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INTRODUCTION

Central State University aspires to create an academic environment in intellectual discovery and guided by the three tenets of Service, Protocol, and Civility®. Within our learning community we endeavor to act on our core values of honesty, hard work, caring and excellence. This Student Code of Conduct is intended to ensure that students, as members of our community, and their organizations conduct themselves in accordance with these values. This Student Code of Conduct thus creates a set of expectations of student conduct, ensures a fair process of 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 of Conduct.

It is the responsibility and the duty of every student to become acquainted with the contents of this Student Handbook, specifically the Student Code of Conduct. Every student is held accountable for reading and 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.

CENTRAL STATE’S THREE TENETS

As a member of the Central State University community, students are expected to live the University’s three tenets of Service, Protocol, and Civility®. 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.
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 July 1, 2012, the Central State University Board of Trustees named Dr. Cynthia Jackson-Hammond the eighth president of the University.

This 1890 land grant institution awards 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, CSU prepares students for leadership and service in an increasingly complex and rapidly changing world. The year 2014 marks the 127th anniversary of Central State’s pursuit of a culture of merit and excellence.
MISSION
Central State University, an 1890 Land-Grant institution, prepares students with diverse backgrounds and experiences for leadership, research and service. The University fosters academic excellence within a nurturing environment and provides a strong liberal arts foundation leading to professional careers and advanced studies.

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.

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.
Central State University has been providing higher education to the residents of Ohio since 1887 and has had an academic presence in the Dayton community since 1973. Our move to 840 Germantown Street near downtown Dayton has provided a permanent, conveniently located home, enabling CSU to expand course offerings and better serve the Dayton region. CSU-Dayton is committed to contributing to the success of the region by providing an excellent and affordable higher education. The supportive academic environment at CSU-Dayton encourages student success and also incorporates the three tenets of Central State University—Service, Protocol, and Civility®.

We offer excellent academic programs designed to help area residents respond to the state’s economic challenges. In addition to our committed faculty and staff, we offer on-site tutoring, a learning resource center, and other services to fully support your education.

We are committed to

- offering courses leading to selected baccalaureate degrees,
- teaching more courses in degree-related areas,
- increasing access by offering distance education,
- partnering with area community colleges to enable the seamless transfer of credits toward a four-year degree,
- increasing the number of general education and elective course offerings,
- diversifying course scheduling,
- offering seminars on personal and intellectual development along with career counseling and internship opportunities, and
- strengthening our engagement with the local community.

We thank you for considering CSU-Dayton – The Right Place to Be. We are excited to be a part of your academic journey. To complete the enrollment process, please go to the MyCSU portal located on our website at www.centralstate.edu. The MyCSU tab is located in the upper right-hand corner of the page. Log in and click on the New Student tab, which will lead you to information regarding the required next steps.
Greetings Central State University Students:

Welcome to Central State University (CSU) on behalf of the Division of Student Affairs and Enrollment Management. We are delighted that you have made the decision to be a part of the Marauder family. Our division is dedicated to supporting the foundation for building a community of scholars. An important part of that foundation is providing experiential learning through co-curricular activities and programs that complement classroom learning. We also offer a variety of support services that are designed to assist you in reaching your educational and career goals. You are encouraged to take full advantage of these services as they are available to assist you in your journey at CSU.

College life will mold you and provide life-long skills that will help you to achieve your goals. As you begin this school year’s journey towards academic excellence, we encourage you to focus on leaving an indelible and positive imprint throughout your matriculation at CSU. The University looks forward to being a part of your ongoing success as a scholar, who upon graduation is prepared to compete in today and tomorrow’s global society.

So, hold your head high and forge ahead with pride and determination. Represent CSU in only a positive way because you are Central State University. Always keep in mind our three tenets of Service, Protocol and Civility, and bring them to life each and every day, in all that you do. These tenets define the Central State Man and Central State Woman.

Again, I want to thank you for making the choice to attend Central State University for you have made a decision that will impact you for the rest of your lives. Have a productive and rewarding year. For God, For Central, For State!

Sincerely,

Stephanie L. Krah, PhD
Vice President for Student Affairs and Enrollment Management
GENERAL STANDARDS OF CONDUCT, 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 pages are not intended to restrain the activities of students and members of the University community. They are intended, however, to provide a safe environment 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, civil or federal laws 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 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, and national or ethnic origin, ancestry, religion, sex, disability, age, marital status, sexual orientation, gender identity, or expression and 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 acceptable standards of conduct both on and off campus which reflect positively 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 statues 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.

DECORUM

1. Students are expected to conform to recognized university standards of conduct, behave with decency, and dress appropriately (including, but not limited to: revealing undergarments and saggy pants) while on university premises and during University activities, including academic settings, social events, extracurricular activities, and other public functions.
2. Male students are required to remove hats and any other form of headwear or covering when the Alma Mater is being sung or played, or prior to entering any University premises, including the dining hall, library, classrooms, and any other campus buildings, with the exception of the student center and student housing when head coverings are worn for religious or medical reasons.
3. All students are expected to stand when the Alma Mater is being sung or played.
4. Students are expected to refrain from using four-letter words, obscenities, and non-verbal behavior that is not acceptable under Central State University’s standards of decency when communicating (verbally, nonverbally, or in writing) with parents, students, visitors, professional staff, and others on university premises or during University activities. This policy does not extend to private conversations where no one present is offended by the language, but does include any communication in public where others may overhear and be offended by the conduct or behavior. Nor does this policy extend to any communications protected by the First Amendment. Violations may be subject to judicial action.
PRESIDENT'S CABINET

President
Provost and Vice President for Academic Affairs
Vice President of Student Affairs and Enrollment Management
Interim, Vice President for Institutional Advancement/
Director of Athletics and Student Wellness
Vice President for Administration and Chief Financial Officer
General Counsel
Chief of Staff
Government Relations Officer

Dr. Cynthia Jackson-Hammond
Dr. Charles Ford
Dr. Stephanie Krah
Mr. Jahan Culbreath
Dr. Daarel Burnette
Mrs. Laura Wilson, Esq.
Mrs. Wendy Hayes
Mr. Charles Shahid

UNIVERSITY DEANS

Dean of Students
Dean College of Humanities, Arts and Social Sciences
Dean College of Science and Engineering
Dean College of Business
Dean College of Education
Dean of CSU-Dayton
Associate Dean of University College

Mr. Maurice Stinnett
Dr. Lovette Chinwah-Adegbola
Dr. Subramania Sritharan
Dr. Fidelis Ikem
Dr. Charles Hodge
Dr. Michael Gaines
Dr. Dwedor Morais Ford
<table>
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<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>(937) 376-6431</td>
</tr>
<tr>
<td>Admissions</td>
<td>(937) 376-6348</td>
</tr>
<tr>
<td>Athletics</td>
<td>(937) 376-6681</td>
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<tr>
<td>Bookstore</td>
<td>(937) 376-6123</td>
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<tr>
<td>Campus Activities Board</td>
<td>(937) 376-6443</td>
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<tr>
<td>Cash Management</td>
<td>(937) 376-6644</td>
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<tr>
<td>Career Services</td>
<td>(937) 376-6444</td>
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<tr>
<td>Center for Academic Success</td>
<td>(937) 376-6419</td>
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<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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<td>College of Science and Engineering</td>
<td>(937) 376-6033</td>
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<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</td>
<td>(937) 376-6414</td>
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<tr>
<td>Health Services Center</td>
<td>(937) 376-6134</td>
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<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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<td>Information Technology</td>
<td>(937) 376-6476</td>
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<td>Judicial Affairs</td>
<td>(937) 376-6421</td>
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<td>Library and Media Services</td>
<td>(937) 376-6106</td>
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<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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<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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<td>Public Relations</td>
<td>(937) 376-6142</td>
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<td>Registrar</td>
<td>(937) 376-6231</td>
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<td>Residence Life</td>
<td>(937) 376-6386</td>
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<td>Retention &amp; Student Success</td>
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<td>Student Government Association</td>
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<td>TRiO/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>University College</td>
<td>(937) 376-6419</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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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.

Student Orientation, Advising, and Registration (SOAR): Held at various times throughout the year, is designed to introduce new students and their parents to the academic and co-curricular programs vital to their successful transition to Central State 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. & Ms. Central State University and the Royal Court Coronation: Each academic year, students elect Mr. and Ms. 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.
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 forth the following policies which govern appearance and dress for all occasions in the Central State University community.

- 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.
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 Freshman 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 the appropriate Title IX officer (listed on page 25) 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](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:

- If a health or safety emergency involves their son or daughter.
- 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.
- 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.
- Other exceptions as set forth in 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

**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
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.

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
For students:
Ms. Karla Harper
1400 Brush Row Road
P.O. Box 1004
Wilberforce, Ohio 45384
Phone: 937-376-6383
kharper@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:
Evelyn Gordon Interim Director, Human Resources
1400 Brush Row Road
P.O. Box 1004
Wilberforce, Ohio 45384
Phone: (937) 376-6018
EGordon@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
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.

OFFICE OF THE REGISTRAR

Lionel H. Newsom Administration Building, Ground Floor
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937)376-6611

The Office of the Registrar conducts the process of registering students in courses, maintaining official academic records and certifying students for graduation. This office is also responsible for calculating and recording the academic progress of students.

REGISTRATION PROCEDURE

Central State University is on the semester system. The academic year is divided into two semesters (fall and spring) and multiple summer sessions. Registration is open to all continuing students according to the Academic Calendar available on CSU’s website. The dates are published in the Academic Calendar on CSU’s website.

Fees for students who register early are due prior to the start of the semester and are published on CSU’s website. During the open registration period, students must pay fees or prove ability to pay.

Additional Resources

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
Phone: (937) 376-5111 (non-emergency)
911 (emergency)

Late registration allows students to register one week before classes begin with an additional fee for late registration.

Registration is not complete until certified by the Bursar’s Office. All incomplete registrations must be cancelled by the student. Students must be officially registered for classes during the semester in order to be eligible to receive grades at the end of the semester. Students will not be retroactively registered once the semester has ended. If a student has reason to request an exception to this policy, the request must be submitted in writing to the Academic Standards Committee.

Course Credit-Unit of Instruction

Course credit is computed in terms of semester hours. The semester hour is the unit of instruction used in computing the amount of work required for graduation. One semester hour is equivalent to one fifty-minute period of lecture or recitation per week during the semester.
STUDY LOAD
A normal study load is fifteen (15) to eighteen (18) semester hours. The maximum study load is 21 hours per semester for the Fall and Spring Semesters. A normal study load for the Summer term is six (6) to eight (8) hours.

Written approval of the Department Chairperson and the College Dean is required if a student wishes to enroll in more than eighteen (18) semester hours during Fall and Spring Semesters. A student who enrolls in more than eighteen (18) semester hours without approval of the Department Chairperson and the College Dean will be required to drop all hours above eighteen (18). Twenty-one (21) semester hours is the maximum number of hours for which credit will be granted during Fall and Spring Semesters by Central State University, including credit taken for classes on campus, through SOCHE Consortium cross-registration, or as a transient student at another institution.

A FULL-TIME student is one who enrolls for twelve (12) or more credit hours per semester. Students registering for more than eighteen (18) credit hours per semester must obtain permission from their Department Chairperson and the College Dean.

A PART-TIME student is one who enrolls for eleven (11) or fewer credit hours per semester.

STATUTE OF LIMITATIONS ON GRADE CHANGES
Grade changes, with the appropriate approvals, will be processed by the Office of the Registrar, up to two (2) years after the completion of a course. This policy does not apply to “I” grades.

GRADING AND GRADE POINTS
At the close of each semester a letter grade indicating the quality of the student’s work is reported by the instructor to the Office of the Registrar. Most departmental major courses require the student to earn a “C” grade or better in order for the course to satisfy graduation requirements. If a student receives a “D” or “F” grade in such a course, the student will be required to repeat the course. No course substitutions or waivers will be permitted to replace the course in which an unsatisfactory grade was received. The repeat attempt must take place at CSU. The student may not take a comparable course at another institution and transfer it back to CSU in an attempt to satisfy the CSU requirement.
Points are assigned to each letter grade. The students are graded in accordance with the grading system. Grading standards are a faculty prerogative.

GRADING SYSTEM
Grade Point Letter Interpretation per Semester

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Very High</td>
<td>4</td>
</tr>
<tr>
<td>B - High</td>
<td>3</td>
</tr>
<tr>
<td>C - Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D - Low (poor work)</td>
<td>1</td>
</tr>
<tr>
<td>F - Failure</td>
<td>0</td>
</tr>
<tr>
<td>Z - Non-Attendance</td>
<td>0</td>
</tr>
<tr>
<td>FZ - Quit Attending/Did not officially Withdraw</td>
<td></td>
</tr>
<tr>
<td>I - Incomplete</td>
<td></td>
</tr>
<tr>
<td>S - Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U - Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>P - Pass</td>
<td></td>
</tr>
<tr>
<td>CR - Credit</td>
<td></td>
</tr>
<tr>
<td>NC - No Credit</td>
<td></td>
</tr>
<tr>
<td>AU - Audit</td>
<td></td>
</tr>
<tr>
<td>IP - In Progress</td>
<td></td>
</tr>
<tr>
<td>W - Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

CALCULATING THE GRADE POINT AVERAGE
The Grade Point Average (GPA) can be obtained by multiplying the credit hours for each course by the points generated by each grade earned for the course. Next add the credit hours column being careful to exclude courses with grades that by policy do not calculate in the GPA. Then, add the points earned column.
Finally, divide the points by the credit hours to obtain the GPA.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Credit Hours</th>
<th>Grade Pts.</th>
<th>Quality Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2000</td>
<td>B</td>
<td>5 x 3 = 15</td>
<td></td>
</tr>
<tr>
<td>BUS 1000</td>
<td>D</td>
<td>3 x 1 = 3</td>
<td></td>
</tr>
<tr>
<td>EDU 1330</td>
<td>A</td>
<td>2 x 4 = 8</td>
<td></td>
</tr>
<tr>
<td>GEL 1010</td>
<td>C</td>
<td>4 x 2 = 8</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Grade Point Average (34 divided by 14) = 2.42

**STUDENT CLASSIFICATION**

- **Freshman:** A student who has earned 30 credit hours or less.
- **Sophomore:** A student who has earned between 31 and 60 credit hours.
- **Junior:** A student who has earned between 61 and 90 credit hours.
- **Senior:** A student who has earned 91 or more credit hours.

**ACADEMIC PROBATION AND SUSPENSION**

A minimum cumulative grade point average of 2.0 is required for completion of an undergraduate degree at Central State University. Some programs require a higher GPA. When the cumulative grade point average falls below the required minimum, students will be “Placed on Academic Probation” for the following semester.

At this point, the student will be assigned an academic advisor to complete an academic success plan. **NOTE:** Students are permitted to enroll the next semester, but must earn a 2.0 for that semester. If the next semester’s Term GPA is less than 2.0 and the cumulative GPA is less than the required minimum, the student will be “Academically Suspended” at the end of that term.

**REQUEST FOR APPEAL AFTER NOTIFICATION OF ACADEMIC SUSPENSION**

A student who has been notified of an academic suspension and who seeks to appeal the academic suspension decision must submit a petition to the Academic Standards Committee. Appeals are available from the Office of the Registrar or on-line at [http://www.centralstate.edu/current/registrar/index.php](http://www.centralstate.edu/current/registrar/index.php).

Appeals for academic suspension must include a plan signed by both the student and an academic advisor. The chair of the student’s major program and the dean of the student’s college must also sign appeals for academic suspension. If the appeal for academic suspension is granted, students must show evidence of following the agreed upon plan for academic success. Failure to do so will be taken into account in the review of any future appeals for academic suspension.

**Freshmen students,** who may be eligible, may negate this suspension if they are approved for the Freshman Intervention Plan (FIP). For more information, please call the University College at 937-376-6110.

If not eligible for the FIP, appeals must be filed with their academic advisor at least 30 days after notification of Academic Suspension following the process above.

Students whose appeal requests are granted will be designated as “Continued on Probation” and must achieve at least a 2.0 semester GPA or they will be “Academically Suspended.”

**DENIAL OF APPEAL AFTER BEING ACADEMICALLY SUSPENDED**

A student, whose appeal to the notification of Academic Suspension is denied, must sit out according to university policy.

Students, who are academically suspended for the first time, will not be allowed to enroll for the next semester. Students who have been academically suspended for a second time are not eligible to be considered for readmission for
one academic year. After a third academic suspension, readmission will not be granted. Hours and grades earned at another accredited institution during period of academic suspension from Central State will be considered for grades “C” or better. If the student is readmitted, credit hours earned at another institution will be accepted and posted to the student’s transcript in accordance with rules on the application of all transfer credit in effect at the time of readmission. These guidelines also apply to transfer students who have been dismissed or required to withdraw from the last college or university attended.

Process for Readmission
Students who wish to return, after remaining out the appropriate period of time, may obtain an Appeal for Readmission packet from the Office of the Registrar or online, http://www.centralstate.edu/current/registrar/index.php.

After completing the appeal form, the student must make an appointment with his/her academic advisor to review the appeal, prepare the Time Management Plan, and complete the Student Readmission Agreement in preparation for submission to the Academic Standards Committee. Appeals for readmission must include a plan signed by both the student and an academic advisor. The chair of the student’s major program and the dean of the student’s college must also sign appeals for readmission. Once readmitted, students must show evidence of following the agreed upon plan for academic success. Failure to do so will be taken into account in the review of any future appeals for readmission.

The appeal must be submitted to the student’s academic advisor prior to the beginning of the term. The Committee must receive from the advisor, his/her appeal at least 30 days prior to the beginning of the term in which the student wishes to re-enroll.

Hours and grades earned at another accredited institution during period of academic suspension from Central State will be considered during the decision on whether to grant readmission. If the student is readmitted, credit hours earned at another institution will be accepted and posted to the student’s transcript in accordance with rules on the application of all transfer credit in effect at the time of readmission.

Students who are admitted after being “Academically Suspended” will be readmitted on “Academic Probation” and must achieve at least a 2.0 semester GPA or they will be “Academically Suspended” again. NOTE: The academically suspended student is required to register with the Office of the Academic Advising and Assistance and will be assigned an academic advisor or faculty advisor to complete an academic success plan.

Readmission after one or two “Academic Suspensions” is not automatic and may be denied upon the recommendation of the Academic Standards Committee. Students with three academic suspensions will be advised to pursue their education at another institution or to consider a career path that does not require an undergraduate degree.

BEACON EARLY ALERT SYSTEM FOR FACULTY, ACADEMIC ADVISORS, AND OTHER STAFF
Central State University has a comprehensive early alert system (EAS) that aids in student success. The University utilizes Campus Labs Beacon, a web-based early alert system to identify students that might lack the resources they need to succeed. In Beacon, each student is assigned a student success network that consists of professors, academic advisors, and other staff members such as coaches for student athletes, residence hall coordinators for students that live on-campus, and others who have regular contact with individual students.

The EAS caters to all students but focuses primarily on students who are in the first 30
credit hours and are generally identified as freshmen. The EAS requires the cooperative participation of administration, faculty, and staff for timely interventions to be impactful.

**PROCESS**
If a student appears to be struggling in a certain area, an alert is sent out on Beacon to the student’s success network. This alert allows members of the network the opportunity to respond to the student in an appropriate manner. Network members can provide guidance, support, and identify resources to help students reach their goals. Through Beacon students can:

- Exchange messages with their success network members (i.e.: professors, academic advisors, or coaches).
- Request an appointment to meet with any one in their success network.
- **Freshmen only:** View the results and recommendations of the Student Strengths Inventory under the Assessments tab.

**SETTING UP AN EARLY ALERT ACCOUNT**
All students must set up a Beacon account. Using Google Chrome:

- Type into your computer browser the following address: https://centralstate.campuslabs.com/Beacon
- Use MYCSU username and password to access the system

**Student Strengths Inventory (SSI)**. All new first-time freshmen and transfer students under 31 credits must complete the SSI at the beginning of their first semester at Central State. The Office of Academic Planning and Assessment provides access to the survey every semester. Upon completion of the survey, the Beacon system generates reports for students and their success networks and recommends on-campus resources.

**REPEATING A COURSE**
Students may repeat courses in the major only when a grade of “C” is required. A student may repeat a “D” or lower grade only one time, after consulting with an advisor. All course repeat attempts will be recorded on the student’s academic record. The first grade earned will be excluded from the calculation of the cumulative grade point average by the last repeat attempt. Students are advised to check with the Office of Financial Aid to determine the effect of repeated courses on their financial aid awards.

**TRANSFER APPLICATION**
An applicant who was enrolled in another college or university for at least one course is classified as a transfer applicant. Official transcripts (sealed envelope with the raised seal on the document) from all other institutions attended must be submitted to the Office of Admissions as part of the Central State University Application. Failure to list attendance at a college or university on the admissions application may be grounds for revocation of admission or dismissal from the university.

The Office of the Registrar will evaluate overall transfer credit for acceptance by the University. The Department Chair, of the department the student is seeking entrance into, will evaluate credits for their applicability to program and degree requirements. The evaluation of transfer credits and how they apply to degree requirements will take place within the first 30 days of the student’s matriculation at Central State University. The student will receive a copy of the degree check sheet and if applicable, a course substitution form will be sent to the Registrar’s Office at this time. Students can view their transfer credits on MyCSU by running a degree audit report with their academic advisor.

**ADVANCE STANDING**
In order for advance standing to be granted, institutions the student has attended must be
accredited by one of six national accrediting agencies:

- Middle States Association of Colleges and Schools
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools/Commission on Colleges
- Western Association of Colleges and Schools

The student can check the accreditation of their institution online at www.chea.org. The acceptance of transfer credits from any other institutions must be approved by the Office of the Registrar.

Central State University operates on a semester academic calendar. One semester credit equals 1.5 quarter credits. For example, if a student transfers 15 quarter credits, that will be the equivalent of 10 semester credits.

Central State University will accept Advanced Placement Credit Program credits (AP) and College-Level Examination Program credits (CLEP) under the auspices of the College Board. To receive AP credit a high school student must have completed an official AP (advanced placement) course and have taken the test in that subject. Credit is granted for test scores of 3, 4, or 5. CLEP examinations cover material taught in the first two years of college.

Students earning satisfactory scores in the CLEP examination will be granted the same amount of credit granted to students who successfully complete the course. Credit is also accepted from the Defense Activity for Nontraditional Education Support (DANTES).

Central State University awards transfer credit for Military Experience based upon the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. Applicants interested in receiving consideration for any of these alternative forms of credit must have the official score report sent directly to the Office of the Registrar, where official granting of credit begins.

A student may transfer credits from another institution; however, he/she is still required to earn a minimum of 30 semester hours at CSU. The student’s Department Chair may require him/her to take specific courses at Central State University to earn their degree. This information should be shared with the student at the time he/she receives their official check sheet.

TRANSER CREDIT POLICY

Central State University accepts transfer credit from colleges and universities accredited by regional accrediting associations. The registrar will determine whether the university accepts credit from other universities. Under state law, the university is required to accept grades of D or better for transfer credit from state assisted colleges and universities in Ohio. (Credits from “D” grade courses will count towards the 124 credits required for graduation. However, the student may still need to repeat the class if Central State requires a “C” grade in the course). Grades of “C” or better are generally acceptable from out-of-state schools.

Department chairs will determine whether credits accepted by Central State may be used to satisfy major requirements. Grades of “S”, “pass” and “credit” are considered for transfer credit.

Students who have already received a baccalaureate degree from an accredited institution and wish to pursue a second baccalaureate degree will automatically receive 94 semester credit hours. They will be ranked as seniors and will need to complete a minimum of 30 semester credit hours at Central State University to earn a second baccalaureate degree. An advisor will determine degree and
whether the student will need to take more than 30 credits to complete the second degree.

**INCOMPLETE**
A grade of incomplete “I” is a temporary grade assigned to students who lack final assignments or projects, or who, for some other extenuating circumstance, were unable to complete the requirements of the course within the semester. This grade is assigned by the instructor with the consent of the student, and the mutual understanding of the conditions under which this grade may be changed. The incomplete grade requires the signature of the instructor and the student with a brief description of the requirements necessary to receive a grade.

Both the student and the instructor understand that if the additional coursework is not satisfactorily completed and submitted to the instructor within six (6) weeks after the beginning of the next semester of enrollment (up to one year), the grade will change to an “F”. The instructor has ten (10) days after the stated deadline to process the paperwork and to submit the Change of Grade Report to the Office of the Registrar. Once an “I” grade has been changed to an “F” grade, no further change is permitted.

Individual exceptions to this policy, due to extenuating circumstances, will be considered by the Academic Standards Committee upon receipt of a formal appeal presented to the Committee by the student’s Academic Advisor or Department Chair.

**AUDITING COURSES**
Students are permitted to audit courses but will receive neither grades nor credit for those courses. The student who audits is expected to attend class but is not required to submit assignments and/or take examinations, unless contractually agreed. The fees for auditing are the same as those for enrolling for credit. Changing from audit to credit or from credit to audit is not permitted once the registration is complete.

**SOCHE - STUDENT CROSS-REGISTRATION PROGRAM**
Cross-Registration is a program of the Southwestern Ohio Council for Higher Education (SOCHE) to allow students who are degree-seeking and/or participating in certification programs access to academic opportunities not available at their own institutions. Students attending colleges and universities within SOCHE may register for courses that are applicable to their degree program offered by other SOCHE institutions.

Generally, all classes, including those offered through distance education, are open, subject to space availability and completion of prerequisites and with permission of the host institution. Courses categorized as workshops are not available for cross-registration. In order to cross-register for a course at another SOCHE institution, the desired course(s) must not be offered at the student’s home institution during the term in which the student desires to enroll. Students must adhere to the cross-registration guidelines established at each SOCHE-member institution. SOCHE brochures and additional information are available in the Office of the Registrar.

**SENIOR CITIZEN ENROLLMENT**
Senior citizens who are Ohio residents may enroll in classes at Central State University free of charge for “audit” status only. Such enrollment is made on a space available basis during the Late Registration period only. Senior citizens enrolling in classes are responsible for meeting limited course prerequisites and for the payment of any special course fees which may apply. Proper identification is required (Golden Buckeye card or verification of age 60).
DROP/ADD COURSES
Students may drop or add courses during the first nine (9) days of the semester. Students are not permitted to add courses after the first nine (9) days of the semester. Exceptions require the written permission of the instructor. Students may drop courses during the first nine (9) days of the semester without record. All drops after the ninth day of class will result in a grade of “W.” Students are not permitted to drop classes after the last day of the 12th week of the semester.

DECLARING A MAJOR
All new undergraduate students are assigned to an academic advisor within University College for mentoring and advising. It is expected that a major be declared after the second semester of enrollment. A Declaration of Major form must be completed and filed in the Registrar’s Office no later than the student’s sophomore year. Students must fulfill Academic Department requirements prior to declaring a major.

MAJORS AND MINORS
A student must declare a major in the department of choice by their sophomore year. The major may be changed at any time during the student’s academic career, however, the student should finalize a major no later than the beginning of their junior year, since certain General Education courses are required in specific disciplines.

A major consists of a minimum of 30 semester hours, while a minor is a concentration of at least 20 to 24 semester hours. (Refer to the course catalog for additional information). Students seeking an Ohio Teaching License should confer with the Dean of the College of Education.

DOUBLE MAJOR
A student who plans to pursue more than one major must notify the Office of the Registrar of such an intention and complete major requirements for both programs, the General Education requirements being common to both. The student should note, however, that the special requirements for the Bachelor of Arts and Bachelor of Science degrees differ. The student combining two such majors must satisfy both sets of special requirements (See GRADUATION REQUIREMENTS — SPECIAL REQUIREMENTS in the course catalog). The transcript will reflect both majors.

Such a student has two academic advisors to assist in coordinating the programs, but it is the responsibility of the student to notify the Office of the Registrar at the time the decision is made to pursue two majors.

GRADUATION
Prospective graduates are required to file an application for graduation with the Office of the Registrar and pay the application fee during the application period as outlined in the Academic Calendar.

The academic advisor, the department chairperson, and the dean will verify that degree requirements have been satisfactorily completed for graduation. Course substitutions or waivers must be submitted on a Substitution/Waiver Form and must be approved by the academic advisor, department chairperson and the dean. The Registrar will certify that all graduation requirements have been satisfied after receipt and review of the student’s final grades.
APPLICATION FOR GRADUATION
Applications for Graduation are accepted beginning September 15th of the year preceding the student’s anticipated graduation date. A $20 application fee is required (this fee can be charged to your account). The application fee is non-refundable and non-transferable. All commencement regalia are available for purchase at Senior Salute or the University Book Store.

Applications are valid only for the academic year in which they are submitted. The following steps and minimum requirements must be satisfied in order for a student to be considered as an applicant for graduation:

1. Contact your academic advisor for a graduation evaluation.
2. Submit a completed Application for Graduation, Degree Check sheet and the $20 application fee by the last day of final examinations for the Fall Semester. An incremented late fee will be assessed. Graduation Applications will be accepted through March 1st, with payment of the late fee. To participate in the May Commencement Ceremony your application must be submitted by March 1st.
3. All course requirements must be completed by the end of the Spring Semester.
4. A minimum cumulative grade point average is required for graduation. The actual requirement varies by degree earned and by major program of study and will always be a 2.00 GPA or better. Students must check with their college and major department to determine their GPA requirements.
5. Pass the English Proficiency Examination or enroll in ENG 3000 after at least one attempt to pass the EPE, and successfully complete the course with a “C” grade or better.

6. Pay or make satisfactory arrangements to pay your financial obligations to the University by March 1st. Graduation Applications for candidates who do not complete their requirements as planned, are retained by the Registrar for three (3) years. Students in this group who wish to re-apply for graduation for a subsequent semester may do so by submitting a letter of intent accompanied by the appropriate application fee. Students who have not submitted an Application for Graduation within the last year must complete a new Application, and pay the appropriate fee.

CATALOG FOR GRADUATION
Students have a total of eight calendar years in which to complete the degree requirements for graduation. Students who take longer than eight years from the date of initial enrollment to graduate will be subject to degree requirements of the current catalog.

RELEASE OF RECORDS/TRANSCRIPTS
The Family Educational Rights and Privacy Act of 1974, as amended, govern the maintenance and release of records/transcripts. A copy of these regulations is available in the Office of the Registrar. The University will not release a copy of the student’s grades without the student’s permission, except where required by law. If a prior balance is owed to the University, the student’s transcript (official or unofficial) will not be released. The student must pay the prior balance before a transcript will be issued (in accordance with CSU Finance Policy).

RESIDENCY
An Out-of-State student who feels that he/she qualifies as an In-State resident must complete a request to change residency status form and submit it to the Office of the Registrar. Supporting documentation and verification is required.
In-state residency approval is neither retroactive nor automatic. All requests for residency changes, with supporting documentation, must be submitted to the Office of the Registrar no later than one month prior to the beginning of the semester for which the residency change is requested.

Out-of-State students who graduated from an Ohio high school may be eligible for Forever Buckeye Residency status. Contact the Office of the Registrar for more information.

VETERANS AFFAIRS
Lionel E. Newsom Administration Building, Room 105
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937) 376-6232

The Veterans’ Affairs Office, located in the Office of the Registrar, provides assistance and registration information for veteran students. Persons with questions related to Veterans Administration benefits, registration and study at the University should contact the office. Students eligible for veterans’ benefits can visit the University website for updates on benefits, Veterans Education Program (VEP), and other special services.

Veterans are afforded the same privileges and assume the same obligations as other students at Central State University. They should apply to the nearest Veterans Administration office for a certificate of eligibility. This certificate of eligibility for training must be presented at the time of registration to the certifying official.

Students receiving Veterans Benefits must abide by all regulations in the Federal Benefits for Veterans and Dependents 1-S-1 Fact Sheet. (Refer to course catalog under Registration section.)

VETERANS’ REGULATIONS/CONDUCT POLICY
All students receiving federal benefits for veterans and dependents are obligated to follow regulations of the Federal Benefits Program and those of the University. The Registrar is the certifying officer. The following University regulations are applied:
1. All veterans are required to submit a copy of their DD 214.
2. All veterans can be certified on a semester or annual basis. It will be the veteran’s responsibility to notify the certifying officer in the Office of the Registrar of any changes in the Semester Class Schedule.
3. All veterans are responsible for notifying the certifying officer of any repeated courses.
4. All veterans are required to alert the Office of the Registrar when adding a course, dropping a course, or withdrawing from the University.
5. Any veteran receiving incomplete grades (“I”) during any semester must remove those incompletes by the last day of the sixth week of the following semester enrolled. (Refer to the course catalog under Financial Aid and Academic Grading for more information).
6. All veterans are responsible for notifying the certifying officer of any transfer work.
7. Veterans’ benefits will be discontinued for any veteran student who has been required to withdraw. Recipients of Title IV and/or Veterans’ Educational Benefits will be required to complete successfully a minimum of 12 credit hours per semester. A Title IV student who must repeat a course that was originally paid with Title IV monies will be required to pay for the repeat course with the student’s own funds.

SELECTIVE SERVICE REGISTRATION
All male Ohio resident students’ ages 18 through 25 must register with the Selective Service to qualify for In-State fees. To register log on to: www.sss.gov. The Out-of-State Surcharge will be assessed to those students not registered with Selective Service at the time of registration.

OFFICE OF FINANCIAL AID
Norman E. Ward Center, Ground Floor
Hours: Monday – Fridays, 8:00am – 5:00pm
**APPLYING FOR FINANCIAL AID**

**Free Application for Federal Student Aid (FAFSA)**

- Submission begins January 1 of every year.
- Application may be submitted through postal mail or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- FAFSA processing time is significantly faster if online services are used.
- Once the FAFSA is submitted, the student will receive notification (the Student Aid Report) via paper response or e-mail within 2 to 4 weeks depending on the method applied.
- Ensure the Student Aid Report is reviewed for any necessary corrections and comments as soon as possible.
- **Submission prior to March 1 increases the likelihood of receiving maximum grant and Work Study eligibility.**

To complete the FAFSA the student will need the following documents:

- A copy of the student’s federal income tax return (if the student is considered a dependent student, the student will need both their and their parent’s return; if the student is married he/she will need both their and their spouse’s return).
- Alien Registration Number (for permanent residents).
- Social Security Number (for students, spouse if married, and parents if dependent)
- Driver’s License

More information about the FAFSA can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by calling the Federal Student Aid Information Center (FSAIC) for assistance via customer service representatives (CSR).

These CSRs can be reached at 1-800-4-FED-AID or 1-800-433-3243 during the hours of:

Sunday: Closed
Monday-Friday: 8:00AM - 12:00 PM EST
Saturday: 9:00AM - 6:00PM EST

**REGULATIONS GOVERNING REFUNDS DROPPED COURSES**

Any student who drops courses within the first twelve (12) days of a fall or spring semester and remains enrolled in the University will receive refunds applicable to tuition paid for those courses.

**Withdrawals**

Refunds for courses enrolled in during a fall or spring semester by a student who officially withdraws from the University are calculated according to the following percentage schedule:

- Prior to the first day - 100%
- From the 2nd to 10th day of the semester - 90%
- From the 11th to 22nd day of the semester - 50%
- From the 23rd to 39th day of the semester - 25%
- From the 40th day on - 0%

Refunds are granted for those fees designated as “refundable”. The refundable fees assessed at registration are tuition and designated tuition. These fees are calculated based upon the number of semester credit hours for which a student registers. Refunds of refundable fees are calculated based upon the total amount of these fees assessed at registration and not on the basis of the amount of the total paid, if a student is paying on an installment basis.

Students who do not owe Central State University should expect to pick up available checks in the Office of Cash Management on the posted refund dates for each semester. Students who register for courses that are either paid for directly or through the use of financial aid are considered enrolled at the University until they officially withdraw through the Office of the Registrar.
Ceasing to attend classes without officially withdrawing from the University will result in semester grades of “FZ”. Thus, any remaining balance owed to the University by a student who ceases to attend classes, but who does not officially withdraw through the Office of the Registrar, is still due and NOT subject to reduction.

BOOK ADVANCES
If a student is due a refund on their financial aid, meaning that the amount of their approved financial aid is greater than the amount of direct charges (Tuition, Room, and Board), the University will approve the issuance of a Book Advance of up to $750 to be used at the University Bookstore for the purpose of purchasing books and supplies for the semester.

TYPES OF FINANCIAL AID AND ASSISTANCE
The Financial Aid Office at Central State University offers four basic types of financial aid:

- **Grants:** Grants are considered gift aid and do not have to be repaid. Most grant aid is based on some type of need-based eligibility requirement.
- **Scholarships:** Funds that are awarded to students, and are based on students meeting particular criteria. Scholarships may be need or merit based. These awards do not have to be repaid.
- **Loans:** Low-interest funds that are borrowed and must be repaid six months after borrower ceases to be enrolled at a post-secondary institution at least half-time. In accepting a loan, students need to be aware of the repayment implications.
- **Federal Work Study:** Money that is earned hourly and may be paid bi-weekly (if the job is on campus).

STUDENT AID AND SCHOLARSHIPS AT CSU

**Federal Grants**

**Federal Pell Grant**

*Description and Term:* A direct grant from the federal government through CSU awarded to undergraduate students demonstrating financial need.

*Application:* Complete a Free Application for Federal Student Aid (FAFSA).

*Selection:* All eligible applicants receive aid.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

*Description and Term:* A federal grant awarded to full-time students with exceptional financial need.

*Application:* Complete Free Application for Federal Student Aid (FAFSA).

*Selection:* Federal Pell Grant eligible students who meet the priority deadline are considered first.

**Loans**

**Federal Parent Loans (PLUS)**

*Description and Term:* Loans available to parents for dependent undergraduates. Repayment begins 30 days after disbursement, unless deferred through the Department of Education. Loans are fixed for all new PLUS Loans at a rate of 6.41%.

*Maximum amounts:* Parents may borrow amount up to the cost of education per year per eligible dependent student.

*Application:* Complete Free Application for Federal Student Aid (FAFSA) www.FAFSA.ED.GOV and PLUS loan application www.STUDENTLOANS.GOV.

*Selection:* Credit worthy parents of undergraduate students.

**Subsidized Federal Direct Loans**

*Description and Term:* Need-based loan borrowed through federal government. Repayment begins six months after borrower ceases to be enrolled at least half time or graduates.

*Maximum amounts:*
Undergraduates:
- 1st year $3,500;
- 2nd year $4,500;
- 3rd year & 4th year $5,500;

Graduates:
- $8,500 per year.

Application: Complete Free Application for Federal Student Aid (FAFSA)
www.FAFSA.ED.GOV, Entrance Counseling, and Master Promissory Note
www.STUDENTLOANS.GOV.

Selection: All eligible applicants receive aid.

Unsubsidized Federal Direct Loans

Description and Term: Loan available to all students regardless of need or income. The terms are similar to the subsidized loan except the borrower, is responsible for paying all of the interest. Unlike the Federal Direct Subsidized Loan Program the borrower can make monthly or quarterly interest payments or “capitalize” the interest. “Capitalizing” means the lender will add accrued interest to the principal while the borrower is enrolled in school. Repayment begins six months after borrower ceases to be enrolled at least half time or graduates.

Application: Complete Free Application for Federal Student Aid (FAFSA)
www.FAFSA.ED.GOV, Entrance Counseling, and Master Promissory Note
www.STUDENTLOANS.GOV.

Selection: All eligible applicants receive aid.

Institutional Scholarships

Description and Term: Institutional scholarships are band grants, choir grants, ROTC grants, athletic grants, Freshman Scholarship, Upperclassman Scholarship, and Presidential Leadership and Service Award Scholarship.

Application: Each department will have their own application and selection process for the scholarships listed above.

Student Employment

Federal Work-Study (FWS)

Description and Term: Part-time jobs on campus.

Eligibility: Date the FAFSA is completed, financial need, and minimum cumulative grade point average of 2.0.

Application: Complete Free Application for Federal Student Aid (FAFSA).

Salary: Will be at least the current federal minimum wage.

Students awarded Federal Work Study are not guaranteed employment

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal financial aid funds are awarded with the understanding that students will make progress toward their chosen degree. Central State University, as directed by the U.S. Department of Education, has established Standards of Satisfactory Academic Progress (SAP) that students must meet in order to receive Title IV student aid.

Standards of Satisfactory Academic Progress apply to the following types of federal financial aid: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Federal Work-Study, Federal Direct Loans, Federal Graduate PLUS Loan, and Federal Parent PLUS Loan.

Scholarships

Choose Ohio First Scholarship Program (Do-Stem)

Description and Term: Full and partial scholarships awarded to current and new students who are majoring in science, technology, engineering, mathematics, mathematics education or science education from Ohio.

Application: The application is available in the Financial Aid section of the Central State University website, www.centralstate.edu/prospects/financial_aid
What are the standards of Student Academic Progress that I am expected to meet?

Undergraduate Student Standards

The Standards of Satisfactory Academic Progress for undergraduate students has two measures - qualitative and pace.

Qualitative Measure

Cumulative Grade Point Average (CGPA):
The student will know if he/she is meeting SAP requirements based on their cumulative GPA and the quality hours he/she has earned:

<table>
<thead>
<tr>
<th>Quality Hours</th>
<th>Minimum Cumulative GPA</th>
</tr>
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<tbody>
<tr>
<td>1-20</td>
<td>1.70</td>
</tr>
<tr>
<td>21-40</td>
<td>1.80</td>
</tr>
<tr>
<td>41-60</td>
<td>1.90</td>
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<tr>
<td>61+</td>
<td>2.0</td>
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</tbody>
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Pace Measure

Completion Rate Requirements (Pace):
The maximum time frame for a student to complete the educational objective at Central State University is 150% of the published length of the educational program. In other words, a student typically has six years to complete a four-year degree. However, consideration is given to the student’s enrollment status i.e. part-time and full-time.

The student must successfully complete at least two-thirds (67%) of their total cumulative credit hours attempted.

What happens if I do not meet the SAP requirements?

If the student does not meeting one and/or both of the measures of SAP, he/she will be placed on financial aid probation for one semester. At the end of the probation period, their academic progress will be reevaluated. At this time, if he/she is meeting both measures of academic progress, then the student will once again be in good standing. However, if he/she still does not meet the Qualitative or Pace Measures (completion rate requirements) he/she will need to complete an appeal process.

What does it mean when I am on financial aid probation?

Financial aid probation means that the student must go through an appeal process before he/she can continue to receive any federal aid (including federal loan assistance). This process includes an academic plan which may state specific conditions that must be met to help him/her self-correct their academic standing.

Can SAP affect me if I am a Transfer Student?

Yes, SAP can affect one as a Transfer Student. Credit hours accepted by CSU will be included in the maximum time frame towards completion of a degree.

What if I have not attended Central State for over one semester, will my past credits be considered towards SAP?

Yes, all prior credits will be considered in determining SAP for students who return to CSU after one or more semesters of absence.

If I change my major will those credits be reviewed for SAP?

General education requirements credits will be considered in determining the SAP. However, for students who change majors, credits attempted and grades earned for a previous major that do not count toward the new major will not be included in the SAP determination.

What grades are calculated when determine SAP?

Grades of I (Incomplete), WO (Withdrew without Record), and WR (Withdrew with Record) are not included in calculating a student’s GPA, but as coursework attempted. Z (Non-Attendance) and FZ (Quit Attending / Did not Withdraw) are counted as course hours attempted.

How does SAP apply to graduate students?
Graduate students must also meet Standards of Satisfactory Academic Progress. There are two components to the policy for these students: timeframe and grade point average.

Maximum Timeframe for a Master's degree program is six years and the requisite Grade Point Average is determined by individual colleges or departments but must be above a 2.0.

Can I appeal a SAP decision?
Yes. A student has the right to appeal if he/she experiences extenuating circumstances. Appeal forms are available online. Satisfactory Academic Progress Appeals Committee (SAPAC) meetings are held on the third Thursday of each month. Appeals are reviewed in the order received. Appeals must be received no later than the first Thursday of the month to be reviewed at that month’s meeting.

Satisfactory Academic Progress Appeal Procedures
At the end of spring semester each year, the academic records of all students who are receiving or applying for federal financial aid will be reviewed. Those students who fail to meet the Standards of Satisfactory Academic Progress will be sent a letter notifying them of their status.

Students are expected to meet the standards of Satisfactory Academic Progress stated below. Petitions for exceptions to these standards may be submitted to the Academic Standards Committee. Such petitions must be in writing and must be accompanied by appropriate documentations. Specifics of any unusual circumstances that warrant an exception to stated policy should be clearly explained and documented.

The Academic Standards Committee reviews such petitions and makes recommendations to the Academic Vice President who may grant exceptions to stated policy on an individual case basis.

ADJUSTMENTS TO FINANCIAL AID AWARD

Verification
Students are sometimes selected by the Department of Education for a process called verification. Verification is a process used to ensure that students are getting the proper amount of financial aid they are eligible to receive. To complete the verification process, students and parents may be asked to submit documentation supporting the information they used to complete the FAFSA application. If there is a change in the student’s Expected Family Contribution (EFC), their financial aid award will be adjusted to accommodate the necessary changes. Students can review their MYCSU account for any adjustments made to their Financial Aid award.

Over Awards and Aid Reductions
Receipt of outside awards and/or resources will result in a review of their financial aid package. This ensures that no over-awarding of federal or state funds has been made. Over awards are usually the result of the student receiving aid that the Financial Aid Office was not aware of when it completed the student’s financial aid package and/or processed a loan application for the student.

When the total of all aid received by the student exceeds the student’s cost of attendance budget, awards in the package will be adjusted (cancelled or reduced) in order to eliminate the over awarded. Federal Work-Study awards and loans will be reduced before any reduction is made to scholarship or grant awards.

Withdrawals
Withdrawals from the university:
Official Withdrawal: A student who is registered for classes can make the decision to withdraw from all classes during a specific term. If the student received Federal financial aid the University is required by Federal regulation to
calculate the amount of Federal funds the student has earned in a term at the point they withdrew. This process is known as “Return of Title IV Funds” (R2T4). The amount of funds that are earned by the student is based on a percentage of the number of days during the semester the student completes. Funds that are determined not to have been earned by the student are then returned to the Department of Education and any balance would then be owed to the University.

Unofficial Withdrawal: Students who are determined to have “unofficially withdrawn” from the University, will have their R2T4’s completed per Department of Education guidelines. This requires that the calculations be completed using either 50% completion percentage or their last date of documented academically related activity. will be reduced before any reduction is made to scholarship or grant awards.

Students can have their financial aid award reduced due to, but not limited to, 1) no remaining unmet need, 2) reduction in hours enrolled, 3) loss of eligibility for a particular award, and 4) withdrawal (including non-attendance) from class(es).

Additionally, the campus store sells CSU Alumni items, Greek items, CSU clothing, cultural gifts items, 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. Please visit our website for additional information at www.centralstate.edu and click on the CSU Bookstore tab on the left of the home screen, or email the Bookstore directly at bookstore@centralstate.edu.
computers, 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.
A student can stay connected by visiting 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.

Time Warner Cable – Residence Life
Each residential hall suite and/or room is equipped with Time-Warner cable television. If a student experiences difficulty with their cable service, please report the problem immediately to the Hall Coordinator and include the following information:
1. Name
2. Problem
3. Room Number & Building
4. Contact Phone Number
5. Alternate Phone Number

6: Residence Life is responsible to make sure that Time Warner Cable has the information (1-5). Time Warner Cable should not be contacting the Information Technology Dept. for the (1-5) information or for any SysAid tickets for (1-5).

Marauder Card Office
Marauder Card Office
Lionel H. Newsom, Administration Building
Lower Level
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937) 376-6064
Fax: (937)376-6148

The Marauder Card is a multipurpose identification card. It is not transferable. It is the official ID card for students, faculty, & staff at Central State University. Their status and official University identification number is indicated on the front of the card. The ID card provides access to a) use in the library, b) access to the residence hall, c) access to the weight and cardio room in Beacom/Lewis Gymnasium, d) admission to campus events, e) bookstore purchases, and (f) meals in campus dining facilities.

The photo on the identification card will last for four years. The back of the card contains a magnetic stripe which holds the student’s account information and access. There is also an ISO number under the barcode on the back of the card that is used to check out books at the library on campus.

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. The student’s picture will be taken and must present a photo ID (valid driver’s license, state ID, military ID, or...
passport) prior to the picture will be taken.

2. Graduate and professional students may obtain their Marauder Cards during the first week of the semester, after they have been registered for classes. Students taking professional classes will have their ID cards made at scheduled times which are coordinated through the Marauder Card Office by the student’s 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 $5 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. The 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 937-376-6064. The student’s meal plan will be frozen until a replacement card has been issued. A student may replace their ID card at the Marauder Card Office anytime during regular business hours. The student will need to bring a valid driver’s license, passport, or military ID for proof of identification prior to the issuance of a new card. The replacement fee for a student card is $5.00.

Once an I.D. Card is deactivated, that card cannot be reactivated. Students must pay the $5.00 for a new card. 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.

DEPARTMENT OF PUBLIC SAFETY
Simpson Hall
Office Hours: Monday – Friday, 8:00am – 5:00pm
Police and Safety Hours: 24 hours, 7 days
Phone: (937)376-6368
To report an incident: (937)376-5111

POLICE DEPARTMENT AUTHORITY
All police officers of the Central State University Police Department are state-certified Peace Officers having met all minimum requirements by the Ohio Peace Officers Commission on Law Enforcement Officers Standards and Education. Following the successful completion of the Basic Course of Peace Officers, each officer must pass a drug test, a psychological evaluation and an intense background investigation prior to their appointment. Their appointment authorizes the officers exercise their authority, including, but not limited to the power to arrest based on probable cause, the seizure and/or confiscation of stolen properly, illegal weapons, controlled substances (including illicit alcoholic beverages) and the authorization to carry and lawfully use firearms, impact weapons, chemical agents and other means of use of force.

Police personnel are employed for the purpose of carrying out the provisions of the state and the federal laws. As Central State University peace officers they are vested with all powers, privileges and immunities of Peace Officers in the performance of their duties in accordance to the Ohio revised code, having jurisdiction on and around campus and on and around any property that the University owns, leases, rents, and/or controls. The Peace Officers at the University has the right to issue citations and file criminal charges in the court of jurisdiction.
for violations of any state of federal laws, including university traffic regulations.

**Police Department Functions**

The primary functions of the Central State University Police Department are the preservation of public peace and order, the prevention and detection of criminal activities and apprehension of offenders, the protection of persons and property, the enforcement of the laws of the State of Ohio, and the safeguarding of the individual and collective rights of the citizenry. The CSU Police Department is authorized to disseminate rules and regulations for the safety and welfare of the University’s students, employees, visitors and property. The CSU Police Department also enforces all general and criminal laws of the State of Ohio and such laws are declared to be in full force and effect within all areas under the jurisdiction of Central State University. It is the responsibility of all persons to comply with these laws.

The CSU Police Department provides comprehensive police service 24 hours a day, seven days a week. All students, faculty and staff are obligated to promptly report all incidents of fraud and/or theft, and are strongly encouraged to report all criminal activities and other emergencies by calling 911. Non-emergency calls should be made to (937) 376-5111, or may be reported in person.

**VEHICLE RESPONSIBILITY**

Central State University assumes no responsibility for the direct care and/or protection of any vehicle or its content anytime it is operated or parked in University property, whether attended or unattended. The University reserves the right to impound, immobilize, or tow away any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, vehicles without an official decal or with an unauthorized or altered decal, or vehicles found to be in violation of any of the regulations set forth by university policy or state law. The registered owner and/or operator will be responsible for any costs involved in towing, immobilizing, and/or storing such vehicle. The University assumes no liability for damage or loss to/from vehicle or its content while it is on University property. Parking and operating of vehicles on campus without paper state registration or permission (i.e. decal) form the Central State University Police department is violation of the regulations and is prohibited. Operating any vehicle in an unsafe manner is prohibited.

**PARKING PERMIT POLICY**

All students, faculty, staff, administrators, and visitors who operate or park a motor vehicle on the Central State University campus shall register each vehicle driven with CSU Police Department. Vehicle registration must be done at the time of the initial student registration, or the initial employment, or prior to visiting an on-campus location. If the vehicle is acquired later, registration of the vehicle must be done prior to operating or parking the vehicle on the University campus. Visitor permits must be obtained through the CSU Police Department. The applicant must apply in person and present a current, valid state-issued picture driver license. Proof of current financial responsibility (liability insurance) must be presented for each vehicle registered; the vehicle must have a current state registered, with a current state sticker. The applicant must complete a vehicle form. If the vehicle is new and does not have a license plate number, the vehicle cannot be on the University property. The applicant must have a current registration with the state that the vehicle is registered in. When a person receives new license plates notify the CSU Police department within 45 days. Vehicle(s) must be registered each year.

Parking decal may be purchased at the Bursar’s Office prior to issuance of the decal. After purchase, the decal can be obtained by CSU Police Department. Employees have the option to select payroll deduction for parking permits.
All traffic and parking related fee and/or fines must be paid before a parking decal can be obtained.

A permanent parking decal must be purchased and obtained regardless of the individual’s enrollment (one course or full load) or employment (part time or full time) status. Directions on how to affix the decal will be told at the time the decal is retrieved from the CSU Police Department.

Reserved Parking Permits
Paid reserved parking spaces will be limited to the University’s President, Vice President, Deans, Directors, and employee. “Reserved Parking” is limited because of the limited number of total parking spaces campus-wide. In order to receive a reserve parking permit additional documents may be required before the request can be approved. One must contact the CSU Police Department for further information.

Handicapped Parking Permits
The CSU Police Department will not issue special parking decals for handicapped spaces. Vehicles parked in handicapped spaces must display a state approved handicapped placard or license plate. If vehicles are parked in a handicapped space without proper display of the placard it will be subjected to ticketing or towing (at owner’s expense). Ohio traffic laws state that parking privileges for persons with disabilities are designed for times ONLY when the vehicle is being operated by or for the immediate transportation of a person with a disability. An offense is committed under these circumstances when:

1. A person parks a vehicle displaying handicap license plates issued or a disabled parking placard in a parking space or area designated specifically for persons with disabilities;
2. The person does not have a disability; and
3. The person is not immediately transporting a person with a disability.

People who violate handicap accessible parking spaces or who misuse a disabled person’s identification placard or license plates are subject to fines of up to $1,000 and/or up to fifty (50) hours of community service. Also, parking a vehicle so as to block any disabled parking can-access aisle is an offense.

A law enforcement officer may seize a
Disabled Person Identification Placard if the
law enforcement officer believes that a
parking offense was committed. If it is
determined that probable cause for the seizure
of the placard existed, the law enforcement
agency will return the placard to the Vehicle Titles and Registration Division.

Replacement Parking Permit (Decal)
In order to receive a replacement decal on a vehicle that has been disposed of, the current parking decal must be removed from the vehicle. If the complete decal cannot be removed, replacement decals must be paid for at the Bursar’s Office. The receipt and a driver’s license must be taken to the CSU Police Department in order for one to obtain a replacement decal.

University Registration of Motorized Vehicles Required
Any motor-power (includes electrical) vehicle possessed or maintained by a student, faculty member, staff member or visitor may not be driven or parked within the campus boundaries until it has been registered (if appropriate) and the appropriate parking decal has been affixed to the vehicle in the proper manner as described in this booklet or on the decal. The registered decal owner/operator is responsible for all citations against the vehicle regardless of the operator at the time of the violation.

A separate decal must be purchased for each vehicle driven or operated on University
property. Each decal must be properly displayed on the vehicle registered. No member of Central State University may register a vehicle for use by any other person. Parking on the premises is a University-granted privilege. By registering a vehicle, a person agrees to abide by the parking and traffic regulations. University-owned vehicles are exempted from this rule regarding registration and decal. Ignorance of the traffic and parking rules/regulations is no defense for a violation. Any violation may subject the vehicle to “ticketing” and/or towing of the vehicle.

PARKING REGULATIONS

1. Parking is permitted only in designated parking lots or other areas specifically marked for parking. Legal parking spaces are marked by parallel yellow lines, one on either side of the parking place. All areas not specifically marked for parking are considered NO PARKING areas and subjects the violators to “ticketing and towing.”

2. Roads and Unmarked Spaces. No parking is allowed on roadways, driveways, grassy areas or in access drives unless specifically marked for parking. No driving is allowed on sidewalks, in front of buildings, or on grassy areas.

3. Reserved Parking. Reserved parking is designated signage or number painted in the parking space and is restricted on a 24 hour, 365 day per year basis. These spaces are for those employees authorized to have reserved parking.

4. Visitor Parking. Visitor parking is available at those parking areas designated for visitors. Visitors must go to the CSU Police Department to receive a visitor’s parking permit (at no cost).

5. Residents and Commuters. All students are to purchase a parking permit.

6. Handicap Parking. Persons who are physically handicapped may receive special parking privileges, if authorized by the State of Ohio, with a current state issued placard, and a CSU parking permit. Persons requiring temporary privileges after an illness or injury must submit an official statement from their medical doctor to the CSU Police Department for review by the Chief of Police. If approved, a special temporary parking permit can be obtained from the police department at that time. This temporary permit will not authorize parking in marked handicapped spaces.

7. Short-term. Loading and unloading (20 minute time limit). Short-term unloading in “NO PARKING” areas is permitted, but permission must be obtained in advance from the CSU Police Department or in accordance to areas specifically marked “Loading Zone.” In the absence of permission, vehicles are subject to citation and towing.

8. Traffic Signs. The absence of posted signs will not constitute a valid excuse for violating the regulations set forth in this document.

9. Stop Signs. All vehicles, including bicycles, are to obey all stop signs.

10. Speed limit. All vehicle operators are expected to exercise due caution on all parts of the campus. With particular regard for the safety of pedestrian traffic, fifteen (15) miles per hour may be considered an excessive rate of speed for the condition.
11. Right of way. Drivers should yield right of way when entering a major thoroughfare from a parking lot or loading zone. Pedestrians have the right of way at all times.

12. Intersections and Crosswalks. All vehicles are to stop for pedestrians in crosswalks and at intersections.

13. Disabled Vehicles. The CSU Police Department must be notified immediately if a vehicle is left in an area or unattended because of mechanical breakdown or problems. Failure to notify the CSU Police Department may result in the citation, ticketing and/or towing at the owner’s expense.

Violarions of any of the above listed parking regulations, or state traffic laws subject the vehicle to be “ticketed” and towed.

Towing and Impounding of Vehicles
CSU Police Department must be notified immediately if a vehicle is left in an area or unattended because of mechanical breakdown or problems. Failure to notify the Police Department may result in the citation and/or towing of said vehicle. Failure to remove the vehicle from the campus within 24 hours may result in towing of said vehicle at the owner’s expense. The following regulations apply:

1. Any violation of rules regarding the use of motorized vehicles is subject to immediate immobilization or tow away. The owner of the vehicle will be responsible for the cost of the citation(s) as well as the cost involved in removing, impounding, and storing such vehicle(s). All vehicles towed as a result of a parking violation shall be at owner’s expense. No vehicles shall be towed except under the direction and presence of the CSU Police Department personnel.

2. Parking of motor homes, trailers, boats, or any vehicle on campus for purposes of storage or habitation is not permitted. All vehicles not operated on a regular basis must be removed from the parking lots within 48 hours. Any exceptions must be approved by CSU Police Department or under emergency conditions by CSU Police Department.

Resolving Citations
1. Citations and/or a tow will be given to vehicles in violation of traffic regulations. Prolonged illegal parking in an area may result in more than one citation given to a vehicle. CSU Police Department is no responsible for any damages done at the time of vehicle being towed.

2. Citations and tows must be resolved within ten (10) working days (weekends excluded) of the date of the citation and/or tow as follows:
   - The fine shall be paid at the Bursar’s Office during business hours. If the fine is paid by money order, cashier’s check, or personal check, payment must be made out to Central State University. The citation number(s) must be indicated on the money order or check.
   - Take the receipt from the University’s Bursar’s Office to the CSU Police Department for review by the Records/Traffic Division office personnel.
   - All citations and tows must be resolved, either by payment of fines or through the appeal process, within ten (10) working days of the date issued, excluding weekends.
   - Visitors who violate parking regulations are subject to tow. Citations may be paid at the
University Bursar’s Office or mailed as indicated on the back of the violator’s copy of the ticket.

- If an individual is subject to arrest for violation of state laws, all towing, storage and citation fees are the responsibility of the owner/operator. The vehicle will be towed to a non-University vehicle storage facility.

Fines and penalties are an obligation to the University and must be paid unless waived by an authorized administrator of the University Department of Public Safety. Students will not be permitted to receive a diploma, transcripts, or any University services involving financial transactions until all traffic fees/fines are paid. Failure to pay traffic and/or parking-related fees could result in a “HOLD” being placed on any or all payment check(s) issued by the University for employees and students.

**APPEAL OF CITATIONS**

Tickets and tows may be appealed with the CSU Police Department Records/Traffic Division. A ticket or tow may be appealed by submitting an Appeal Form to the CSU Police Department Records/Traffic Division.

Areas that negate an acceptable appeal are the following:

1. Lack of knowledge of the University rules and regulations
2. Inability to locate a legal parking space on the lot desired
3. Overlooked posted area/lot signs
4. Insufficient time to check another lot for parking
5. Instructions by a non-police department employee to park in the location.

**Parking Permit Fees**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved</td>
<td>$75</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>$50</td>
</tr>
<tr>
<td>Students</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Motorcycle (decal with lock)** $25

**Adjunct Professors** $25

**Additional Vehicles** $30

**Parking/Traffic 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 hydrant</td>
<td>$60</td>
</tr>
<tr>
<td>Parking or driving on a lawn</td>
<td>$50</td>
</tr>
<tr>
<td>Parking facing wrong direction</td>
<td>$50</td>
</tr>
<tr>
<td>Blocking a driveway, dumpster</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>Parking in a handicap zone</td>
<td>$50</td>
</tr>
<tr>
<td>Parking along a yellow curb</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in a fire lane</td>
<td>$50</td>
</tr>
<tr>
<td>Parking on a sidewalk</td>
<td>$50</td>
</tr>
<tr>
<td>Parking permit not displayed</td>
<td>$50</td>
</tr>
<tr>
<td>Impeding traffic</td>
<td>$50</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>Reckless operation</td>
<td>$70</td>
</tr>
<tr>
<td>Improper backing</td>
<td>$50</td>
</tr>
<tr>
<td>One/no headlights</td>
<td>$50</td>
</tr>
<tr>
<td>Stop sign violation</td>
<td>$50</td>
</tr>
<tr>
<td>License plate illegal, obscured</td>
<td>$50</td>
</tr>
<tr>
<td>License plate not displayed</td>
<td>$50</td>
</tr>
<tr>
<td>Removing traffic barricade</td>
<td>$50</td>
</tr>
<tr>
<td>Horn: improper or excessive use</td>
<td>$50</td>
</tr>
<tr>
<td>Excessive noise</td>
<td>$50</td>
</tr>
<tr>
<td>Disregarding the officer signals</td>
<td>$50</td>
</tr>
<tr>
<td>Other</td>
<td>$50</td>
</tr>
</tbody>
</table>

**CRIMINAL AWARENESS**

Crime Prevention is the anticipation, recognition and appraisal of a criminal risk and the initiation of some action to remove or reduce it. If a crime is to be committed, the offender must have the desire, ability and opportunity to commit the crime. Law enforcement can do little to remove the offender’s desire and ability to commit crimes, but together can remove the element of opportunity. The temptation of opportunity can be removed by taking a few simple precautions.
Some of the crime prevention programs offered to the community by the CSU Police Department is:

- New Student and Employee Orientation
- Sexual Assault Awareness
- Personnel Safety Awareness
- Building Survey

If any group is interested in any of these programs or an unlisted program, the CSU Police Department will set up a date and time for your group. Contact the officer in charge of Crime Prevention (937) 376-6369 for additional information.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT (PUBLIC LAW 101-542)
Consistent with the provisions of the Student-Right-to-Know and Security Act, Central State University will make available to student, faculty and staff members information regarding critical campus security issues. On a yearly basis the University develops and issues a comprehensive report, which contains relevant data on campus safety and crime statistics. Anyone wanting this data may obtain such for the Central State University Police Department.

JEANNE CLERY DISCLOSURE OF CAMPUS POLICY & CAMPUS CRIME SECURITY ACT
Title II of Public Law 101-542 The Student Right-To-Know and Campus Security Act of 1990, also known as the “Clergy Bill” in memory of Jeanne Clery, was enacted by the 101st United States Congress and signed into law by President George H.W. Bush on November 8, 1990.

This law amended Section 485 of the Higher Education Act of 1965 by adding campus crime statistic and security reporting provisions for colleges and universities. The security provisions were amended in 1992 by the Campus Sexual Assault Victim’s Bill of Rights to require that schools develop policies to deal with sexual assault on campus and provide certain assurance to victims. Under the Act all prospective students and employees are entitled to a copy of a school’s crime statistics for the three most recent calendar years and security policies. Current students and employees are to be provided this information automatically. The Act was once again amended in 1998 to include “hate crimes and public police log”.

THE CAMPUS SEX CRIMES PREVENTION ACT
Section 1601 of Public Law 106-386 is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education of working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under the Act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. These changes took effect on October 28, 2002, and this notice became a requirement beginning with the annual security report October 1, 2003.

The “Campus Sex Crimes Prevention Act” amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state in which the person is employed, carries on a vocation, or is a student. It requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for
certain types of federal grant funding and must be implemented through state law.

Lastly, the Act amends the Family Educational Rights and Privacy Act (FERPA) 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

The Department of Education is charged with enforcing the provisions of this statute. Failure to comply with the Act can result in the loss of Federal funding. Central State University Police Department provides the campus crime statistical data to the public during normal business hours. For sexual offender information, consult the Central State Department of Public Safety’s Sex Offender Database http://records.csups.state.csu.us/so Search/default.cfm.

**UNIFORM CRIME REPORTING (UCR)**

In 1920s, The International Association of Chiefs of Police (IACP) envisioned the need for statistics on crime in the United States. A committee was developed and initiated a voluntary national data collection from law enforcement agencies in 1930. Later that same year congressional approval was received which authorized the Federal Bureau of Investigation (FBI) to serve as the nation’s clearinghouse of statistical information on crime.

Currently, states are responsible for gathering data from the law enforcement agencies within their boundaries and forwarding UCR statistics to the FBI. The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR Programs and others interested in the nation’s crime problem.

In addition to reporting the incidents to the state, institutions of higher learning shall disclose by October first of each year their campus statistics for the three previous calendar years. The categories that must be reported are same as those that must be reported to the state through UCR. The differences are as follows:

1. No arrest is required to report data
2. Student referrals to drug and alcohol counseling and to Judicial Affairs must be reported, even if the referral was not by CSU Police Department.
3. Incidents of possession of weapons, drugs, and liquor must be reported.

**HOW TO CALL THE POLICE DEPARTMENT**

When making a call to the police department, one must remain calm and give all pertinent information to the dispatcher. If this is a distress call, the dispatcher will need the caller to stay on the line until important details are received, which will be passed on to the officer assigned to the call. The officer will be in route to the location even though the caller might still be on the line with the dispatcher. If an ambulance or fire truck is necessary the dispatcher will direct them to the location.

**EMERGENCY CALL BOXES (BLUE LIGHTS)**

Emergency call boxes have been placed at various locations on the University campus. These call boxes are blue in color and are labeled “Emergency”. Operation is easy. Push the red button and speak into the built in microphone, the call goes directly to Center communications in Xenia, Ohio where the CSU Police Department will be dispatched out to the location. These call boxes can be used to request police assistance, escorts, and assistance with vehicle problems.
WHEN MAKING EMERGENCY CALLS ON CAMPUS USE 911
NON-EMERGENCY CALLS ON CAMPUS USE 937-376-5111

POLICE ESCORT SERVICE
In the interest of safety for the faculty, staff, students, and visitors to the University campus, CSU Police Department provides a police escort service. This service is available 24 hours a day to all persons going to and from an on campus destination. To request this service, call the center communication at 937-376-5111. It should be understood that the police department handles all calls on a “priority” need. Therefore, depending on the available personnel, the request for an “escort” may take several minutes or longer.

COMMENDING CSU POLICE DEPARTMENT MEMBERS AND/OR FILING COMPLAINTS.
For many decades the Central State University Police Department has rendered loyal and dedicated service in carrying out its safety and security mission for the University community. The University has adopted the following procedures for members of the community to commend the performances of a CSU Police Department officer/employee or to address allegations of misconduct or abuse of authority:

Submitting a Commendation
Commendations of a CSU Police Department employee are always appreciated! Depending on the situations, the commendation will be entered in the employee’s personnel file and considered for formal recognition. To commend a CSU Police Department for outstanding performance of duty, submit written correspondence to the Chief of Police or go www.csupolice.edu and submit your comments.

Submitting a Complaint
The Chief of Police will review complaints against a CSU Police Department employee. Although investigations of the allegations will be conducted. Verbal or anonymous complaints are investigated by may cause the matter to be more difficult to process. At the conclusion of the investigation, the Chief of Police will review the report and notify the complainant in writing of the final results. To a file complaint, submit written correspondence to the Chief of Police. You also can go to www.csupolice.edu to submit a comment.

SEXUAL ASSAULT INFORMATION
Sexual assault is not a selective crime. It can happen in cars, schools, alleys, parks, almost anywhere. The rapist has no regard for age, race, or social status. Legislators have amended laws to provide protection and encouragement for the victims of sexual assault. Citizen groups have organized rape crisis centers to provide support and counseling to victims and their families. Central State University has a Title IX officer and deputy Title IX officers dedicated to investigating complaints of Sexual Misconduct. The Title IX officers can also provide referrals to supportive services on or off campus and assist with providing interim measures to address safety concerns.

IF A PERSON HAS BEEN SEXUALLY ASSAULTED
If a person is sexually assaulted, one should call the police immediately! Inform the agency if the suspect is still in the area and if any weapons were involved. If the assault occurs on-campus, CSU Police Department will coordinate notification of the appropriate law enforcement agency where the incident occurred.

If assaulted:
1. Go to a safe place as soon as possible.
2. Tell someone. Tell a trusted friend or family member. Contact the Title IX officer and/or counseling services for assistance and supportive services.
3. Help preserve evidence. At the scene where the assault occurred, do not change anything. Do not wash any part
of the body, comb the hair, change clothes, or douche.

4. Get medical attention as soon as possible. A medical examination is important to detect injury, collect important evidence, and to protect against sexually transmitted disease or pregnancy.

It is critical for the police agency to be informed as soon as possible after the assault so that appropriate steps, such as gathering of crucial evidence and information, can be taken. Complaints may also be made to the Title IX officers or other campus officials. Confidential complaints and/or advice can be obtained through counseling services or interfaith ministries.

1. Reporting an assault does not mean the victim must prosecute. It is the victim’s choice as to whether or not to report the incident. However, reporting the incident is extremely important for the victim and community. Reporting begins the legal process if the victim decides to prosecute at a later date. An individual’s request regarding confidentiality will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University’s legal obligation to ensure safe campus environment and the due process rights of the accused to be informed of the allegations and their source.

2. Following a sexual assault, the victim may feel shock, embarrassment, shame, guilt, disbelief, anger, anxiety or nothing at all. These are all normal reactions to a violent crime.

3. Talk with counselors, who will maintain confidentiality, help explain the options, provide the information, and provide support. Sometimes months or years after an assault, survivors re-experience feelings they had immediately following the attack. For on-campus counseling call (937) 376-6338.

4. A victim may be eligible for compensation of medical costs or losses incurred as result of sexual assault. In order to receive assistance, the incident must be reported to a law enforcement agency within 48 hours and claim filed within one year occurrence.

5. The University will change a victims’ academic and living situations after an alleged sex offense and given the options for those changes if the changes are requested by the victim and are reasonable available.

At the conclusion of the investigation, the Chief of Police will review the report and notify the complainant in writing of the final results. To file a complaint, submit written correspondence to the Chief of Police and go to the www.csupolice.edu and submit a comment.

SODEXO MAGIC DINING SERVICES
University Student Center
Phone: (937) 376-6125

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 a student has lost or misplaced their 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 360 Cafeteria). 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 the dining services partner designates the dining partner as the official on-campus caterer granting the 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. The 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**

**Marauder Cafe**
- Monday – Friday: 7:00am-7:00pm
- Saturday – Sunday: 11:00am- 6:00pm

**WOW Cafe**
- Monday – Friday: Noon – 11:00pm
- Saturday – Sunday: 6:00pm –11:00pm

**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 purchased, the more saved!**

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).

**STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

University Student Center, Suite 214

**HOURS: Monday – Friday, 8:00am – 5:00pm**

**Phone:** (937)376-6387

**UNIVERSITY COLLEGE**

Halle Q. Brown Library, Lower Level

**Hours:** Monday – Thursday, 8:00am – 7:00pm; Friday, 8:00am – 5:00pm

**Phone:** (937) 376-6419

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 University. 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.

**Office of First-year Experience, Advising, and Assessment (FYEAA)**

Halle Q. Brown Library, Lower Level

**Hours:** Monday – Friday, 8:00am – 5:00pm

**Phone:** (937) 376-6110

Academic advising is an integral component of the educational process at CSU. Some advising is a shared responsibility with the faculty advisors in certain program areas, such as music, vocal performance, and music education, or between the professional advisor(s) and the student. Students must see their assigned academic advisor for the following retention-based services: 1. planning schedules/course registration, 2. identifying semester and year-end Student Academic Progress rates, 3. completing graduation requirements from the intended program area, and 4. helping students
in career and long-range planning of their academic programs.

**Learning Skills Center**
Hallie Q. Brown Library, Lower Level
Hours: Monday – Thursday, 8:00am – 7:00pm;
Friday, 8:00am – 5:00pm
Phone: (937) 376-6389

The Learning Skills Center 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.

**TRiO/Student Support Services**
Halle Q. Brown Library, Lower Level
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937) 376-6182

The Central State University TRiO/Student Support Services (SSS) program is federally funded through grant from the U.S. Department of Education to assist disadvantaged students succeed in college. The goal of TRiO/SSS is to increase the college retention, persistence, and graduation rates of its participants and to help them make the transition from one level of higher education to the next.

TRiO/SSS provides eligible students an additional layer of support as they matriculate toward graduation. This support consists of personalized and individualized academic advising, study and learning skills development, grant aid, cultural excursions, and assistance with gaining admission to graduate or professional school. CSU students can be accepted into TRiO/SSS by meeting one or more of the following criteria:
- You are from a family with limited income based on federal financial aid guidelines
- Have a documented disability

**First Year Seminar**
Hallie Q. Brown Library, Lower Level
Phone: (937) 376-6110

FYS 1101 is a required class for all students who attend Central State University unless you transfer in over 31 credits. The primary goal of FYS 1101 is to help first-year students make a successful transition to the University, and the course provides important student information on the curricular and co-curricular resources available across the 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, motivation, and 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. Check the catalog for complete description—this course is under Career Services.

**STUDENT WELLNESS CENTER**
Counseling Services Center
Lackey-Lee Building
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937)376-6338

The Central State University Counseling Service Center provides assistance to students that experience various emotional states, low self-esteem, general anxiety, concentration problems, depression, and relationship issues. No student has to feel alone. The professional counseling service is on campus to support all
students. All services provided are 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
- **Relaxation Room:** A room that provides an environment that fosters positive coping skills for the students. If a student needs to meditate, be still, regroup, distress the room designed especially for them. Policy provided.
- **Study Resource Room:** A quiet study/resource room for students to prepare for tests, take exams, and utilize disability accommodations. This room can be reserved for one-on-one tutoring, study groups and individual study. Referrals can be submitted to Counseling Services for academic and mental health concerns. Policy provided.
- **Brief Alcohol Screening and Intervention for College Students (BASICS) program continues to be offered to all students. Students gain self-awareness, learn risk factors, and become motivated to reduce or abstain from drug/alcohol use. Can be used in conjunction with the judicial process.**
- **Suicide Prevention Training:** Provides suicide prevention training to students and staff to reduce at risk suicidal behaviors and suicide attempts. Class and campus training referrals are encouraged.

- **Safe Zone:** Safe Zone is a campus-wide diversity-training program committed to making Central State University a safer, more welcoming, and inclusive environment for members of the lesbian, gay, bisexual, transgender, and questioning (LGBTQ) community. Class and campus training referrals are encouraged.
- **Faculty/Staff Referrals:** Accepted year round for students a faculty/staff member may observe who may need a helping hand. Referral and feedback forms are available.

**Disability Services**
Lackey-Lee Building
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (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.

**Services are available:**
- Students must self-disclose their disabilities
- Register with the Office of Disability Services
- Provide a copy of their recent high school Individual Education Plan (IEP) or a medical documentation stating their disability
- Schedule an appointment
- Can be allowed various classroom accommodations and/or specialized academic and life support services as deemed reasonable

**Health and Psychological Services**
Student Health Center, Lackey-Lee Building
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937) 376-6075
The Health and Psychological Services provide quality health care services for illness, injury,
and wellness needs of Central State University students. Full time students can be seen by the Health Center to take care of his/her acute needs.

The Services Offered:
- Health education and limited health screenings
- Referrals to specialists
- Facilitating medically necessary ER visits
- Students must be seen at the clinic first to determine if a referral is needed, including ER visits, (when possible)
- Nurse Hotline for Students: For medical advice when a student needs it…simply call the Nurse Hotline at 800-557-0309 for quick, sound medical advice from specially trained RNS, 24/7. The Nurse Hotline is a source of reliable and caring health information, education and support.

Need-to-Know Information:
- Students planning to reside in on-campus residence facilities must complete the Immunization and Medical History Form, available on the Student Health services website under Forms
- Failure to complete this form will delay housing
- For emergency medical situations after 5 p.m. and on weekends, the ambulance should be dispatched through Greene County’s Central Communication 911 system
- Pick up a Central State University Student Health Plan booklet at the Student Health Center. Please read and keep this booklet
- This coverage is to provide convenient medical treatment on campus. The Health Care Plan will also pay for a percentage of referrals made to local providers. Routine group insurance coverage applies and the student must assume the responsibility for payment of any remaining balance.
- Please visit www.healthcare.gov for Affordable Care Act information

Emergency Room Visits:
- If there is a true emergency (broken bone, life or death accident, etc.) and the Student Health Center is closed, at least partial payments of emergency visits will be considered.
- 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.

Non-Emergency Room Visits:
- Reviewed by the Medical Director and those found to be unjustified are the student's financial 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 the student is under 18 years of age.
- Chronic or preexisting diseases need to be handled by the student’s Primary Care Provider.

Each Academic Year:
- It is very important that students read the Student Plan Document and Summary Plan Description booklet each school year. It 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 flair-ups, education, and delivering health advice.
- Examples of services not provided include monitoring of high blood
pressure, diabetes, asthma maintenance medications, and physicals.

CAREER SERVICES
University Student Center, Second Floor
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937)376-6383

The Office of Career Services mission is to assist current CSU students to identify and fulfill their career goals. We serve students from the point of their admission throughout their matriculation at the institution. It is our intent to help them understand who they are as developing professionals and how they connect their academic and real-world knowledge and skills to their careers.

We guide our students on how to make sound career and life decisions through the variety of resources, programs, counseling on career development, and graduate school selection. We desire for our students to grow holistically during their collegiate career, and through the support from this unit they will be more equipped and prepared to attain their life goals.

Services:
Career Services offers the following services:
- Career Coaching/Advising/Counseling.
- Assistance with for job placement and graduate school admissions, which includes hosting job fairs, graduate school advisement, etc.
- Academic majors and career exploration assistance.
- Resources to assist in learning about various occupations and professions.
- Job search skills development—provide resources for assistance with resume/cover letter writing and interview preparation.
- Employment preparation and professional development (i.e. soft skills, etiquette).
- Provide career resources—brochures, manuals that provide information on:
  - graduate and professional schools, employment opportunities in business, industry, government, social service and education. (i.e., OhioMeansJobs.com, “Marauder Jobs”)
  - Matching of employers with students for job searches. (“Marauder Jobs”)

OFFICE OF RESIDENCE LIFE
University Student Center, Second Floor
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937)376-6386

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 are 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 these listed below. The policies in the Residence Life Living and Learning Guide are found on the CSU website.

Residency in University Housing
The University requires students with 60 credits or less (freshmen and sophomores) to reside on campus unless their permanent address is within a thirty (30) mile radius to the campus.

Students with 91 credit hours or less that have a grade point average of 2.5 or below are required
to reside on campus. This is contingent upon space and availability within the residence halls.

**General Regulations**

**Quiet and Consideration for Others**
The University strives to provide its residents with a living environment that is conducive to learning. Residents and their guest(s) 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 are 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 10:00 p.m. and continue until at least 10:00 a.m.
- **Friday and Saturday:** Quiet hours must begin no later than 2:00 a.m. and continue until at least 10:00 a.m.
- **Twenty-four-hour quiet hours are in effect at all times during final exam periods.** These quiet hours will begin at 9:00 p.m. the last day of classes and continue until the residence halls close at the end of the semester.

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.

**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 areas of the residence halls. Alcohol is not permitted in common areas, including but not limited to: hallways, lounges, recreation areas, 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 are 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.

**Responsibility for Contraband Items**
In the event that any items prohibited by University regulation, state and/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.

**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 re-enter the building without the authorization of the Residence Hall Coordinator and the Chief of the Fire Department. (Refer to the Residence Life Living and Learning Guide for more details).

**Guests/Hosts**
A guest is defined as any person who is not a current assigned resident of the University residence hall he/she is visiting. A host is a resident who has a guest. Guests are subject to the same rules and regulations as their host and the host has the responsibility for informing the guests of all rules, regulations and expectations in advance.

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:
- The host assumes responsibility for the behavior and activities of his/her guest(s).
- Guest(s) must leave the building when so instructed by a staff member.
- During the course of their visit, guest(s) is/are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
- Overnight visitation is not permitted.
- Children under the age of 16 must be accompanied by the legal parent or guardian at all times within a residence hall. Central State University will not be held liable in the event of any accident, injury or other unfortunate occurrence. Parents and/or legal guardians must adhere to University’s visitation policy.

**Pet Policy**
Pets, or animals of any kind, are not permitted in University residence halls including student rooms with the exception of fish within a 5 gallon tank.

**Room Entry & Search Policy and Intent:**
The University makes every effort to ensure 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 violations. 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 enter and search rooms or university campus with a search warrant, probable cause or other cause as permitted by state or federal law.

**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
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 relations.

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, or during routing health and safety inspection.

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 (10) days of the actual occurrence.

The following personnel shall be authorized to enter a student’s room under the conditions prescribed:

a. Full-time professional members of the Residence Life staff, excluding clerical personnel.

b. Director of Residence Life, Associate Director and/or Dean of Students.

c. Full-time members of the maintenance and housekeeping staff.

d. Non-University personnel contracted to perform maintenance or repair services on behalf of Residence Life or Physical Plant Services.

e. Resident Advisors

CSU police officers with a search warrant, probable cause or other cause as permitted by state and federal law.
**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. 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(s), such as a discarded sleeping pill bottle or a particular telephone number or address.

**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.
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 and Safety Department. 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.
7) All materials confiscated by the residence hall staff must be marked, secured and held pending university judicial action and/or criminal prosecution.
8) 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 (10) 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.

**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.

**GAME ROOM**

University Student Center, First Floor
Hours: Monday- Friday 7:00am – 11:00pm
Saturday and Sunday 6:00pm – 11:00pm

The Game Room is the hub where students come after classes to “chill” and partake in recreational activities. The Game Room has pool tables, ping pong table, two 38” TV for sporting and events and regular programming, and three 28” televisions for gaming. Students are required to provide their student ID, driver’s license, or state ID to check out the pool table equipment. Students are required to return all equipment to the desk when they are finishing using them. Also, all equipment should be return in the same manner it was provided. Students will be responsible for any damages that occurred while using the equipment. This recreation room is open to all Central State University students.

**STUDENT LIFE and DEVELOPMENT**

University Student Center, First floor
Phone: (937)376-6414

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 leadership opportunities (Student Ambassadors, Royal Court, SGA, CAB etc.) social, cultural, spiritual, and recreational and governance programs.

**Interfaith Campus Ministries**

Foundation Hall II, First Floor
Phone: (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
CENS Auditorium

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

Student Government Association (SGA)
University Student Center, First floor
Phone: (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 Chair
Campus Activities Board Chair

Legislative Branch
Student Senators
Class Council Presidents

Judicial Branch
Chief Justice
Class Council Sergeant-at-Arms

Campus Activities Board (CAB)
University Student Center, First Floor
Phone: (937)376-6567

The Campus Activities Board (CAB) provides the Central State University community with opportunities for growth through educational, social, recreational and cultural experiences which will foster an atmosphere open to interaction and exchange among all students, faculty, staff, alumni and guests. Additionally, students are given opportunities to develop leadership abilities, interpersonal skills and group dynamics and to provide input in the
management of CAB programs. The CAB shall operate within the laws of the State of Ohio.

**CAB Goals and Objectives:**
- To educate and entertain the student body by providing an array of student activities both on and off campus
- Plan, implement, execute and evaluate diverse programs to broaden horizons
- Support and cosponsor events with other offices, clubs and organizations
- Unify the campus and instill Marauder Pride and inspire students to become an active part of their community

**Positions on CAB**
- Chair
- Co-Chair
- Secretary
- Treasurer
- Sergeant-at-Arms
- Director of Marketing
- Director of Public Relations

**MR. and MS. Central State University and the Royal Court**
University Student Center, First Floor
Phone: (937)376-6567

Mr. and Ms. Central State University and the Royal Court are prestigious officers of Central State University dedicated to assisting students academically, socially and culturally in effort to prepare them for the challenges they will face in the complex and rapidly changing society. They serve as the representatives/ambassadors for the University on and off campus. The purpose and scope of these officers’ role and responsibilities reflect the tenets that we, as an institution hold dear: Protocol, Service and Civility.

**Royal Court Goals and Objectives**
- Serve as the official hosts and hostess of the Student Body

- Promote social engagement between the student body, administration, faculty and staff
- Collaborate with other institutions, organizations and businesses to increase student networking opportunities
- Conduct educational, cultural or social programs for the student body related to their platform

**Positions of Royal Court**
- Mr. Central State University
- Ms. Central State University
- Mr. Junior
- Miss Junior
- Mr. Sophomore
- Miss Sophomore
- Mr. Bronze
- Miss Bronze

**Student Clubs and Organizations**
University Student Center, First Floor
Phone: (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 Council (IOC) is committed to providing support and assistance to all student organizations properly registered with the University.

Listed below are the IOC organizations that are currently chartered at CSU:
CHARTERED STUDENT ORGANIZATIONS

American Chemical Society
Association of Sociology Collegians
Bando Kickboxing Club
College Republican Club
Destined for Greatness
Divas to Heiress
Evolution T. Modeling Troupe
Family Community Leadership in Action
Finance Club
Finesse Dance Team
Infiniti Dance Team
J’adore Fashion
Minority Association of Pre-Medical Students
NAACP
National Association of Black Journalist
Negro Philharmonic Society of Fine and Performing Arts
Optimist Club
Peacock Club
Polished
Professional Opportunities in Service and Empowerment
Political Science Society
Pre-Law Society
Student African American Brotherhood
Struggle Transforms into Extraordinary Possibilities of Success (STEPS)
Terrel R. Bennet Society for Musical Enrichment
Unique Voices
Visual Arts Club

Starting a New Student Organization or Club

In order to start a new student organization under the Inter-Orgnanizational 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 four (4) members interested in creating the new organization and must appoint members to serve as the Board (President, Vice President, Secretary and Treasurer) 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 four (4) 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

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.

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

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.

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.

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.

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

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

**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.

**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 Office 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 4 community service projects (2 per semester).
- Must sponsor at least 4 educational forums (2 per semester).
- 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
- Attend all on and off campus events hosted by the organization

**GREEK LIFE and FRATERNAL ORGANIZATIONS**

University Student Center, First Floor  
Phone: (937)376-6414

Greek lettered 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 CSU. 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.

**ACTIVE GREEK-LETTERED ORGANIZATIONS**

**Honor Societies**

Chi Alpha Epsilon  
National Pan-Hellenic Greek Life

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.  
Phi Beta Sigma Fraternity, Inc.  
Sigma Gamma Rho Sorority, Inc.

**Service and Professional Greek Lettered**

Mu Phi Epsilon International Professional Music Fraternity, Inc.
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.

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 an off campus advisor.
3. The on campus advisor must be a member of that respective organization in which he/she is advising.
4. Each advisor must be a member of the fraternity or sorority represented.
5. Advisor must be approved through the Greek Life Coordinator.
6. The advisor will be directly responsible for carrying out the rules and regulations of the organization and the Pan-Hellenic Council.
7. 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. One community service project through the Office of Student Life and Development must be completed.
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.
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.

7. No student will be considered for membership until his/her judicial background has been cleared by the Office of Judicial Affairs.

8. No student will be considered for membership until he/she has been cleared by the Bursar’s Office. Student balance must be below 500.00 dollars to be cleared. **Please note: If an official transcript is needed the Office of the Registrar will only provide the transcript if the balance is zero.**

9. No student can be considered for membership before receiving written permission from the Office of Greek Life.

10. No sorority/fraternity shall conduct a membership intake process more than once a year.

11. 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.

**Hazing**

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

**Acts that constitute hazing**

Hazing is defined as causing or permitting a person incident to initiation into or membership in a society, club, athletic team, or similar organization group, to participate in any activity that subjects or is likely to subject that person or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, whether or not such person has consented to participation in the activity.

**Specific activities that constitute hazing include, but are not limited to, the following:**

1. Forced consumption of alcohol or forced ingestion of any other substance
2. Forced calisthenics, push-ups, sit-ups, running, or other physical contest
3. Paddling or other physical assault or brutality
4. Transportation and abandonment
5. Lineups with verbal or physical harassment
6. Morally degrading or humiliating games or activities
7. Forced sleep deprivation
8. Wearing or carrying of any obscene or physically burdensome article
9. Assignment of pranks to be performed
10. Yelling or cursing at new members
11. Assigned clothing or gear to wear or not wear

Central State University Greek Life Privacy Statement
To protect the interest, privacy, and confidentiality of the chapters of Greek organizations, the Office of Student Life guarantees all documents submitted will be kept confidential. All documents submitted to the Office of Greek Affairs are kept confidential from students, student workers, and student leaders including the respective council officers. They may be shared with university officials as needed and national organization staff as requested and approved by the Greek Affairs Coordinator. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or intake coordinator must notify the Greek Affairs Advisor (in writing) no less than two (2) business days prior to the new or revised requested event time.

All Membership Intake Forms will be stored for a minimum period of twenty-four (24) months. Access to these documents will be denied to all parties with the exception to those identified above, Chapter Advisors, and Chapter Presidents.

Each organization must comply with the rules and regulations of Central State University and its respective organization’s national guidelines as it pertains to the membership intake process.

Any evidence of membership intake activities occurring outside of the specified times could result in the suspension or expulsion of those individuals and/or organizations who are determined to be in violation.

DOCUMENTS

STUDENT ORGANIZATION EVENT AUTHORIZATION FORM
The Student Organization Event Authorization Form must be completed and submitted to the appropriate staff person in Student Life & Development for IOC organizations and/or Greek Affairs for Greek Lettered organizations to receive authorization to host an activity/event on and/or off campus.

CONFERENCE AND EVENT SERVICES FORM
Student organizations must complete the Conference and Event Services Form to reserve a space on Central State University’s campus. This form must be approved by the appropriate staff person in Student Life & Development, the building manager, Police & Safety, and Facilities Management.

If students need equipment and/or chairs and tables set up in the designated space, he/she will need to submit a diagram.

DJ PROFANITY CLAUSE AGREEMENT
Student organizations that will have a Disc Jockey at the event must complete and submit the DJ Profanity Clause Agreement which prevents any music with profanity to be played at the event. If the student organization does not submit a DJ Profanity Clause Agreement signed by the Advisor and the Disc Jockey, the music cannot be played at the event.
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 Organization Event Authorization Form and a Student Waiver for Educational & Cultural Trips, 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. 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 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.

POLICY STATEMENT REGARDING ORGANIZATIONS HAVING AN ACTIVITY OR EVENT OFF-CAMPUS

ALL EVENTS SPONSORED BY UNIVERSITY ORGANIZATIONS MUST BE ON CAMPUS. IN ORDER FOR AN ORGANIZATION TO HOLD, SPONSOR OR CO-SPONSOR AN EVENT OFF-CAMPUS AN EVENT AUTHORIZATION FORM MUST BE COMPLETED BY THE ORGANIZATION AND SIGNED/APPROVED BY THE VICE PRESIDENT FOR STUDENT AFFAIRS AND THE DEAN OF STUDENTS. FAILURE TO HAVE THE PROPER APPROVAL WILL RESULT IN DISCIPLINARY ACTION.

CALENDAR SCHEDULING POLICY
All events sponsored by University organizations and residence halls must be coordinated in the Student Affairs Office to avoid conflict among events. Scheduling of departmental events must be coordinated with the University’s Event Coordinator. 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 11:00 P.M.; Friday and Saturday 2:00 A.M.

All social events are to be calendared at 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 or a student organization should be approved by the Dean of Students before the performance or activity is presented.

POSTER/FLYER POLICY
All posters/flyers must be approved for the calendar and stamped in the Student Affairs Office. Posters/flyers are to be hung on bulletin
boards only, and are not allowed on walls, windows, or stairways. Posters/flyers 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 on campus or door-to-door in the residence halls is prohibited except for events sponsored by a University recognized organization for an approved event. Individuals are not permitted to send personal literature/information/requests across campus.

Posters/flyers should not be distributed or posted on campus that has not been approved by the Director for Student Engagement and Campus Life. Organization(s) that is responsible for the event and/or whoever is responsible for the distribution of unapproved posters/flyers will be subject to disciplinary action.

All posters/flyers must represent a student 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, 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 students/individuals for profit shall not be permitted on campus nor within the residence halls.

4. Any money making events must be in compliance with Federal, State and Local laws.
CENTRAL STATE UNIVERSITY ALMA MATER

“OH CENTRAL DEAR”

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