



CENTRAL STATE UNIVERSITY
STUDENT HANDBOOK 2022-2023

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INTRODUCTION

Central State University aspires to create an academic environment in intellectual discovery and is guided by our mission. This Student Handbook is intended to ensure that students, as members of our community, and their organizations conduct themselves following these values. The Student Handbook serves as a roadmap for students, thus creating a set of expectations of student conduct and ensuring processes are clear for many student-related matters.

It is every student's responsibility and duty to become acquainted with the contents of this Student Handbook. Every student is held accountable for reading and presumed to have knowledge of the Student Handbook and to agree to abide by it as a condition of their enrollment.

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 was founded before the Civil War. Although associated with Wilberforce University, the Combined Normal and Industrial Department was considered separate from its Board of Trustees. The Department's objectives were to provide teacher training for Blacks, initiate technical training programs, and 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 the 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 teacher education, industrial arts, and business programs and began offering a four-year liberal arts program under Wilberforce State College. In 1951, the legislature provided the name 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. It is designated as an 1890 land grant institution. The enacting legislation declared that the Combined Normal and Industrial Department would be "open to all persons of good moral character," Central State University has upheld that mandate while maintaining its historical concern for the African-American youth of Ohio, the nation, and throughout the world. On July 1, 2020, Dr. Jack Thomas took office as the ninth president of Central State University.

Central State University awards degrees through the College of Humanities, Arts and Sciences, the College of Business, the College of Education, and the College of Engineering, Science, Technology, and Agriculture. Seeded in rich tradition, CSU prepares students for leadership and service in an increasingly complex and rapidly changing world. The year 2023 marks the 136th 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 solid liberal arts foundation leading to professional careers and advanced studies.

Central State University is dedicated to the following:

- 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 toward the University property, faculty, administration, staff, and other students at all times.
- Students must understand that appropriate attire is required 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 conduct, or other university infractions that are outlined in the CSU Student Handbook.
- Students are expected to understand that academic honesty and integrity are always required.
- 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

ABOUT CENTRAL STATE UNIVERSITY-DAYTON (CSU-DAYTON)

840 Germantown Street, Dayton, OH 45402

Phone: (937)376-6167, CSUDAYTON@centralstate.edu

Fax: (937)224-4902

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 area's success by providing an excellent and affordable higher education.

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 provide on-site tutoring, a learning resource center, and other services to support your education fully.

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.

GREETINGS FROM STUDENT AFFAIRS

Greetings, Central State University Students:

Student Affairs is a collection of various offices and initiatives that help support students' growth, development, and success. When students come to Central State University, they can anticipate a strong experience inside the classroom. Still, equally important is the experience we deliver outside the classroom that helps complement their social and intellectual development in powerful ways. I look at the entire campus as a learning environment that's an extension of the classroom. Student Affairs works each day to find ways to enrich the co-curricular experience.

Our work in Student Affairs touches all corners of the campus and the local community. We collaborate with students, faculty, and staff across campus, help our students increase their civic engagement and awareness, and help them find ways to engage within the campus community through many service-learning opportunities. Through all these opportunities and others, such as internship development, we assist students as they cultivate new skills and help them engage with our community in a meaningful way.

Central State University is an institution rich with tradition yet thriving in origination. Innovation is in our DNA! From our signature events, such as the CareerExpo, Springfest, Homecoming Weekend, and Leadership Institute, which all promote self-development and service, our students have come to realize that Central State University is a place where they can feel engaged and supported.

I'm humbled and honored to join in supporting the success of our Marauders through partnering with our campus colleagues to help build citizen leaders ready to make a powerful impact both within and outside our Central State University community.

For God, For Central, For State.



Dr. D'Angelo S. Taylor

Vice President for Student Affairs

GENERAL STANDARDS OF CONDUCT, RIGHTS, AND RESPONSIBILITIES

Central State University seeks to maintain the following standards to preserve student rights and responsibilities. To provide an atmosphere conducive to the pursuit of knowledge, fundamental rights and responsibilities must be understood, guaranteed, and reinforced by every university community member. The University's commitment extends to all students enrolled. Students found responsible for 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 designed, 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 to respect for personal feelings, the right of freedom from the indignity of any
- type, the right to a high-quality education, and the right to make the best use of time and talent toward reaching their 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 recommend improvements in policies, regulations, and procedures affecting the welfare of students. Our students have the right to participate in Student Government and other student self-governing bodies, which provide communication channels 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 rules and unbecoming conduct off campus may be interpreted as impacting or threatening 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). For additional information regarding FERPA and/or to complete a FERPA release, please visit: <https://www.centralstate.edu/current/registrar/index.php?num=8>.
- A student has the right to be free from discrimination, including harassment, on the basis of race, color, creed, national or ethnic origin, ancestry, religion, sex, disability, age, marital status, sexual orientation, gender identity, 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 actions, and of avoiding conduct detrimental in its effect upon fellow students and the University community. Central State students are expected to uphold to acceptable standards of conduct both on and off campus, which reflect positively upon themselves, 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 violates University regulations or violates statutes governing unlawful assembly.
- Students have the responsibility of becoming thoroughly acquainted with the University Catalog, Student Handbook, and other published policies for the guidance of students at Central State University.

Decorum

- 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.
- 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.
- All students are expected to stand when the Alma Mater is being sung or played.
- 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

Dr. Jack Thomas

Provost and Vice President for Academic Affairs

Dr. F. Eric Brooks

Vice President for Student Affairs

Dr. D'Angelo Taylor

Vice President for Institutional Advancement and

Tiffany Gray

Executive Director of Central State University Foundation

Vice President for Administration and Finance & CFO

Mr. Curtis Pettis

Chief Information Officer

Mr. Showkat Choudhury

General Counsel

Mrs. Laura Wilson, Esq.

Chief of Staff

Mr. Charles Shahid

Senior Policy Consultant

Mr. Chris Widener

UNIVERSITY DEANS

Dean of Students

Ms. Terree Stevenson

Dean College of Humanities, Arts and Social Sciences

Amy Hobbs-Harris, Ph.D.

Dean of Engineering, Science, Technology and Agriculture

Morak Kuti, Ph.D. (Interim)

Dean College of Business

Dr. Fred Aikens

Dean College of Education

Lillian Drakeford, Ph.D. (Interim)

Director of CSU-Dayton

Dr. Lesa DeVond (Interim)

Executive Director of Honors College

Dr. Paul Schlag

PARTIAL LISTING OF UNIVERSITY DEPARTMENTS

Academic Affairs	(937) 376-6431
Admissions	(937) 376-6348
Athletics	(937) 376-6681
Bookstore	(937) 376-6123
Cash Management	(937) 376-6343
Central State Global	(937)-376-6302
College of Humanities, Arts and Soc. Science	(937) 376-6144
College of Business	(937) 376-6441
College of Education	(937) 376-6225
College of Eng., Sci., Tech., and Agri.	(937) 376-6153
Counseling Services	(937) 376-6338
CSU Dayton	(937) 376-6031
Dean of Students	(937) 376-6493
Financial Aid	(937) 376-6579
Greek Life	(937) 376-6566
Human Resources	(937) 376-6352
Information Technology/Marauder Card	(937) 376-6476
Library and Media Services	(937) 376-6106
Sodexo	(937) 376-6131
Office of Acad. Emp. and Asses. (OAEA)	(937) 376-6479
Office of First Year Experience	(937) 376-6436
Office of Student Conduct and Community Standards	(937) 376-6421
Office of Marauder Leadership and Engagement	(937) 376-6566
Office for Career & Internship Services	(937) 376-6383
Payroll	(937) 376-6367
Police and Safety	(937) 376-6368
Print Center	(937) 376-6073
Registrar	(937) 376-6231
Residence Life	(937) 376-6386
Student Affairs	(937) 376-6387
Student Health and Psychological Services Center	(937) 376-6134
Title IX Office	(937) 376-6563
TRiO/Student Support Services	(937) 376-6182
University Student Success Center	(937) 376-6419
Upward Bound	(937) 376-6496

CENTRAL STATE TRADITIONS, CUSTOMS, AND PRACTICES

A college or university's nature is as much a matter of its culture – its traditions, ceremonies, customs, and practices – as its organizational structures, policies, and procedures (Kuhand Associates, 1991). Central State University has a vibrant 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 Convocation: Freshman Convocation is a beautiful 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 achieving this goal – within and outside the classroom! The program communicates to students their roles as people who learn from others and 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. After a week-long series of events, Homecoming culminates with a fierce intercollegiate football competition.

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 specific 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 program and events held during February that focuses on the accomplishments of the African Diaspora.

Charter Day Convocation: The University formally celebrates its founding during the Charter Day Convocation. Charter Day Convocation, 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 educational 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. In a formal ceremony, literary awards are presented to students meeting specific criteria.

Commencement: A revered formal ceremony, commencement exercises are held once each year during May. It is a rite of graduation for the men and women who have met all 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 slavery and established their communities, typically in remote, inhospitable areas throughout the Americas. These maroons, as they were called, were usually followed by a rousing concert. During this spirited event, alums, students, faculty, staff, and friends of the University gather together for the parade, reunions, tailgate parties, and other thrilling events. 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, 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

Central State University engages students in pre-professional, academic, and social learning experiences as an educational institution. 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 compete competitively in the professional workforce upon graduation, the University sets forth the following policies, which govern appearance and dress for all occasions in the Central State University community.

- Undergarments may not be worn as fashion statements on campus. All undergarments must be covered by appropriate outer clothing at all times.
- Slacks, jeans, and shorts may be worn with appropriate fittings (belts, suspenders, etc.). Baggy or loose-fitting slacks, jeans, and shorts which hang from the hips and buttocks are never described as professional and are therefore unacceptable.
- Shorts, skirts, and dresses of varied lengths may be worn. To determine the appropriate size, one must consider appearance when sitting or standing. Shorts, skirts, and/or dresses should never expose the upper thigh or lower buttocks. The length of the shorts, skirts, and dresses can be determined by extending the arm toward the knee. No hemline 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 exposes 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. 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 corrective action may include, but shall not be limited to, suspension or expulsion. Any VISITOR engaging in any activity prohibited by this Policy shall be called upon to vacate the campus/premises immediately.

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 Incident 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 Incident Policy and Procedure is to ensure that the concerns and incidents of all students are addressed fairly and resolved promptly. Incidents 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 incidents through the Student Incident Policy procedures if their problem, issue, or concern is not governed by other Central State University incident or appeal procedures.

If there is a question regarding which appeal or incident 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. Incidents related to sexual harassment, racial discrimination, and other harassment-related behaviors should be filed with the proper Title IX officer. If the incident 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 directly with the faculty or individual(s) involved. Often an incident can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

1. An incident should be submitted. Please contact the Dean of Students Office at deanofstudents@centralstate.edu to receive an electronic form or stop by the Dean of Students Office in the University Student Center Suite #217. The form should contain (at a minimum) the date and time of the alleged conflict or action, incident, a summary of the incident, a list of other persons who may provide information, and any appropriate documentation. The incident 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 their designee.
3. The Dean of Students or their designee will notify the appropriate persons and request information or documentation needed to resolve the incident.
4. The Dean of Students or their designee may attempt to resolve the incident by encouraging discussion between the student(s) and the faculty member/administrator or taking the appropriate action required to resolve the incident matter.
5. A review of the incident with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.
6. 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 incident is filed. If there are circumstances requiring an extension of this deadline, the Dean of Students or their designee will notify the parties involved.
7. Suppose the student is not satisfied with the outcome of the incident. In that case, 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.

8. The decision of the Vice President will be final.
9. Final decisions will be delivered to the student via written communication.
10. A student has the right to withdraw an incident at any time during the process. The withdrawal must be submitted in writing and include the reason for withdrawal.

Tracking and Record Keeping

The Dean of Students will maintain a tracking log of all incidents filed, including the following:

- The date the incident was first formally submitted.
- The nature of the incident (e.g., a dispute about a grade, unsatisfactory service provided).
- The institution took steps to resolve the incident. The institution's final decision regarding the incident.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that governs access to students' educational records. This law grants students guaranteed access to their academic records; such assets include the right to inspect and review educational records, the right to obtain copies of the documents (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. An 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 where 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 at (937) 376- 6231 or registrar@centralstate.edu.

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 an incident 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 helps FERPA are:

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 moral intellectual pursuit consistent with the core values of the University. Central State University recognizes honesty and integrity as necessary for the academic purpose and function of the Institution. The University 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 educational 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 that 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 property but ideas as well. Academic dishonesty is contrary to intellectual growth and pride in a well-done job. 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 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: 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 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 applying 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 their jurisdiction, the instructor shall notify the student in writing of the violation and the action taken within two (2) days of discovery of the breach. 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 their 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, the 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) the severity of the violation(s); and 3) the 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 a course by one letter grade
- Failure of the course
- Withdrawal from the course
- Temporary Suspension
- Permanent dismissal (expulsion)

Appeals

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

CENTRAL STATE UNIVERSITY DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND RETALIATION POLICY

Policy

Central State University is committed to providing an environment that is free from sexual misconduct, retaliation, harassment, and discrimination based on race, creed, color, national or ethnic origin, ancestry, religion, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, and military or veteran status in accordance with local, state and federal laws. As members of the Central State community, students and employees are expected to live the University's three tenets of Service, Protocol, and Civility®. Discrimination and harassment are not consistent with the three tenants, undermine a healthy learning working, and living atmosphere, and contradict the clear priorities of Central State University. Acts of discrimination, harassment, sexual misconduct, and retaliation will be addressed consistent with the [Discrimination, Harassment, and Retaliation Policy 8](#), the [Title IX Sexual Harassment Policy 9](#) and the [Freedom of Expression and Harassment Policy 323](#).

Definitions

“Discrimination” means conduct that is based on race, creed, color, national or ethnic origin, ancestry, religion, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, and military or veteran status that excludes an individual from participation; denies the individual benefits; treats the individual differently; or otherwise adversely affects a terms or conditions of the individual’s employment, education, living condition, or participation in a University program or activity.

“Harassment” means conduct and/or expression, either in person, in writing or by telecommunication, that is:

1. not protected by the First Amendment to the United States Constitution or Article I of the Ohio Constitution (Unprotected Expression);
2. unwelcome; and
3. so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program and activity.

“Sexual Harassment” means unwelcome conduct, including sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature, including sexual assault.

- A. Quid Pro Quo harassment: This type of harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment, or participation in a University activity are either explicitly or implicitly conditioned upon submission to or rejection of unwelcome sexual advances or sexual favors or such submission or rejection is a factor in decisions affecting employment, educational benefits, academic grades or opportunities, living environment, or participation in a University activity.
- B. Hostile Environment Harassment: A hostile environment is created when conduct is sufficiently serious objectively and subjectively about limiting a person's ability to participate in or benefit from

University programs, services, opportunities, or employment.

“Sexual Misconduct” means conduct which includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, relationship violence, stalking, and intimidation.

“Sexual Assault” means an actual or attempted sexual contact with another person without that person's consent, including sexual contact or intercourse when the victim is unable to consent or intentional or unwelcome touching of another's intimate body parts (genital area, groin, inner thigh, buttocks or breast), or sexual intercourse without consent.

“Consent” means informed, freely given, and mutual agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Incapacitation can include being under the influence of drugs or alcohol, being asleep, unconscious, or having an intellectual or other disability that prevents the victim from having the capacity to give consent. Past consent does not imply future consent. Silence or the absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any use of coercion, force, duress, deception, or threat of force to obtain consent invalidates consent.

“Inducing incapacitation for sexual purposes” means the use of drugs, alcohol, or other means with the intent to affect or have an actual effect on the ability of the individual to consent or refuse to consent to sexual contact.

“Relationship Violence” means dating or domestic abuse or violence between partners or former partners, whether residing in the same household or not, which involves battering that causes bodily injury, purposely or knowingly causing reasonable apprehension of physical injury, emotional abuse creating apprehension or bodily injury or property damage or stalking.

“Stalking” means repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, devise, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

“Sexual Exploitation” means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. That behavior does not otherwise constitute one of the prior sexual misconduct offenses. Offenses include but are not limited to, prostituting another person; non-consensual visual or audio recording of sexual activity and/or distribution of such visual or audio media; voyeurism or permitting voyeurism; exposing oneself or inducing others to expose themselves; or possessing, distributing, viewing or forcing others to view illegal pornography.

“Retaliation” means any action taken by an accused individual or a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding into any practice forbidden by this policy. This includes any action taken by a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

Reporting

The law prohibits discrimination, harassment, sexual misconduct, or retaliation between members of the University community, including students, faculty, staff, applicants, and campus guests. This policy applies to all University programs and employment on or off campus. It is central to the values of Central State University that any individual who believes they may have been the target of unlawful discrimination, harassment, sexual misconduct, or retaliation feel free to report their concerns for appropriate investigation and response without fear of revenge or retribution.

All complaints or concerns about conduct that may violate this policy should be filed with the following offices or officials:

TITLE IX COORDINATOR

Human Resources – Title IX Office, Newsom Administration Building, Suite 12
1400 Brush Row Road/P.O. Box 1004
Wilberforce, Ohio 45384
Phone: (937) 376-6563, titleix@centralstate.edu

ROLE OF TITLE IX OFFICE:

The Title IX Office is responsible for overseeing all Title IX incidents reported to the University, including but not limited to identifying and addressing any gender-based misconduct, discrimination, and/or harassment.

The Title IX Office’s responsibilities include, but are not limited to, the following:

- Investigation of oversight of investigations of allegations related to Title IX.
- Coordination and oversight of educational programs, including mandatory training for new students and employees and awareness campaigns for current students and employees.
- Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct, discrimination, and/or harassment.
- Coordination and oversight of training for employees related to their responsibility when they became aware of sexual misconduct, discrimination, and/or harassment.
- Coordination and oversight of annual training for investigators, decision-makers, hearing officers, and hearing committee members on the issues related to sexual misconduct, discrimination, and/or harassment and on how to conduct an investigation and hearing process.
- Attendance at appropriate training throughout the year on topics related to responding to or investigating allegations of sexual misconduct, discrimination, and harassment.
- Designation of deputies and investigators (designees) to assist in carrying out any responsibilities related to implementing the University's Sexual Misconduct and Discrimination Policy.

Complainant’s and Respondent’s Rights:

- To be treated with respect by all University officials.
- To an investigate and appropriate resolution of all reports of discrimination and/or harassment made in good faith to the appropriate University official(s).
- To receive notification and updates throughout the investigation and adjudication process, including outcomes.

- To take advantage of campus support resources (such as the University Health and Counseling Services and Health Services in the Student Health Center).
- To experience a safe living, educational, and work environment.
- To have a support person of the choosing during meetings with investigators and proceeding during the adjudication process. The support person cannot be someone who may be called a witness. The support person's role is one of support for the student. The support person does not speak or act on behalf of the student.
- To decline to participate in informal resolution as the means for resolving a matter.
- To receive amnesty for minor student misconduct (such as alcohol and drug violations) that is secondary to the incident.
- To be free from retaliation for complaints made, or otherwise participating in an investigation, in good faith.
- To have complaints heard in substantial accordance with the procedures outlined in the Student Code of Conduct.
- To full participation in this process, including the opportunity to provide evidence, suggest witnesses, and respond to fact-finding included in the investigation report.
- To be informed of the outcome/resolution of the complaint. All charges and adjudications of intimate partner violence (dating/domestic violence), sexual assault, or stalking will be in writing.
- For residential students, the ability to request housing and living alternatives, if appropriate.
- A "no-contact order," if appropriate. A no-contact order is an order from a University Official to have no conduct with a particular person or persons.

TITLE IX SEXUAL HARASSMENT POLICY

POLICY

The Central State University ("CSU" or the "University") is committed to providing a living, learning, and working environment that is equitable, inclusive, and free from discrimination, harassment, and retaliation. Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in education programs or activities that receive federal financial assistance. Consistent with federal, state, and local laws and regulations, the University prohibits discrimination and harassment based on sex in its academic, admissions, education, and employment programs and activities.

SCOPE

This policy applies to University employees, students, volunteers, applicants, and third parties as defined herein. This policy provides notice and information regarding the University's policies and procedures related to sexual harassment and retaliation.

JURISDICTION AND RESPONSE TO SEXUAL HARASSMENT

When the University has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it must respond promptly in a manner that is not deliberately indifferent. The University is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. Complaints of sexual harassment, as defined in this policy, will be

addressed using the procedures set forth in this policy.

Alleged misconduct that falls outside the scope of this policy may be addressed through other University policies and rules, including the Student Code of Conduct, collective bargaining agreements, and Human Resources policies.

This policy applies to sexual harassment that occurs on or after August 14, 2020.

This policy is designed to comply with applicable laws and regulations. The University reserves the right to modify or deviate from this policy when, in its sole discretion, the University determines it is necessary to protect the rights of the parties or to comply with the University's legal obligations.

DEFINITIONS

Actual Knowledge - Notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with existing knowledge is the respondent in a matter. The mere ability or obligation to report sexual harassment or to inform an individual student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" as used in definition includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in this policy.

Applicant - An individual who has applied for admission to, participation in, or employment with the University and meets the minimum qualifications for the position.

Business Day - Any day in which normal University business operations are conducted, which are Monday through Friday from 9 a.m. to 5 p.m. local time and excludes weekends, holidays, and other office closures recognized by the University. Although the University continues business operations during exam periods and breaks between terms, hearings may not be held during these times.

Complainant - An individual alleged to be the victim of conduct that could constitute sexual harassment.

Consent - An affirmative agreement through clear actions or words to engage in intimate and/or sexual activity. Individuals giving the consent must act freely, voluntarily, and with understanding of their actions. Consent can be withdrawn at any time. A person cannot give consent if the person is mentally or physically incapacitated such that the person cannot understand the fact, nature, or extent of the sexual situation. Similarly, a person cannot give consent if force (expressed or implied), duress, intimidation, threats, or deception are used on the person. Silence or the absence of resistance does not necessarily mean consent. Consent to some sexual acts does not imply consent to other shows, nor does prior consent to sexual activities imply ongoing future consent with that person or consent to that same sexual activity with another person. Consent did not exist when one knew or should have known of the other's incapacitation. A factor in determining consent is whether an individual has taken advantage of a position of influence or authority. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the

responsibility remains on the University to determine whether this policy has been violated.

Dating Violence - Violence on the basis of sex, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence - Violence on the basis of sex, committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, or by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of Ohio.

Education Program or Activity - Includes locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University.

Formal Complaint - A document filed by a complainant or signed by the Title IX Coordinator alleging conduct violating this policy against a respondent and requesting that the University investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the University with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or online through the Title IX Office website. See Formal Complaint and Resolution, Section II below, where contact information and details about how to report are provided.

As used in this definition, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

Incapacitated or Incapacitation - A state in which rational decision-making or the ability to consent is rendered impossible because of a person's temporary or permanent physical or mental impairment including, but not limited to, physical or psychological impairment resulting from drugs or alcohol, disability, sleep, unconsciousness, or illness. Incapacitation is determined based on the totality of the circumstances. Incapacitation is more than intoxication; intoxication can cause incapacitation.

Factors to consider in determining incapacitation include, but are not limited to, the following:

- Lack of awareness of circumstances or surroundings (e.g., an inability to understand, either

- temporarily or permanently, the who, what, where, how, and/or why of the circumstances;
- blackout state);
- Inability to physically or verbally communicate coherently, particularly with regard to
- consent (e.g., slurred or incoherent speech);
- Lack of total control over physical movements (e.g., difficulty walking or standing without stumbling or assistance); and/or
- Physical symptoms (e.g., vomiting or incontinence).

Parties - A complainant and a respondent may be referred to as “party” or “parties.”

Report - A verbal or written account of alleged sexual harassment by any person pursuant to the Reporting section, subpart III. A report is not a formal complaint and does not initiate the grievance process.

Reporting Party - The individual or entity who notifies the University of conduct alleged to violate this policy.

Respondent - An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation - An adverse action taken against an individual because of an individual’s good faith complaint of harassment, good faith participation in an investigation of such complaint, or good faith opposition to harassment in the educational or workplace setting. Many factors, including but not limited to past performance evaluations/reviews, temporal proximity, and comments made by others, should be considered when evaluating whether an adverse action was taken against an individual because of the individual’s good faith complaint of harassment, good faith participation in an investigation of such complaint, or good faith opposition to harassment in the educational or workplace setting.

Sanction - Discipline or corrective action made for the purpose of enforcing this policy and applied to a respondent following the determination of responsibility for violating this policy.

Sexual Assault - Sexual assault is defined as:

- *Sex Offenses, Forcible*: Any sexual act directed against another person without the consent of the complainant, including instances in which the complainant is incapable of giving consent because of incapacitation.
- *Forcible Rape*: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
- *Forcible Sodomy*: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of incapacitation.
- *Sexual Assault with an Object*: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of incapacitation.
- *Forcible Fondling*: The touching of the private body parts of another person (buttocks, groin,

breasts), for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of incapacitation.

- Sex Offenses, Non-forcible :
 - Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by Ohio law.
 - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of 16.

Sexual Harassment - Conduct on the basis of sex occurring in the United States that satisfies one or more of the following:

- An employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking. (See definitions for Sexual Assault, Dating Violence, Domestic Violence, and Stalking.)

Stalking - Engaging in a course of conduct, on the basis of sex, directed at a specific person, that

- i. would cause a reasonable person to fear for the person's safety, or
- ii. the safety of others; or
- iii. suffer substantial emotional distress. For purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures - Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment or deter sexual harassment.

Third-Party - A guest, visitor, program participant/attendee, vendor, contractor, subcontractor, or other person contracted to provide service or conduct business with the University.

University Community - Employees, students, volunteers, applicants, and other third parties as defined herein.

REPORTING

I. Reporting Obligations for Allegations of Conduct in Violation of this Policy

A. All Individuals. All individuals who are directly involved in, who observe, or who receive reliable information that a violation of this policy may have occurred may report such allegations and are strongly encouraged to do so.

B. University Employees/University Community. All University employees and any member of the University community who supervises faculty, staff, students, or volunteers, except those exempt from reporting as set forth in this policy or expressly identified as a confidential reporter, have an obligation to report incidents that may be a violation of this policy. Any such individual who receives a disclosure of allegations of conduct in violation of this policy or becomes aware of information that would lead a reasonable person to believe that a violation may have occurred involving anyone covered under this policy must report all known information immediately.

II. Reporting Exemptions

The following categories of individuals are exempt from the duty to report allegations of conduct in violation of this policy when such information is shared with them while acting in their professional, confidential capacity:

A. Professional and Pastoral Counselors

- i. professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University community and who is functioning within the scope of that license or certification and their University employment. This definition applies to professional counselors who are not employees of the University but are under contract to provide counseling at the University. This also includes an individual who is not yet licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the University).
- ii. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the University. In this context, a pastor or priest who is working as an athletic director or as a student advocate would not be exempt from the reporting obligation.

B. Other Employees with a Professional License

Other employees with a professional license requiring confidentiality who are functioning within the scope of the license or certification and their University employment. For example, a physician with dual appointments (clinician and professor) would be required to report alleged violations of the policy of which they became aware of in the scope of their employment as a professor, but while operating as a clinician must keep such information confidential and privileged by the physician-patient relationship unless there is a mandatory reporting requirement under state law.

C. Employees Supervised or Performing Duties

Employees who are functioning within the scope of their University employment and who are supervised by or performing duties for University employees identified in parts A and B of this

section require confidentiality. For example, student health services and medical center employees cannot disclose confidential information but must follow reporting requirements for non-confidential information.

D. Specific Events/Activities/Scope

Employees and members of the University community, including those who supervise faculty, staff, students, or volunteers, are not required to report alleged violations of this policy that are disclosed:

- i. At public awareness events (e.g., "Take Back the Night," candlelight vigils, survivor "speak-outs," etc.);
- ii. During an individual's participation as a subject in an Institutional Review Board (IRB) approved human subjects research protocol; or
- iii. If they receive the information regarding sexual harassment outside the scope or course of their employment and/or engagement with University.

E. Minors

For conduct involving the abuse of minors, see Section V(D) below.

III. Where to Report Allegations of Conduct in Violation of this Policy

A. Reports

Any person may report allegations of conduct in violation of this policy (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute conduct in violation of this policy) in person, by mail, by telephone, by electronic email, or by electronic submission, or by any other means that results in the Title IX Coordinator receiving the verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, electronic submission, or by mail to the office address. Reports may be made anonymously, but to initiate the grievance process, a formal complaint must be filed pursuant to the process outlined in this policy.

B. Formal Complaints

In order to initiate the grievance process, a complainant must file a formal complaint with the Title IX Coordinator. A formal complaint requires the complainant's physical or digital signature or other indicia that the complainant is the person filing the formal complaint. A formal complaint may be filed in person, by mail, by electronic email, or by electronic submission. A complainant may receive supportive measures without filing a formal complaint. Formal complaints may not be filed anonymously.

C. Contact Information

The contact information for the University's Title IX coordinator (primary contact) and deputy Title IX coordinators (additional contacts) is located below and on the CSU Title IX webpage at <https://studentlife.centralstate.edu/index2.php?num=72>

TITLE IX COORDINATOR

Human Resources – Title IX Office
Newsom Administration Building, Suite 12
1400 Brush Row Road
P.O. Box 1004
Wilberforce, Ohio 45384
Phone: (937) 376-6563, titleix@centralstate.edu

The University will review and take appropriate action on anonymous reports. Note that the grievance process may not be initiated by filing an anonymous report via the electronic reporting form on the Title IX website.

D. Outside Agencies

Filing a complaint with the University does not preclude an individual from filing a complaint with an external agency, nor does it extend time limits with those agencies.

E. Notifying Law Enforcement

The University retains the right to notify law enforcement authorities and may engage in appropriate investigatory processes when concerns exist for conduct threatening the personal safety of an individual or the well-being of the University community, with or without the complainant's participation. Depending on the nature of the report or allegation, investigations may be conducted by the University and law enforcement. These processes are separate and distinct from one another but can run concurrently. At times, the University may determine that law enforcement's involvement in the investigation or remediation of the complaint is necessary to ensure the safety of the University community. If this determination by the University is in conflict with an individual's request for confidentiality, the University will notify the individual of its decision to involve law enforcement authorities or pursue criminal proceedings.

IV. RECEIPT OF ALLEGATIONS

Upon receipt of information indicating that a complainant may have a complaint or concern regarding conduct in violation of this policy, the Title IX Office shall promptly contact the complainant to provide information on supportive measures and the grievance process. Complainants may choose whether or not to initiate the grievance process by filing a formal complaint and/or whether or not to receive supportive measures. A complainant's choice to participate in the grievance process and/or to receive supportive measures can be revoked, altered, or otherwise changed by providing notice to the Title IX Office at any time prior to adjudication of the complaint. A complainant may elect to receive supportive measures, whether or not they elect to file a formal complaint or participate in complaint resolution processes.

V. REPORTS TO LAW ENFORCEMENT

A. Emergencies

In the event of an emergency, an immediate threat, or if a crime is in progress, call 911 immediately.

B. Crimes

When the alleged conduct is potentially of a criminal nature, individuals are encouraged to also make a report to the University Police Division at (937) 376-5111 or to local law enforcement.

C. Felonies

Ohio law requires any person knowing that a felony has been or is being committed to reporting the crime to the police. In the event University employees, in the course and scope of their employment, become aware of a felony that has been or is being committed on University property or during a University event, they must report it to the University Police Division (exceptions to this requirement are persons employed by the University who are exempted by law from reporting under R.C. 2921.22 or other applicable statute(s)).

D. Minors

All University community members who receive information, suspect, or know that a minor is being or has been abused or neglected must advise their supervisor, the Office of Human Resources, and the University Police Division promptly. If the report is about a supervisor or administrator, the next management level should be contacted. Reports can be made to Director of Human Resources at (937) 376-6018; University Police Non-Emergency (937) 376-5111.

VI. CONFIDENTIALITY

The University recognizes the importance of confidentiality. To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except when necessary to conduct an appropriate investigation, to provide assistance and resources to University community members, to perform other appropriate University functions, or when the University is compelled to produce information in accordance with applicable law and/or other controlling authority. Confidentiality is not the equivalent of anonymity, and confidentiality will be limited in the formal complaint grievance process.

VII. AMNESTY

To maintain a safe and scholarly community, the University encourages the reporting of Student Code of Conduct and policy violations, crimes involving an alleged victim, and/or violations of this policy. To encourage reporting, the University has the discretion to not pursue certain Student Code of Conduct and/or other policy violations. Such amnesty may be granted as set forth in the Student Code of Conduct or other policy provisions.

VIII. FALSE REPORTING

False reporting is making an intentional inaccurate report or accusation in relation to this policy as opposed to a report or accusation which, even if erroneous, is made in good faith. False reporting is a serious offense subject to appropriate disciplinary action up to and including dismissal or termination.

IX. FAILURE TO REPORT

An employee, or any member of the University community who supervises faculty, staff, students, or volunteers, who is required to report under this policy and fails to do so is subject to disciplinary action up to and including termination or removal.

SUPPORTIVE MEASURES

I. WHAT ARE SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment or deter sexual harassment. Supportive measures include, but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties and/or other parties ("no contact orders"), changes in work or housing arrangements, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.

II. AVAILABILITY OF SUPPORTIVE MEASURES

Supportive measures are available upon receipt of a report of sexual harassment as appropriate. Individuals who would like to request supportive measures or who experience difficulty obtaining supportive measures that have been approved should contact the Title IX Coordinator.

III. CONFIDENTIALITY OF SUPPORTIVE MEASURES

Subject to other confidentiality provisions of this policy, the University shall maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

IV. COMPLYING WITH SUPPORTIVE MEASURES

Failure to abide by supportive measures may constitute a violation of this policy and/or other University policies, including the Student Code of Conduct.

V. LENGTH OF SUPPORTIVE MEASURES

Supportive measures may continue to be available to the complainant, respondent, and the University community following the resolution of a report or complaint.

FORMAL COMPLAINT PROCESSING AND RESOLUTION

I. FORMAL COMPLAINT

In order to initiate the grievance process, a complainant must file a formal complaint with the Title IX Coordinator. A formal complaint requires the complainant's physical or digital signature or other indicia that the complainant is the person filing the formal complaint. A formal complaint may be filed in person, by mail, by electronic email, or by electronic submission. A complainant may receive supportive measures without filing a formal complaint. Formal complaints may not be filed anonymously.

The Title IX Coordinator may sign a formal complaint when concerns exist for conduct threatening the safety of the University community. The Title IX Coordinator is not a complainant or a party in the grievance process.

II. WHERE TO FILE A FORMAL COMPLAINT

TITLE IX COORDINATOR

Human Resources – Title IX Office

Newsom Administration Building, Suite 12

1400 Brush Row Road

P.O. Box 1004

Wilberforce, Ohio 45384

Phone: (937) 376-6563, titleix@centralstate.edu

III. TIMEFRAME FOR FILING A FORMAL COMPLAINT

Notice of conduct alleged to violate this policy may be reported at any time. However, at the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a University education program or activity. While there is no strict deadline for filing a formal complaint, and timeliness may vary according to the specific circumstances, prompt reporting is important to facilitate a thorough investigation. It is expected that reports and formal complaints about sexual harassment will be reported within a proximate time of the occurrence of the alleged conduct or the date upon which the alleged conduct became known to the reporting party. Delayed reporting or filing of a formal complaint may limit the University's ability to gather relevant evidence, to effectively address the conduct at issue, and initiate the grievance process. Complainants and other University community members with knowledge of sexual harassment are encouraged to report to the Title IX Coordinator within 24 hours.

IV. PRESUMPTION OF NOT RESPONSIBLE

Throughout the process, there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. Disciplinary sanctions or other actions that are not supportive measures will be imposed against a respondent only after completion of a grievance process that complies with this policy.

V. EQUAL TREATMENT

Complainants and respondents shall be treated equitably throughout the grievance process.

VI. STANDARD OF EVIDENCE

The standard of evidence to be used to determine responsibility for a violation of this policy is the preponderance of the evidence. In determining whether alleged conduct constitutes a violation of this policy, the University will look at the totality of the circumstances, including the nature of the alleged offense as well as the location of and the context in which the alleged incident(s) occurred. The determination as to whether a particular action constitutes a violation of this policy will be a factual determination made on a case-by-case basis based on relevant evidence. In the grievance

process, an objective evaluation of all relevant evidence is required, including both inculpatory and exculpatory evidence.

VII. CREDIBILITY

Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

VIII. NO CONFLICT OF INTEREST OR BIAS

No individual designated by the University as a Title IX Coordinator, investigator, decision-maker, or any person designated by the University to facilitate the grievance process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

IX. TIMEFRAME TO RESOLVE MATTER

I. Reasonably Prompt

Reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals and informal resolution processes, have been established by the University. These timeframes are estimations of the duration of time necessary to complete a reasonably prompt, thorough, and appropriate grievance process.

II. Delays

Temporary delay of the grievance process or the limited extension of timeframes for a good cause, with written notice to the complainant and the respondent of the delay or extension and the reasons for the action, is permissible. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

III. Timeframes

i. Grievance Process

The University shall make appropriate efforts to ensure that from the date of its receipt of a formal complaint, the investigation, hearing, and issuance of the adjudicating body's report shall be concluded in ninety (90) business days.

ii. Appeals

Appeals are expected to be resolved within twenty (20) business days after the parties' submission of their statements.

iii. Informal Resolution

The University shall make appropriate efforts to ensure, except where otherwise agreed to by the parties, that from the date of its receipt of a formal complaint, informal resolution processes shall be concluded within ninety (90) business days.

EMERGENCY REMOVAL/ADMINISTRATIVE LEAVE

The University may remove a respondent from the University's program, activity, or property or place the respondent on administrative leave on an emergency basis after conducting an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Emergency removal/administrative leave determinations and appeals shall be conducted in accordance with established University policies, procedures, and agreements. For more information, see the Student Code of Conduct, Human Resource policies and procedures, and/or applicable collective bargaining agreements. The University will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal or administrative leave.

GRIEVANCE PROCEDURES

I. CONFLICTS OF INTEREST

Suppose either party asserts that an actual or apparent conflict of interest may adversely impact the investigation. In that case, the complaint should be submitted to the Vice President of Student Affairs & Enrollment Management or designee. If the Vice President of Student Affairs & Enrollment Management or designee determines there is no actual or apparent conflict of interest, the investigation will proceed according to this procedure. If a determination is made that a conflict of interest exists, the Vice President of Student Affairs & Enrollment Management, or designee, shall appoint an independent individual with appropriate experience and training to conduct the investigation into the complaint.

II. FORMAL COMPLAINT

A formal complaint is received when the complainant and/or Title IX Coordinator files the complaint with the Title IX Office. Upon receipt of a formal complaint, the Title IX Coordinator, or designee, will provide written notice to the known parties with the following information:

- A description of the University's grievance process, including any applicable informal resolution process.
- Notice of the allegations of sexual harassment. The notice will provide sufficient details known at the time, which include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The parties will be provided sufficient time to prepare a response before any initial interview.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence.
- Notice that University policy prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Information regarding resources available to provide academic and personal support on and off campus, including counseling services, academic advising, and resources for pursuing complaint resolution.

If, in the course of an investigation, the University decides to investigate allegations about the complainant or respondent that is not included in the initial written notice of a formal complaint, or additional allegations which are outside the scope of the Title IX Office's jurisdiction, the Title IX Office and/or another appropriate University office shall provide notice of the additional allegations to the parties whose identities are known.

III. DISMISSAL OF A FORMAL COMPLAINT

The University must investigate the allegations in a formal complaint. The University shall dismiss the formal complaint with regard to conduct under this Policy if, during the investigation, the University determines the conduct alleged in the formal complaint: does not constitute sexual harassment even if proved, did not occur in the University's education program or activity; or, did not occur against a person in the United States. Such a dismissal does not preclude action under another University policy or code of conduct.

The University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the University; or, specific circumstances prevent the investigator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the University shall promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties. The decision to dismiss a formal complaint or any of its allegations may be appealed. See Section X, subpart (A) below for appeal procedures.

IV. CONSOLIDATION OF FORMAL COMPLAINTS

The University may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

V. ADVISORS

Parties may elect to have up to two advisors of their choice. An advisor may consult with a party verbally or in writing in a quiet, non-disruptive manner, and an advisor may not participate as a spokesperson or vocal advocate in meetings, interviews, or hearings other than as described below and must comply with all rules of decorum established for the particular proceeding. Should the matter proceed to a hearing, one advisor will be responsible for conducting a cross-examination of witnesses. If a party does not have an advisor for a hearing, the University will provide one free of charge to the party for the purpose of conducting a cross-examination of witnesses on behalf of the party. Parties are not permitted to conduct cross-examination of witnesses directly. Cross-examination may

be conducted only through an advisor. Parties are required to notify the relevant office three (3) business days prior to any meeting, call, interview, hearing, or other event if the advisor is an attorney.

VI. INFORMAL RESOLUTION PROCESS

A. About

Informal resolution is a voluntary process through which parties consensually work toward resolution of a matter. The informal resolution process provides a remedies-based approach specific to the circumstances of the incident without making a determination as to whether a policy has been violated. This approach allows the parties and University to tailor responses to the unique facts and circumstances of an incident, particularly in cases where there is not a broader threat to individual or campus safety.

B. Limitations

The University may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

C. Notice & Consent

Informal resolution processes are facilitated by the Title IX Office and/or its designee. To participate in informal resolution, the University must:

- i. Provide the parties with a written notice disclosing: the allegations, and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or, could be shared, and
- ii. Obtain the parties' voluntary, written consent acknowledging their desire to participate in the informal resolution process.

D. Possible Outcomes

The Title IX Office and/or its designee may do one or more of the following, as appropriate:

- i. Identify, develop, and/or support the administration of interim or long-term supportive measures available to the parties.
- ii. Provide targeted or broad-based educational programs or training.
- iii. Meet with the parties, discuss the behavior as alleged, provide an opportunity for a response, review institutional policies, and/or mediate agreed upon resolutions.
- iv. Facilitate the development of strategies, plans, and/or other agreements to assure discontinuance of identified conduct, prevention of recurrence/furtherance, and/or avoidance of retaliation.
- v. If the respondent is an employee, the Title IX Office may notify the respondent's supervisor of the allegations, informal resolution process, outcomes, and/or subsequent expectations.
- vi. If the respondent is a student, the Title IX Office may notify the Office of Student Conduct and Community Standards and/or other appropriate University employees of the allegations, informal resolution process, outcomes, and/or subsequent expectations.

E. No Waiver of Rights

The University may not require, as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. The University may not require the parties to participate in an informal resolution process.

F. Withdrawing Consent

Where the parties have agreed to pursue informal resolution, neither party nor the University shall be precluded from withdrawing their consent to participate in the informal resolution process and/or pursuing a formal resolution process arising from the same allegations at any time prior to reaching the agreed upon informal resolution.

G. Deferring Investigation

In appropriate situations, misconduct investigations may be deferred while parties pursue informal resolution. When an investigation is deferred, the University refrains from taking any action on a case for a designated period of time, during which a party may be given the opportunity to satisfy certain conditions or obligations as a means of avoiding further investigation and/or other University proceedings. In such cases, failure to fulfill informal resolution agreements may result in subsequent formal resolution processes. The University reserves the right to end an informal resolution process if, in its discretion, there is no substantial progress toward resolution.

H. Confidentiality of Records

Informal resolution processes shall be conducted confidentially to the extent permitted by law. Informal resolution process may result in the creation of records and/or other materials subject to institutional record retention policies, as permitted by the Family Education Rights and Privacy Act (FERPA), or as required by law.

a. Timeline

Generally, informal resolution processes shall be concluded within ninety (90) business days of the filing of the formal complaint. Following the conclusion of an informal resolution process, written notice of the outcome and closure of the formal complaint will be provided to the parties within thirty (30) business days.

I. FORMAL COMPLAINT RESOLUTION

a. About

The formal resolution process consists of an investigation and a hearing. As used in this Policy, the term “investigation” refers to the process that the University uses to review allegations and gather relevant evidence. Unless a respondent accepts responsibility, at the conclusion of the investigation, a hearing will be held to determine: (1) whether or not conduct in violation of this Policy occurred; and (2) if the conduct occurred, what actions the University will take to respond, remediate, eliminate, and prevent recurrence of the prohibited conduct within the University community, which may include imposing disciplinary or corrective action and/or the provision of remedies to affected parties and/or the University community.

b. Burden of Proof

The University has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility.

c. Investigation

i. *Gathering of Evidence*

The investigator shall interview individuals involved, witnesses, and any other persons determined to have relevant knowledge of the circumstances and/or deemed necessary for the completion of a thorough and accurate investigation. Investigations of allegations may include a review of related physical evidence and/or materials, review of electronic transmissions, records, and/or other documentation, interviews, and other fact-finding activities. Each party shall have an equal opportunity to present witnesses, including fact and expert witnesses, as well as other inculpatory or exculpatory evidence. The University shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Parties interviewed by the investigator shall be invited to provide written statements and/or other relevant documentation for consideration of the investigator. The University will respect determinations made by the complainant(s) and respondent(s) regarding their level of participation in an investigation.

ii. *Consent to Use Certain Records*

The University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

iii. *Inspection of Evidence*

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The University shall make all such evidence subject to the parties' inspection and review available at any hearing or give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

iv. *Cooperation*

University community members are expected to comply with reasonable investigator requests for records, documentation, and/or other materials and to cooperate in the investigatory process, including the timely arrangement of meetings, evidence production, and following of investigator directives. A factual finding and/or appropriate corrective or disciplinary action may be taken against University community members who disrupt, obstruct, and/or otherwise fail to cooperate, in University investigatory processes.

v. *Notice*

The University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

vi. *Investigative Report*

The investigative report will be simultaneously distributed to all parties and their advisors, if any, at least ten (10) business days prior to a hearing, in an electronic format or hard copy, for their review and written response. The report will not contain any findings or conclusions but will instead fairly summarize the relevant evidence and will contain:

1. A summary of alleged conduct in violation of this Policy, including a description of the impact or effect alleged to have been caused;
2. A summary of the response to the allegations;
3. A summary of facts found during the investigation; and
4. Analysis of the application of this Policy to facts found in the investigation.

vii. *Extensions of Time*

Where parties, witnesses, and/or evidence needed by the investigator are delayed, temporarily unavailable, and/or otherwise withheld, good cause exists for the investigator to extend the timeframe of the investigatory process as necessary to complete a thorough and appropriate review of the matter. When an extension is inevitable, the investigator shall notify the parties simultaneously, with written notice of the delay or extension and the reasons for the action.

d. Hearing

i. *Location & Accommodations*

In the absence of an informal resolution or a respondent accepting responsibility, a live hearing shall be conducted to determine responsibility. Hearings may be conducted with all parties physically present in the same geographic location or at the University's discretion; any or all parties, witnesses, or other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. The hearing chair reserves the right to make appropriate accommodations to secure the safety and comfort of all parties and witnesses during a conduct proceeding or reasonable accommodations required under the law. This may include having complainants and respondents in separate rooms, the use of technology to accommodate a virtual hearing, or periodic breaks so parties may speak with their advisors.

ii. *Recordings*

Hearings will be recorded by the University. Panel deliberations will not be recorded. Any record of the hearing will remain the property of the University and be subject to the Family Educational Rights and Privacy Act (FERPA). Either party may have post-hearing access to the recorded hearing. To maintain confidentiality, parties will be permitted access to inspect and review the recording. Persons given access to the recording will be required to sign a confidentiality agreement in order to protect the privacy of the information contained in the recording.

iii. *Hearing Panel*

1. Hearing Panel Pool - A pool of individuals shall be available to serve as members of the Hearing Panel. The pool shall consist of individuals who are trained on issues relating to this Policy as well as how to conduct hearings.
2. Hearing Panel - The hearing panel will consist of three members, one of whom will serve as the hearing chair. All three members will vote as to responsibility and as to sanctions and remedies if any.
3. Conflicts of Interest - The complainant or respondent may challenge the participation of any hearing panel member on the grounds of conflict of interest. Challenges must be submitted in writing to the hearing chair within three (3) business days of notice of the proposed panel composition. The challenge must specify reasons the parties believe the challenged member has a conflict of interest. The Vice President of Student Affairs and Enrollment Management, or designee, shall determine whether a conflict of interest exists. If the challenge is granted, the conflicted member shall be replaced by another member from the Hearing Panel pool.

iv. *Hearing Participants*

1. Restricted Attendance - Presence at hearings shall be restricted to the parties involved (complainants and respondents) along with their advisors, witnesses, the hearing panel, and appropriate administrative University personnel. Hearings are closed to the public.
2. Advisors - Advisors may provide guidance to their respective parties and, except for conducting cross-examination of witnesses, may not play an active role in the hearing. The parties are required to notify the hearing chair three (3) business days prior to the hearing if one or more of their advisors are an attorney.
3. Appointment of an Advisor - If a party does not have an advisor present at the hearing, the University shall provide, without fee or charge, to the party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
4. Investigator - The Investigator will be present to answer questions.
5. Participation in Hearing - If either party or a witness does not submit to cross-examination at the hearing, the panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the panel cannot draw an inference about the party or witness' testimony or credibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions. The parties shall be afforded the same opportunities to have witnesses present for hearings.
6. Witness List Submission - Three (3) business days prior to the hearing, the parties may submit to the hearing chair a list of witness names they wish to provide testimony at the hearing. This will help ensure the witnesses receive information on the date and time of the hearing and any necessary links if appearing virtually.

v. *Hearing Procedures*

1. Standard of Proof - The standard of proof shall be a preponderance of the evidence. The panel must conclude that it is more likely than not that each alleged violation of the Policy has occurred.

2. Opening Statements
 - a. The hearing chair will open the proceeding with a statement that includes the nature and purpose of the hearing, an overview of the hearing process, and an expectation for decorum during the hearing. The hearing chair may place time limitations on testimony.
 - b. The complainant and respondent shall each be entitled to make a ten (10) minute opening statement. The parties shall confine their presentation to facts relevant to the allegations.
 3. Hearing Panel Questions - The hearing chair shall open the floor for direct questions from the hearing panel to the parties. The hearing panel may coordinate questioning; however, each individual hearing panel member shall retain the right to question both parties and their witnesses. The hearing panel shall question the complainant and the respondent. The hearing panel may also request the presence of and question witnesses cited in the investigation report at its discretion. Other than the complainant and respondent, only one witness at a time shall be present in the hearing room.
 4. Cross-Examination - Each party's advisor will conduct cross-examination of the other party and of any witnesses. Cross-examination at the hearing shall be conducted directly, orally, and in real-time by the party's advisor and never by a party personally. During the hearing, only relevant information shall be considered.
 5. Relevancy Determinations - The hearing panel shall determine the relevance of evidence and its admissibility. The hearing panel shall determine the relevance of questions before they are answered and shall explain any decision to exclude a question as not relevant.
 6. Prior Sexual History - Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 7. Closing Statements - The parties will be permitted to make a ten (10) minute oral closing statement.
 8. Deliberations - The hearing panel will deliberate privately to determine whether the respondent violated the University's Title IX Policy and to determine appropriate sanctions if any, and appropriate remedies, if any.
- vi. Post Hearing Procedures
1. Vote - The hearing panel shall seek to reach consensus in adjudicating cases. In the event there is no consensus, a majority vote shall determine the outcome.
 2. Written Determination - 1. Within ten (10) business days, the panel will issue its written determination simultaneously to the parties, and it will include:
 - a. Identification of the allegations potentially constituting sexual harassment as defined in this Policy.
 - b. A description of the procedural steps taken, from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 - c. Findings of fact supporting the determination.
 - d. Conclusions regarding the application of the Policy to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and

- f. The University's procedures and permissible bases for the complainant and respondent to appeal.
3. Finality - The determination becomes final either on the date that the University provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
4. Implementation of Remedies and Sanctions - The Title IX Coordinator is responsible for the effective implementation of any remedies and will communicate any applicable sanctions to the appropriate University office for implementation.
5. Records - Records related to the hearing and the determination will be retained by the Title IX Office. A copy of the determination will also be provided to the appropriate University office if applicable.

X. APPEALS

A. Appeals from Dismissal of Formal Complaint

i. Submission of Appeals

A party may appeal a dismissal of a formal complaint within five (5) business days of receipt of the notice of dismissal. The appeal must be made in writing and state the bases for the appeal. The written appeal must be sent via email to:

Dr. D'Angelo Taylor
 Vice President for Student Affairs
 University Student Center, Suite #214
 Phone: 937-376-6612, dtaylor1@centralstate.edu

ii. Notification

Upon receipt of an appeal, the Vice President for Student Affairs & Enrollment Management (SAEM) and/or designee will notify both parties of the appeal and provide a copy of the appealing party's written appeal statement, identify the appeal officer assigned to the matter, provide notice regarding how to object to the appeal officer based on bias and/or conflict of interest and provide the non-appealing party five (5) business days to respond to the appealing party's statement.

iii. Appeal Officer

Upon receipt of an appeal, the Vice President for SAEM and/or designee will assign an appeal officer who was not involved in the dismissal determination. The University will ensure that the appeal officer complies with the guidelines of this Policy.

iv. Written Decision

Unless circumstances warrant additional review, within twenty (20) business days after receipt of all statements from the parties, the appeal officer will issue a written decision describing the result of the appeal and the rationale for the result and provide it simultaneously to the parties.

v. Finality

All appeal determinations are final. Notice of the University's appeal determination shall be provided to the parties and appropriate campus entities and/or offices necessary to implement the determination.

I. Appeals from Hearing Written Determination

i. Basis for Appeal

An appeal of the determination regarding responsibility may be made by the complainant(s) and/or respondent(s) on one or more of the following bases:

1. Procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. A sanction is not commensurate with the violation.

ii. Submission of Appeal

A party may appeal a hearing written determination within five (5) business days of receipt of the written determination of responsible or not responsible. The appeal must be made in writing and state the basis and reasoning for the appeal. The written appeal must be sent to:

Dr. D'Angelo Taylor
Vice President for Student Affairs
University Student Center, Suite #214
Phone: 937-376-6612, dtaylor1@centralstate.edu

iii. Appeal Panel

The Vice President for SAEM and/or designee, will assign three appeal panel members who were not on the hearing panel that decided the matter. The University will ensure that the appeal panel members comply with the guidelines of this Policy.

iv. Notification

Upon receipt of an appeal, the Vice President for SAEM and/or designee, will notify both parties of the appeal and provide a copy of the appealing party's written appeal statement, identify the appeal panel members assigned to the matter, provide notice regarding how to object to members of the appeal panel based on bias and/or conflict of interest and provide the non-appealing party five (5) business days to respond to the appealing party's statement.

v. Written Decision

Unless circumstances warrant additional review, within twenty (20) business days after receipt of all statements from the parties, a written decision describing the result of the appeal and the rationale for the result will be issued and provided simultaneously to the parties. The appeal panel may:

1. Remand the matter to the investigator and/or hearing panel to correct a procedural irregularity;
2. Remand the matter to the investigator and/or hearing panel for consideration of whether new information or evidence would materially affect determinations of fact and/or conclusions reached in the hearing;
3. Remand the matter to be re-investigated by a third party due to the fact that bias or procedural error materially affected determinations of fact and/or conclusions of the hearing;
4. Affirm the findings and conclusions of the hearing panel;
5. Revise any sanctions imposed to be commensurate with the finding of responsibility;
6. Revise any remedies provided to be commensurate with the finding of responsibility; and/or
7. Reverse the findings of the hearing panel as to responsibility, sanctions, and/or remedies, and impose any modified sanctions or provide any modified remedies as may be appropriate.

vi. *Finality*

All appeal determinations are final. Notice of the University's appeal determination shall be provided to the parties and appropriate campus entities and/or offices necessary to implement the determination.

REMEDIES AND SANCTIONS FOLLOWING THE RESOLUTION OF A COMPLAINT

I. REMEDIES

Remedies will be provided to a complainant, as appropriate, when a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the University's education program, activity, or employment and may include, but are not limited to, referral to counseling and health services, referral to the Employee Assistance Program, transfer, reassignment, housing changes, academic support, climate surveys, training, and other educational programming.

II. SANCTIONS

A. Students

Students found to have engaged in prohibited conduct in violation of this Policy are subject to a range of sanctions which include: educational conferences and/or discussions, reflection papers, educational workshops, service to the University or University community; restrictions on the right of access to campus facilities, events, and participation in student organizations or events; removal from activities, courses, and University housing; and probation, suspension, or dismissal from the University, as set forth in the Student Code of Conduct.

B. Employees

Employees found to have engaged in prohibited conduct in violation of this Policy may be subject to discipline, including, but not limited to, educational conferences; educational workshops and/or discussions; service to the University or University community; restrictions on the right of access to campus facilities and University events; removal from activities and University events; and warning, reprimand, counseling, demotion, suspension, or termination as set forth by the University's Human Resources policies and procedures and/or the applicable collective bargaining agreements.

C. Volunteers and Third Parties

Volunteers and third parties, including visitors, guests, program participants, vendors, contractors, subcontractors, or other persons who do business with the University, may be subject to bans from campus, termination of participation in activities or programs, or termination of contractual arrangements with the University.

III. CONSTITUTIONAL RIGHTS

The University does not infringe upon rights protected by the First Amendment of the Constitution. The University may sanction acts in violation of this Policy that do not qualify for First Amendment protection.

PROHIBITION AGAINST RETALIATION

University policy, state law, and federal law prohibit retaliation against an individual for reporting in good faith complaints of sexual harassment, for the individual's good faith participation in an investigation, or for otherwise asserting protected rights in good faith. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the complaint of sexual harassment.

Neither the University nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or complaint of sexual harassment or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy, constitute retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sexual harassment provided in this Policy.

The exercise of rights protected under the First Amendment does not constitute prohibited retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

TRAINING

The University will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will receive training on the definition of sexual harassment; the scope of the University's education program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and, how to serve impartially, including by avoiding pre-judgment of the facts at issue, conflicts of interest, and bias. The University will ensure that hearing panel members receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The University will ensure that hearing panel members receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The University will ensure that investigators receive training on issues of relevance to creating an Investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, grievance panel members, appeal panel members, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

EDUCATIONAL AWARENESS AND PREVENTION

The University is committed to preventing and eliminating sexual harassment. To that end, the University's Title IX Office, Human Resources, and the Division of Student Affairs & Enrollment Management have developed educational awareness programs to inform staff, faculty, and students about issues such as diversity and inclusion, equal opportunity, understanding implicit bias, respectful workplace, teamwork communications, discrimination, sex discrimination, sexual harassment, gender-based violence, dating violence, domestic violence, and intimate partner violence.

The University will continue its ongoing mission of training and informing students, faculty, and staff about identifying and preventing discrimination, harassment, and retaliation, as well as advising members of the University community of their rights and responsibilities under this Policy.

RECORDS

The University will maintain, for a period of at least seven years, the following records:

- Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the University's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- For each response to a report of sexual harassment, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the University must document the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity; and
- If the University does not provide a complainant with supportive measures, then the University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

DIVISION OF ACADEMIC AFFAIRS

See the [Academic Course Catalog](#) for updated course and degree information.

OFFICE OF THE REGISTRAR

Beth Stiles, University Registrar

Norman E. Ward Sr. Center

(937) 376-6232, registrar@centralstate.edu

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 web site. The dates are published in the Academic Calendar on CSU's web site.

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

All incomplete registrations must be cancelled by the student. Students must officially be registered for classes during the semester 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.

Study Load

The recommended study load is 15 to 18 semester hours. Written approval from the Department Chairperson and the College Dean is required if a student wishes to register for 19-21 semester hours during Fall and Spring Semesters. A student who enrolls in 22 or more semester hours will need to see approval from the Department Chairperson, College Dean, and Provost/VP of Academic Affairs. The maximum study load for the Summer terms 11 hours. This information includes 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 12 or more credit hours per semester. Students registering for more than 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 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

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. 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 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 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

Grade Hour

A- Very High 4

B - High 3

C - Satisfactory 2

D - Low (poor work) 1

F - Failure 0

Z - Non-Attendance 0

FZ- Quit Attending/Did not officially Withdraw

I - Incomplete

P- Pass

CR- Credit

NC- No Credit

AU- Audit

IP- In Progress

W- Withdrawal

Calculating the Grade Point Average

The Grade Point Average 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:**Letter Grade Credit Hours Grade Pts. Quality Pts.**

PSY 2000 B 5 x 3 = 15

BUS 1000 D 3 x 1 = 3

EDU 1330 A 2 x 4 = 8

GEL 1010 C 4 x 2 = 8

Total 14/ 34**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.

Attendance Policy

Attendance is a critical element in being a successful student. It is expected that students will attend all classes. The instructor of record is responsible for monitoring attendance and will include an attendance policy in the course syllabus.

Failure to attend class can affect a student's overall grade in a course and may affect his or her financial aid status.

Faculty members, as representatives of their individual programs, may maintain specific attendance requirements for their respective courses. Each faculty member within their program will determine the percent of the final course grade contributed by the attendance grade. Students are responsible for knowing and adhering to these policies.

The university recognizes that school-sponsored activities are part of the education process and that such an activity may conflict with a scheduled class. These situations require discussion among the teacher, student, and supervisor of the activity so that all parties understand the effects of not attending the class. Students who are absent because of university business **MUST** personally notify faculty of impending absences and discuss class work. Athletes who are absent from two consecutive classes must be reported immediately to the Athletic Compliance office (937-376-6295) for student intervention by the athletic department.

Excused Absences

Excused absences are under the final discretion of the instructor of record. Excused absences may include:

- documented military service,
- documented jury duty,
- documented university service, university-sponsored field trip, or off-campus representation of the University.
- documented illness

- documented serious illness or death in the student's immediate family
- documented court appearance.

Students without a 2.0 cumulative GPA or better are ineligible for excused absences due to university-sponsored programs or travel. Students who miss class for any reason are responsible for all missed exams, homework, and assignments.

Academic Standing, Probation and Suspension

Academic Standing Policy:

Central State University students are expected to actively pursue their coursework and maintain persistence in fulfilling degree requirements within a reasonable time frame. Students are expected to meet the standards for good academic standing each semester. A student's academic standing is indicated on his/her academic transcript.

Good Academic Standing

A minimum cumulative grade point average of 2.0 is required for good academic standing and for the completion of an undergraduate degree at Central State University; however, some programs may require a higher-grade point average. A student who does not maintain a cumulative grade point average of 2.0 may be placed on probation or academically suspended.

Academic Probation

Academic Probation occurs when a student, regardless of classification, has not achieved a minimum cumulative grade point average of 2.0. If a student does not achieve the minimum cumulative grade point average of 2.0 at the end of a semester, he/she will be placed on academic probation during the next semester of attendance. A student can return to the University while he/she is on academic probation. While on academic probation, the student is expected to achieve a semester grade point average that is high enough to yield a cumulative grade point average of 2.0 or greater. When the student reaches a cumulative grade point average of 2.0 or greater, he/she is placed in good academic standing.

Academic Suspension

Academic suspension occurs whenever the semester grade point average of a student who is on academic probation falls below 2.0 during subsequent semesters and the cumulative grade point below 2.0

A student who has been suspended for the first time is eligible to apply for readmission after an absence from the University for one semester (fall or spring) through the University's appeal for readmission process. A student who has been suspended for a second time is eligible to apply for readmission after absence from the University for one academic year (excluding summer term). A student who has been suspended for a third time is not eligible for readmission

Readmission after an academic suspension is not automatic and can be denied upon the recommendation of the Academic Standards Committee. A student whose petition for readmission is approved will be readmitted and designated as "Continued on Probation." To avoid further academic suspensions, the student must achieve a minimum semester grade point average of 2.0.

Appeal for Readmission after being Academically Suspended

A student who has been academically suspended and seeks readmission must submit a petition to the Academic Standards Committee. Appeals are available from the Office of the Registrar. 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 considered in the review of any future appeals for readmission.

Appeals must be filed with your Academic Advisor at least 60 days prior to the beginning of the semester for which one is seeking readmission. The Committee must receive from the advisor your 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 the 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. Readmission after one or two "Academic Suspensions" is not automatic and may be denied upon the recommendation of the Academic Standards Committee.

While the Academic Standards Committee will consider petitions for readmission after three or more academic suspensions, such petitions will be approved only under the most exceptional circumstances. Students with multiple academic suspensions are advised to pursue their education at another institution or to consider a career path that does not require an undergraduate degree.

NOTE: An appeal to the Academic Standards Committee is not the same as the Satisfactory Academic Progress (SAP) appeal. If applicable, the student must file a Satisfactory Academic Progress (SAP) Appeal Form with the Office of Financial Aid to have his or her aid reinstated. The student is encouraged to contact the Office of Financial Aid Office at 937-376-6579 regarding his or her status. If an appeal to be withdrawn without record is approved, and the student received a refund or federal financial aid during the semester being appealed, he or she may have to repay such monies.

Grade Appeal Policy

The student has a right to the grade he or she has earned, the right to know the grading system of the instructor, and the right to know grades as they are given during the semester. The grading system should be included in the course syllabus.

The decision to change a student's grade shall only be made by the instructor of record unless the instructor is incapacitated, cannot be contacted, or if there is evidence of prejudicial or capricious grading.

If the student has evidence of prejudicial or capricious grading, the student should first consult the instructor. If this consultation does not resolve the conflict, the student should then consult the department chairperson. If the student, after consultation with the chairperson, wishes to pursue the appeal, the chairperson will inform the dean that a hearing has been requested.

The student has the right to submit a Grade Appeal Form to the department chairperson up to 30 days after the beginning of the subsequent semester, excluding summers. Until the grade is finally determined, the student's academic standing and all related rights and privileges are based on the grade as originally assigned. The student shall collect and present any evidence (tests, papers, laboratory reports, case studies, etc.) to the Appeals Committee. The burden of proof and responsibility for evidence collection remains with the student.

1. The dean will appoint a committee composed of three tenured faculty members from within the discipline, who, if possible, should be familiar with the course. If there are not three tenured faculty members within the discipline, the dean will appoint other tenured faculty members from the department and/or college if needed.
2. The student and instructor are to be apprised of the composition of the committee. The dean should honor any reasonable objection that either person might have to the appointment of committee members.
3. The burden of proof will be on the student. No additional work may be submitted for consideration; only the original work used in calculating the grade will be used in deciding if the appeal should be heard.
4. The Appeals Committee will review evidence to decide if a hearing is warranted due to prejudicial or capricious grading. The committee will notify the student, faculty member, and department chair of their decision within 30 days after receiving the grade change appeal.
5. Both the student and the instructor have the right to present their position in person to the committee.
6. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course. Unless the instructor is incapacitated or cannot be contacted, no change of grade will be made without the instructor of record being informed in writing.

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 you are 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 your matriculation at Central State

University. Students can view their transfer credits on their unofficial transcript provided through their MyCSU.

Advance Standing

For advance standing to be granted, institutions you have attended must be accredited by one of six regional accrediting agencies:

- Accrediting Commission for Community and Junior Colleges
- Higher Learning Commission
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- WASC Senior College and University Commission

You can check the accreditation of your institution online at www.chea.org. The acceptance of transfer credits from any other institution 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 you transfer 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 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. CSU will award credit for International Baccalaureate (IB) Program "High Level" exams passed with a score of five (5) or higher.

You may transfer credits from another institution; however, you are still required to earn a minimum of 30 semester hours at CSU. Your Department Chair may require you to take specific courses at Central State University to earn your degree. This information should be shared with you at the time you receive your official check sheet.

Transfer 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 90 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 the 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 (2) 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."

Repeating a Course

Students may repeat most courses in which a low or failing grade (D, NC, or F) was earned. 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. Courses completed at CSU cannot be repeated at another institution.

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 or take examinations unless contractually agreed. The auditing fees 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.

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 add and drop courses based on dates published on the Academic Calendar.

Total Withdrawal from the University

Students who find it necessary to withdraw from all their classes for the current semester must complete a Total Withdrawal Request form. This form must be submitted by the published withdrawal dates. The withdrawal form and instructions are available online and in the Office of the Registrar. Students who fail to attend class are subject to administrative withdrawal.

Declaring a Major

All new undergraduate students are assigned to an academic advisor within the University College for 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 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 the 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 the junior year since certain General Education courses are required in specific disciplines.

Students seeking an Ohio Teaching License should confer with the Dean of the College of Education.

Double Majors

A student who plans to pursue more than one major notifies the Office of the Registrar of such an intention and completes 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) 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 application fee is nonrefundable and non-transferable. Students must fulfill all academic (including Final Exams) and financial requirements to participate in Commencement exercises.

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.

Applications for Graduation

Applications for Graduation are accepted at the beginning of the academic year preceding the student's anticipated graduation date. A \$50 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 Barnes & Noble Book Store.

Applications are valid only for the academic year in which they are submitted. The following steps and minimum requirements must be satisfied 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 \$50 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 the spring semester of the anticipated graduation year with payment of the late fee per the Academic Year. **To participate in Commencement, your application must be submitted by the date published in the Academic Calendar.**
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. All outstanding financial obligations owed to the University must be cleared by the date published on the Graduation Application. Graduation Applications for candidates who do not complete their requirements as planned are retained by the Registrar for one (1) academic year. 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 applied 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 the degree requirements of the current catalog.

Release of Records/Transcripts

The Family Educational Rights and Privacy Act of 1974, as amended, governs 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.

Recognition of Academic Achievement Dean's List

The Dean's List is compiled at the close of each semester and includes the names of all students who have a semester grade point average of at least 3.2 with a minimum load of 12 G.P.A hours for the academic period.

Veterans' Affairs

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. (See also under REGISTRATION.)

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 are required to submit a copy of their COE (Certificate of Eligibility).
3. All veterans must be certified each semester. 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.
4. Veterans Affairs will not pay for courses outside of a student's academic requirement.
5. All veterans are responsible for notifying the certifying officer of any repeated courses.
6. All veterans are required to alert the Office of the Registrar when adding a course, dropping a course, or withdrawing from the University.
7. 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 (See also under FINANCIAL AID AND THE ACADEMIC PROGRAM-GRADING).
8. All veterans are responsible for notifying the certifying officer of any transfer work.
9. 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 successfully complete a minimum of 12 credit hours per semester. A Title IV student who must repeat a course that was originally paid for with Title IV monies will be required to pay for the repeat course with the student's own funds.
10. Students receiving VA benefits who repeat a course three or more times may incur a debt with Veterans Affairs.

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.

CENTRAL STATE UNIVERSITY HONORS COLLEGE

Executive Director, Dr. Paul Schlag

Honors Apartments

Phone: (937) 376-6528

pschlag@centralstate.edu

"The CSU Honors College" is an interdisciplinary home for highly motivated and high-achieving students. Students' commitment to excellence, leadership in community service, and impressive academic records qualify them to join the honors community—a select group of highly motivated, energetic, imaginative, and dedicated student leaders and scholars.

Honors benefits include:

- Honors Scholarships
- Live in an honors residence hall with other academically motivated honors students (optional)
- Develop one-on-one mentoring relationships with professors by working on meaningful honors projects
- Earn General Honors, Honors in the Discipline, University Honors, and International Honors designations at the Academic Awards Convocation and Commencement
- Gain a competitive edge with employers, professional schools, and graduate schools because of your Honors designations and involvement
- Compete for the opportunity to be the University's nominee for prestigious national and international awards

You also have the added benefit of working with the dedicated staff in the Honors College. We will guide you through your honors requirements and develop a plan to help you to be successful at Central State University and beyond.

Set up a time to meet with us by calling 937-376-6528 or emailing us at

honors@centralstate.edu. For more information, please visit: <http://honors.centralstate.edu>

Academic Recognition “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.

Please change to: “Academic Recognition Convocation: Central State University recognizes the academic achievements of its students throughout the academic year. One such time is the Academic Recognition Convocation, which is held during the spring semester in April. Students who meet certain academic criteria will be recognized.”

In the table of contents, Honors Day Convocation needs to be changed to “Academic Recognition Convocation.”

Please remove the entire section about Honors Day Convocation on page 40. The Provost, Deans, and the Honors College are currently revising Academic Recognition Convocation, so we can leave a detailed description out for now.

DIVISION OF ADMINISTRATION AND FINANCE

Vice President, Mr. Curtis Pettis

Lionel H. Newsom Administration Building, Room 119

Phone: (937)376-6207, adminallfyi@centralstate.edu

The Division of Administration and Finance is comprised of the following departments: Budget & Financial Planning, Business Services & Capital Development, Auxiliary Services, Office of the Controller, Facilities Management, and Human Resources,

Marauder Zone Bookstore-Barnes and Nobles Bookstore

University Student Center, First Floor

Hours: Monday – Friday, 9:00am – 4:00pm

Phone: (937) 376-6123

The Marauder Zone Bookstore is operated by Barnes and Nobles. As a full-service campus store customers may find required textbooks and school supplies. Additionally, the campus store sells CSU Alumni 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 online 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.bncollege.com.

Game Room

University Student Center, First Floor

Hours: Monday- Friday, 12 noon – 10:00pm

Saturday and Sunday 12 noon – 10:00pm

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.

SodexoMAGIC Dining Services

General Manager, Mrs. Alisha Sampson
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), they must visit the Marauder Card Office immediately to obtain a replacement card to be able to enter the Marauder Café. The cost for a replacement card is \$25.00. Guests may pay at the door upon entrance to the Marauder Café. Food cannot be taken out of the Marauder Café.

Personal food and beverage 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 dining hall. Per the University's policy, pajamas, durags and bonnets are not permitted in the Marauder Café. Students who enter the Marauder Café 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 SodexoMAGIC. Request for exceptions to this policy must be submitted in writing to the Office of the Vice President for Administration & CFO. SodexoMAGIC offers a selection of meal plans to accommodate every student's needs. On campus, students purchase meal plans through the Office of Residence Life at the time of completing the housing application. Meal plans may vary according to the needs of the individual student. Commuter students are permitted to purchase abbreviated meal plans through the Office of Cash Management.

Hours of Operation

Marauder Café

- » Breakfast – 7:00 a.m. – 9:00 a.m.
- » Continental Breakfast – 9:00 a.m. – 10:30 a.m.
- » Lunch – 11:00 a.m. – 2:00 p.m.
- » Continental Lunch – 2:00 p.m. – 4:00 p.m.
- » Dinner – 4:30 p.m. – 7:00 p.m.

Saturday & Sunday

- » Brunch – 11:00 a.m. – 1:00 p.m.
- » Dinner – 4:30 p.m. – 7:00 p.m.

Summer (Monday – Friday)

- » Breakfast – 8:00 a.m. – 9:00 a.m.
- » Lunch – 11:30 a.m. – 1:00 p.m.
- » Dinner – 4:30 p.m. – 6:00 p.m.

Summer (Saturday & Sunday)

- » Brunch – 11:30 a.m. – 1:00 p.m.
- » Dinner – 4:30 p.m. – 6:00 p.m.

WoW Café

- » 12:00 p.m. – 10:00 p.m. (Academic Year – Monday through Friday)
- » 6:00 p.m. – 10:00 p.m. (Academic Year – Saturday and Sunday)
- » Closed during Holiday Break & Summer

Grocery Store

- » 12:00 p.m. – 10:00 p.m. (Academic Year – Monday through Friday)
- » 6:00 p.m. – 10:00 p.m. (Academic Year – Saturday and Sunday)
- » Closed During Holiday Break

Sub-Connection

- » 10:00 a.m. – 6:00 p.m. (Academic Year & Summer – All Week)
- » Closed During Holiday Break

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 by calling (937) 376-6386 or by visiting our website at www.centralstate.edu/services/dining .

INFORMATION TECHNOLOGY

Chief Information Officer, Showkat Choudhury
Lionel H. Newsom Administration Building, Room 119 D
Phone: (937) 376-6124

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

Self-Service

Self-Service is a portal that administrators, faculty, and staff use to communicate with students. 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 access University-related news and information.

A student can stay connected by visiting <http://centralstate.edu> at the top of the page Student Portal page. Students can obtain their username and password by contacting the Helpdesk at 937-376-6476.

Getting Connected

All Residence Halls are equipped with wireless and wired Internet access. Students should report problems to their Resident Advisor or Residence Hall Coordinator.

Residence Hall Technology

Unauthorized Wireless Access Points Are Prohibited on Campus

Wireless Internet Connectivity

To protect the security and performance of the campus network, unauthorized wireless access points are prohibited on the CSU campus. Unauthorized and improperly secured wireless access points can compromise the security and performance of the CSU network. These devices provide easy access for intruders to steal passwords, destroy data, and use University networks and Internet resources for unauthorized purposes. Additionally, when these types of devices are connected to the network, legitimate devices will begin to experience connectivity issues resulting in slow or unavailable services, including email, network access, and printing. These devices can have serious repercussions in residential halls, computer labs, and offices. The University strives to ensure that everyone has a safe, secure, and fast network connection. If an authorized device is connected to the campus network, CSU will immediately shut down the network connectivity to the device and contact the respective owner. The network port will not be reactivated until such time that the device is removed from the network. CSU appreciates your assistance in ensuring that a safe, reliable network is available for all of the campus community 24/7.

Wired Internet Connectivity

All residence halls have Ethernet connections in the rooms. There is one Ethernet port per room. To connect to the network, you need an Ethernet cable (which can be purchased at local stores or the campus bookstore) and your computer. Simply connect your computer with the accompanying cable to the appropriate jack. Please contact your floor Resident Advisor or Hall Coordinator if you have any problems.

Personal Electronic Equipment

Information Technology only provides servicing for University information technology assets. IT will not service or repair personal electronic equipment belonging to the student, including, but not limited to: desktop or laptop computers, tablets, smartphones, and gaming systems.

Should not be under IT - **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.

Should not be under IT -**Time Warner Cable ... now Spectrum**

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

Residence Life will contact Spectrum Cable directly to schedule service appointments. Students should not contact Information Technology or Spectrum Cable to schedule appointments.

Marauder Card Office

Lionel H. Newsom, Administration Building Lower Level Room 10/ 11

Hours: Monday – Friday, 8:00 am – 5:00 pm. Phone: (937) 376-6476

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 front 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 Pirate Week. 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.

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 ID card will also be confiscated for attempted use by another individual and forwarded to the Dean of Students' Office. After the disciplinary action has been served, the Dean of Students should return the ID to the student.

Lost or Stolen Cards

Report any lost or stolen cards to the Marauder Card office immediately at 937-376-6476. The student's meal plan will be frozen until a replacement card has been issued. Students 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 \$25.00.

Once an ID card is deactivated, that card cannot be reactivated. Students must pay \$25.00 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.

Central State Global

Dr. Arletha McSwain, Chief Online Learning Officer
Norman E. Ward Center, Suite 205
Phone: (937)376-6302, www.centralstate.edu/global/

Central State Global aspires to offer nationally recognized online education to diverse students all over the world. Central State Global fosters academic excellence within a nurturing, engaging, and online environment for diverse students seeking undergraduate and graduate online degree programs and certificates.

Course Eligibility

Freshman and Sophomore students who reside on campus or are not permitted to enroll in online courses (Section ON). Freshman and Sophomore students who have selected an online degree are permitted to enroll in online courses.

Forms

<https://www.centralstate.edu/current/registrar/index.php?num=17>

Netiquette Statement

Objective:

To research netiquette statements from other universities and create a customized one for Central State University.

Proposed Netiquette statement by CSU Global Netiquette, or network etiquette, refers to the guidelines and recommended practices for online communications. Our goal is to create an open, judgment-free, and cohesive online learning environment where learning is the priority. To achieve this goal, please follow the below guidelines:

- Always be courteous and show respect, especially when there are differences of opinion. Be mindful of others privacy and culture.
- Make sure your writing is well-thought-out and clear, backed with research, analysis, and reliable cited sources.
- Be professional in your communication. Address instructors and peers with appropriate title. Use Dr. or Professor for instructors and address your peers by name or their titles if given.
- Use appropriate language and tone. "Texting" or "Chat" language, sarcasm, and humor should be avoided. Use of ALL CAPS or repeated punctuations (??? or !!!) is considered rude.

*Marauders are expected to adhere to the Central State University Student Code of Conduct

References:

ASU Online. (2017, June 19). Netiquette for online students. Netiquette Rules for Students Taking Online Classes | ASU Online. Retrieved May 12, 2022, from <https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students/>

Netiquette guidelines. Netiquette Guidelines – Expectations. (n.d.). Retrieved May 12, 2022, from <https://blogs.lsc.edu/expectations/netiquette-guidelines/>

Netiquette statement. Cowley College Online. (2021, April 27). Retrieved May 12, 2022, from <https://online.cowley.edu/support-services/netiquette-statement/>

To File a Student Complaint- Central State Global

Go to: <https://www.centralstate.edu/global/SA.php>

Department of Public Safety

Chief of Police, Stephanie Hill

Simpson Hall

Police and Safety Hours: 24 hours, 7 days

Phone: (937)376-6368, shill2@centralstate.edu

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 property, 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 the 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 or 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, 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 on 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 the such vehicle. The University assumes no liability for damage or loss to/from the vehicle or its content while it is on University property. Parking and operating vehicles on campus without paper state registration or permission (i.e. decal) from the Central State University Police department is a 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's license. Proof of current financial responsibility (liability insurance) must be presented for each vehicle registered; the vehicle must have a current state registration 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 Cash Management 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 fees 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 employees. "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.

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. 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 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 registered vehicle. 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 subject 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 days 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.

Violations 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

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 not 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 to 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 \$95

Reserved	
Faculty/Staff	\$70
All Students	\$60
Adjunct Professors	\$35
Multiple Vehicle	\$35
Registration	

Parking/Traffic Fines

Parking in a restricted area	\$75
Parking in a handicap zone	\$125
Parking in a reserved space	\$80
Parking within 10 feet of a hydrant	\$100
Parking along a yellow curb	\$100
Parking in fire lane	\$150
Parking or facing the wrong direction	\$75
Blocking a driveway, dumpster, or utilities	\$100
Parking permit alteration	Double fine for the cost of the permit
Impeding Traffic	\$100
No operator's license/expired	\$75
Others (CSU Police enforce all Office traffic laws)	\$80
Failure to register vehicle(s)	\$100

Moving Violators-Fee

Disregarding the signals of an officer,	\$100
Speeding (over 15mph)	\$75
Speeding (over 30mph)	\$100
Stop sign violation	\$75
Reckless operation	\$100
Improper backing	\$75
License plate illegal, obscured, or not displayed properly	\$80
Horn: improper or excessive use	\$75
Excessive noise (loud stereo, muffler, or squealing tires)	\$75
One/no headlights	\$50
Removing traffic barricades	\$100

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 are:

- 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 students, faculty, and staff members information regarding critical campus security issues. Every year, 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 "Clery 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 on 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.

Uniform Crime Reporting (UCR)

In the 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 the 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 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.

Protocol for Emergency Calls

When making emergency calls on campus, use 911 non-emergency calls on campus, use 937-376-5111.

Filing Incidents

The Chief of Police will review incidents against a CSU Police Department employee. A thorough investigation of the allegations will be conducted. Verbal or anonymous incidents are investigated 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 file an incident, submit written correspondence to the Chief of Police. You also can go to www.csupolice.edu to submit a comment.

Division of Enrollment Management

Dean of Enrollment Management, Mr. Mitchell Kabia-Williams
Norman E. Ward Sr. University Center, Ground Floor
(937) 376-6548, mkabia-williams@centralstate.edu

OFFICE OF ADMISSIONS

Director of Admissions, Lamar Scott
Norman E. Ward Sr. University Center, Ground Floor
(937) 376-6121, lscott@centralstate.com

Central State University is committed to a policy of providing equal educational opportunity for all. In all matters, including admissions, the University adheres to a policy of nondiscrimination and welcomes applicants of any race, creed, sex, age, handicap, or national origin who wish to further their education. All students admitted must subscribe to the University policies and procedures set forth in the *University Catalog* and the Code of Conduct as stated in the *Student Handbook*. Ethical conduct is as intrinsic to the admission procedure as it is to all other aspects of university life. Misrepresentation of credentials will lead to forfeiture of student status and all accompanying privileges.

Undergraduate Admission Procedure

Many factors are taken into consideration in the selection of a freshman class, and each candidate is viewed on an individual basis. The strength of a student's secondary preparation is an excellent measure of a student's readiness for college. Also of value are personal qualities, such as maturity, intellectual awareness, and motivation to learn. In addition to school records and personal attributes, aptitude and achievement test

scores can be helpful in predicting college performance and are considered with other credentials in the application for admission to Central State University.

Application Instructions

Admissions applications can be completed online or in person. A nonrefundable fee of \$30.00 should accompany the application.

The applicant is responsible for the following:

1. Completing the application for Undergraduate Admission.
2. Submitting the completed application and fee of \$30 (in the form of a money order or cashier's check) to the Office of Admission.
3. Submitting the official high school/college transcripts or General Education Equivalency (GED) scores and diploma (if applicable).

Upon receipt of all the aforementioned items, the student will receive, in writing, the status of the application.

The Central State University Board of Trustees reserves the right to make any changes or adjustments in fees and charges at any time as conditions or circumstances make the changes necessary.

College Preparation Standards

Central State University endorses the overall intent of improved academic competence of Ohio high school graduates as set forth in the recommendations made by the Advisory Commission on Articulation between Secondary Education and Ohio Colleges.

Thus, on March 21, 1985, the Central State University Board of Trustees approved the following statement on admission: Effective Fall 1986, 4 units English; 3 units Mathematics; 3 units Social Studies; 3 units Science; 2 units Foreign Language (both of which must be in the same foreign language) are required.

Criteria for Undergraduate Admission

Students must meet the following criteria for admission to Central State University.

1. Have a minimum cumulative grade point average of 2.2 on a 4.0 scale. Students with a GPA above a 2.5 will be automatically admitted to CSU based on their high school transcript.
2. Students with a GPA between 2.2 and 2.49 are required to submit a recommendation form from a teacher of a core academic area (i.e. Math, English, Social Studies, or Science)

High school graduates must meet the above criteria. Applicants who do not meet the above criteria will be evaluated on an individual basis.

Transfer Students

Applicants who have attended any other college and/or University must have all official transcripts forwarded to the Admissions Office.

Courses accepted for transfer credit are subject to meeting the requirements of the selected major. Applicants with less than 45 transferable quarter hours or less than 30 semester credit hours must submit an official final high school transcript.

Credits accepted from another institution are recorded on the student's permanent academic record, but grades are not transferred to the record. Only courses completed at Central State University are included in the cumulative grade point average.

Students who have been dismissed for academic or disciplinary reasons from another post-secondary school will not be considered for admission to Central State University until one calendar year after the date of the dismissal.

Criteria for Transfer Admission

All transfer applicants must meet the following criteria for admission to Central State University:

1. Have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
2. Submit official final high school transcript if less than 45 transferable quarter hours or less than 30 semester credit hours.

Transient Students

Students in good standing in a recognized college or University, who wish to enroll in courses at Central State University for one semester only and expect to return to the original institution at the end of the semester, may be admitted as transient students. Transient students are not eligible for Central State University financial aid funds. Their registration will terminate at the end of the semester.

If, at the end of the semester, an enrolled Central State University transient student wishes to remain at the University, the student must submit official transcripts from any other colleges and/or universities attended and re-apply for regular admission as a transfer student.

Criteria for Transient Admission

All transient applicants must meet the following criteria for admission to Central State University:

1. Submit undergraduate admissions application.
2. Submit a letter of good standing from the Registrar of the home institution.

Part-Time Students

Persons not wishing to pursue full-time study and not currently seeking a degree may be classified as part-time and may enroll in from one to eleven hours per semester. Credit earned as a part-time student may be applied to a degree program.

Criteria for Part-time Admission

All part-time applicants must meet the following criteria for admission to Central State University:

1. Submit undergraduate admissions application.
2. Submit official final high school transcript or GED scores.
3. Submit all official college transcripts from previous colleges and/or universities attended.

Senior Citizens

Senior citizens (age 60 or older) may enroll in classes at Central State University free of charge for "Audit" 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 listed course prerequisites and for the payment of Special Course fees which may apply.

International Students

Central State University welcomes students from other countries and cultures that bring to the campus direct contact with the rich heritages of other people and nationalities.

International students should complete the International Application forms for admissions and return them to the Office of Admissions by the deadline. Students who are attending other schools in the United States should not withdraw and plan to come to Central State University until they have received a definite notice of acceptance.

The applicant is responsible for the following:

1. Original high school transcript of Secondary Cycle accompanied by notarized translation if the original copy is not in English
2. Original General Exam transcript accompanied by notarized translation if original is not in English
3. Original college transcript accompanied by a notarized translation. The transcript should reflect the duration and number of hours for each course (Transfer Students only).
4. English Proficiency Test Scores/documents
5. Financial Affidavit forms
6. Two Letters of Recommendation

Criteria for International Student Admission

In order for you to be considered for admission to Central State University, you must follow the instructions below. As soon as items 1 through 6 are received in the Office of Admissions, you will be informed of the admission decision.

1- Official Application

The enclosed application form must be completed entirely in English. It should be typewritten or printed clearly in English. All international students must apply as full-time students and must specify a major.

Your application must be in our office by the following deadlines:

Fall Semester (Starts in August) May 15

Spring Semester (Starts in January) October 1

In order to ensure consideration for admission, we recommend you apply by the deadline. It is to your advantage to supply all requested information by the deadline.

When filling out the application, you should use your complete name and be consistent in its use. Please use the same order of your first name, middle name, and last name in all your correspondence with Central State University offices. Any inconsistency in name order may prevent proper processing of your application. It is essential to sign and date your application before mailing it out.

2- Application Fee

All applicants to Central State University are required to submit a nonrefundable application fee of \$30 in US currency. Please make draft checks or money orders payable to Central State University. Fee waivers are not accepted by international applicants.

3- Academic Records

Official transcripts of all secondary schools and universities previously or currently attended should accompany your application for admission. A high school transcript is a record of all the courses/subjects you have completed and the grades (marks) attained for each class of the four years of study prior to graduation from high school.

An official transcript of the General Secondary School Examination administered by your country must also be submitted with your high school transcript and other documents.

Photocopies of original documents must have the signature of the registrar, and the seal must be original and separate from the photographic image.

Attested or "true" copies are not acceptable. All documents not issued in English by the officials signing them must be accompanied by a notarized English translation. All official documents must be received in our office by the deadlines outlined above.

4- Educational Data Record Form

Educational systems differ from one country to another. Furthermore, some countries have more than one educational system. Please complete the form to show the educational system in your country and your *personal academic history*. *Failure to submit this form may delay the processing of your application.*

5- English Proficiency Requirements

It is essential that you, as an international applicant, be proficient in the English language. The ability to understand, speak, read, and write in English effectively is essential to a successful academic career. No student is exempt from this requirement unless their native language is English. English proficiency is a university requirement that can be met through one of the following:

TOEFL (Test of English as a Foreign Language) - This examination is administered several times each year at many centers throughout the world. Information about this test, including the places and the exact dates at which you can take it, can be obtained by writing or calling:

TOEFL Educational Testing Services

Box 6154

Princeton, New Jersey 08541

USA

Phone: (609) 771-7760

Fax: (609) 771-7765

The minimum TOEFL score required is 500. Please note that TOEFL is valid for two years only. Students are urged to take this test at the earliest possible date. You must request that your scores be sent to the Office of Admissions at Central State University.

A) SAT (Scholastic Aptitude Test)

A Total score of 790 or higher (in Verbal and Math) is required, provided that the verbal section is not less than 500.

B) At least one full academic year enrollment in a USA college or high school provided that;

I) College: student has successfully completed 36-quarter or 24-semester credit hours of college-level courses (remedial courses are not accepted).

II) High School: Student has completed /at least 12th-grade schooling and successfully passed the 12th-grade English college prep unit. ESL courses are not accepted. If you graduated from a USA high school, you are required to take the ACT or SAT at least once.

6- Financial Support

Central State University does not guarantee any kind of scholarship or financial assistance to international students. Therefore, it is mandated that students show proof of financial support. Estimated expenses for the academic year 2017-2018 are as follows:

This amount does not include travel expenses to and from the United States. It is calculated on full -time basis for the two-semester academic year. Tuition and fees must be paid at the time of registration for courses. Room and Board fees are due at the beginning of each semester. No exceptions are made for these requirements. Students must have adequate finances to cover all expenses for the entire time that is required to earn the degree.

Students with a family should budget approximately \$4,000 per year for a spouse and \$2,000 per year for each child. Please note that **tuition and fees are subject to change**. Your first month in the United States demands more financial outlay than any other single period. An additional \$1,000 should be available to meet these expenses.

The financial forms are included with the application in this packet and are required before an I-20 (the form required to obtain an F-1 student visa) is issued. International students must complete a financial sponsorship form, including bank verification of funds, the sponsor may be the student if he/she has personal funds, a relative, organization or government, either foreign or American.

7- Two Letters of Recommendation

Recommendation letters should be from faculty or administrators who are familiar with your academic and personal achievements.

College Credit Plus (CCP)

The College Credit Plus Program at Central State University provides eligible middle and high school students multiple pathways to earn both high school and college credits for FREE CCP is open to Ohio students in grades 7 through 12 in public, community, and non-public middle and high schools. Its purpose is to expose students to rigorous academic options beyond the high school classroom.

BENEFITS

- Earn transferable college credits while in school.
- Achieve reduced time to college degree.
- Take up to 30 college credits per academic year, excluding summers.
- Attend classes at your school or at Central State.
- Take courses taught by approved CSU faculty and/or teachers at your school.
- Receive academic and social support.

- Have access to smaller student-faculty ratio.
- Earn automatic admission to Central State with full-time status based on admission eligibility.
- Receive certificate of achievement upon successful completion.
- No application and registration fees

ELIGIBILITY

- Public and private school students in grades 7-12 who are enrolled in a general or college preparatory curriculum.
- Minimum cumulative grade point average of 2.2 on a 4.0 scale.

FLEXIBLE SCHEDULING

- Face-to-face
- Online
- Weekend

Readmission

A student whose enrollment is disrupted for more than one academic year and one term, excluding summer, is required to apply for readmission prior to registering for classes.

Students applying for readmission and who have attended any other college and/or university after separation from Central State University must follow the transfer criteria. Students are required to submit official transcripts of all college-level work completed since separation from the university. A nonrefundable application fee of \$20.00 must accompany the application.

Advanced Placement

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's Public colleges and universities. Beginning in the Fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of **3** or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering, and Mathematics – STEM), students are strongly advised to confer with college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

OFFICE OF FINANCIAL AID

Mr. Mitchell Dedor, Director of Financial Aid
Mrs. Laverne Wallace, Assistant Director of Financial Aid
Norman E. Ward Sr. University Center, Ground Floor
(937)376-6579 www.centralstate.edu/financialaid

Central State University offers financial aid to all eligible students based upon financial need and academic standing. Central State University utilizes the Free Application for Federal Student Aid (FAFSA) to determine the financial aid applicant's eligibility for grants, loans, and federal work-study.

You may access the FAFSA online at www.fafsa.ed.gov. The priority deadline to receive full consideration for student aid for new and continuing students is December 1. Students selected for verification must submit all their documents by April 15.

Award Notification

Each year students are required to complete a Free Application for Federal Student Aid (FAFSA) to be considered for most types of financial aid. Students may accept or decline any portion of the financial aid award package by emailing the Financial Aid Office. All aid offers are contingent on the availability of federal, state, and institutional funds and the student's continued eligibility.

You can view your financial aid award online via your Student Portal. You should maintain a file containing all financial aid correspondence and information, as well as all of your account statements. This will assist in answering any questions that might occur in the future.

Financial Need

Aid from most of the programs discussed in this catalog is awarded on the basis of financial need. When you apply for federal student aid, the information you report is used in a formula established by the Department of Education. The formula calculates your **Expected Family Contribution (EFC)**, an amount used to determine a student's eligibility to receive certain need-based aid. The Office of Financial Aid does not automatically renew your financial aid, as your EFC is recalculated each year when your FAFSA is processed.

Cost of Attendance at CSU

The cost of attendance at CSU for an academic year (two semesters) is based on the assumption that a student will be enrolled full-time (12 to 18 credit hours) each semester. The 2022-2023 budget for students is shown below to assist you and your parent(s) in estimating your cost of education.

2022 – 2023	In-State Student
Tuition and Fees	\$7,460.00
Room and Board	\$10,880.00
Books and Supplies	\$1,000.00
Transportation	\$ 450.00
Miscellaneous/Personal	\$1,500.00
Loan Fees	\$ 100.00
TOTAL	\$ 21,390.00

2022 – 2023	Out-of-State
Tuition and Fees	\$ 9,460.00
Room and Board	\$ 10,880.00
Books and Supplies	\$ 1,000.00
Transportation	\$ 900.00
Miscellaneous/Personal	\$ 1,500.00
Loan Fees	\$ 100.00
TOTAL	\$ 23,840.00

Budgets are subject to change; please check with the Office of Financial Aid for current information.

****NOTE: Students are only billed for tuition, fees, room, board, and health insurance. Students who live off campus will not be charged for room and board. Also, full-time students who have valid health insurance are able to waive the university health insurance and have these charges removed. Part-time students are not charged for the health insurance. All remaining costs illustrated in the cost of attendance (i.e. transportation, books, and supplies, miscellaneous) are all amounts that students should budget for out of pocket.*

The Financial Aid Award

How Financial Aid is awarded: The Office of Student Financial Aid has developed a philosophy of awarding various types of aid to students that is designed to meet several objectives given the resources available.

The objectives are:

1. Meeting the needs of as many students as possible.
2. Awarding each student the best combination of funds available.
3. Awarding the total amount of funds available during the award period.
4. Awarding funds according to donor specifications.

Awarding Aid on the basis of Hours Enrolled

During the academic year, your financial aid award will be based on the number of hours for which you are registered. Unless the student has indicated otherwise, it is assumed that the student will be enrolling as a full-time (minimum of twelve credit hours) degree-seeking student each semester. The award notification letter outlines the exact types and amount of aid to be received for each period of enrollment during the academic year.

For those students who are enrolled less than full-time, all affected aid will be reduced. Other aid (*i.e.*, state grants or outside full-time scholarships) that require full-time attendance may be cancelled. For example, if you enroll for six hours, some aid for that semester may be reduced to one-half the amount of aid for which you would be eligible as a full-time student. Students receiving loans must be enrolled a minimum of 6 credits.

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 are required to submit documentation supporting the information they used to complete the FAFSA application via an online process. Once verification is complete, if there is a change in the student's EFC, their financial aid award will be adjusted to accommodate the necessary changes. Students can review their Student Portal 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 your 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-award. Federal Work-Study awards and loans 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).

Withdrawals

Withdrawals from the university:

Official Withdrawal: A student who is registered for classes can make the decision to withdraw from all courses 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 do not pass at least one class during a given term are determined to have "unofficially withdrawn" from the University. These students will have their R2T4s completed per Department of Education guidelines. This requires that the calculations be completed using either 50% completion percentage or a student's last date of documented academically related activity.

Z Grades

Students earn a Z grade if they have registered for a class and the instructor determines that the student has not begun attendance. Students receiving a Z grade will have their total hours adjusted in the Financial Aid Module to exclude hours for which a Z grade was entered. Federal regulations require that to be eligible for financial aid, a student's attendance must be verified. No financial aid can be disbursed for those hours in which attendance cannot be confirmed. For example, a student who is enrolled for 15 hours and receives a Z grade in a 4-hour class would have their financial aid adjusted to 11 hours. This would take the student below full-time attendance, and adjustments to the Federal Pell Grant and any affected aid would have to be made. This adjustment could result in the student owing a balance to the University.

Default

A loan is in default when the student borrower fails to pay several regular payments on time or otherwise fails to meet the terms and conditions of the loan. For instance, a borrower who is 270 days late on a federal education loan is considered to be in default. When a borrower is in default, the loan becomes due in full immediately, and the lender may pursue more aggressive collection techniques, such as sending the account to a collection agency or filing suit against the borrower. If you default on a loan, the university, the holder of the loan, the state government, and the federal government can take legal action to recover the money, including garnishing your wages and withholding income tax refunds. Defaulting on a government loan will make you ineligible for future federal financial aid unless a satisfactory repayment schedule is arranged, and can affect your credit rating.

There are various repayment options available to borrowers. Please visit studentloans.gov to review the list of available repayment options.

Change in Financial Situation

Your family's financial situation may change after you submit your FAFSA. In the event of a substantial change in your family circumstances (such as a loss of employment or the death of a parent), you should notify the Office of Financial Aid immediately to request a re-evaluation and possible adjustment to your award. You must complete an appeal. Your appeal must describe the change in detail, specifying the changes in dollar amounts. Any adjustment in your aid award is contingent upon your eligibility according to program regulations and the availability of funds. The Special Circumstances Appeal form is available online at www.centralstate.edu/prospects/financial_aid.

Federal Work-Study (FWS)

The Federal Work-Study Program involves a part-time job on campus which gives the student an opportunity to gain work experience and earn extra money to help meet educational expenses. Student positions can be in a variety of areas, such as administrative services, student activities, and lab assisting. Students may visit Career & Internship Services in order to apply for open positions. Students are not permitted to work more than 20 hours per week while classes are in session. The student may work up to 40 hours per week when classes are not in session at the discretion of the supervisor. To be determined eligible, 1) The student must complete the FAFSA by the priority deadline, 2) Must demonstrate financial need, as determined by the FAFSA application, and 3) For returning students maintain a minimum grade point average of 2.0. Funding is limited, and there is no guarantee for placement.

Financial Aid Payments to Students

Federal Loan funds will not be credited to your account until you have completed and signed a Master Promissory Note (MPN) and completed Loan Entrance Counseling. Scholarships, grants, and loan funds are disbursed to your account on the 14th day of the term, pending confirmed attendance. Federal Work Study (if earned through on-campus employment) is received in the form of a paycheck every two weeks beginning approximately four weeks after you start campus employment for the hours worked. Other funds that may be listed on the award letter, such as outside scholarships, are credited to the account upon receipt. For first-time borrowers, there is a 30-day delay in the disbursement of their financial aid.

Student Rights

You have the right to:

- Know what financial aid is available, including information on all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending the institution and the school's refund policy.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the school determines your financial need.
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by the institution, has been met.
- Request an explanation of the various programs in your student aid package from the Office of Student Financial Aid. If you believe you have been mistreated, you may request reconsideration of the award which was made to you.
- Know what portion of the financial aid you received must be repaid and what portion is grant aid.
- Know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- Know how the school determines whether you are making satisfactory progress and what happens if you are not.
- Know that the Department of Public Safety provides all interested students and parents with a leaflet entitled "Safety, Health, and Law Enforcement Information" in accordance with the Crime Awareness and Campus Security Act of 1990.
- Know that the Office of the Dean of Students provides the "Student Handbook," which details the special facilities and services that are available to disabled students.

Student Responsibilities

It is your responsibility to:

- Review and consider all information about the school's program before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for student financial aid.
Errors can result in long delays in your receipt of financial aid. Intentional misreporting (misrepresentation) of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information

requested by either the financial aid office or the agency to which you submitted your application.

- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- Notify the lender of changes in your name, address, and enrollment status.
- Perform the work that is agreed upon in accepting a federal college work-study award.
- Know and comply with the deadlines for application or re-application for aid. • Know and comply with your school's refund procedures.
- Know your responsibility to read and adhere to the Office of Financial Aid Satisfactory Academic Progress Standards (SAP).

Types of Financial Aid

The Student 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 in some kind 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.
- **Loans**: Low-interest funds that are borrowed must be repaid six months after the 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***: Based upon a student's Estimated Family Contribution (EFC).

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. Funding is limited.

Loans

Federal Parent Direct 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. Interest Rates 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) and Parent PLUS loan application at www.STUDENTAID.GOV.

Selection: Credit-worthy parents of undergraduate students.

Subsidized Federal Direct Loans

Description and Term: Need-based loan borrowed through the federal government.

Repayment begins six months after the borrower ceases to be enrolled at least half-time or graduates. The government pays the student's interest while the student is enrolled in college at least half-time. Once in repayment, interest applies.

Maximum amounts: Undergraduates: 1st year \$3,500; 2nd year \$4,500; 3rd year and 4th year \$5,500

Application: Complete Free Application for Federal Student Aid (FAFSA) at www.STUDENTAID.GOV; Complete Entrance Counseling and Master Promissory Note at www.STUDENTAID.GOV.

Selection: Based upon a student's EFC.

Unsubsidized Federal Direct Loans

Description and Term: Loan available to all students regardless of need or income. The terms are similar to the Subsidized Direct Loan, except the borrower is responsible for paying all of the interest. Unlike the Subsidized Federal Direct 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 the borrower ceases to be enrolled at least half-time or graduates.

Application: Complete Free Application for:

Federal Student Aid (FAFSA) at www.STUDENTAID.GOV Complete Entrance Counseling and Master Promissory Note at www.STUDENTAID.GOV

Selection: All eligible applicants receive aid.

Scholarships

Institutional Scholarships

Description and Term: Institutional scholarships include band grants, choir grants, ROTC grants, athletic grants, Freshman Scholarship, Upper-Class Scholarship, and Presidential Leadership and Service Award Scholarship.

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

Private Donor Scholarship

Description and Term: Private donor scholarships are awarded to students based on academic merit, financial need, and/or other donor specifications.

Application: Contact Institutional Advancement Office.

Student Employment

Federal Work-Study (FWS)

Description and Term: Part-time jobs on campus.

Eligibility: Date the FAFSA is completed, financial need, and minimum 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.

Funding is limited.

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 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 (SEOG), TEACH Grant, Federal Work-Study, Federal Direct Loans, Federal Graduate PLUS Loan, and Federal Parent PLUS Loan.

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 have two measures: qualitative and pace.

Qualitative Measure

Cumulative Grade Point Average (CGPA):

As a student, you will know if you are meeting SAP requirements based on your cumulative GPA. The required GPA to maintain SAP is 2.0.

Pace Measure

Completion Rate Requirements (Pace):

You must successfully complete at least two-thirds (67%) of your total cumulative credit hours attempted¹.

Students are required to complete their degree at Central State University within one and a half times the length of their academic program (150% of the published length of the educational program). For instance, 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.

What happens if I don't meet the SAP requirements?

If you are not meeting one and/or both of the measures of SAP, your financial aid will be suspended.

Can I appeal a SAP decision?

Yes. You have the right to appeal if you are experiencing 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 the 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. This letter will also outline steps students can take to maintain or restore their eligibility.

Can SAP affect me if I am a Transfer Student?

Yes. SAP can affect you 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 requirement credits will be considered in determining your SAP. However, for students who change majors, credits attempted and grades earned from a previous major do not count toward the new major and will not be included in the SAP determination.

What grades are calculated when determining SAP?

ALL of them.

How does SAP apply to graduate students?

Graduate students must also meet standards of Satisfactory Academic Progress with the exception of a required 3.0 GPA.

SAP and Reinstatement of Aid

The Satisfactory Academic Progress Appeals Committee may approve a student's appeal based on the academic plan developed by the academic advisor and the student. In this case, the student will not be required to meet the SAP standards set forth in the policy but instead must follow the academic plan.

Once a student fails to follow the academic plan provided by the academic advisor, the student must do the following in order to be eligible for financial aid: Complete a full-time equivalent term (12+ credits) with a 2.0 GPA without the use of federal funds. A student may complete multiple part-time terms with a 2.0 GPA to achieve the full-time equivalence in credit hours.

UNDERGRADUATE STUDENT SUCCESS CENTER (USSC)

LaKeisha Jenkins Washington, Director of Student Retention & Academic Success
Mr. Robert Vidal, Administrative Coordinator, Norman E. Ward Sr. Center, 1st Floor
(937) 376-6419, aaa@centralstate.edu

The Undergraduate Student Success Center (USSC) has the responsibility of providing academic and social support services to aid the university in increasing its student success rates. It is designed to assist students in developing positive relationships with faculty, staff, and other students, which will foster a strong academic and co-curricular foundation at CSU and provide programs for students to learn the skills, habits, and dispositions they need to achieve academic success. Its organizational units provide academic advising; tutoring and supplemental instruction; retention tracking; and much-needed social developmental skills, especially for first-generation college students. USSC is organized into three units:

Office of Academic Coaching & Advising (OACA)

Mrs. LaKeysha Smith, Director
(937) 376-6110, lsmith1@centralstate.edu

The Office of Academic Coaching & Advising helps first-year and transfer students with fewer than 60 credits in the development of educational plans and goals. Through communication and information exchanges with an advisor, students can maximize their educational potential. Academic advising is an integral component of the educational process at CSU. Hence, OACA also serves to support students in selecting and/or changing their majors, scheduling courses and supporting continuing freshmen and sophomores who find themselves academically at-risk (on probation or re-admitted to the university following a period of academic suspension). Academically at-risk freshmen and sophomores work closely with their Academic Advisors to achieve good academic standing and to complete their programs successfully.

OASIS Tutoring & Learning Center

Mrs. Dawn MD Mumford, Interim Director
(937) 376-6247, dmumford@centralstate.edu

The OASIS Tutoring & Learning Center is committed to assisting students in becoming independent learners by pairing them with peer tutors and providing workshops and private sessions with Learning Specialists. OASIS provides a variety of programs and services for all students. These programs and services include learning skills development and tutorial programs to help students successfully complete their courses. Peer tutoring services are typically 1 on 1 and are available at no cost to any student who is currently enrolled at CSU. Tutoring is available in over 50 courses, many of which are general education courses. Weekly Math and Writing Workshops are offered to students to support learning at first-year level courses, as well as Finals Review sessions at the end of each semester. Students can access all our campus tutoring platforms from D2L by clicking the “Tutoring” tab in the maroon strip across the top of the screen and using their Central State login credentials. Access to virtual tutoring is available 24 hours a day, seven days a week, through Upswing and our main campus tutoring platform. Students can also connect with face-to-face tutors on the CSU campus through Upswing.

Office of First-Year Experience (FYE)

TBD, Coordinator

(937) 376-6436

The Office of First-Year Experience (OFYE) provides innovative and purposefully crafted programs and services for all first-year and transfer students with less than 30 credit hours. This office integrates varied resources and collaborates with Academic Affairs and Student Affairs to ensure students have a solid educational foundation coupled with a rich collegiate experience. OFYE's initiatives and institutional collaboration with various units (Career Services, Office of Academic Empowerment and Accessibility, Counseling Services, and Marauder Leadership and Engagement, to name a few) serve to strengthen students' foundational year; and serves as a catalyst for institutional retention. These include:

Undergraduate Success Seminar

USS 1000 is required for all first-year students and transfer students with fewer than 30 credit hours. The primary goal of this course is to help first-year students make a successful transition to university life. Topics include CSU's history and traditions, study skills, values, time management, financial literacy, teamwork, health and wellness, and career preparation. The course is hybrid in modality, providing a traditional classroom setting and virtual instruction and requiring active participation in the university's Convocation program. This course also provides new students with the opportunity to learn how to navigate the university system and maximize the use of university resources (departments, faculty, and staff).

USS 1200 is required for all first-year students who are placed on academic probation after the first semester. This course is designed to help students with goal setting, time management, reading comprehension, study skills, and reflection. The goal of this course is designed to re-develop a successful academic plan.

TRIO STUDENT SUPPORT SERVICES

Mortenous A. Johnson, Director

Norman E. Ward Sr. Building, Ground Floor

Department Office Hours: Monday-Friday, 8:00 am- 5:00 pm

937.376.6182, Triosss@centralstate.edu

The U.S. Department of Education awarded \$2.2 million to Ohio's only state HBCU, Central State University, the TRIO Student Support Services (SSS) five-year grant to help student students persist and graduate from college. TRIO Student Support Services, one of eight federal "TRIO" programs, is authorized by the Higher Education Act to help college students succeed in higher education. The program's design is structured for students from first-generation, low-income families and those with disabilities who have not had the academic opportunities of other college peers. SSS provides participants (freshmen through senior) a comprehensive researched based framework with measurable objectives that are aligned with the university's mission and strategic goals; for seamless achievement. Intentional services include but are not limited to scheduled academic guidance and coaching, supplemental education and co-curricular experiences (on-line, intra-interpersonal); graduate and professional school preparation and visits; cultural, leadership, and personal development seminars to address students' persistence goals; a structured financial

literacy curriculum and financial aid guidance sessions that link educational credentials and money-management competencies to sustain academic persistence metrics and personal goals; finally, essential career coaching, mentoring and wrap-around services are integrated to achieve its goals.

Our program's secret sauce is guided by a triangulated participant-centered model. Innovative staff are essential cornerstones of the program's success, demonstrating exemplar advocacy, balancing constructs of nurturing and self-determination for students' (w) holistic development, and adherence to program objectives. Our students are thought-provoking, academically curious, energized, grounded, and absolute gems. They make the program, and as a result, SSS' collective dynamism produces a new-generation of thought-leaders and civic-minded agents that are ready for change and transformation.

TRIO Student Support Services Accomplishments

Participants Graduation Rate is 59%

Participants Good Academic Standing Rate 86%

Participants Persistence Rate is 89%

Professional Organizations and Memberships

Council for Opportunities in Education, COE

Chi Alpha Epsilon National Honor Society

Educational Opportunity Association, EOA

National Career Pathways Network, NCPN

Student Engagement and Community Services

Virtual mentoring, small group, and one on one

Virtual tutoring, small group, and one on one

Virtual coaching, academic advising, graduate school, and career planning

Leadership conference, cultural

National Alliance on Mental Health, NAMI

Mobile Food Pantry (Central State University, Dayton Food Bank, and community partners)

Central State University Student Government Association, advisors

Professional Staff Development, Training, and Leadership

COE Education National Conference

EOA Regional Conference

Southwest Ohio TRIO (SWOT), Ohio's only regional TRIO-affiliated organization

Ohio Department of Mental Health and Addiction Services

COE Priority Trainings

Ohio Dept. of Higher Education, Strong Start to Finish

EAB/Navigate, Leadership Team

Co-Lead, Central State University College-wide Retention Committee

Leadership Team, Multiple Measures Assessment and Placement Project

STUDENT HEALTH AND WELLNESS CENTER

Karen Mathews, MD, Executive Director

Lackey-Lee Building

Hours: Monday-Friday 8:00 am-5:00 pm

Phone: 937-376-6134, kmathews@centralstate.edu

The Health and Wellness Center houses three important services: Counseling Services, the Office of Academic Empowerment and Accessibility, and the Health Clinic. All are located in the Lackey-Lee Building across the street from Wesley Hall.

Counseling Services Center

Dr. Sonia Hunt, D.P.C, Director

Lackey-Lee Building

Hours: Monday – Friday, 9:00 am – 5:00pm (Virtual appointments are available)

Phone: (937) 376-6338, shunt@centralstate.edu

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
- Music, Art, and Horticultural therapy
- Classroom and Residential Hall Presentations
- Weekly Outreach
- MAMI On Campus
- Emerging Scholars Support (students who have aged out of foster care or experienced housing insecurity)

- **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 or de-stress, this room is 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.
- **Art Room:** An intentional space for study to create. Also, a therapeutic intervention using artistic expression.
- **Music Room;** An intervention that uses music as a healing agent.
- **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 (QPR):** 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). In addition, the Vibe program is a support group for students who identify as LGBTQ and allies. Class and campus training referrals are encouraged.
- **Trauma Informed Care:** Training for students, faculty, staff, and community designed to educate, inform, and empower individuals to effectively address trauma narratives and respond appropriately.
- **Student Mental Health Advocates:** Students can apply to serve as advocates to help remove the stigma of mental health and to promote mental health awareness.
- **Faculty/Staff Referrals:** Accepted year round for students by a faculty/staff member who may observe a student that needs a helping hand. Referral and feedback forms are available.

OFFICE OF ACADEMIC EMPOWERMENT AND ACCESSIBILITY (OAEA)

(Formerly “Disability Services”)

TBD, ADA Compliance Coordinator

Harry M. Lackey/Benjamin F. Lee Health & Wellness Center

Office: (937) 376-6479 Fax: (937) 376-6647

Mission & Support:

The mission of the Office of Academic Empowerment and Accessibility (OAEA) is to provide and coordinate support services and programs that enable students with disabilities to maximize their educational potential. This office also serves as a resource to all members of the University community so that all students with disabilities can freely and actively participate in all facets of University life.

Central State University, in conjunction with the OAEA, strives to provide, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable

access to educational programs, social experiences, and career opportunities. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major life activities" include such functions as major bodily functions, caring for oneself, performing manual tasks, seeing, hearing, eating, speaking, sleeping, walking, standing, lifting, bending, learning, reading, communicating, concentrating, thinking, and working. The condition may be permanent or temporary.

Requesting Accommodations at CSU:

Any student (new, transfer, or continuing) who lives with a diverse ability, learning difference, or health condition (mental or physical) and would like to request reasonable college accommodations must contact the OAEA to self-identify and participate in the interactive process to provide appropriate documentation of the disability from a qualified professional based upon documentation guidelines from the OAEA. This interactive process also includes the completion of disclosure intake forms and attending an intake meeting. Participation in requesting and accessing services each semester is strictly voluntary, and accommodations are coordinated on a case-by-case basis through the OAEA exclusively. Accommodations are not retroactive, and they do not transfer from semester to semester. Even though students may access the OAEA at any time during any given semester, students who select to request services are encouraged to access the office as early as possible. For academic accommodations, students are encouraged to request services upon initial enrollment to the University, during the pre-registration period for a future semester/term, or during the first few weeks of a semester/term.

Requesting Non-Academic Accommodations & Timelines:

All types of services and accommodations may be requested at any time. However, students who voluntarily select to request accommodations associated specifically with **housing, food allergy, student employment, or emotional support animals** are highly encouraged to submit their request to the OAEA by the following timelines:

Fall Semester: By July 1

Spring Semester: By December 1

Summer Semester: By May 1

A student requesting one or more of the following accommodations: **housing, food allergy, student employment, or emotional support animal**, must adhere to all residence life expectations to secure housing in advance, including the completion of the housing application, adherence to housing deadlines, the submission of any required deposits and self-selecting your room/housing assignment. It is further understood that a request does not guarantee a specific resident hall or roommate and that a request will be considered for a recommended approval based upon the student's documented medical need, campus availability, and on a case-by-case basis.

Requests submitted after the recommended deadlines:

- CSU cannot guarantee that requests submitted after the recommended deadlines will be approved to meet the individual's accommodation needs for that semester or term of occupancy before established move-in dates for all classifications.

- If an accommodation can be made, the determination may occur **after** the student has moved on campus. Once approved, the student is responsible for working with residence life staff to ensure a seamless transition to the newly assigned space with the accommodation(s).

Requests from students who already reside in university housing:

- A student who resides in campus housing and begins the interactive process to request a housing accommodation must contact the OAEA to complete the request and submit required forms and documentation as soon as practically possible.
- CSU cannot guarantee that the accommodation need(s) will be met during the semester or term in which the request is received, and those requests may be held over until the following term, if appropriate.
- If an accommodation can be made, once approved, the student is responsible for working with residence life staff to ensure a seamless transition to the newly assigned space with the accommodation(s).

Service & Emotional Support Animals:

While **service animals** are permitted to accompany individuals with disabilities in public facilities, individuals seeking to reside with their service animal in University housing are asked to work with the Office of Academic Empowerment & Accessibility (OAEA) and the Office of Residence Life to ensure the animal is in good health, to facilitate information sharing and to ensure the appropriate assignment of housing occurs before moving in the resident halls on campus. Notification of a service animal living with a student in the resident halls is voluntary, but highly recommended.

The first step for a student to be permitted to have an **emotional support animal (ESA)** in University housing is to contact the Office of Academic Empowerment & Accessibility (OAEA) to discuss the request. Once self-disclosure has been made by the student, the OAEA will provide documentation requirements and relevant information and forms associated with the interactive process for requesting accommodations and services. ESA's are not permitted on campus until the accommodation request has been submitted and approved. Students found with an unauthorized animal in the residence hall or anywhere on campus, including being confined to a vehicle, may be subject to sanctions under the Student Code of Conduct, including removing the animal and other applicable sanctions by Campus Police.

Due to the potential length of time associated with the interactive process to request services, including the submission of required documentation and possible roommate notifications associated with the request, all requests for ESAs in campus housing are highly encouraged to be submitted by the following dates associated with the term/year of occupancy:

- Fall Semester:** By June 15
- Spring Semester:** By November 15
- Summer Semester:** By April 15

If the ESA is approved through the OAEA, the student must agree to contractual guidelines for maintaining an assistance animal within the Central State University residential community.

Requests submitted after the recommended deadlines:

CSU cannot guarantee that requests submitted after the recommended deadlines will be approved to meet the individual's accommodation needs for that semester or term of occupancy before established move-in dates for all classifications.

- If an accommodation can be made, the determination may occur **after** the student has moved on campus. Once approved, the student is responsible for working with the ADA Compliance Coordinator and residence life staff to complete the ESA accommodation request process to ensure the student and animal are approved and ready to join the campus community.
- Due to the nature of an ESA accommodation, the student may need to move to another resident hall and/or floor to ensure the safety and security of the student, approved animal and the residential community.

Requests from students who already reside in university housing:

- A student who resides in campus housing and begins the interactive process to request an ESA accommodation must contact the OAEA to complete the request and submit the required forms and documentation as soon as practically possible.
- CSU cannot guarantee that the accommodation need(s) will be met during the semester or term in which the request is received, and those requests may be held over until the following term, if appropriate.
- If an ESA accommodation can be made, once approved, the student is responsible for working with the ADA Compliance Coordinator and residence life staff to ensure a seamless transition for the student and animal into the students assigned housing.
- Due to the nature of an ESA accommodation, the student may need to move to another resident hall and/or floor to ensure the safety and security of the student, approved animal and the residential community.

Frequency to Renew Approved Accommodations:

Prior Approved Academic Accommodations: If a student would like to renew prior approved academic accommodations, a semester request must be submitted for each semester of enrollment. This semester request is only if the student would like to receive academic accommodations for a future semester/term. Documentation is not needed for previously approved academic accommodations, unless the student would like to request a change to prior approved academic accommodations.

Prior-Approved Non-Academic Accommodations: Students shall renew a prior approved non-academic accommodation annually, based upon the suggested deadlines. Updated documentation to support the request must be submitted for continued approval consideration and/or any adjustments associated with the prior approved accommodation.

Temporary Accommodations:

Students with temporary conditions, such as a broken leg/arm, concussion, surgery recovery or medically related complications arising from pregnancy, childbirth, miscarriage, termination of pregnancy or postpartum circumstance can self-identify and request services through the OAEA on a temporary basis.

The same interactive intake process will need to be followed, including the submission of medical documentation to support the request for accommodations and/or adjustments.

Submitting Documentation:

The OAEA will review and consider all documentation submitted for each reported disability or medical/mental condition. Documentation will assist our office in understanding how the disability impacts the student in a collegiate/academic setting and the current impact of the disability as it relates to the accommodation(s) requested. Each aspect of documentation is handled confidentially and on a case-by-case basis.

Eligibility Determination:

The eligibility determination process is not a same day process. It is one that is interactive and may take time to complete. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that all completed forms and documentation be submitted well in advance of any accommodation related needs.

Health Clinic

Mrs. Connie Helmuth, Nurse Practitioner
Lackey-Lee Building
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: (937) 376-6134, chelmuth@centralstate.edu

The Health Clinic provides health care services for common illnesses and minor injuries.

Students are encouraged to make appointments and plan around their class schedules. Walk-ins may be accepted for serious concerns. For true life threatening emergencies, please call 911.

Many services at the clinic are offered to *ALL* students for *FREE*:

- Medical advice and consultations
- Simple first aid
- Cold kits
- STI testing and treatment
- Simple exams
- Condoms
- Medication samples, when supplies are available
- Loan items (for example, crutches)
- Medical referral assistance
- Write selected prescriptions

Services not provided at the clinic:

- Dental care
- Vision examinations and corrective eyeglasses
- Allergy injections
- Prenatal care

University Health Plan:

- The university offers a student health insurance plan, which includes utilization of the school's on-site mini-pharmacy (dispensary).
- Students who have their own health insurance coverage may waive this plan by visiting www.wellfleetstudent.com and completing a waiver application at the beginning of each academic year to avoid a health insurance fee each semester.
- Students who waive the school plan must seek care outside the school clinic at their own expense for services that are not offered for free, or may be billed for services through their personal health insurance plan
- Visit www.wellfleetstudent.com to see the complete summary of benefits for the school health insurance plan.

Vaccine requirements for residential students:

- Students planning to reside in on-campus residence facilities must have the following immunizations:
 - Measles, Mumps & Rubella (MMR) – 2 doses
 - Meningococcal vaccine – one after age 16
 - Polio (3 doses or positive titer)
 - Varicella (Chickenpox) – 2 doses
 - Tetanus, Diphtheria, and Pertussis (Tdap) within the last 10 yrs.
 - TB test for international students or based on risk questionnaire
 - Covid vaccine – primary series; booster shots, when eligible, encouraged
- Students must upload their immunizations to MedProctor (MP):
 1. Register your new account in MP by using your MyCSU email address (username.CSU@centralstate.edu).
 2. Complete your Central State University MP profile. Include your CSU Student ID # when prompted.
 3. The MP Pro account is *optional* for an additional fee. You **Do Not** have to select this.
 4. Download & print your CSU MP Immunization certificate
 5. Have your medical provider complete and sign the form.
 6. Upload images of your immunization certificate and into your MP account. Alternatively, you may upload a copy of your shot records if you have them and records are complete with CSU requirements.

Please check your MyCSU email once you have submitted your records to MP as this is how they will communicate to you. You can also check the status of your account by clicking on the STATUS or MESSAGE tab at the top of your MP page. We encourage you to submit your information as soon as possible. It takes **3-5 business days** to be verified after you have completed this process.

If you have difficulty using MP, you may contact them by:

- Browsing the help topics under Student Help
- Using the chat feature on the lower right side of the screen (M-F, 8-8)
- Emailing www.help@medproctor.com

Office of Career Services

Karla Harper, Director of Career Services and Internship Development
University Student Center, Second Floor 217
Hours: Monday-Friday, 8:30am-5:30pm
(937) 376-6383, careerservices@centralstate.edu

The Office of Career Services at Central State University (CSU) serves as a resource to help students evaluate their career options, plan for their future, and achieve success. As a unit within the Division of Student Affairs, the Office of Career Services acts as a bridge to opportunities beyond the University. The Office of Career Services provides more than just assistance to help a student decide on a major or what job they will secure upon graduation, but it functions as a support system to guide students on how to strategically plan their career path through the use of counseling, self-assessment tools, and other comprehensive resources.

Mission Statement

The mission of the Office of Career Services 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.

Our Services:

- Resume and Cover Letter Review: Get help from our career specialists creating and reviewing your resumes, cover letters, and graduate school personal statements.
- Mock Interviews: Sharpen your interview skills and get rid of the pre-interview jitters with a mock interview with a career specialist and receive provide feedback on strengths and weaknesses and helpful interview tips.
- Career exploration: Meet with a career specialist to explore career options for your major and/or search for internships and jobs. [Schedule an appointment.](#)
- Career and Internship Fairs: Be in the space with 80+ employers interested in finding our most talented students at our Fall and Spring fairs.
- [Handshake](#): CSU's premier site for searching internships, part-time, and full-time employment opportunities. You can also [schedule appointments](#) with Career Services, register for on-campus career and internship fairs and events sponsored by the Office of Career Services.

- Professional Development Workshops and Information Sessions: Experiential learning opportunities and programming presented by career services and employers.
- Career Assessment – Take the career assessments to help you explore majors and career paths, and determine which career directions might prove rewarding for you as an individual: <https://www.mynextmove.org/>
- Choosing or changing your major: A career specialist can assist in making a well-informed decision about a major.

Cooperative Education Program

The Cooperative Education Program at Central State University provides practical training, responsible management experiences and attitude development required for permanent job placement in career fields matching the student's interest and potentialities.

Central State University Office of Career & Internship Services set the general guidelines and educational objectives for the program and place students in co-op positions providing maximum educational advantage. The Center also provides an on-going student counseling and advisement service to assure a positive relationship among student, employer, and the University.

The University attempts to match students with assignments that are related to their career objectives, thus providing experiences that enhance knowledge acquired in the classroom. Once a Cooperative Education training assignment has been approved, the student must register and pay for coop credits and fees the same as for any other course. Students holding part-time or full-time jobs may register for academic credit. There are two types of co-op plans:

Parallel Co-op: A parallel co-op is similar to a part-time job. The student enrolls in classes part-time (6 semester hours) and works 20 hours a week each semester. The student receives 6 semester credit hours for the parallel co-op.

Alternating Co-op: With an alternating coop, the student alternates semesters between full-time work and full-time study. Students receive 12 semester credit hours for alternating co-op. Both of these plans are used by participating co-op employers and can be structured to fit any particular company need.

Internships

All students are encouraged to do an internship before graduation. Internships increase opportunities for job placements through experiential learning. There are various types of internships: Regular, Summer and Business. Interns are college students selected by companies/agencies to work in their field of study prior to graduation. A regular internship may consist of full or part-time employment and may take place during the academic semesters September through June. A summer internship occurs during the period of May through August. Credit cannot be awarded to students participating in a regular or summer internship if their department does not offer a credit option within their curriculum. Business Internship credit is available only to students selecting a major/option in the College of Business.

OFFICE OF RESIDENCE LIFE

Mr. Justyn R. Fry, Director

Mr. Kyle Sims, Associate Director

Central Office: Foundation Hall II, Suite 115

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

Phone: (937)376-6386, Residencelife@centralstate.edu

It is the Mission of Residence Life to maintain university owned or controlled student residential facilities that support the educational mission of Central State University. A Residence Hall is designed to provide a variety of learning opportunities that promote the academic endeavors of students and encourage the growth and development of its residents.

To support the mission of Central State University, the Residence Life staff is committed to the delivery of services, programs and resources which:

- Provide a safe and secure residential environment for all students.
- Develop a staff of student leaders who are committed to their education and the development of their peers.
- Offer an array of educational, cultural, spiritual and social programming in which are intended to support and challenge students intellectually and interpersonally.
- Encourage the development and growth of its residents by such attributes as caring, interdependence, collaboration, appreciation of difference and openness.

It takes a great deal of energy and commitment from all members of the Residence Life staff to establish and maintain a living environment that provides opportunities for students to learn more about themselves and others. The work is challenging, but the rewards are endless.

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 who have a grade point average of 2.5 or below are required to reside on campus. Exception to this requirement is contingent upon space and availability within the residence halls and by approval of the Director of Residence Life.

Other exceptions to this policy that do not require approval include married students, single parents, veterans, students over the age of 24, transfer students, students living with parents, and other extraordinary circumstances as determined by the Vice President for Students Affairs.

Age Limit

The residence hall community is set up programmatically for traditional-age students. Central State University does not offer housing in the residence halls to married students or students with families.

The age limit for CSU on-campus housing is 17-24 at the time of annual enrollment.

Priority will be given to students under 21 who fall under the residency requirement.

Students outside of this age range may request special approval from the Director of Residence Life and, if approved, be housed based on availability.

Military personnel who exceed this age range during the time of active duty may also apply for housing and, if approved, be housed based on availability.

Special requests for single rooms will go through an application process, and final decisions will be determined by the Director of Residence Life.

General Regulations

Quiet and Consideration for Others

We have established a quiet hours policy to help promote learning by offering a quiet atmosphere in the residential areas that is conducive to quiet studying and sleeping. The quiet hour policy applies to all indoor and outdoor residence halls and apartment areas managed by Central State University & the Office of Residence Life. This includes basketball courts and other outdoor areas near a residential facility. Quiet hours mean that students should keep noise at a minimal level. The observations of quiet hours are:

Sunday through Thursday: 10:00 P.M. - 10:00 A.M

Friday and Saturday: 12:00 A.M - midnight.

During the finals week of both the fall and spring semesters, 24 hours quiet hours shall be in effect in all residential areas.

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 that 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, common areas, 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.

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 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 their 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.

*Please note that the possession and display of empty alcohol bottles/cans are not permitted. If you are found responsible for the possession, use, and/or sale of alcohol/alcohol bottles, you are subject to removal from housing.

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 owned or controlled residential facility will be handled by appropriate law enforcement agencies and reported to the Office of Student Conduct. 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 housing, 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 is 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 their guest(s).

Guest(s) must leave the building when instructed by a staff member.

During 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 property.

Overnight visitation is NOT permitted.

Children under the age of 16 must be accompanied by a 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.

Guest (16yrs and younger)

Residence Life respects the needs of students who also happen to be parents, and we are committed to being as supportive as possible. However, the fact is that our residence halls are not designed to house children and have not been childproofed. From a safety standpoint, the residence halls are not an appropriate place for children. Children who must enter in the halls for various approval reason(s) from the Residence Hall Coordinator, that child must be accompanied by their host at all times, and no overnight visits are permitted under no circumstance.

Any disturbances resulting from a child's presence in the residence hall may result in restricted visitation policies. Children must leave the residence halls when requested by a roommate, Residence Life staff, or other hall residents.

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. Residential Students who require Service/Emotional Support Animals are permitted in the residence halls with the proper approval and authorization of the Office for Academic Empowerment and Accessibility and the Director of Residence Life.

Break Closing

During Thanksgiving, Winter, and Spring breaks, the residence halls may be closed, and students may be required to vacate their rooms. During this time, residence hall staff will make safety checks of all rooms. Information on break closing will be distributed within one to two weeks before the halls close. Please note that your room fee does not cover end-of-semester break periods. Each day that you remain in the residence hall will result in a per diem being charged to your account. Keys must be turned in at the end of each semester. Failure to do so may result in monetary sanctions up to \$500.00 for Improper Check-Out.

Cooking Appliances

Because of fire hazards, sanitation regulations, and excess draw, hot plates, burners, air fryers, and other cooking or heating appliances are not permitted in the residence halls. You may have a small refrigerator (not greater than 4.0 cubic feet in size) and a microwave (not greater than 700 watts).

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 regulations or the Code of Student Conduct has been violated.

Conditions for Room Entry:

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

- 1) A clear indication that established conduct standards, health, and/or safety regulations are being violated. This requires the utmost care and sensitivity to the issue of maintaining privacy for students in the residence hall setting. It is recognized that fruitless room entry can quickly destroy staff-student 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 routine 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:

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

Director of Residence Life, Associate Director, Dean of Students, and/or the Vice President of Student Affairs

Full-time members of the maintenance and housekeeping staff.

Non-University personnel contracted to perform maintenance or repair services on behalf of Residence Life or Facilities Management.

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:

A clear indication that the established Student Code of Conduct or health and safety regulations are being violated.

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:

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.

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.

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.

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.

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.

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 an incident report 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.

All materials confiscated by the residence hall staff must be marked, secured, and held pending university judicial action and/or criminal prosecution.

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.

Pregnancy Policy

The following policy concerns students who experience a pregnancy while living in campus housing:

All students should be aware that confidential counseling is available both on and off campus to support students who become pregnant.

Students who become pregnant should contact Health Services and Residence Life offices as soon as possible. The Health Services staff will refer the student (and the father if necessary) to the appropriate

on/off-campus support to assure that the mother has a comprehensive care plan in place and the department has the most up-to-date contact and physician information in case of an emergency.

It is The Office of Residence Life's goal is to help the pregnant student have a healthy, comfortable, and supportive living environment throughout the pregnancy if she wishes to continue at Central State University.

Pregnant students may continue taking classes and engage in all other community activities. If a student prefers to take a medical leave of absence with the intention of returning to campus after delivery of the baby, such leaves may be requested through the Dean of Students Office.

Pregnant students may remain living in the residence hall throughout the pregnancy unless or until a treating provider recommends otherwise or the student chooses to live elsewhere. Please complete a Housing Contract Release Request Form if applicable.

Central State University's facilities are limited to single-student housing and are unable to accommodate infants or children in residence.

For those students who decide to keep the infant after the birth, it is important that the student make arrangements for off-campus housing before the delivery.

For additional policies and procedures about residential living, please review the Residence Life "Living and Learning Guide" found on the CSU website under the Residence Life Tab.

DEAN OF STUDENTS OFFICE

Dean of Students, Ms. Terree Stevenson
University Student Center, Suite 217
Phone: (937) 376-6493, tstevenson@centralstate.edu

See **Student Code of Conduct** for information detail.

MARAUDER LEADERSHIP & ENGAGEMENT

Director, Mrs. Jessica Ngoie Thomas
University Student Center, Suite 109
Phone: (937)376-6566, marauderleadershipengagement@centralstate.edu

The Department of Marauder Leadership and Engagement seeks to promote the general mission of the University and the Division of Student Affairs by enhancing the overall collegiate experience through co-curricular and leadership opportunities that aid students in their holistic development. Marauder Leadership and Engagement 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, recreational, and governance programs.

Student Government Association (SGA)

University Student Center, Suite 109

sga@centralstate.edu

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. Additional information regarding the Student Government Association, qualifications, and requirements, bylaws, 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.
- 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

Academic Affairs

Legislative Branch

Student Senators

Class Council Presidents

Judicial Branch

Chief Justice

Class Council Sergeant-at-Arms

Mister and Miss. Central State University and the Royal Court

University Student Center, Suite 109

Mister and Miss Central State University and the Royal Court are prestigious officers of Central State University dedicated to assisting students academically, socially, and culturally in an 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.

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 them platform

Positions of Royal Court

Miss. Central State University

Mister Central State University

Miss Senior

Mister Senior

Miss Junior

Mister Junior

Miss Sophomore

Mister Sophomore

Miss Freshmen

Mister Freshmen

Student Clubs and Organizations

University Student Center, Suite 109

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 Department of Marauder Leadership and Engagement, 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.

For a list of all currently active student organizations, please check the Marauder Leadership and Engagement page on the Central State University website or contact the office.

Starting a New Student Organization or Club

In order to start a new student organization under the Inter-Organizational Council, you must comply with the following requirements:

1. Determine the type or category of the organization you wish to create (*see categories below*).
2. Must have a minimum of 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 Bylaws 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 Marauder leadership and Engagement 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 Department of Marauder Leadership and Engagement 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 Director of Marauder Leadership and Engagement. The Director 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 (2.70 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 2.50, 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 SECONDARY ADVISOR.**
- Officers must attend mandatory orientation and training offered by Marauder Leadership and Engagement.
- Must participate in the Student Organization Fair each semester.
- Must perform one community service project (per academic year).
- Must sponsor one educational forum (per academic year).

- Must check mailbox once a week in suite 109.
- Must abide by the constitution, University regulations, and 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 two advisors who are 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 are 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

Fraternal and Sorority Organizations

Greek-lettered organizations are overseen by the Marauder Leadership and Engagement Office of Central State University. Students are encouraged to seek membership and actively participate in Greek Life 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.

Greek-Lettered Organizations

- Alpha Kappa Alpha Sorority, Inc., Beta Xi Chapter
- Alpha Phi Alpha Fraternity, Inc., Delta Xi Chapter

- Delta Sigma Theta Sorority, Inc., Delta Kappa Chapter
- Iota Phi Theta Fraternity, Inc., Alpha Mu Chapter
- Kappa Alpha Psi Fraternity, Inc., Delta Zeta Chapter
- Omega Psi Phi Fraternity, Inc., Eta Gamma Chapter
- Phi Beta Sigma Fraternity, Inc., Nu Chapter
- Sigma Gamma Rho Sorority, Inc., Delta Omega Chapter
- Zeta Phi Beta Sorority,

Service and Professional Greek Lettered

- Mu Phi Epsilon International Professional Music Fraternity, Inc., Gamma Eta
- Tau Beta Sigma National Honorary Band
- Sorority, Inc., Eta Chapter

Greek Life Membership Standards

In order to receive university recognition as a recognized fraternity or sorority, each group must register with the Office of Marauder Leadership and Engagement. The Office of Marauder Leadership and Engagement 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. All members must be enrolled full-time unless they are a graduating senior. All members are encouraged to earn and maintain a minimum semester grade point average of 2.7. However, 50% of the chapter must earn a semester grade point average of 2.7. The overall chapter grade point average must be 2.7 or higher. Academic progress is reviewed twice in an academic year – once in the fall semester and once in the spring semester.

The Director of Marauder Leadership and Engagement, with approval of the Vice President of Student Affairs, 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 on-campus advisor.
3. Each advisor must be a member of the fraternity or sorority represented.
4. Advisor must be approved through the Office of Marauder Leadership and Engagement.
5. The advisor will be directly responsible for carrying out the rules and regulations of the organization and the Pan-Hellenic Council.
6. The co-advisor will act only in the absence of the advisor and shall be a member of the organization represented.

Membership Intake Process

1. Each Greek organization must attend the mandatory Greek life workshop prior to the organization conducting membership intake. One community service project through the Department of Marauder Leadership and Engagement 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 2.70 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 their grade point average has been verified and certified by the Office of Registrars and the Office of Student Conduct and Community Standards.
7. No student will be considered for membership until their judicial background has been cleared by the Office of Student Conduct and Community Standards.
8. No student will be considered for membership until he/she has been cleared by the Bursar's Office. 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 Department of Marauder Leadership and Engagement.
10. No sorority/fraternity shall conduct a membership intake process more than once a year.
11. Active chapters must meet the minimum academic requirements to participate in membership intake. All members must be enrolled full-time unless they are a graduating senior. All members are encouraged to earn and maintain a minimum semester grade point average of 2.7. However, 50% of the chapter must earn a semester grade point average of 2.7. The overall chapter grade point average must be 2.7 or higher. Academic progress is reviewed twice in an academic year - once in the fall semester and once in the spring semester.

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, 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 all conditions described by Section 2903.31 of the Ohio Revised Code and/or any activity or attitude, mental, emotional or physical which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or group.

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

1. Any activity that might reasonably bring embarrassment or emotional harm to the individual;
2. Any activity that might reasonably bring physical harm to the individual;
3. Any activity that requires an unreasonable or inordinate amount of the individual's time or in any manner that impairs the individual's academic efforts;
4. Any activity that requires consumption of any liquid or solid matter;
5. Any activity that would degrade or otherwise compromise the dignity of the individual, or any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Hazing is a misdemeanor of the fourth degree under Ohio Law. Any individual, or organization that engages through any or all of its members, in any act of hazing is subject to severe disciplinary action.

In addition to criminal charges and civil action, any Central State University student found to be in violation of the Zero Tolerance on Hazing Policy will be placed on immediate interim suspension and face internal judicial charges which could result in suspension, dismissal, and/or expulsion. Any organization that engages in hazing through any or all of its members will be immediately suspended and face revocation of recognition at Central State University. See [Zero Tolerance Hazing Policy 324](#).

Central State University Greek Life Privacy Statement

To protect the interest, privacy, and confidentiality of the chapters of Greek organizations, the Office of Marauder Leadership and Engagement guarantees all documents submitted will be 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 Office of Marauder Leadership and Engagement 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 Office of Marauder Leadership and Engagement (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

All documents are available by visiting the Office of Marauder Leadership and Engagement.

Event Description and Fundraiser Request Form

The Event Description and Fundraiser Request Form must be completed and submitted to the appropriate staff person in Marauder Leadership and Engagement for IOC organizations and/or Greek Life for Greek Lettered organizations to receive authorization to host an activity/event on and/or off-campus.

Conference and Event Services Application

Student organizations must complete the Conference and Event Services Application to reserve a space on Central State University's campus. This form must be approved by the appropriate staff person in the Office of Marauder Leadership and Engagement, 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.

Performer Profanity 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 from being 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 an Off Campus Release Form two weeks prior to departing the University and secure the approval of the Director of Marauder Leadership and Engagement or designee. The purpose of the waiver is to express that typically; the student traveler assumes any and all liability for their personal safety and well-being. The waiver is available in the Department of Marauder Leadership and Engagement and through the student login of MyCSU. 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. 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. Events anticipating 100 or more attendees must have a minimum of four (4) additional chaperones. Chaperones must be identified by the Student Organization

and their advisor(s). Their names must be submitted to the Department of Marauder Leadership and Engagement at the time of submission of the requisition form "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 their 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 for University-sponsored events, which include but are not limited to Welcome Week, Homecoming, Spring Fest, etc.
3. Prior to each social event, police officer event presence must be secured through the Department of Public Safety. This should be arranged at least thirty (30) days 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.
4. During large-scale events, such as campus parties and events during Homecoming, 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.
5. 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.
6. 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.
7. 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.
8. 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

CENTRAL STATE UNIVERSITY DOES NOT ENCOURAGE NOR APPROVE EVENTS HELD OFF-CAMPUS BY STUDENT ORGANIZATIONS. REGISTERED STUDENTS ORGANIZATIONS AND THEIR ADVISORS ARE RESPONSIBLE FOR ALL ACTIVITIES HELD ON AND OFF CAMPUS. ORGANIZATIONS WHO HOLD EVENTS OFF CAMPUS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL LAWS. FAILURE TO UPHOLD ANY LAWS OR UNIVERSITY POLICIES MAY RESULT IN CRIMINAL OR STUDENT CONDUCT VIOLATIONS.

CALENDAR SCHEDULING POLICY

All events sponsored by University organizations and residence halls must be coordinated by Student Affairs 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 10:00 P.M.; Friday and Saturday at 1:00 A.M.

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 made 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.

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 Director of Marauder Leadership and Engagement before the performance or activity is presented.

POSTER/FLYER POLICY

All posters/flyers must be approved for the calendar and stamped by the Office of Student Affairs. 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 have not been approved by the Office of Student Affairs. 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 must receive approval from the Office of Public Relations before posting flyers on University bulletin boards.

SOLICITATION AND SALES ON CAMPUS

1. Money-making events sponsored by campus organizations must be approved to the Office of Marauder Leadership and Engagement. This enhances the opportunity for a successful project.
2. Sales by students/individuals for profit shall not be permitted on campus nor within the residence halls.
3. Any money-making events must be in compliance with Federal, State, and Local laws.

DISCLAIMER

Please be advised this student handbook is subject to change at the discretion of the university administrators. If changes are made to the handbook, students will be notified via their MyCSU email of said changes.

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 Annie R. Dawson '47

INTERFAITH CAMPUS MINISTRIES

Rev. Kima Cunningham

Phone: (937) 376-6566, interfaith@centralstate.edu

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:

Worship at Central

Sundays: 2:00 P.M.

Robeson Recital Hall

“Dinner and a Word”
Thursdays at 6:30 P.M.
CENS Rm 132