to the incident) for the purpose of providing the Judicial Board members with a short summary of their interpretation of the alleged violation that occurred. The accused student will then be provided opportunity to submit their summary of the alleged incident and supporting materials.
- **Questioning:** After the complainant and the accused have presented his/her statements, members of the Judicial Board will be given the opportunity to ask questions of each participant. When the members have completed their questioning, the complainant and the accused student may then pose questions to each other.
- **Witness Testimony:** If there are any witnesses asked to provide testimony by either the complainant or the accused student, they may be called in individually or as a group to testify. After their account of the alleged incident, Judicial Board members will be given the opportunity to ask questions, following questions by the complainant or the accused student.
- **Closing Statements:** The complainant and the accused student may each make a closing statement. The closing statement should be a short summary of the materials and statement presented and/or personal information (achievements, contributions, etc.) that the student would like for the Judicial Board to consider.
- **Executive Session:** The Chair of the Judicial Board will excuse all participants and the Board will enter into executive session. If and when further clarification is needed; witnesses, the claimant or the accused may be called back in to provide additional information.

**Deliberations:** During deliberations, the hearing board reviews information presented during the hearing. For each charge issued, the panel decides whether you are responsible or not responsible for the alleged infraction. If the panel finds you responsible for one or more violations, then the panel also determines appropriate sanctions. When determining sanctions, the hearing board considers a variety of factors, including any infractions for which you were previously found responsible.
**Presentation of Hearing Outcome:** Five (5) business days after the hearing, you will receive written confirmation of the hearing outcome. If the judicial board issued sanctions, then the determination letter will detail the specific requirements of these tasks, including completion deadlines and whom to contact for more information.

**JUDICIAL HEARING BODIES**

There are four (4) types of hearing bodies included in the Student Code of Conduct System. Records of all hearings are maintained by the Dean of Students Office.

**Chief Judicial Officer**
- Dean of Students
- Hear all minor and major violations/complaints.

**Judicial Council**
- Derive its authority from the Central State University "Code of Conduct” with the approval of the Board of Trustees.
- Membership is comprised of three (3) faculty members; three (3) administrative staff; and four (4) students, not members of any other judicial body.
- The term of office for the Judicial Council shall be one year and no one shall be re-appointed for more than four consecutive years.
- When conducting a hearing, seven members of the Judicial Council will constitute a quorum.
- One or more professional staff (Judicial Hearing Officer) from the Dean of Students Office or Division of Students Affairs and Enrollment Management may be asked to serve in the absence of faculty members.
- Hear minor and major violations/complaints referred by the Dean of Students.

**Administrative Hearing Board**
- Comprised of Judicial Hearing Officers designated by the Dean of Students.
- Hear minor and major violations.

**Residential Conduct Panel**
- Comprised of Residence Life staff and hall residents.
- Hear cases related to violations of the residential community.
SANCTIONS
The following are sanctions that may be imposed for violation of the Student Code of Conduct. Great emphasis is placed on the consideration of each individual case rather than attempting to have “matching” sanctions or actions for specific incidents/violations. Conditions may also accompany a sanction.

On-line Drug and/or Alcohol Course: Students who violate the drug and/or alcohol policy (first offense) will be required to enroll in the Marijuana 101 or Under the Influence on-line courses through 3rd Millennium Classroom. Students are responsible for the cost of completing the course ($35).

Counseling: A recommendation that a student participate in personal and/or behavioral counseling sessions. These sessions may be provided by either the University Counseling Center or by a non-university affiliated counselor of the student’s choosing, but should be with a licensed, professional practitioner. The number of counseling sessions in which the student shall be required to participate shall be at the discretion of the student’s counselor.

Restriction and Loss of Privileges: Denial or restriction of certain privileges for a designated period of time.

Fine: Monetary penalty assessed to a student or organization for violation of the Code. Fines assessed will be added to the student’s account.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Disciplinary Reprimand: In some cases of minor violations and when the violation is acknowledged by the student, a written reprimand may be issued by the Dean of Students. The purpose of the reprimand is to call the student’s attention to the responsibility of meeting community standards. Since a reprimand is given only when the violation is acknowledged, the sanction may not be appealed.

Written Warning: Written warning is an official notice to the student that his/her behavior has violated the Student Code of Conduct. A written warning serves as notification to the student that further misconduct could result in additional and/or more severe disciplinary action.

Educational Requirement: Participation or completion of a project, class, or other activity to build awareness or knowledge relevant to the nature of the offense or oneself, including research papers, personal reflections, workshops, informational bulletin board, or preparing an action plan.

Community Service: Work assignments, service to the University or other social service and/or not for profit organization. Participation and fulfillment of community service sanctions on and/or off campus is assigned and monitored through the Disciplinary Sanction Community Service Program (D.S.C.S.) coordinated by the Office of Student Life and Development.

Disciplinary Probation: A status, imposed for a specific period of time, to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by community standards and
expectations. Any violations committed during the period of probation may result in more serious sanctions, including suspension for a minimum of one academic quarter. The terms of the probation may include any or all of the following: 1) a requirement that the student report regularly to a member of the administration or faculty for follow-up; 2) a restriction on participation in co-curricular student activities; 3) a denial of access to University facilities and grounds; or 4) the imposition of other appropriate conditions. Students on disciplinary probation are no longer in good standing with the University and this may prevent the student from representing the University in certain extracurricular activities. Students found responsible for violating the Student Code of Conduct may be placed on disciplinary probation, in addition to other sanctions imposed.

**Residence Hall Reassignment:** Requirement of a student to move to another room assignment within the same or another residence hall.

**Residential Hall Suspension:** Separation of a student from one or more of the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**Residential Hall Expulsion:** Permanent separation of a student from the residence halls.

**Interim Suspension:** Dismissal from the University pending the outcome of judicial proceedings. Interim suspensions are issued by the Vice President of Student Affairs and Enrollment Management or the Dean of Students to ensure the safety and well-being of members of the University community or preservation of University property. During an interim suspension, students are prohibited from being on campus for any reason, denied access to their residential hall living unit, and prohibited from attending classes. Students issued interim suspensions must depart campus immediately and are not authorized to return until after the results of their judicial hearing which will be held in ten (10) days or such other time as specified by the judicial officer during the Preliminary Administrative Conference.

**Suspension:** Separation of a student from the University for a stated period of time. Students may be required to fulfill one or more conditions during his/her suspension in order to be readmitted. The student has the right to reenter the University or to have his/her privileges reinstated after the specified period only if he/she provide the required verification that the conditions of the suspension, if any, have been assigned.

**Expulsion:** Expulsion constitutes the permanent suspension of the student from the University, to which a student is not eligible for readmission or reinstatement and is permanently barred from University property and from all University sponsored events/activities. In addition, students expelled from the University may not attend another college or university within the University system. If an expelled student returns to the campus, he/she may be arrested and charged with unlawful entry (trespassing). Any student who is expelled is not entitled to any tuition or fee refund. Students who are expelled prior to examinations will receive a grade of “W” in all classes attempted for the term.
**DISCIPLINARY SANCTION COMMUNITY SERVICE (D.S.C.S.)**

Students with judicial sanctions are often times required to complete community service. Community service is a disciplinary sanction, which requires a student to perform unpaid work or service either to the University community or for an approved non-profit organization. Students required to complete community service are expected to demonstrate their responsibility as a member of the University community by performing certain reasonable and relevant educational activities designed to assist the student in learning from the experience that brought them before the judicial process. Educational activities and community service assignments provided will help students meet that goal.

**APPEAL/REVIEW PROCESS**

An appeal regarding the outcome of an administrative or judicial hearing may be made by a charged student on the grounds of 1) there was a procedural error which substantially affected the outcome of the hearing; 2) there was no evidence in the record to support a finding of violation of this code; 3) there is new or newly discovered evidence which may substantially affect the outcome of the hearing; and/or 4) the sanction(s) imposed is excessively severe. The following procedures must be followed for consideration:

- Request for appeal/review must be submitted in writing within five (5) business days after receiving notification of the decision from a formal hearing.
- Request for Appeal/Review must be submitted in writing to the Vice President of Student Affairs and Enrollment Management located on the 2nd floor of the Ward Student Center. You may also e-mail your appeal to jbriggs@centralstate.edu.
- At the Vice President’s discretion, student may be asked to report in person for consultation.
- The Vice President may also request the attendance of the Chair of the Judicial Council or the Dean of Students.
- The Vice President will submit a determination within ten (10) business days of receipt of the appeal/review request.

**Appeal/Review Procedures for Expulsions Only**

- The President of the University is the final authority for an expulsion appeal. A student requesting the President to review a decision must do so IN WRITING, within five (5) business days after receiving notification of the decision from a formal hearing.
- At the President’s discretion, student may be asked to report in person for consultation.
- The President may also request the attendance of the chair of the Judicial Council or the Dean of Students.
- The President will submit a determination within ten (10) business days of receipt of the appeal/review request.
Appeal/Review Scope of Response

- Uphold the Hearing Body decision.
- Increase the Hearing Body sanction(s).
- Decrease the Hearing Body sanctions).
- The Appeal/Review process may not change the finding of responsibility.

DISCIPLINARY FILES and RECORDS

Judicial proceedings may result in the development of a disciplinary/judicial file which shall be maintained in the Judicial Affairs Office. Disciplinary records may be reported to third parties in accordance with University regulations.

- If the student is found not responsible of all charges a file will not be created.
- Judicial files on students who have not completed their degree, and are of a more serious nature (felonies and/or expulsions) are kept indefinitely.

Other than suspension and expulsion, disciplinary sanctions will not be made part of the student’s permanent academic record, but shall become a part of the student’s disciplinary file/record. Disciplinary files involving dispositions other than sanctions which resulted in permanent suspension or expulsion shall be maintained for seven (7) years from the year in which the offense occurred.

PARENTAL NOTIFICATION

If a student under the age of 21 is found to be responsible for the use and/or possession of drugs, drug paraphernalia, and/or alcohol the resultant sanction may include notification to the parent/guardian by the Dean of Students and/or Judicial Affairs office. In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened either through the student’s own acts or the acts of others.

JUDICIAL SUSPENSION REINSTATEMENT

Students, who are suspended from the University for Judicial Code violations, must apply to the Dean of Students in writing for reinstatement. Each written request for reinstatement must be accompanied by an “Application for Reinstatement” and a $25.00 non-refundable application processing fee. No Personal Checks Accepted. The Application for Reinstatement may be obtained by writing or calling the Dean of Student’s Office.

All conditions/sanctions associated with a judicial suspension, must be successfully satisfied prior to reinstatement being granted. Suspended students will only be considered for reinstatement after filing the Application for Reinstatement, submitted with all supporting documents, (i.e., medical clearance form/release, counseling/treatment certifications, etc.) as stipulated in the suspension/decision letter.

Note: Sanctions must be completed (served) in their entirety, as ordered, affirmed, or modified on
appeal. Generally, students who have been suspended from the University will not be granted an early return to the University from their judicial/disciplinary sanction. A student whose enrollment is interrupted due to a judicial suspension for more than one academic year and one term, excluding summer, must also apply for readmission to the University.

**DUTY and AUTHORITY of COLLEGE ADMINISTRATORS**

Sections 3345.22 and 3345.23 of the Ohio Revised Code will be enforced at a college or university regardless of any polices or procedures in place, but these sections will not limit the duty or authority of university governing bodies in taking appropriate disciplinary actions. These codes will not modify or limit that duty or authority of the board of trustees or the president when making decisions to summarily suspend a student as long the university follows specified suspension procedures (i.e. timely notification, reasoning behind suspension, and provided a fair and impartial hearing).

**JUDICIAL HOLD**

The Dean of Students may place a Judicial Hold on a student’s account which affects the student’s ability to register, obtain a transcript, or to secure classes for subsequent semesters, for violations of the Code. The judicial hold will remain in place until the student has satisfactorily completed his/her sanction(s).

**WITHDRAWAL PENDING DISCIPLINARY CHARGES**

Should an accused student be academically dismissed or leave the University voluntarily, before pending disciplinary charges have been resolved, the Chief Administrative Officer may precede at his/her discretion with the judicial process (case) in the absence of the student as outlined in the Code. An accused student, who withdraws from the University with a case pending, will not be readmitted or reinstated to the university, until such time as his or her case has been judicially processed and resolved. The Chief Administrative Officer will place a disciplinary hold (academic flag) on the student’s record and transcript, which will prevent selection of classes, registration, re-admittance, reinstatement or transfer to another institution until the case has been adjudicated.

**Distinguishing the Student Code of Provisions and Local, State, and Federal Laws**

Members of Central State University and its visitors are subject to all University rules to all University rules and regulations, including those contained in the Code of Student Conduct. Additionally, students are also simultaneously subject to all local, state or federal laws. Any conduct that involves violation of local, state, or federal law may result in University disciplinary action as well as civil and/or criminal action. The Board of Trustees has delegated to the president and to the president’s designated representatives the authority to seek the assistance of appropriate law enforcement officers, in addition
to the University’s Department of Public Safety to enforce University regulations and state laws for the preservation of good order on the campus.

On January 1, 1974, the Ohio Campus Disruption Act, which was originally introduced as House Bill 1219, became part of the Ohio Revised Code. House Bill 1219 contained sections that pertain to “control of campus violence.” A Central State University student arrested for one or more crimes of violence as listed under Ohio Revised Code Section 3345.23 (or an equivalent offense under a municipal ordinance) will be afforded a hearing in accordance with the ordinance to determine whether he or she will be suspended from the University. The law mandates that such a hearing is to take place within five days of arrest (continuances may be granted, which may not exceed a total of 10 days) and is to be conducted by a referee appointed by the Ohio Board of Regents.

If the hearing produces a preponderance of the evidence indicating that the student did commit the offense, the referee may suspend the student from the University or place the student on disciplinary probation with restrictions. The period of suspension or probation is in effect until the student is acquitted or convicted in a court of law. If the student is convicted, he or she will be dismissed from the University for not less than one calendar year, and may not attend any state of Ohio College or university for that period.

Students so convicted may be remitted or admitted to any other Ohio tax-supported college or university, at the discretion of the college or University’s board of trustees, but only after the lapse of one calendar year following dismissal and only upon terms of strict disciplinary probation. If the student is acquitted, he/she will be reinstated “In good Standing” by the university, and the record of suspension or probation will be expunged. The initiation of the a 1219 proceeding against a student does not prohibit the university from taking university disciplinary action against the same student under the Code of Student Conduct for the same conduct that gave rise to the 1219 proceeding.

**Ohio Revised Code 3345.23 Offenses**

1. Murder
2. Voluntary Manslaughter
3. Involuntary Manslaughter
4. Felonious Assault
5. Aggravated assault
6. Assault
7. Permitting child abuse
8. Aggravated Menacing
9. Menacing by stalking
10. Menacing
11. Kidnapping
12. Abduction
13. Extortion
14. Rape
15. Sexual Battery
16. Gross sexual imposition
17. Aggravated Arson
18. Arson
19. Terrorism
20. Aggravated Robbery
21. Robbery
22. Aggravated Burglary
23. Burglary
24. Inciting to Violence
25. Aggravated Riot
26. Riot
27. Inducing Panic
28. Domestic Violence

* The above list of Ohio Revised Code Offenses many change without notice. Please refer to the most recent addition of the Ohio Revised Code for further information.
Additional Campus Policies

Cellular Telephones and Pagers in the Classroom (2.1)
The use of cellular phones and pagers is expressly prohibited in academic classrooms and laboratories, unless permitted by the instructor. All such telephones and pagers, audible or silent, must be kept in the “Off” position while students attend classes. Students in non-compliance may be asked to leave the classroom immediately upon discovery of phone and/or pager use.

Computer Misuse (2.2)
The University considers any misuse of its computer systems to be a serious offense. A student may not attempt to degrade the performance of the computer systems, to seek to penetrate its security, or in any way deprive other users of resources or access to the computer systems.

Computer and Internet -- Theft/Abuse (2.3)
Theft or other abuse of computing facilities includes but is not limited to:

A. Entry into a file to use, read or alter the contents, or for any other unauthorized purpose.
B. Reproduction or use of a copyrighted file(s).
C. Inspecting, modifying or copying programs or data without authorization from the owner.
D. Using the systems for commercial or other unauthorized purposes.
E. Use of software or programs that will intentionally or unintentionally alter the configuration or established format.
F. Use of another’s identification or password.

Duplication and Use of Keys (2.4)
The unauthorized duplication of keys or swipe cards to any building, laboratory, facility, or room of the University is prohibited. No student may lend or borrow a key to a University residence hall.

False Report of an Emergency (2.5)
Intentionally initiating or circulating a false report or warning of an alleged or impending fire, explosion, crime, or other catastrophe is prohibited. This includes intentionally causing a false alarm, fire or any other emergency; or causing the evacuation of any University building, knowing that the report or warning is false and likely to cause public inconvenience, alarm, or injury.

Internet, Website and Social Network Usage Policy (2.6)
Pictures and information posted on the internet are considered public information (including WebPages such as MySpace and Facebook). The University does not routinely monitor these sites. Pictures and information from these sources brought to the attention of University officials reasonably suggesting a violation of University policy that has taken place on campus or at a University-sponsored function off-campus will be subject to further investigation and verification by the University. Any Central State University policy violations documented as a result of such an investigation will result in appropriate disciplinary action by the University. In addition, all students using the Internet will be responsible to be familiar with Central States’ policy, “Responsible Use of Information Technology Resources,” which is
given to them when they receive their access codes. Additional copies of this policy can be obtained in the Information Technology department.

**Interference with Emergency Evacuation Procedures (2.7)**
Intentionally interfering with emergency evacuation procedures announced for any building on University-owned or controlled property is prohibited.

**Malicious Destruction of Property (2.8)**
Any conduct or action that recklessly causes physical damage to public or private property is prohibited. When destruction of or damage to property results, the student will be liable for damage or destruction. If the conduct or action is prejudicial in nature, the hearing body or hearing officer will consider the motive of the student(s) in issuing sanctions.

**Merchandising of CSU items (2.9)**
Central State University controls all sales of all products bearing the University’s trademarks. All imprinted items (e.g. bats, shirts, uniforms, painter’s caps, and glassware) which contain words, pictures, symbols, or logos representing Central State University, CSU, the University Seal, or any other trademarks of the University must be approved first by the General Counsel’s Office. These approvals must be obtained prior to ordering or imprinting any items. Unauthorized sales will result in disciplinary action.

**Merchandising and Fundraising (2.10)**
Any merchandising activity should not interfere with the educational mission of the University. Individual residents of University housing facilities should realize that certain individual freedoms must be sacrificed in the interest of the larger community. Therefore, the University reserves the right to determine those activities consistent with the stated mission of the University which may or may not take place in the residence facilities.

Student organizations and University facility residents are eligible to apply for a permit allowing them to engage in a merchandising activity on the CSU campus. Students not affiliated with a residence facility or student organization are prohibited from engaging in any type of merchandising activity that would take place on campus and/or involve CSU students. To apply for a permit, submit a merchandising application to the Office of Student Affairs according to the established guidelines. Merchandising applications will be considered on the basis of benefit to the students, the uniqueness of the service to be offered, and the credibility of the organization involved with delivering a quality product.

Merchandising applications are approved by the Office of Student Affairs and the Dean of Students. Both exclusive and non-exclusive concessions may be applied for through this process. Any organization receiving approval to merchandise must submit a financial summary to the Coordinator of Student Life & Development once each semester or upon completion of the fund-raising project.

The following restrictions are placed upon all merchandising permit holders:
1. Door-to-door sales or solicitation is prohibited in the residential halls, unless cleared by the Director of Residence Life.
2. Group sales, demonstrations, or parties are prohibited in the residence halls, lounges or facilities.
3. All advertising posters must be officially stamped at the Office of Student Life & Development. Any posters without this stamp of approval will be removed by building personnel. Advertising posters must contain the following:
   a. Sponsoring organization’s name.
   b. Description of product or service and prices.
   c. Date and locations of sale.
4. Advertising may not publicize the address or telephone number of any University residence facility as a business office or headquarters, unless authorized by the Director of Residence Life. University residence facilities may not serve as a center of commercial activity.
5. Telephone and mail addresses of University residence facilities may not serve as telephone or addresses for a business office. University residence facilities may not be used to store inventory.

Holders of merchandising permits may advertise in any of the campus media with these same restrictions. Residence hall food sales which involve only the sale of food and non-alcoholic beverages are not considered an inter-hall matter since this activity primarily involves a service provided by members of a given hall. Students involved in hall food sales should contact the Coordinator of their respective hall to discuss their particular situation. Failure to comply with the Merchandising Policy will result in disciplinary sanctions that may include a fine, revocation of the vendor’s permit, and/or suspension or probation of the student organization.

**Misuse of Safety Equipment (2.11)**
Unauthorized use or alterations of firefighting equipment, safety devices, or other emergency or safety equipment may result in expulsion.

**Obscenity/ Vulgarity (2.12)**
The demonstration and/or use of offensive behavior, not limited to, but including indecency and expression or acts which are repulsive and/or unacceptable are prohibited in University buildings or on University grounds. This includes posters, emails, and any other communication.

**Pornography - Indecency (2.13)**
Public display of pornographic materials is prohibited at CSU. This includes displays of literature, films, pictures, or other material which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value.
Smoking (2.14)
All University buildings are smoke free. Smoking is not permitted in any area of the residence rooms, recreational areas, mechanical rooms, building entrances, etc. Smoking is not permitted immediately outside of buildings. The sale of tobacco in any form is prohibited.

Telephone Misuse or Abuse (2.15)
Any student who accepts collect calls or makes third party billed calls to or from a Central State University number will be subject to judicial action for fraudulent expense of University funds. All charges incurred will be assessed to the student’s account. Any student who damages, alters or removes any part of a telephone instrument or wiring will be subject to judicial action for telephone abuse, and will be required to pay for damages incurred. No student shall make a telephone call to harass, abuse, or annoy another person.

Use of the University’s Name (2.16)
The name of Central State University may not be used in support of or against any issue or advertisement by any student, group of students, or student organization without the authorization of the General Counsel Office.
Campus Map