



Youngstown State University / Youngstown, Ohio 44555-0001

September 15, 1989

1989

MEMORANDUM

To: All Recipients of the Academic Affairs Manual

From: Dr. B. T. Gillis
Provost

A handwritten signature in black ink, appearing to read 'B. T. Gillis', written over the printed name.

Subject: Revision to the Academic Affairs Manual

Attached is a **complete revision** for the Academic Affairs Manual distributed in October 1988.

Please replace the entire manual (except for the cover page) in your notebook.

hmd

Attachment

0.1.1 REVISION

It is recommended that this Manual be updated by insertion of the replacement pages distributed annually by the Provost's Office.

REVISION RECORD

The date and initials of the person inserting revisions to this Manual should be entered opposite the number corresponding to the transmittal number used to forward each revision.

<u>REV. NO.</u>	<u>DATE INSERTED</u>	<u>INITIALS</u>
<u>1</u>	<u>11/29/90</u>	<u>DDG</u>
<u>2</u>	<u>10/2/91</u>	<u>DDG</u>
<u>3</u>	<u>12/22/92</u>	<u>BAH/MAS</u>
<u>4</u>	<u> </u>	<u> </u>
<u>5</u>	<u> </u>	<u> </u>
<u>6</u>	<u> </u>	<u> </u>
<u>7</u>	<u> </u>	<u> </u>
<u>8</u>	<u> </u>	<u> </u>
<u>9</u>	<u> </u>	<u> </u>
<u>10</u>	<u> </u>	<u> </u>

SECTION 1.0 THE UNIVERSITY

1.0.1 MISSION

Youngstown State University is an urban university, assisted by the State of Ohio, and maintained to provide a wide range of opportunities in higher education primarily, but not exclusively, to the residents of northeastern Ohio and western Pennsylvania.

The academic mission of Youngstown State University is to foster the search for and concurrent dissemination of knowledge. This effort ultimately is directed both toward elevating the human spirit and toward the intellectual growth and betterment of people and their agencies.

The University is dedicated to superior teaching, rigorous scholarship and research, and responsible public service. It aims to assemble and develop a faculty which embodies these standards and in turn cultivates them among students. It reinforces this effort through cocurricular activities, opportunities for multi-cultural and multi-ethnic interaction, and other out-of-class support. Hence, the University sees a primary test of its effectiveness in its graduates: the kinds of lives they lead, their personal accomplishments and their contributions to social good.

The University is dedicated to broad access to education. It provides academic access through open admission for all Ohio high school graduates to a wide range of programs and through specialized and advanced degree programs. It seeks to provide economic access through a strong program of financial aids as well as reasonable tuition charges. And it is committed to geographic access through attention to the needs of students who either live on or near campus or who commute.

The University is distinguished in its capacity to provide expertise to governmental bodies, industry and businesses, and social service agencies to increase their effectiveness. The University in turn builds its strength on the vitality and support of surrounding communities and their citizens, both organizational and individual, public and private, and by interaction with teaching and research wherever it is found.

YSU Academic Senate-June 5, 1991

- In support of this, the University is committed:
- to achieve academic excellence in teaching, scholarship and study;
 - to establish appropriate terminal degree programs;
 - to maintain or improve its physical facilities, equipment, and support services;
 - to integrate the technologies for creation, manipulation, storage, retrieval, and distribution of print, data, voice, visual and other types of information;
 - to develop or aid in the development of residence facilities needed by future students: traditional and nontraditional, undergraduate and graduate;
 - to take such steps necessary to acquaint potential students with educational opportunities at the University;
 - to maintain or enhance public service, including continuing education, industrial/business opportunity counseling, and applied research/ technology transfer; and
 - to take other steps, whether subordinate or complementary to these, necessary to realize this academic mission.

YSU Academic Senate-June 5, 1991

1. 0. 2 HISTORY OF THE UNIVERSITY

Youngstown State University had its beginning in 1908 with the establishment of the School of Law of the Youngstown Association School, an evening school sponsored by the Young Men's Christian Association. In 1920 the State of Ohio empowered the school to grant the degree of Bachelor of Laws; in the same year the school initiated a four-year course in business administration. In 1921 the school changed its name to the Youngstown Institute of Technology, and liberal arts courses were offered, in the evening, for the first time. In 1927 the College of Arts and Sciences was established and offered the first daytime classes. In 1928 the institute changed its name to Youngstown College, and in 1930 the college conferred the degree of Bachelor of Arts for the first time.

In 1944 the trustees of the Young Men's Christian Association transferred control of the institution to the members of the Corporation of Youngstown College, and in 1955 the Corporation was re-chartered as The Youngstown University. The University joined the Ohio system of higher education in September, 1967 as Youngstown State University.

Dana's Musical Institute, founded in nearby Warren in 1869, became the Dana School of Music of Youngstown College in 1941. In 1946 the Engineering Department, organized several years before, became the William Rayen School of Engineering; two years later the Business Administration Department became the School of Business Administration; and in 1960 the Education Department became the School of Education. The Graduate School and the College of Applied Science and Technology were created in the spring of 1968, and in 1974 the College of Fine and Performing Arts was established, comprising the Dana School of Music and the departments of Art and of Speech Communication and Theatre.

In 1972 Youngstown State University, with the University of Akron and Kent State University, formed a consortium to sponsor the Northeastern Ohio Universities College of Medicine, which enrolled its first students in 1975.

1. 0. 3 ACCREDITATIONS

Youngstown State University is accredited by the North Central Association of Colleges and Secondary Schools, by the Department of Education of the State of Ohio as a Teacher Education Institution, and by the National Council for Accreditation of Teacher Education. It is on the approval list of the American Chemical Society. The Williamson School

of Business Administration is accredited by the Association of Collegiate Business Schools and Programs. The Dental Hygiene Technology Program is accredited by the Commission on Accreditation of the American Dental Association. Programs in the William Rayen School of Engineering accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology include Chemical Engineering (jointly accredited by the American Institute of Chemical Engineers), Civil Engineering, Electrical Engineering, and Mechanical Engineering, for both day and night baccalaureate programs. The associate and bachelor's programs in Civil, Electrical and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. The Bachelor of Science in Nursing Program is accredited by the National League of Nursing and is approved by the Ohio State Board of Nursing Education and Nurse Registration. The Emergency Medical Technology Program is accredited by the Ohio Department of Education. The Emergency Medical Technology Program, the Medical Laboratory Program, and the Respiratory Therapy Technology Program are accredited by the Committee on Allied Health Education and Accreditation. The Dana School of Music of Youngstown State University is a member of the National Association of School of Music. The Food and Nutrition program and the Coordinated Undergraduate Program in Dietetics are approved by the American Dietetic Association. The School Counseling and Community Counseling Programs have been approved by the Council on Accreditation of Counseling and Related Educational Programs. The Social Work Program is accredited by the Council on Social Work Education.

1.0.4 DEGREES GRANTED

Youngstown State University grants the degrees of Doctor of Education in Educational Leadership (Ed.D.), Master of Arts (M.A.), Master of Science (M.S.), Master of Science in Education (M.S. in Ed.), Master of Science in Engineering (M.S. in Engr.), Master of Business Administration (M.B.A.), Master of Music (Mus.M.), Bachelor of Arts (A.B.), Bachelor of Engineering (B.E.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.M.), Bachelor of Science (B.S.), Bachelor of Science in Applied Science (B.S. in A.S.), Bachelor of Science in Business Administration (B.S. in B.A.), Bachelor of Science in Education (B.S. in Ed.), Bachelor of Science in Nursing (B.S.N.), Associate in Arts (A.A.), Associate in Applied Business (A.A.B.), Associate in Applied Science (A.A.S.), and Associate in Labor Studies (A.L.S.). All bachelor and associate degrees may be taken as Honors Degrees.

1.0.4.1 Conferring of Degrees and Diplomas

Degrees and diplomas shall be awarded to undergraduate students by the Board of Trustees upon the recommendation of the respective deans as having fulfilled all requirements for the degree. The Seal of the University shall be affixed to all diplomas.

Degrees and diplomas shall be awarded to graduate students by the Board of Trustees upon the recommendation of the Graduate Faculty as having fulfilled all requirements for the degree.

Degrees and diplomas may also be conferred on behalf of the Board of Trustees when approved by the Chairperson or a Vice Chairperson of the Board of Trustees upon the recommendation and finding of the faculty and the President that the candidates have satisfied all of the University's requirements for such degrees or diplomas; provided, however, that no honorary degrees shall be conferred without specific recommendation by the President and specific authorization by the Board of Trustees.

(See Article VI, Section 2, Board of Trustees Policies)

1.0.4.2 Conferring of Honorary Degrees

Recommendations for honorary degrees shall be submitted by the President to the Board of Trustees for its consideration and action. The Board shall grant relatively few honorary degrees and then only in recognition of a significant contribution to the welfare of the University, the community, and/or humanity. Honorary degrees may be conferred at commencements or at special University convocations. No honorary degree shall be conferred in absentia.

(See Article VI, Section 3, Board of Trustees Policies)

1.0.4.3 Conferring of Certificates

Certificates may be used to recognize those students who have satisfactorily completed an academic program of less than two years. Such certificates may be awarded by the academic departments in which the program is offered, and as approved by the curriculum committee of the appropriate college, and the Provost.

(See Article VI, Section 4, Board of Trustees Policies)

1.0.4.4 Conferring of Continuing Education Credit

The Office of University Outreach may award the Continuing Education Unit (CEU) for those non-credit courses, workshops, seminars and conferences approved in accordance with the academic policy recommended by the Academic Senate and approved by the President. Procedures for participation, for maintaining records and reporting systems, and for awarding and granting the CEU shall be developed and administered by the President or his or her designee. No degree or diploma shall be awarded on the basis of continuing education units, nor shall such units be credited toward any undergraduate degree.

(See Article VI, Section 5, Board of Trustees Policies)

1.0.5 CALENDAR

FALL 1992

Sept. 15	Tues.	1000	Faculty Meeting
Sept. 23	Wed.	0800	Classes Begin
Sept. 29	Tues.	1700	Last Day to Add a Class
Oct. 5	Mon.	1800	Last Day to Apply for Fall Quarter Graduation
Nov. 3	Tues.	1700	Last Day to Withdraw with a W
Nov. 11	Wed.		Legal Holiday—University Closed (Veterans Day)
Nov. 25	Wed.	2300	Thanksgiving Break Begins
Nov. 26	Thurs.		Legal Holiday—University Closed
Nov. 27	Fri.		Legal Holiday—University Closed
Nov. 30	Mon.	0800	Thanksgiving Break Ends
Dec. 7	Mon.	0800	Final Examinations Begin
Dec. 12	Sat.	1700	Final Examinations End
Dec. 24	Thurs.		Legal Holiday—University Closed (Presidents' Day)
Dec. 25	Fri.		Legal Holiday—University Closed (Christmas Day)
Jan. 1	Fri.		Legal Holiday—University Closed (New Year's Day)

WINTER 1993

Jan. 4	Mon.	0800	Classes Begin
Jan. 9	Sat.	1200	Last Day to Add a Class
Jan. 11	Mon.	1830	Last Day to Apply for Winter Quarter Graduation
Jan. 18	Mon.		Legal Holiday—University Closed (Martin Luther King Day)
Feb. 13	Sat.	1200	Last Day to Withdraw with a W
Mar. 15	Mon.	0800	Final Examinations Begin
Mar. 20	Sat.	1700	Final Examinations End
Mar. 27	Sat.	1000	Winter Commencement

SPRING 1993

Mar. 29	Mon.	0800	Classes Begin
Apr. 3	Sat.	1200	Last Day to Add a Class
Apr. 5	Mon.	1800	Last Day to Apply for Spring Quarter Graduation
May 8	Sat.	1200	Last Day to Withdraw with a W
May 31	Mon.		Legal Holiday—University Closed (Memorial Day)
June 7	Mon.	0800	Final Examinations Begin
June 12	Sat.	1700	Final Examinations End
June 19	Sat.	1000	Spring Commencement

SUMMER 1993

June 21	Mon.	0800	Classes Begin—Entire Summer Quarter and First Term
June 25	Fri.	1700	Last Day to Add a Class—First Term
June 28	Mon.	1800	Last Day to Add a Class—Entire Summer Quarter
June 28	Mon.	1800	Last Day to Apply for Summer Quarter Graduation
July 5	Mon.		Legal Holiday—University Closed (Independence Day)
July 12	Mon.	1800	Last Day to Withdraw with a W — First Term Classes
July 24	Sat.	1700	First Term Ends

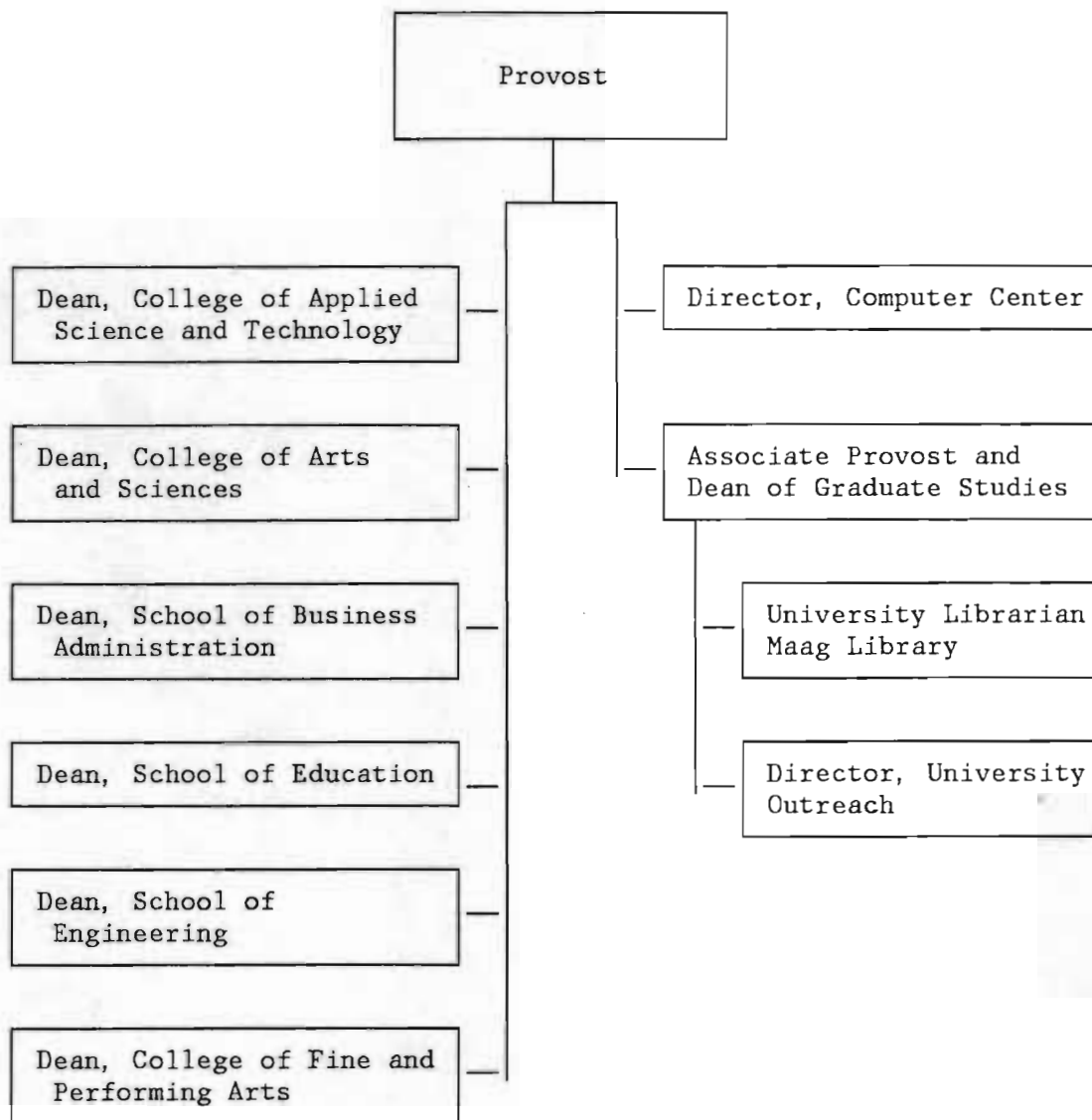
Final Examinations are Given During Last Scheduled Class Period

July 26	Mon.	0800	Second Term Begins
July 30	Fri.	1700	Last Day to Add a Class—Second Term
Aug. 2	Mon.	1800	Last Day to Withdraw with a W — Entire Summer Quarter
Aug. 16	Mon.	1800	Last Day to Withdraw with a W — Second Term Classes
Aug. 27	Fri.	2200	Second Term and Entire Summer Quarter Ends

Final Examinations are Given During Last Scheduled Class Period

Aug. 28	Sat.	1000	Summer Commencement
---------	------	------	---------------------

SECTION 1.1 ORGANIZATION CHART (SEE ANNUAL BUDGET DOCUMENT)



1.1.1 PROVOST

1.1.1.1 Basic Function and Responsibility

As principal academic officer, responsible for the direction and supervision of all of the academic functions of the

University and all faculty affairs.

(See Article I, Section 3, Board of Trustees Policies)

1.1.1.2 Characteristic Duties

- Directs through the academic deans the academic program of the University.
- Responsible for faculty appointments, granting of tenure, approval of Faculty Improvement Leaves, appointments of Distinguished Professorships, promotions, non-renewal of faculty and termination of academic administrators.
- Approves proposals for external funding of research and development projects by faculty and staff.
- Directs the transfer of funds within schools and colleges.
- Approves travel of deans and use of enrichment funds.
- Responsible for professional and regional accreditation of academic programs.
- Responsible for leadership in maintenance of academic standards.
- Develops budget recommendations for academic area.
- Monitors school and department spending against budget.
- Interviews, recommends appointment of and evaluates support staff.
- Performs other duties as assigned by the President.

1.1.1.3 Reports to

President

1.1.1.4 Supervision Exercised

Functional and administrative supervision is exercised over approximately 674 full-time and 420 part-time faculty and support

staff, and 304 student employees.

1.1.1.5 Qualifications

A doctorate with nine or more years experience in teaching and academic administration in progressively more responsible positions, or equivalent combination of education and experience.

1.1.2 ASSOCIATE PROVOST AND DEAN OF GRADUATE STUDIES

1.1.2.1 Basic Function and Responsibility

To provide staff assistance to the Provost and to plan, administer, and evaluate the educational, operational, financial, and personnel activities of the Graduate School.

(See Article I, Section 10, Board of Trustees Policies)

1.1.2.2 Characteristic Duties

As Associate Provost:

- Assists in preparation of budgets, reports and special projects.
- Serves as chief academic officer when so designated, during the temporary absence of the Provost.
- Serves as officer to whom the University Librarian and Director of University Outreach report.
- Reviews, approves, and maintains computerized file of limited-service faculty contracts.
- Serves as liaison with all academic advisors, meeting with them on a regular basis to share information and discuss matters of concern to the Office of the Provost.
- Coordinates faculty development workshops, including distribution of announcements, registration, and identification of topics and personnel to conduct workshops.

- Performs other duties as assigned.

As Dean of Graduate Studies:

- Plans, develops and implements graduate admission and registration procedures.
- Administers graduate scholarship, grant-in-aid and assistantship programs.
- Maintains liaison with graduate students, advisors and faculty.
- Identifies faculty who qualify for Graduate Faculty membership.
- Stimulates and encourages faculty research and scholarship.
- Prepares graduate school budget and monitors expenditures.
- Recommends hiring and evaluates support staff.
- Performs other duties as assigned.

1.1.2.3 Reports to

Provost

1.1.2.4 Supervision Exercised

Functional and administrative supervision is exercised over 54 full-time support staff, 7.8 FTE part-time faculty, and 26 FTE student employees.

1.1.2.5 Minimum Qualifications

An earned doctoral degree with 9 or more years experience in academic administration or equivalent combination of education and experience.

1.1.4 DEANS OF THE SCHOOLS AND COLLEGES

Each Dean of a school or college shall be appointed by the Board upon the recommendation of the Provost and the President; and shall report to and serve at the discretion of the Provost. He or she shall be the administrative head of his or her respective school or college and shall be charged with the general supervision of all its interests, in accordance with the policies and rules established by the Board, the President, the Provost, the Graduate School and the University faculty.

(See Article I, Section 11, Board of Trustees Policies)

Among these duties shall be to recommend the appointment, salary, tenure, promotion, and dismissal of faculty members after consultation with appropriate department chairpersons and faculty; be responsible for the rendering of full service by faculty and report annually to the Provost on the extramural employment of the faculty within his or her school or college; promote the general welfare of his or her faculty and students; supervise the curricula, courses and methods of instruction and work to improve them; direct the attention of the faculty to trends and changes of educational thought and practice; develop and formulate policies for improvement of the college or school for the consideration of the Academic Senate and his or her faculty; counsel with students; act upon student admissions to his or her college; supervise the registration of his or her students; administer rules and regulations, established for the academic progress, promotion, and discipline of his or her students; coordinate with the Associate Provost and Dean of Graduate Studies programs of instruction and research on the graduate level in his or her college or school; approve the schedule of courses and examinations as prepared by the Director of Enrollment Services; transmit to the Provost the budget recommendations of his or her college or school as developed in conference with the chairpersons of the departments; take reasonable precautions for the safekeeping of all instructional supplies and equipment of his or her college or school; call meetings of his or her faculty as may be established or authorized; administer academic policies, rules, and regulations; submit such reports to the Provost concerning the activities, affairs and needs of his or her college or school as are requested; and perform such other duties as may be assigned.

1.1.5 ACADEMIC DEPARTMENT CHAIRPERSONS

Academic Department Chairpersons shall, subject to ratifications by the Board, be appointed by the President upon recommendation of the Provost and the cognizant dean, to serve as administrative head of the department at the discretion of the President.

(See Article I, Section 12, Board of Trustees Policies)

1.1.6 COLLEGES AND SCHOOLS

The University has eight main units that offer courses of study leading to degrees:

- The College of Applied Science and Technology
- The College of Arts and Sciences
- The Warren P. Williamson, Jr. School of Business Administration
- The School of Education
- The William Rayen School of Engineering
- The College of Fine and Performing Arts
- The Graduate School
- The Northeastern Ohio Universities College of Medicine (A Consortium)

1.1.6.1 The Northeastern Ohio Universities College of Medicine

The Northeastern Ohio Universities College of Medicine (NEOUCOM), was established under the sponsorship of a consortium formed in 1972 by Youngstown State University, Kent State University, and the University of Akron. From the first students, admitted in 1975, came the college's first graduating class in 1981.

This non-traditional medical program, which includes courses in the humanities and social studies, makes clinically-related experiences a part of the students' education from the first, so that they begin early to appreciate the relevance of science courses to their future role. Medical science instruction is under the direction of the medical school faculty, and emphasis on the basic sciences continues throughout the last four years of medical school and is shared with graduate physicians.

1.1.7 SUPPORT SERVICES

1.1.7.1 Enrollment Services

Enrollment Services, is administered by the Director of Enrollment Services and is charged with the responsibility of adhering to university-wide policies and regulations, through admission, registration and certification of students, and

confidential handling of information and records. More specifically, the objectives include, but are not limited to, the following:

1. To coordinate the activities necessary to fulfill the objectives of the University marketing plan.
2. To provide information about higher education in general, and the University in particular, to persons of all ages who may have an interest in or who might benefit from higher education.
3. To provide the essential services of admitting, registering, and maintaining accurate records for students.
4. To maintain readily available and accurate data files which provide supportive information to facilitate instruction and administration.
5. To recommend University-wide policies to appropriate authorities.
6. To implement and administer University-wide policies and regulations legislated by appropriate authorities regarding various academic and administrative functions.
7. To provide prompt, efficient, and courteous service.

1.1.7.2 William F. Maag, Jr. Library

The University's six-story William F. Maag, Jr. Library, completed in 1976, provides an attractive and comfortable environment for study and research. A member of the Online Computer Library Center, Maag Library provides reference, government documents, interlibrary loan, database searching, and other services necessary to the needs of the University community.

The library includes instructional and research materials in books, periodicals, and microforms. These holdings number over 571,000 volumes and 842,000 microforms. Periodicals, microforms, and microreaders are on the lower level, as are coin-operated and operator-serviced copy machines. On the main level are user services and the library offices. The book collection is on the third through sixth floors in open stacks, with split-level design between stack and reading levels. There are study rooms and carrels on each floor.

Maag Library and its facilities provide opportunity for group study and discussion, as well as individual development.

The principal objectives of the University Library are:

1. To procure books, periodicals, pamphlets, documents, newspapers, maps, microforms, and other materials appropriate for the programs of instruction, research, and public service at the University.
2. To organize the collection appropriately and provide adequate access.
3. To maintain inventory control over the collection.
4. To interpret the collection to the users and provide library orientation tours and programs and bibliographic instruction.
5. To provide a suitable environment for students wishing to study on campus.
6. To assist academic departments in seeking and retaining accreditation.
7. To encourage library staff development at all levels.
8. To provide appropriate interlibrary loan assistance to students and faculty.
9. To provide on-line public access to library holdings as well as on-line access to commercial data bases and catalogs of other libraries' holdings.
10. To formulate policies and procedures for the library which are consistent with goals and objectives of the library and the University.
11. To administer the library so that its objectives will be accomplished within the budget available.
12. To work in congruence with the Library and Media Center Services Committee of the Academic Senate for the maintenance and improvement of the collection.
13. To cooperate appropriately with the Friends of the Maag Library to advance the library in order that it might better serve the University.

1.1.7.3 Office of University Outreach

The Office of University Outreach develops and administers courses and programs outside the traditional degree programs. Through both undergraduate credit and non-credit course offerings

at a variety of convenient times and locations, it makes programs, along with administrative and support services, available to non-traditional students. University Outreach's extended education function is manifested in its selective off-campus credit course offerings, while its continuing education function is carried out in several series of non-credit programs.

The COMMUNITY SERIES enables individuals to learn in informal settings at convenient hours without the pressures of examinations and papers, and to discuss and probe subjects of their choice under the guidance of the University faculty or community leaders. The series includes not only adult programs in the humanities, sciences, fine arts, and personal conditioning and exercise, but also such varied activities as the Dana Preparatory Program.

The COLLEGE FOR OVER SIXTY enables Ohio residents 60 years of age or older to enroll in credit classes on a non-credit basis, as space is available.

The PROFESSIONAL DEVELOPMENT SERIES offers non-credit courses, both on-campus and in-plant, to help individuals update professional knowledge and skills or explore new areas of knowledge and skill development. These opportunities are offered in two areas: Health and Human Services Programs to meet the needs of various local, county, state, and federal agencies; and Business and Management Programs in many occupational fields.

The Office of University Outreach also sponsors WORKSHOPS AND CONFERENCES designed to bring the resources of the University to bear on the needs of professionals and community leaders.

1.1.7.4 The Media Center

The Media Center, located in Cushwa Hall Room B097, provides a variety of media services to faculty and administration to aid in teaching and research. These include graphic and photographic services, use of audio visual equipment, video and audio taping services, and film rentals and purchases.

1.1.7.5 The Computer Center

The Computer Center is a centralized computational facility that provides for decentralized access by the faculty, staff, and students throughout the University. The Center occupies the fourth floor of Meshel Hall, an 87,000 square-foot advanced technology center. Serving both academic and administrative needs, the Computer Center operates an AMDAHL 5868 Multiprocessor

(equivalent to two IBM 3081 GXs) with 64 megabytes (67.1 million characters) of main memory. The Amdahl 5868 Multiprocessor supports MVS/Extended Architecture (MVS/XA) and is complimented by an Amdahl 5860 Uniprocessor executing VM/ESA with the System/370 architectural feature. The Amdahl 5860 Uniprocessor supports 32 megabytes (33.6 million characters) of main memory. The two mainframe processors provide on-line access to over 65.6 gigabytes of conventional direct access disk storage along with access to a 192 megabyte high performance solid-state storage device. The computer complex is complemented by approximately 700 on-line devices, including terminals, personal computers, printers, plotters and projection systems.

Students have access to the computer either in the batch mode or interactively using IBM 3270 color display terminals located in various academic departments throughout campus. The main facilities are located in Meshel Hall which contains 7 classrooms and 12 laboratories dedicated to student use. Telephone lines are provided for remote access off-campus.

Personal computers are available on a local area network of 225 IBM PCs for instruction and research. These networked PCs allow access to a variety of software, as well as other facilities, such as the Maag Library Online Catalog and the Youngstown FreeNet community computer system.

An Ethernet backbone through the heart of campus connects the Amdahl 5860 with the Mathematical and Computer Sciences Department's UNIX-based parallel processor and a RISC System/6000 processor, along with Maag Library's Online Catalog. Access to the Cray YMP8/864 supercomputer located at the Ohio Supercomputer Center in Columbus is also supported via the network.

A full-time professional staff and part-time student assistants are available for consultation on course work and research projects. A wide variety of software and peripheral equipment are explained in full detail in the Computer Center's annual publication, The Guide to Academic Computing. Computing services available to students and faculty are described in this publication but are also available via online tutorials using computer-based education techniques.

1.1.7.6 Remedial and Developmental Instruction

The University provides a comprehensive program of academic support services to assist the adjustment of students to college. Credit courses are offered during the year in the departments of English, Foundations of Education and Mathematics to help students overcome deficiencies in basic writing, reading and mathematical skills.

Laboratories designed to assist the developmental education needs of students are provided to the student for writing, reading and mathematics. Tutors are available to work with students on an individual and small-group basis in academic areas.

SECTION 1.2 FACULTY

1.2.1 UNIVERSITY FACULTY

The University Faculty shall consist of all those employed as full-service faculty who hold academic rank, either earned or courtesy rank. (Earned rank is distinguished from courtesy rank which, when existent, is attached to a position and, subsidiarily, to a person only during his or her term of office in that position.) Their home department shall be that academic department in which the majority of the faculty member's time is budgeted. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Meetings of the University faculty shall be held as needed during the academic year, but normally at the beginning of each academic year. Such meetings will be held on the call of the President or the Provost, and the one calling the meeting shall preside.

In addition to instruction, the functions of the faculty of a school or college shall be to prepare and recommend appropriate curricula and courses for the college or school, requirements for admission to and graduation from the college or school. The faculty shall meet at stated times or upon call of the President, the Provost, or the Dean of the School or College.

(See Article II, Section 2, Board of Trustees Policies)

1.2.1.1 General Responsibilities

Upon accepting an appointment to the faculty of Youngstown State University, a faculty member assumes responsibilities in three general areas: teaching, scholarship, and University service. A representative list of these areas is found in Appendix G of the YSU/OEA Agreement. Basically, members of the faculty are expected to teach their classes competently, keep abreast of developments in their fields of specialization, and participate conscientiously on committees. See Article 13 of the YSU/OEA Agreement for specifics regarding workload.

1.2.1.2 Office Hours

Faculty members shall maintain five or more office hours weekly during each quarter at times convenient to both the faculty member and to his/her students. Office hours shall be distributed over a minimum of three days each week, unless alternative arrangements have been made subject to the approval of the department chairperson. During these times, a faculty member shall be available to meet with students in connection with courses and academic advisement. (See the Agreement, Article 25.7)

1.2.1.3 Registration

Through arrangement between faculty members, and provided the department chairperson is notified, one faculty member may assume the advisement duty of another faculty member. Faculty shall be available for advisement duty during summer periods when they are under contract to teach. (See the Agreement, Article 13.19)

1.2.2 GRADUATE FACULTY

The Graduate Faculty shall consist of the President of the University, the Provost, the Associate Provost and Dean of Graduate Studies, the Deans of the degree-granting colleges or schools, and other faculty members qualified to teach graduate courses as determined by the Associate Provost and Dean of Graduate Studies and the Graduate Council. (See Chapter 3, Section 3.2.)

(See Article II, Section 3, Board of Trustees Policies)

1.2.3 ADJUNCT FACULTY

Effective Fall Quarter 1979, professionals employed by cooperating agencies in the Youngstown area which participate in various programs at the University that require students to gain experience in clinical or field settings may be designated as Adjunct Staff. Although Adjunct Staff members will have no formal teaching assignments at the University and will receive no compensation from the University, they provide valuable assistance to the teaching mission of the University by sharing with students a professional environment directly related to an academic program. Such appointments are made on an annual basis by the President of the University upon recommendation by the Provost, and suitable recognition may be given to those so designated and to the agency in which they are employed.

1. 2. 4 LIMITED-SERVICE FACULTY

The University utilizes the service of limited-service faculty in situations in which the number of full-service faculty in a department is not adequate to cover the instructional needs of the department for a given quarter. Limited-service faculty are appointed for one quarter, and such appointments are renewable. Limited-service faculty are appointed by the cognizant academic dean, upon the recommendation of the Department Chairperson, and subject to review by the Provost. Limited-Service faculty are paid on the basis of credit hours taught and highest earned degree held; the rate structure is established annually by the Board of Trustees as a part of the adoption of the University budget. Limited-service faculty may teach up to eight (8) credit hours in a given quarter, and up to twenty (20) credit hours in a given academic year; the Provost of the University may waive this limitation for a specific limited-service faculty member in a given quarter or academic year, but exceptions are made only under rare and unusual circumstances. Limited-service faculty who teach six (6) or more credit hours in a given quarter are entitled to one-half of the instructional fee for courses in which they are enrolled during that quarter, up to a maximum of six (6) credit hours. The assignment and utilization of limited-service faculty are subject to such regulations as may be promulgated by the President of the University or his or her designee.

The deadline for submission of Limited-Service Faculty Appointment forms is at least eight days prior to the close of the quarter preceding the appointment quarter. The rates per workload hour (W.H.) are differential depending on the highest degree earned, and are set by the Board of Trustees.

Limited-service contracts may be obtained from the Dean's Offices. Each Dean is sent a sufficient supply for each quarter by the Office of the Provost. Send all contractual matters related to limited-service faculty directly to the Associate Provost. This includes contracts, revised contracts, and cancelled contracts. Only requests for waivers to the limited-service load limitation policy should be sent to the Provost. When a contract is cancelled, Payroll and the Executive Director of Financial Services should be notified in addition to the Associate Provost.

SECTION 1.3 COUNCILS AND COMMITTEES

1.3.1 UNIVERSITY ACADEMIC SENATE

The Academic Senate of Youngstown State University shall be maintained and shall function for the purposes and pursuant to the provisions of the Charter for such Senate as approved on June 22, 1974, by the Youngstown State University Board of Trustees' Resolution 74-41, and as amended from time to time by the Youngstown State University Board of Trustees, or as such Charter may be amended (with the approval of the Board of Trustees). The Academic Senate may establish bylaws for its own operation provided they are consistent with the Charter approved by the Board and with approved policies of the Board of Trustees.

(See Article II, Section 4, Board of Trustees Policies)

The Youngstown State University Academic Senate Charter and Bylaws is distributed to all University Faculty. Changes and additions are taken to the Board of Trustees for approval once a year, preferably at the June meeting of the Board; subsequently revisions are distributed to University faculty. Copies of the University Academic Senate Charter and Bylaws can be obtained from the Office of the Provost.

1.3.1.1 Scope of Responsibility of the Academic Senate:

It is the intent of the Board of Trustees as defined in Article I, Section 9 and Article II, Sections 3 and 3.1 of the Board's Policies that rules, regulations, programs and curriculum matters pertaining to the Graduate School are to be under the jurisdiction of the Graduate Dean, the Graduate Council, and the Graduate Faculty.

It is the Board of Trustees' intent to limit the Senate's responsibilities to academic policy matters only as they pertain to undergraduate programs and activities.

1.3.2 DEANS' COUNCIL

The Deans' Council consists of the Provost, Associate Provost and Dean of Graduate Studies, Vice President—Student Services, Academic Deans, and Director of University Outreach. Monthly meetings are prescheduled for the academic year on a day and time convenient to all Council members. The meetings are held on a rotating basis in each of the Deans' college or school conference rooms. An agenda is sent out prior to the meeting by the

Provost. The hosting dean composes minutes of the meeting and sends them to the Provost for comment and distribution. The minutes of the previous meeting of the Council which have been approved at the current meeting are distributed by the Office of the Provost to the Librarian, Executive Director of Personnel Services, President, and Chairperson of the University Academic Senate.

The purpose of the Deans' Council is to aid the Provost in coordination of the University's colleges and schools and provide recommendations on the unified operations in the academic affairs of the University.

1.3.3 CHAIRPERSONS' MEETING

Chairpersons' Meetings are held semi-quarterly and are pre-scheduled for the academic year by the Provost at a time found to be most convenient for the chairpersons as a group. The Provost presides over the meeting and distributes a synopsis afterwards. The meetings last no longer than two hours.

The purpose of the meetings is to provide greater communication between the chairpersons and their respective departments and the central administration. It also allows for discussion of topics of mutual concern among the various departments for greater support and awareness of one another's function within the University.

1.3.4 DEPARTMENT MEETINGS

Meetings of the individual departments are held no less than once per quarter. Special department meetings may be called by the department chairperson and must be called upon the request of 1/4 or more of the full-service faculty members in the department. In matters exclusively affecting graduate programs, voting will be restricted to senior and associate members of the graduate faculty. Through department meetings and memoranda, the department chairperson shall attempt to keep the department faculty informed of University developments which are relevant to the department.

1.3.5 ANNUAL FACULTY MEETING

An annual faculty meeting is held in September prior to the beginning of the fall quarter. The President and Provost present reports concerning significant events of the past year and present future goals or concerns for the coming academic year.

SECTION 1.4 PERSONNEL

1.4.1 VACATIONS

Full-time Professional/Administrative staff on 12-month appointments are entitled to twenty-two working days of paid vacation each fiscal year. Full-time staff on annual contracts for less than 12 months shall receive a vacation on a prorated basis, derived from the formula for 12-month staff. Individuals whose employment by the University begins or ends during a given fiscal year shall receive a prorated amount of vacation during the fraction of the fiscal year employed. Vacation may not be accrued beyond a maximum of thirty-eight (38) days. Vacation accrual begins on the effective date of full-time appointment, contingent upon successful completion of three months full-time service. Vacation may not be taken until the staff member has completed three months of full-time service.

Academic department chairpersons, serving on 9.5-month appointments, are entitled to 15 days time off each year; this time off may not be carried forward to a subsequent appointment or converted to cash payment. Unclassified administrative personnel whose appointments are funded by external sources are entitled to vacation as provided by the Board's policy on "Externally Funded Personnel Contracts."

All vacations and time off shall be scheduled at a time or times mutually convenient to the individual and the University. Written approval from the administrative superior must be obtained and submitted for record-keeping purposes to the Executive Director of Personnel Services prior to going on vacation. Accrued vacation must be taken prior to the effective date of resignation or retirement.

(See Article III, Section 6, Board of Trustees Policies)

1.4.2 OUTSIDE EMPLOYMENT & CONSULTATION - PROF./ADM. STAFF

"Consulting" by University Professional/Administrative staff is the providing of professional advice or service for pay to some individual or entity other than the University. It is recognized that some consulting activities may be mutually beneficial to the staff member and to the University, through giving the individual professionally enriching experience and the University the enhanced services of the staff member and favorable publicity and visibility. Further, each staff member has the

right to consult, so long as consulting activities do not interfere with the performance of his or her University duties, and so long as the consulting does not involve a conflict of interest.

(See Article III, Section 9, Board of Trustees Policies)

The following guidelines are in effect:

1. A Professional/Administrative staff member may engage in consulting activities
 - A. Outside normal working hours;
 - B. When the individual is on vacation or approved leave, other than sick leave, from the University; and
 - C. In exceptional circumstances, at other times for which the staff member has obtained prior, specific approval from the appropriate Principal Administrative Officer, provided that the aggregate amount of consulting time is held below the level which would interfere with the individual's University responsibilities;
2. Consulting activities may involve the use of Maag Library holdings. Other University facilities, supplies, equipment, or other resources may be utilized in consulting activities only if prior arrangements, including reimbursement to the University for the use of such resources, are made with the appropriate Principal Administrative Officer and agreed to in writing by both parties; and
3. Consulting activities should not include services normally provided by the University as a part of its usual operation, particularly when the consultant makes the decision to provide the service as an independent contractor rather than through normal operations of the University.

Finally, it is acknowledged that potential conflict of interest as it applies to public-sector staff members is a complex and sensitive issue; a University staff member who has questions about the propriety of extramural activities for pay is advised to seek the counsel of his or her Principal Administrative Officer.

The relevant Principal Administrative Officer will carefully monitor, record, and report the extent of each Professional/Administrative staff member's consulting activities.

1.4.2.1 Supplemental Payment to Employees for Teaching and Consulting

On occasion it is appropriate to have employees perform services above and beyond their normal scope of duties and to pay employees for these additional services. It is the general policy of the University, however, that the formal assignments of employees to additional duties for supplemental compensation will not be approved as a routine manner or on a regular basis; rather, such assignments will be utilized to enable the University to deal with short-range staffing problems involving unusual circumstances, unanticipated difficulties, or situations in which normal staffing practices will not suffice. Supplementary payments to an employee during any fiscal year may not exceed the lesser of 20% of his or her base salary or \$6,000. Supplementary payment to persons employed is authorized under the conditions stipulated in Appendix I (Board of Trustees Policies Manual).

1.4.3 OUTSIDE EMPLOYMENT AND CONSULTATION - FACULTY

Members of the bargaining unit may accept consulting and other professional positions outside the University as long as such employment does not interfere with the individual's University duties. These rights exist at all times, including periods of leave. The extent of consulting and/or outside employment shall be reported to the University quarterly, on a form provided by the University. A full-time appointment to the faculty of another school, college, or university is by definition unacceptable and excessive outside employment. Generally, consulting and/or outside employment shall not exceed the equivalent of one work day per week.

SECTION 1.5 UNIVERSITY RESEARCH, COPYRIGHT, AND PATENT POLICY

1.5.1 BOARD RIGHTS AND RESPONSIBILITIES

It shall be the policy of the University, with reference to all creative endeavors of its staff members and students conducted on University time or in its facilities, to recognize the interests of the University, the staff member, student, sponsor, and other cooperating or participating agencies. The Board reserves the right to administer any material benefits which may be involved, consistent with the public interest, as determined by said Board from time to time.

(See Article IV, Section 1, Board of Trustees Policies)

1.5.2 COPYRIGHTS

The University encourages its employees to engage in professional writing of all kinds including scholarly articles, books, textbooks, and laboratory manuals. Such work shall belong to the author or authors except where the writing has been prepared as an assigned project. When prepared as an assigned project, the copyright shall be held by the University and may be assigned by the University. No royalties may be charged by the author for copies of a publication that arises from an assigned project unless specifically permitted by action of the President or the Board. In accordance with ORC 3345.14, commercial profits which result from research done or marketable computer programs developed at Youngstown State University shall be shared equally by Youngstown State University and the faculty member or staff member who conducts the research, unless the research is subsidized by an external agency which stipulates contrary terms as a condition of the support. This shall not apply to royalties, which shall go exclusively to the author unless it is an assigned project as indicated above.

(See Article IV, Section 2, Board of Trustees Policies)

1.5.3 PATENTS

As provided in Section 3345.14 of the Ohio Revised Code, all rights to and interests in discoveries or inventions, including patents thereon, which result from research of investigations conducted in laboratories or facilities operated by Youngstown State University shall be the sole property of the University.

No person, firm, association or governmental agency using the facilities of Youngstown State University shall have any rights to or interests in such discoveries or inventions, including income therefrom unless assigned, licensed, transferred, or paid to such person or entity pursuant to an arrangement specifically approved by the Board of Trustees.

If an employee believes that a discovery or invention resulting from a University-sponsored research project is patentable, she or he shall present the matter to the Associate Provost and Dean of Graduate Studies for his or her recommendation to the President. The President shall report each such alleged discovery or invention to the Board of Trustees, together with his or her recommendations as to what, if any, disposition or use thereof should be made by the University. If required by the Board of Trustees, the inventor shall apply for a patent and cooperate with the University in procuring a patent and making such use or disposition thereof as may be determined from time to time by the Board of Trustees. Should the Board of Trustees fail to authorize applying for a patent within one year after the date the matter was first reported to the Associate Provost and Dean of Graduate Studies, it shall be deemed to have released its rights therein and the person who made the discovery or invention may thereafter apply for a patent in her or his own name. The University shall, nevertheless, retain all rights which it may otherwise have in such discovery or invention, and may publish any data which has been developed in connection with such discovery or invention.

(See Article IV, Section 3, Board of Trustees Policies)

1.5.4 PUBLICATIONS

Results obtained through research and scientific investigation which have been sponsored and conducted as a University project, including graduate and undergraduate theses, shall not be published without the authorization of the President of the University, or his or her designee.

(See Article IV, Section 4, Board of Trustees Policies)

1.5.5 GENERAL CONDITIONS AND RESTRICTIONS ON RESEARCH

The following general conditions and restrictions will be observed in the interest of all parties concerned:

1. Research will be of a type to enhance the reputation of the principal as a scholar and the University as a seat of higher learning.

2. Research will be limited to the type of work for which the University has or can provide adequate staff and facilities.
3. Research may be of two kinds. These are contract or sponsored research, and faculty research.
4. The University does not pay salary or wages for work done toward an academic degree; however, students pursuing degree programs may receive University awards, scholarships or assistantships.
(See Article IV, Section 5, Board of Trustees Policies)

1.5.6 CONTRACTS OR SPONSORED RESEARCH

1. The Associate Provost and Dean of Graduate Studies shall coordinate all research contracts or sponsored research.
2. Faculty members who are contemplating such research shall consult with the Associate Provost and Dean of Graduate Studies concerning the approach to industry, business or government.
3. All research contracts shall be approved by the President of the University, or his or her designee, for contract clearance before any work on the contracts is begun or any commitments are made.
4. There may be an advisory committee appointed by the Provost in the research areas as deemed necessary.
5. A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.
6. Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.
(See Article IV, Section 6, Board of Trustees Policies)

1.5.7 FACULTY RESEARCH

It is a part of the professional development of full-service faculty members to keep abreast of progress and developments in their fields, to broaden their horizons by further reading and personal contacts within their professions, and, within the time limits available to them, to engage in productive scholarship and/or research. It is the expectation of the University to

provide faculty loads of sufficient moderation to permit limited amounts of such activity on the part of all full-service faculty members.

A written request setting forth the nature of the research and the time the faculty member proposes to devote to the problems shall be provided together with a list of the equipment and other needs required to support the research. The research undertaken shall not interfere with the normal use of University facilities by students or by regular instructional programs of the University.

(See Article IV, Section 7, Board of Trustees Policies)

1.5.7.1 University Research Council

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on the campus. The chairperson and other members of the Research Council shall be appointed by the Provost of the University.

(See Article IV, Section 7.1, Board of Trustees Policies)

1.5.8 PRIVATELY SPONSORED RESEARCH

Faculty members may not undertake privately sponsored research involving the use of University facilities, materials or equipment except as provided under research contracts in which the University is the principal agent.

(See Article IV, Section 8, Board of Trustees Policies)

1.5.9 USING THE NAME OF THE UNIVERSITY

In private consulting work, the faculty member may mention that she or he is a member of the University faculty; however, the University's name shall not be used in advertising. When reports are made of faculty research or publications, the name of the University may be used.

(See Article IV, Section 9, Board of Trustees Policies)

1.5.10 POLICY ON HUMAN SUBJECTS RESEARCH

No proposal for a grant, contract, or award for research

involving human subjects shall be approved for submission unless a review established that the project or activity as described in the application, will not interfere with or impair the rights and welfare of the subjects, nor involve risks that outweigh either potential benefits to the subjects or the expected value of the knowledge sought. No project or activity involving human subjects shall deny the rights of the subject to adequate and appropriate informed consent. After such a project or activity has been initiated, it shall be subject to continuing review.

All research conducted under University auspices which involves human subjects shall fall under the purview of this policy, whether the project is to be funded by the University, an outside agency, or personally by the researcher.

The University shall establish procedures and regulations consistent with this policy and required for its implementation.
(See Article IV, Section 10, Board of Trustees Policies)

SECTION 1.6 SPECIAL LECTURES COMMITTEE

1.6.1 COMMITTEE CHARGE

The Special Lectures Committee is advisory to the Vice President—Institutional Advancement and is charged with planning a program of extra-curricular lectures including the Special Lectures Series and the Skeggs Lectures. The committee also considers requests for departmental lectures. It seeks to bring to campus speakers on topics of general interest and concern.* A balance of viewpoints in the program of speakers is normally anticipated. This committee makes specific arrangements for lectures, including lecture halls, press conferences, receptions, hotel and transportation reservations, contracts and publicity.

*Taken from 1981-82 Administrative Boards and Advisory memorandum from former Pres. Coffelt.

1.6.2 GUIDELINES FOR SPECIAL LECTURES COMMITTEE FUNCTIONING

The charge of the Special Lectures Committee is basically threefold: (1) to recommend speakers for the Special Lectures and Skeggs Lectures; (2) to approve allocations for departmental speakers; and (3) to process all arrangements associated with the above speakers. In order to best accomplish these tasks, the following procedures are established for the committee:

1.6.2.1 Speakers for Special Lectures

- a. The Chairperson of the committee in the fall and spring solicits names of potential speakers from faculty and staff by a letter through campus mail, from the student body by a letter to the Jambar, and from the speaker bureaus and agents.
- b. The Chairperson of the committee develops these responses into a master list of possible speakers.
- c. This master list is presented to the committee to determine if any speakers should be added to or deleted from the list.

- d. The committee then authorizes the Chairperson to recommend specific speakers from this master list. The committee also notes if speakers are to be recommended in any particular priority.

(Note: Often speakers are on tour for specific time periods and less expensive lecture fees are charged. It would be the responsibility of the Chairperson to advise the committee of recommended or other speakers that may become available on special tours to determine if there is interest in recommending that particular speaker.)

- e. The Special Lectures Committee will seek to schedule no fewer than four and no more than ten major speakers during any given academic year, and will expend its annual budget allocation so as to limit the average fee paid per speaker to \$5,000 or less. This policy does not include or apply to the Skeggs Lectures.

1.6.2.2 Speakers for Skeggs Lecture Series

- a. In addition to 1a, b, and c above, the list of names of potential speakers may be augmented by suggestions from others outside the University community.
- b. Time should be allowed to obtain additional counsel on those recommended as potential Skeggs Lecturers.
- c. The committee then authorizes the Chairperson to recommend specific speakers from this master list. The committee also notes if speakers are to be recommended in any particular priority.

(Note: Often speakers are on tour for specific time periods and less expensive lecture fees are charged. It would be the responsibility of the Chairperson to advise the committee of recommended or other speakers that may become available on special tours to determine if there is interest in recommending that particular speaker.)

1.6.2.3 Departmental Speakers

Guidelines are attached and noted as Exhibits A1 and A2. Requests are to be solicited on a semi-annual basis in the early fall and winter quarters. The committee will act on departmental requests twice a year.

1.6.2.4 Speakers' Arrangements and Contracts

The staff assistant to the Special Lectures Series is charged with processing all arrangements associated with bringing speakers to campus. The details of this are included in the job description for staff assistant.

1.6.2.5 Meetings

The committee will meet at least quarterly. The meetings should be scheduled at appropriate dates to develop and report on the status of potential speakers on the master list and to act on departmental requests for speakers.

Ideally the committee would be planning speakers for no fewer than two quarters in the future. This lead time is necessary and desirable in order to promote most programs properly. However, this will not preclude presenting programs of particular merit in less time.

1.6.2.6 Coordination With Other Lectureships

Additional coordination between the various offices scheduling lectures (i.e. Thomas, Wean, Schermer, etc.) is needed so that two major lectures are not scheduled on the same day and perhaps even the same time. The staff assistant to the Special Lectures Committee shall serve as a communication line between the other lectureships, and advocate an even distribution of lecture dates for all University lecture series.

1.6.3 DESCRIPTION OF DUTIES

1.6.3.1 Chairperson: Special Lectures Committee

Responsibilities:

- Report to the Vice President—Institutional Advancement on all business of Special Lectures Committee;
- Chair all committee meetings;

- Solicit names of potential speakers for Special Lectures Series and Skeggs Lectures twice per year, in fall and spring;
- Solicit requests for funding of department speakers twice per year;
- Work directly with all booking agencies for contracting lectures;
- Pass on all contracts for speakers to the staff assistant for processing;
- Monitor the budget expenditures and report status to the committee at each meeting;
- Recommend an annual budget for approval by the Special Lectures Committee;

(A budget proposal will be submitted through the Vice President—Institutional Advancement to the General Fee Subcommittee for their recommendation to the University Budget Committee.)

1.6.3.2 Staff Assistant: Special Lectures Committee

Responsibilities

- Report to the Special Lectures Chairperson on all business of the Special Lectures Committee;
- Process all contracts for speakers of the Special Lectures Series and Skeggs lecturers;
- Notify all agencies of the name and phone number of the chairperson of the Special Lectures Committee each year;
- Work with booking agencies under the Chairperson's direction;
- Collate all departmental requests;
- Pass master list of potential speakers along to the new chairperson each year;
- Process all advertising for each speaker;
- Make hotel reservations for speakers;

- Arrange transportation for speaker to and from lecture;
- Arrange itinerary for speaker while on campus. Complete other duties as requested by the Special Lectures Chairperson or the Vice President—Institutional Advancement;
- Handle committee correspondence, keep and distribute committee minutes and maintain committee files and records.

GUIDELINES FOR DEPARTMENTAL FUNDING

SPECIAL LECTURES COMMITTEE

The attached guidelines will be distributed to heads of academic departments, with information copies to deans, during early Fall and Winter Quarters.

Approximately 10% of the Special Lectures budget will be allocated for departmental speakers, subject to the number and quality of the requests received. Up to one-half of the budgeted amount may be distributed in response to requests received in October and the remainder in response to requests received in January (see accompanying schedule). Funding requests for programs of exceptional merit may be approved by the chairperson of the Special Lectures Committee acting unilaterally, if a committee meeting is not possible and if the timing of a program requires an immediate response.

To: Academic Departments

From: Chairperson, The Special Lectures Committee

The Special Lectures Committee will consider formal requests from departments for limited funding to bring speakers to campus during the academic year. Requests should be submitted according to the following schedule:

- By October 1 for programs in October, November, December and January;
- By January 15 for programs in February, March, April, May and June;

Requests will be considered after January 15 only as funds are available, provided they are received 30 days prior to the proposed lecture.

Guidelines for program/funding requests are as follows:

a) The intent of the program should be to encourage open discussion and an exchange of views or information rather than propagate special points of view. Preference will be shown for those programs which are geared toward meeting student interests and concerns.

b) Requests must be submitted in writing to the Special Lectures Committee according to the aforementioned schedule, and must be specific in terms of the speaker and his/her qualifications, proposed program date and location, and amount of honorarium. Requests must be signed by the head of the sponsoring department, or in the case of joint sponsorship, by the heads of all departments involved.

c) The programs must be open to the entire campus community, and publicized as fully as possible (through The Jambar, posters, flyers to faculty, etc.). No admission fee may be charged. The support of the Special Lectures Series should be acknowledged in publicity and at the event.

d) A single department may be granted up to \$250 in an academic year. Departments may sponsor programs jointly, but no one program will receive more than \$500 from the Special Lectures Series budget.

SECTION 1.7 MISCELLANEOUS

1.7.1 KEYS

1.7.1.1 Duplication of Keys

Unless the President of the University shall so authorize, no person shall make, or cause to be made, any key for any building, laboratory, facility, or room of the University.

(See Article IX, Section 8, Board of Trustees Policies)

1.7.1.2 Control by Director of Physical Plant

The Director of Physical Plant, and he or she alone, is authorized to control the custody, issuance, and duplication of all keys for any and all University facilities. The unauthorized duplication or possession of University keys is forbidden.

(See OAC 3356:26-1-01)

1.7.2 SEVERE WEATHER

During inclement weather, tune to WYSU-FM (University station) at 88.5 on your radio dial or one of the area commercial stations for information regarding cancellation of classes and/or University closing. Since the University information number is normally overloaded during inclement weather, it is suggested that you not telephone the University; rather, monitor WYSU-FM which will schedule daily announcements at approximately 6:10, 6:30, 7:10 and 7:30 a.m.

1.7.3 ACCEPTANCE OF GIFTS

Gifts to the University are welcome and often provide the "margin of excellence" which allows a program or even the entire institution to advance. Gifts may, however, be conditional upon some action by the University or there may be an implied obligation attached. For this reason, only the Board of Trustees may accept gifts to the University.

The President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list, accompanied by his recommendation, for action by the Board. Upon acceptance by the Board of Trustees, such gifts shall become

property of the University, and their inventory, maintenance and disposal comply with existing policies, rules and procedures. The President shall be responsible for notification of donors and establishment of procedures to implement this policy. He or she shall also establish a procedure for acceptance of books, periodicals, and similar items which shall be excluded from this policy.

It shall be the policy of the University that in the absence of specific instructions to the contrary from donors who may be involved, whenever securities of any kind may be received by the University, the President or his or her designee shall promptly cause such securities to be sold at market or for the best price obtainable and shall cause the proceeds from such sale to be held or invested as a part of the unrestricted funds of the University to be used as the Board of Trustees may direct.

(See Article IX, Section 12, Board of Trustees Policies)

1.7.4 SOLICITING DONATIONS

The Youngstown State University Foundation was founded to assist the University by providing support for educational, literary, charitable, and scientific activities and projects. Such requests for assistance to the University or its members shall be made solely by the President of the University to the President of the Foundation.

The canvassing or solicitation for funds in the name of Youngstown State University by students, employees or others is prohibited unless written permission first shall have been granted by the President.

(See Article VII, Section 4, Board of Trustees Policies.)

1.7.5 ADVERTISING ON UNIVERSITY PROPERTY

Advertising on University property is not permitted without permission of the President. Posting regulations permit certain exceptions.

1.7.6 OEA AGREEMENT

This is an agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association. The purpose of this agreement is to set forth the understanding between the parties as to the terms and conditions

of employment of members of the bargaining unit. A copy of the Agreement can be obtained from the Executive Director of Personnel Services. See the Agreement for information regarding salaries, salary increments, rates of pay, insurance benefits, tenure, faculty evaluations, promotions, personnel files, retirement, workload, grievance procedures, leaves, faculty improvement leaves, distinguished professorship awards, academic freedom, etc.

1.7.7 TAPE RECORDER POLICY

It is within the instructor's discretion whether to allow or disallow student use of tape recorders in the instructor's classes.

(Cf. University Academic Senate Minutes, December 8, 1984)

1.7.8 FINAL EXAMINATION POLICY

Examinations in academic subjects are considered to be an integral part of the learning process.

Each quarter is an eleven week term provided for that learning process. The final exam is thus not separate from other aspects of the academic experience. If an instructor intends to administer a final examination this must be done only during the final examination week and if no final examination is given, the period set aside and scheduled for the final examination must be used for other aspects of the learning process.

(Provost directive June 16, 1987)

CHAPTER 2 THE UNDERGRADUATE COLLEGES AND SCHOOLS

SECTION 2.0 GENERAL COURSE REQUIREMENTS

2.0.1 COURSES REQUIRED FOR GRADUATION

All students admitted to Youngstown State University are required to fulfill a minimum number of hours within specific departments. The distribution of hours varies with the degree and major the student is pursuing. The guide to fulfill these general requirements applicable to all degrees is found in the YSU Bulletin, Undergraduate Edition, under General Requirements and Regulations.

2.0.2 ENGLISH/READING-STUDY SKILLS REQUIREMENTS

Prior to registering for composition, all students must take the English Placement Test, which is administered by the English Department on a regularly scheduled basis. Effective February, 1986, students must take the test prior to their second quarter of attendance. Test results are used to place students in the appropriate composition and/or reading and study skills courses. Students who do not take this test before or during their first quarter of attendance will not be permitted to register for classes beyond their first quarter. (Senate Action 6/5/85)

2.0.3 ENGLISH/READING REQUIREMENTS WITHIN THE FIRST 90 HOURS

Effective February, 1986, all students placed into English 520, English 540, Education 510A, and/or Education 510B must complete these courses within their first 45 hours of enrollment. Students who do not fulfill these requirements within 45 hours will be limited to only these courses.

All students must complete the English composition sequence 550 and 551 within their first 90 hours of enrollment. (Some

Associate Degree students may not be required to complete English 551.) Transfer students having completed and transferred 90 quarter hours or more are exempt from this policy for their first 16 hours of enrollment in this University. Students not fulfilling this requirement will be prevented from registering for upper division courses until the English requirement has been met. (Senate Action 6/5/85)

See Advisor Manual (Sections 2 and 3) for more detailed information.

SECTION 2.1 THE COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

In support of the University Mission to provide a wide range of educational opportunities in higher education, the College of Applied Science and Technology assumes a dual role. As its name implies, the college offers baccalaureate degree programs which focus on the application of natural or social sciences in a discipline, and associate degree programs which center on the technology of a discipline. Consequently, the college exhibits characteristics of both a professional and a community college whose programs are designed to enhance the employment potential of its graduates in professional or technical careers.

The college offers traditional baccalaureate programs that deal directly with human health and well-being. It also offers a number of two-year associate degree programs that blend together theoretical principles, practical application of concepts and skill development. Through a TWO-PLUS-TWO arrangement in the college, many of these associate degree programs can be used as the basis for upward academic growth to a baccalaureate degree.

The College of Applied Science and Technology consists of six departments: Allied Health, Business Education and Technology, Criminal Justice, Engineering Technology, Home Economics, and Nursing. In cooperation with the School of Education, Business Education and Technology provides a Comprehensive Business Education major for secondary school teaching, and Home Economics similarly provides a Vocational Home Economics major. Graduate work is offered by the Business Education and Technology, Criminal Justice and Home Economics departments. The six departments are listed below with their associate (A) and baccalaureate (B) offerings.

Department of Allied Health

Allied Health (B)
Dental Hygiene Technology (A)
Emergency Medical Technology (A)
Medical Assisting Technology (A)
Medical Laboratory Technology (A)
Medical Technology (B)
Respiratory Care (A)

Department of Business Education and Technology

Accounting Technology (A)
Business Education (B)*
Business Management Technology (A)
Labor Studies Technology (A)
Marketing Management Technology (A)
Office Services and Administration (A)

Department of Criminal Justice

Criminal Justice (B)
Police Science Technology (A)

Department of Engineering Technology

Civil Engineering Technology (A) (B)
Computer Information Systems (A) (B)
Drafting and Design Technology (A)
Electrical Engineering Technology (A) (B)
Mechanical Engineering Technology (A) (B)

Department of Home Economics

Pre-Kindergarten Associate (A)
Dietetic Technology (A)
Merchandising: Fashion & Interiors (B)
Food and Nutrition (B)
Home Economics Services (B)
Vocational Home Economics Education (B)*
Hospitality Management (A)

Department of Nursing

Nursing (B)

*In cooperation with the School of Education, for the B.S.
in Ed. degree.

SECTION 2.2 THE COLLEGE OF ARTS AND SCIENCES

Within Youngstown State University the College of Arts and Sciences strives to prepare students for full and productive lives by helping them develop the skills of observation, analysis, and making rational judgements. The college further attempts to familiarize students with the ways in which these skills have contributed and continue to contribute to knowledge and progress in a civilized society. To these ends students are introduced to a reasonably wide range of studies, while getting intensive training in their chosen areas. Students are thus given not only a basis for competence in a career, but also the ability to function well in a world that requires understanding in areas beyond their specialties.

Two degrees are granted through the College of Arts and Sciences: Bachelor of Arts (A.B.) and Bachelor of Science (B.S.). The departments of this unit are:

- Department of Biological Sciences
- Department of Chemistry
- Department of Economics
- Department of English
- Department of Foreign Languages and Literatures
- Department of Geography
- Department of Geology
- Department of Health and Physical Education
- Department of History
- Department of Mathematical and Computer Sciences
- Department of Philosophy and Religious Studies
- Department of Physics and Astronomy
- Department of Political Science and Social Science
- Department of Psychology
- Department of Sociology, Anthropology, and Social Work

For A.B. and B.S. degrees, students may select a major from the following disciplines: Anthropology, Biology, Chemistry, Computer Science, Economics, English, French, Geography, Geology, German, Health Education, History, Italian, Latin, Mathematics, Philosophy, Physical Education, Physics, Political Science, Psychology, Russian, Religious Studies, Social Work, Sociology, or Spanish; or may select a combined major in American Studies, Black Studies, Combined Science, Combined Social Studies, Earth Science, Labor Relations or Professional Writing and Editing. Courses are also offered in Astronomy, Ancient Greek, Journalism, Military Science, and Social Science. Coursework for most teaching fields for Bachelor of Science in Education degrees also are selected from Arts and Sciences disciplines.

SECTION 2.3 THE WARREN P. WILLIAMSON, JR. SCHOOL OF BUSINESS
ADMINISTRATION

The School of Business Administration has three departments: Accounting and Finance, Management, and Marketing.

Majors are offered in Accounting, Advertising Art in conjunction with the Art Department, Advertising and Public Relations, Fashion Retailing in conjunction with the Home Economics Department, Finance, General Administration, Industrial Management, Industrial Marketing, Management (Behavioral and Management Information Systems Tracks), Marketing Management, Public Administration, Retail Marketing, and Shopping Center Management.

The degrees in business are the Bachelor of Science in Business Administration and, in conjunction with the School of Education, the Bachelor of Science in Education with a major in Business Education.

SECTION 2.4 THE SCHOOL OF EDUCATION

The School of Education offers programs and activities designed to prepare individuals for a variety of educational positions in schools, colleges, industry, business, welfare, and governmental agencies. It is organized to offer curricula and/or services for the preparation of: (1) teachers in early childhood, elementary, middle, and secondary school classrooms; (2) personnel to serve in various levels of school and administrative positions; (3) supervisory personnel for curricular development and instructional improvement; (4) teachers and other personnel in special education; (5) individuals for a wide variety of guidance and student personnel positions; (6) professional educators in colleges, community, technical, and vocational schools, and government agencies.

The School of Education is essentially an upper division school comprising six departments: Elementary Education and Reading, Foundations of Education, Counseling, Educational Administration, Secondary Education, and Special Education. It cooperates with the College of Arts and Sciences, the School of Business Administration, the College of Applied Science and Technology, and the College of Fine and Performing Arts in preparing teachers for both public and private schools.

Youngstown State University teacher education programs are accredited by the Ohio Department of Education, the North Central Association of Colleges and Secondary Schools, and the National Council for Accreditation of Teacher Education. These programs are subject to the sections of the Ohio law and regulations governing teacher education and certification. The School of Education serves as the recommending agent for all Youngstown State University graduates who wish to qualify for state of Ohio certification as well as for certification in other states.

Professional courses are offered leading to teacher certification and to the Bachelor of Science in Education degree.

A student may select a major in Elementary Education, Secondary Education, or Special Education.

Elementary Education majors pursue specific courses in early childhood and reading.

Secondary Education majors may select from many teaching fields or may specialize in areas such as art, health, physical education, music, and reading.

Special Education majors may select from four program options: Developmentally Handicapped (DH), Multiply Handicapped (MH), Severe Behavior Handicapped (SBH), and Specific Learning Disabled (SLD).

Prospective teachers may also be certified on receiving degrees earned in the College of Arts and Sciences, College of Fine and Performing Arts, School of Business Administration, and the College of Applied Science and Technology, providing they meet requirements for admission to upper division status in the School of Education and complete the proper teacher education programs.

The School of Education endeavors to provide for its students:

1. An understanding of the theoretical knowledge about human development, behavior, and learning.
2. The competencies to translate the knowledge about the learner and the learning processes into the appropriate teaching behaviors associated with fostering student learning and genuine human relationships.
3. A command of subject matter to be taught and the related fields of inquiry with the ability to use this knowledge in explaining various societal phenomena.
4. A knowledge of instructional materials and media essential for implementing a variety of teaching strategies.
5. Skill in the acquisition of inquiry techniques basic to generalizing knowledge and applying problem-solving approaches to the relevant social issues existing in a pluralistic society.
6. An appreciation of the values and feelings essential for working with individuals and the ability to develop empathetic relationships in a wide variety of professional and social roles in diverse educational agencies.
7. An understanding of and commitment to the highest level of professional and ethical treatment of individuals in the exercise of their influence.

SECTION 2.5 THE WILLIAM RAYEN SCHOOL OF ENGINEERING

The goal of the William Rayen School of Engineering is, in concert with the goals of Youngstown State University, to provide education and training to prepare the individual for the technical and personal challenges associated with the functions of an engineer in society.

Technology and society change with time, but fundamental principles are timeless. Therefore, the major emphasis is upon insuring preparation in the physical sciences, engineering sciences, social sciences and humanities for every student. Individual departmental curricula provide application of the fundamentals appropriate to that particular field of engineering. Because of the temporal nature of our technological society, the curricula are under continual study to ensure changes necessary to adapt to professional and societal needs.

Academic standards are sufficiently rigorous to maximize the probability that the individual will find satisfaction through success in the chosen profession.

The William Rayen School of Engineering offers complete curricula in Chemical, Civil, Electrical, Industrial, Mechanical, and Materials Engineering, all leading to the degree of Bachelor of Engineering.

SECTION 2.6 THE COLLEGE OF FINE AND PERFORMING ARTS

The College of Fine and Performing Arts consists of the Department of Art, the Department of Speech Communication and Theatre, and the Dana School of Music. The degrees granted are the Bachelor of Arts (A.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (Mus.B.), and, in conjunction with the School of Education, the Bachelor of Science in Education (B.S. in Ed.).

The college holds as its major objective the highest quality of instruction, including preprofessional training in areas such as studio art, applied music, telecommunications, and theatre, as well as the training of teachers and the offering of a wide variety of courses to non-majors from all areas of the University. A second objective is to provide the University community maximum opportunity for the exposure to the fine arts as members of the viewing and listening public.

CHAPTER 3 GRADUATE SCHOOL

The Graduate School, administered by the Associate Provost and Dean of Graduate Studies, offers programs of study leading to six master's degrees:

Master of Arts (Economics, English, History);

Master of Business Administration (Finance, General, Management, Marketing);

Master of Music (Performance, Music Theory and Composition, Music History and Literature, and Music Education);

Master of Science (Biology, Chemistry, Criminal Justice, Mathematics);

Master of Science in Education (Elementary Education, Counseling, Secondary Education, Special Education);

Master of Science in Engineering (Civil, Electrical, Materials Science, Mechanical)

and one doctoral degree:

Doctor of Education (Educational Leadership).

SECTION 3.1 ADMINISTRATION OF THE GRADUATE SCHOOL

3.1.1 DEAN OF GRADUATE STUDIES AND RESEARCH

The Associate Provost and Dean of Graduate Studies shall be appointed by the Board upon recommendation of the President and shall be responsible to the President through the Provost for Academic Affairs. He or she shall hold office at the discretion of the President. He or she shall be the administrative head of the Graduate School and, with the cooperation of the Deans of the various colleges, shall be responsible for the general supervision of the interests of the Graduate School in accordance with the policies and rules established by the Board, the President and the Graduate School.

(See Article I, Section 10, Board of Trustees Policies)

Among these duties shall be to:

1. Encourage the development and maintenance of quality programs of graduate study;
2. Identify those faculty members who qualify for teaching courses that carry graduate credit;
3. Administer the procedures for admission to the Graduate School, the prerequisites for graduate study, the requirements for graduate work, and the counseling and registration of graduate students;
4. Assure that the candidates for graduate degrees are duly qualified by the faculty for such degrees;
5. Supervise the graduate assistantship, fellowship and scholarship programs;
6. Recommend to Council allocation of assistantships to the various graduate programs;
7. Stimulate, encourage and coordinate faculty research; assist the faculty in developing grant proposals;
8. Develop an appropriate committee structure for the Graduate School;
9. Prepare and submit reports as requested by the President concerning the activities, affairs and needs of his or her school; and perform such other duties as may be assigned;
10. Preside over Graduate Faculty meetings and attend Graduate Council meetings as a voting member;
11. Serve as liaison between the graduate faculty and the administration and keep the graduate faculty informed of the operations, policies, and progress of the Graduate School.

3.1.2 THE GRADUATE COUNCIL

3.1.2.1 Membership

Graduate Council consists of ten members:

- A. One elected representative from the distinguished graduate faculty members of each school or college offering at least one graduate degree program.
- B. Two members-at-large elected from the distinguished members of the graduate faculty.
- C. The Dean of Graduate Studies, who is an ex-officio voting member.
- D. A Graduate Student Advisory Committee student member, who is also a voting member.
(See Article II, Section 3.1, Board of Trustees Policies)

3.1.2.2 Elections

Only Distinguished Members of the graduate faculty are eligible to be elected members of Graduate Council.

- A. School Representatives. The Dean of the Graduate School may name a nominating committee from each school to prepare a list of nominees from that school. Additional nominations are taken from the floor when the Members and Distinguished Members of the graduate faculty of each school are convened to elect Graduate Council Representatives.
- B. Members-at-large. The Graduate Dean may appoint a nominating committee from the Graduate Faculty to submit a list of nominees for members-at-large. The Graduate Faculty as a whole is convened by the Graduate Dean. Additional nominations are taken from the floor. Member(s)-at-large are elected by secret ballot. All election results are kept in the Graduate School office. Any ties occurring are settled by lot. Vacancies, if they occur, are filled by the nominee receiving the next highest number of votes in the election for that position on Council.
- C. Council members shall be elected to three-year terms.

3.1.2.3 Council Organization

- A. Council is convened by the Graduate Dean and/or chairperson.
- B. The chairperson and secretary are elected from Council membership by Council.
- C. Council establishes a regular schedule of meetings (usually

weekly).

- D. Five members constitute a quorum.
- E. The secretary of Graduate Council is also secretary of the Graduate Faculty.
- F. Council chairperson consults the Graduate Dean in preparing the agenda for each meeting.
- G. Council members chair graduate committees.

3.1.2.4 Functions of the Graduate Council

- A. Review and make recommendations to the Graduate Dean and/or the Graduate Faculty on policies and regulations of the Graduate School, including the composition, nature, and functions of the Graduate Council;
- B. Review and approve/disapprove all new graduate courses and graduate programs, including changes in courses and programs;
- C. Review and make recommendations to the Graduate Dean on nominations for membership in the Graduate Faculty;
- D. Make recommendations on specific problems of Graduate School operations properly brought before Council;
- E. Serve as a channel of communication between the graduate faculty and the Graduate Dean;
- F. Serve as executive committee of the Graduate School between meetings of the Graduate Faculty;
- G. Make such studies and take such actions as it deems necessary and proper to foster the development of graduate work of high quality at Youngstown State University.
(See Article II, Section 3.1, Board of Trustees Policies)

3.1.3 GRADUATE COMMITTEES

3.1.3.1 Membership

Appointments to standing committees are made by the Graduate Council. The chairperson of each standing committee shall be a member of the Graduate Council. The remaining members of committees are chosen from Members and Distinguished Members of the Graduate Faculty. The rotation of committee membership is recommended allowing for committee continuity and school-wide distribution. Unless there are special circumstances, the normal tenure of committee membership is three years. A GSAC student member sits on each committee, except Membership, with full voting rights.

3.1.3.2 The Duties of Graduate Committees

- A. Curriculum. This committee receives proposed curriculum and program changes from departments and makes recommendations on changes to Graduate Council.
- B. Graduate Faculty Membership. This committee recommends to Graduate Council for Council's subsequent recommendation to the Graduate Dean prospective members of the Graduate Faculty as received from department chairpersons, and reviews the status of Members of the Graduate Faculty every four years and Distinguished Members of the Graduate Faculty every seven years.
- C. Policy. This committee considers policy initiated by the Policy Committee, by the Graduate Council, by the Graduate Dean, or by members of the Graduate Faculty, reviews existing policies, and recommends to Graduate Council both new policy and any necessary revisions in existing policies.
- D. Scholarships, Assistantships, and Awards. This committee provides advice, as requested, to the Graduate Dean for his or her recommendations to Council for the allocation to departments of graduate assistantships.
- E. Grievance. The Graduate Student Grievance Committee provides graduate students with a mechanism by which complaints concerning academic matters may be heard and resolved, following the procedures outlined in Section 3.5 infra.

3.1.4 GRADUATE STUDIES COMMITTEE

Each school/college will establish and operate a Graduate Studies Committee to facilitate and oversee graduate programming within the school/college.

The Graduate Studies Committee shall be composed of:

- a. One graduate faculty representative, member or distinguished status, elected from each department/area offering graduate coursework.
- b. The Graduate Council representative.
- c. The Dean of the school/college who shall be a non-voting member.
- d. One graduate student representative to be elected by the graduate students from within the unit.

The charge to the Graduate Studies Committee shall be:

- a. To facilitate and represent the graduate faculty of the school/ college in expressing and implementing policies and procedures of organized change in the furtherance of quality graduate education.
- b. To establish and facilitate particular policies and procedures within the limits of the policies and procedures established by the Graduate School contained within the Graduate Faculty Handbook.
- c. To oversee conditions, requirements, procedures, programs and policies involving graduate education within the particular school/college.
- d. To review and sign off on all curriculum request proposals prior to being sent to Graduate Curriculum Committee.
- e. To review and make recommendations on all graduate faculty membership applications prior to being sent to Graduate Membership Committee.
- f. To carry out other functions assigned by the Graduate School through the policies of the Graduate Faculty Handbook.

3.1.5 GRADUATE COORDINATORS

Except in Williamson School of Business Administration, an individual in each department offering a graduate program is designated Graduate Coordinator; this person may be a full-service faculty member or the department chairperson and must be a Member or Distinguished Member of the Graduate Faculty.

The Graduate Coordinator makes recommendations to the Dean of Graduate Studies on admissions and on matters related to student progress. He or she serves as advisor to students in the department's graduate program or arranges for the assignment of each student to another appropriate faculty advisor.

SECTION 3.2 GRADUATE FACULTY

3.2.1 GRADUATE FACULTY FUNCTIONS

The Graduate Faculty shall meet at stated times (usually once a quarter) or upon call of the President or the Dean of Graduate Studies. Twenty-five members including representation from a majority of the departments offering graduate programs shall constitute a quorum. The Graduate Faculty shall recommend standards for admission to graduate work, standards and requirements for the various graduate degrees, and rules and procedures to give uniformity to the quality of graduate instruction throughout the University. It shall make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate instruction and research.

3.2.2 MEMBERSHIP

The Graduate Faculty shall consist of the President of the University, the Provost, the Dean of Graduate Studies, the Deans of the academic colleges and schools, and other faculty members qualified to teach graduate courses as determined by the Dean of Graduate Studies. The faculty of the Northeastern Ohio Universities College of Medicine may be nominated for Member or Distinguished Member status in the Graduate Faculty at Youngstown State University through an appropriate department at YSU. Processing for membership will follow normal procedure.

(See Article II, Section 3, Board of Trustees Policies)

If an administrative member of the Graduate Faculty should cease to hold his/her administrative position, he/she must be recommended for membership in the Graduate Faculty through normal channels.

There shall be three tiers of membership in the Graduate Faculty. They are: 1) Affiliated member, 2) Member, and 3) Distinguished member.

3.2.2.1 Affiliated Members of the YSU Graduate Faculty

A. Requirements for Affiliated Membership

1. Must be recommended by the Departmental Chairperson and approved by the Graduate Dean.

B. Privileges and responsibilities of Affiliated Member

1. Limited-service and full-service faculty may be granted Affiliated membership for one-year terms and are to apply for each renewal.
2. Full-service faculty may be granted up to maximum of three years of Affiliated membership. When special circumstances exist, full-service faculty may be granted a fourth year of Affiliated status when recommended by the Departmental Chairperson, endorsed by the Graduate Council, and approved by the Graduate Dean. Waivers to this policy may be granted to those full-service faculty whose graduate teaching assignments are limited to Applied Music and Studio Art.
3. May teach graduate courses, serve on graduate thesis committees and exam committees and, with approval of the Graduate Dean, may serve up to 2 years as a "designated special advisor" of thesis work.
4. May not vote on Graduate School matters or serve on Graduate School committees.

3.2.2.2 Members of the YSU Graduate Faculty

A. Requirements of a Member

1. Must be recommended for membership by the department chairperson.
2. Needs to have an appropriate terminal degree or its professional equivalent.
3. Needs to be actively involved in the teaching of graduate courses and in the work of the YSU graduate faculty and its programs (e.g., supervision of theses, curriculum and program development, etc.).
4. Needs to meet criteria for scholarship, applied scholarship, discipline-related public service or professional development projects.

5. Needs to provide evidence of membership affiliation with professional and/or scholarly associations beyond YSU and local affiliates.

B. Privileges and responsibilities of Members

1. Will be appointed to a 4-year term and will need to re-apply after each term.
2. Will have the right and responsibility of voting on Graduate Faculty matters.
3. Will be eligible for and, when appropriate, responsible to serve on and occasionally chair graduate thesis and exam committees.
4. Will be eligible for and, when appropriate, responsible to serve on and chair Master's theses and exam committees.
5. Will be eligible for teaching doctoral-level courses and serving on doctoral advisory committees.
6. Will be eligible and responsible for serving on school/college Graduate Studies Committee.

3.2.2.3 Distinguished Member of the YSU Graduate Faculty

A. Requirements of Distinguished Member

1. Must meet, in addition to all requirements for Member status, the distinguished scholarship criteria including current research or appropriate creative work, particularly in the last seven years (if reapplying) or in the last 4 years if this is the initial application for Distinguished status, as evidenced by publication or creative academic activity known by colleagues.
 - A. The kind of publication in which it appears should be taken into account (scholarly articles in the professional journals of the faculty member's academic field would be given more weight than popular articles in general periodicals, for example).
 - B. In fields or areas of fields in which creative work or the practice of a profession results in forms of public expression other than publication (e.g., exhibitions in competitive art shows, musical performances under professional auspices), proper recognition should be given for these activities as being analogous to publication in other academic

disciplines. Again the quality of such activities calls for discrimination: the nature and type of competition, for example, would help determine the kind of recognition earned by the artist whose paintings are exhibited.

2. Will ordinarily have served at least one term as a Member of the Graduate Faculty.
3. Will need to apply for re-appointment after a 7-year term.

B. Privileges and responsibilities of Distinguished Members

1. Will hold all the rights, privileges and responsibilities granted to all other Members of the Graduate Faculty.
2. Will be eligible for and, when elected, are responsible to serve as representatives to Graduate Council.
3. Will be eligible for and, when appropriate, responsible to chair doctoral committees where the Distinguished Member's department houses the doctoral program. Under special circumstances and when requested by the chair of the doctoral program's home department, the Graduate Dean may approve a distinguished faculty member from outside the home department to chair doctoral committees.
4. Will be eligible and responsible for serving on school/college Graduate Studies Committee.

3.2.3 PROCEDURES FOR RECOMMENDATION IN THE GRADUATE FACULTY

1. Application for Membership or change from Member to Distinguished Member must be initiated by the chair of the department concerned.
2. The completed recommendation is then sent to the Graduate Dean who forwards it to the Graduate Faculty Membership Committee.
3. Each new recommendation for Membership or Distinguished Membership in the Graduate Faculty should be ruled on by the Membership Committee on the basis of the newly designated "requirements" and should adhere to the appropriate examples provided by the colleges or programs as to what constitutes "current research, appropriate creative work, scholarly publications, applied scholarship, discipline related public service and professional development projects".

Representative samples of research, scholarship, etc. should be appended to the applicant's recommendation form where appropriate.

4. The Membership Committee then recommends to Graduate Council.
5. Graduate Council takes final action on the recommendations by making its recommendation to the Graduate Dean.

SECTION 3.3 GRADUATE SCHOOL POLICIES AND PROCEDURES

3.3.1 ADMISSIONS

Students are admitted to the Graduate School by the Dean of the Graduate School on recommendation of the department in which the applicant wishes to do major work. Students in combined baccalaureate/master's programs must follow standard procedures for admission to the Graduate School. Admission is required prior to registration in any 900- or 1000-level course.

The complete application for admission, including supporting materials, should be received by the Graduate School at least four weeks before the beginning of the term in which the applicant plans to register. Youngstown State University will admit graduate students in the fall, winter, spring, and summer quarters, except that foreign students may enter only during the fall or spring quarters.

The attention of foreign students is called to the special requirements governing their application for admission (see 3.3.1.6 International Student Admission).

(See OAC 3356:14-1)

3.3.1.1 Application Procedure

Application for admission must be made on a form provided by the Graduate School, following the procedure outlined below. A list of materials necessary for making application can be secured by writing to the Dean of the Graduate School, Youngstown State University, Youngstown, Ohio 44555.

- A. Complete the application form and return it with the non-refundable application fee to the Bursar's Office. If enrollment in the Graduate School has been interrupted by a period of six years or longer, a readmission fee will be assessed.
- B. Request the registrar of each college or university attended, except Youngstown State University, to send directly to the Dean of the Graduate School an official transcript. Personal copies will not be accepted.

The attention of foreign students is called to the special requirements governing their application for admission (see

3.3.1.6 International Student Admissions).

Applications for admission cannot be reviewed until the official transcripts of all previous college or university work are received. It is imperative, therefore, that the applicant see that these reach the Graduate School at the earliest possible date. Omission of information called for on the application form will necessitate requests for the additional information and therefore delay processing of the application, so the applicant should take care to provide all the information requested in the first submission of materials.

As soon as possible after receipt of application materials, the Graduate Dean will notify the student of the action taken on the application, and if the student is admitted, will have information on registration procedures provided.

3.3.1.2 Admission Requirements

Requirements for admission to the Graduate School are:

1. A bachelor's degree from an accredited college or university.
2. An unrecalculated cumulative grade point average in undergraduate work of at least 2.5 (on a 4.0 scale).
3. Satisfactory preparation for the graduate program in which the student wishes to enroll, as specified by the department of the major. (See 3.3.1.6 International Student Admissions for regulations on foreign student admission.)
4. The University reserves the right to request a test of written/spoken English of any entering graduate student whose primary language is not English.

The applicant is reminded to check the specific admission requirements of the program in which the student wishes to enroll, as the program may have requirements in addition to those outlined above.

3.3.1.3 Types of Admission

- A. Regular. Regular admission will be granted to students who satisfy the admission requirements for the master's program in which they wish to enroll.

- B. Provisional. On recommendation of the person in charge of the program involved and subject to the approval of the Graduate Dean, a student may be accepted with provisional admission if the undergraduate record shows slight deficiencies in comparison with the admission requirements of the program to which the student seeks entrance. Students who are admitted on provisional status may be required to make up deficiencies by taking the appropriate undergraduate courses without graduate credit. The academic record of all provisional students shall be reviewed when 12 quarter hours of degree credit course work have been completed. The advisor will change the status from provisional to regular if the student's deficiencies have been met and the student's record justifies such a change, and will report the change to the Dean of the Graduate School on the Change of Status form. A continuance of provisional status must be recommended to the Dean of the Graduate School by memorandum.
- C. Non-degree. Students with a bachelor's degree who wish to register for courses, but who do not expect to work toward an advanced degree, may be admitted to the Graduate School as non-degree students on recommendation of the department applied to with the approval of the Dean of the Graduate School. A maximum of 12 credits earned as a non-degree student may later be applied toward a degree if accepted by the department in which the student wishes to earn a degree and if approved by the Dean of the Graduate School.
- D. Special non-degree. An individual who does not wish to participate in a specific graduate program or be assigned to an advisor in a program may be considered for admission as a special non-degree student by the Dean of the Graduate School. The special non-degree student must meet the prerequisites of the courses prior to enrollment in them. As above, a maximum of 12 quarter hours earned as a special non-degree student may later be applied toward a degree if the student and the credits are accepted by the department in which the student wishes to earn a degree and the department's recommendation is approved by the Dean of the Graduate School.
- E. Restricted. Students who wish to take a workshop for graduate credit but who have not completed the regular Graduate School admission process will be permitted to register in the Graduate School as restricted graduate students. Such permission is granted by the Dean of the Graduate School, through the workshop representative, upon receipt of a completed Workshop Registration Form, which includes a statement signed by the applicant that a baccalaureate degree has been received. Graduate workshops designated as restricted are graded on a S/U (satisfactory/ unsatisfactory) basis. Workshop courses, upon approval of the graduate advisor, may be applied to degree work at a later date if regular admission to the Graduate School is obtained and if those courses are

part of the degree program. Workshop courses are those specifically designated as such in the Graduate Catalog or by the Graduate Council.

- F. Transient. Transient admission may be granted to a student who is in a degree program at an accredited graduate school and who submits a graduate student transient student form signed by the dean of the graduate school to which he/she wishes to transfer credit, showing that he/she is a graduate student in good standing. The form to be used in such cases may be secured from the Youngstown State University Graduate School office. Under some circumstances transient admission may be renewed for a second quarter, but the graduate deans from both universities must approve the renewal.

If a transient student later wishes to become a regular graduate student, the student must be admitted to a degree program by following the usual admission procedures.

3.3.1.4 Transfer Credits

Master's Degree: Up to 12 quarter hours (8 semester hours) of graduate work completed at other accredited institutions may be applied toward a master's degree at Youngstown State University, provided the student earned a grade of A or B in such courses.

Doctoral Degree: Up to 24 quarter hours (16 semester hours) of post-master's degree graduate work completed at other accredited institutions may be applied toward a doctoral degree at Youngstown State University, provided the student earned a grade of A or B in such courses.

The number of transfer credits to be accepted in each case is to be determined by the Graduate Dean on the basis of evaluation and recommendation by the department of the student's major. It is the responsibility of the student to initiate a request for the approval of transfer credits. Transfer hours are not included in the calculation of the student's grade-point average.

3.3.1.5 Test Information

In certain master's programs test results must be submitted as part of the admissions procedure. The registration forms and deadline dates for both the Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT) may be secured from the Testing Center, Youngstown State University; but the applicant must register for the tests with the Educational Testing

Service, Princeton, New Jersey. Arrangements for taking the Miller Analogies Test (MAT) should be made directly with the Testing Center.

3.3.1.6 International Admissions

International applicants must provide all materials required for admission at least three months prior to the quarter they wish to be considered for admission.

1. A true or certified copy of the degree earned and all course and examination records, including grades received, beyond the second school level.
2. A graduate of a foreign university who is a non-native English speaker, must score a minimum of 525 on the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service, Princeton, New Jersey; or, score a minimum of 84 on the Michigan English Language Battery (MELAB) administered by the English Language Institute, Ann Arbor, Michigan. Prior to full admission to academic study, students are tested and placed in special English classes, if necessary, to ensure an adequate level of English proficiency.

For F-1 or J-1 visa certification:

3. Certification of good health, including medical history and physician's examination.
4. Evidence of financial support and sponsorship during the period of study at Youngstown State University, including documents of verification.
5. An international applicant who has attended another United States academic or language school must also provide a Visa Clearance Form from the last school attended.

YSU enrolls students in accordance with the policy of the United States Immigration and Naturalization Service.

While doing graduate work at Youngstown State University, all foreign students must enroll in a group insurance plan to cover hospital and/or surgical care. A plan is available to students at the University, but other comparable plans may be accepted.

An orientation program is held prior to the beginning of the quarter for all international students.

3.3.2 REGISTRATION

(See OAC 3356:14-3)

3.3.2.1 Advisement

Before initial registration the student must consult with the faculty member in charge of the program to which the student has been admitted, or with an assigned advisor, for advice in developing a program of study leading to the desired degree. The ultimate responsibility for selection of graduate courses, based upon the requirements of the student's program as set forth in the catalog, remains with the student. Continued consultation with the advisor is encouraged. Because of the nature of certain programs, an advisor may require consultation before each registration.

3.3.2.2 Registration Procedure

Every student registers for each quarter either by mail or in person by appointment from the Registrar's Office. Registration is concluded on or before the Late and Final Registration date published in the Schedule of Classes. Detailed information on registration is contained in the Schedule of Classes and in the directions for registration received with registration materials. Registration is not officially completed until all tuition and fees are paid.

3.3.2.3 Change of Registration

A registered student who wishes to alter a schedule must complete a Change of Registration form and submit it to the Registrar's Office. A change of registration fee is charged to the student's account.

No student may add a course for credit or audit after the seventh calendar day of the quarter or after the fifth calendar day of a summer term.

Withdrawal from a course must be accomplished through the Change of Registration procedure. Simple failure to attend class or notification to an instructor is insufficient. A grade of F will be recorded unless a student officially withdraws. If a student withdraws from one or more classes during the first two

weeks of classes, no entry will be made on that student's permanent record for the withdrawn class(es).

3.3.2.4 Complete Withdrawal of Registration

The student who wishes to withdraw from all classes in a particular quarter must follow the same procedure as in Change of Registration. If a student withdraws from all classes during the first two weeks of the quarter, no entry will be made on the student's academic record. The student who withdraws from all classes will automatically receive a permit to register for the subsequent four quarters.

3.3.3 OTHER REGULATIONS

(See OAC 3356:14-5)

3.3.3.1 Time Limits

Coursework

Master's Degree: All work (including transfer credits) offered in fulfillment of the minimum credit hour requirement for the degree must have been taken within the six-year period immediately preceding the date on which the last requirement is completed.

Doctoral Degree: All post-master's coursework, including transfer credit, must be taken within the six-year period immediately preceding eligibility for doctoral candidacy.

In special cases, the Dean of the Graduate School may grant an extension of the coursework time limit upon the written request of the Chairperson of the department of the master's or doctoral study.

Matriculation to Doctoral Candidacy: Doctoral students shall be granted a six-year period to successfully complete the general examination and acquire candidacy status.

Doctoral Candidacy to Final Dissertation Copy: Doctoral candidates will have five (5) years from the acquisition of candidacy status to filing the final dissertation copy. Failure to meet

this time frame will result in cancellation of the candidacy. With the approval of the advisor and the Graduate Studies Committee, the student may take a supplemental general examination to reacquire candidacy. If the supplemental general examination is passed, the student is readmitted to candidacy and must complete the dissertation within two (2) years. The supplemental general exam may not be repeated more than once.

3.3.3.2 Second Master's Degree

A student who has a master's degree from Youngstown State University and desires a second master's degree must earn a minimum of 18 quarter hours of credit in addition to the total that the student had when the requirements for the first degree were completed, and must complete the requirements for another graduate program. Students with a master's degree from another university will be limited to a maximum of 12 quarter hours of transfer credit.

3.3.3.3 Interrupted Enrollment

Students who interrupt their attendance for four or more quarters must apply for readmission as former students at least two weeks prior to late and final registration. Graduate students who have not attended for six years must also pay a readmission fee.

Graduate students who fail to take courses or otherwise to pursue their graduate education for a period of two years will be readmitted only under regulations in force at the time of reapplication.

3.3.3.4 Academic Standards

A cumulative grade-point average of at least 3.0 (on a 4.0 scale) is required for graduation. All graduate-credit courses taken at YSU are included in the grade-point average determination. (See Grading System for grades less than C.)

Good academic standing for graduate students is a cumulative grade point average of at least 3.0 (on a 4.0 scale) for all graduate credit courses taken at YSU. A graduate student who is not in good standing may continue to register for courses until he/she is dropped from the graduate program.

A student who appears to be in academic difficulty should be warned by the department. Continued academic problems may then result in the recommendation from the department that the Graduate Dean withdraw the student from the program and/or the Graduate School. If the Graduate Dean concurs with the departmental recommendation, the student and the Registrar's Office will be notified by the Graduate Dean that the student is not permitted further registration in the Graduate School.

3.3.3.5 Full-Time Status

A full-time student is one carrying 9 or more hours for credit.

3.3.3.6 Reduced Load for Employed Students

The Graduate School recommends that the employed student carry less than a full academic load as determined in consultation with the major advisor or graduate committee.

3.3.3.7 Graduate Courses for Undergraduates

An undergraduate student who has senior standing and a cumulative grade point average of at least 2.7 and who does not require a full schedule to complete the baccalaureate degree requirements at Youngstown State University, may enroll in 900- and 1000-level courses for graduate credit, provided such enrollment does not cause the total schedule for the quarter to exceed 16 quarter hours. Before registering for courses the student must have the approval of the advisor, the instructor of each course, and the Dean of the Graduate School. The credit earned cannot be counted toward fulfillment of the requirements for a bachelor's degree, and may not be used for graduate credit at Youngstown State University until the student is admitted to the Graduate School and the credit is accepted by the department in which the student continues graduate work. The maximum amount of such credit that will be acceptable at Youngstown State University is 15 hours.

Permission for undergraduates to enroll in graduate courses for undergraduate credit will be granted only to students with proven exceptional academic ability; such permission will be based on a petition prepared by the student's major department containing a statement of criteria used to determine

"exceptional" and approved by the department offering the course and the Dean of the Graduate School.

3.3.3.8 Grading System

The following grading system is used in reporting a final evaluation of the work of graduate students in courses or thesis research: A, B, C, D, F. The grade point equivalents are 4, 3, 2, 1, and 0, respectively.

Grades of D and F carry no graduate credit but will be used to determine the student's grade point average. Failure will normally be indicated by a D; a grade of F indicates that the student has not achieved even a minimum grasp of the essentials of the course; this grade can also result from failure to withdraw officially from a course (See Change of Registration, and Refund of Fees Upon Withdrawal). A student has the privilege of repeating a course once, but the repetition is treated merely as another course, along with the first, in calculating the student's grade point average.

On petition by the student and concurrence of the advisor and program director, the graduate dean may approve for exclusion from the calculation of the student's grade-point average courses that do not apply to the current degree program.

A grade of I (incomplete) may be given to a student who does satisfactory work in a course but who, for reasons beyond control and deemed justifiable by the teacher, does not complete all requirements for a course by the time grades are submitted. A written explanation of the I will be forwarded to the Records Office for inclusion in the student's permanent record, with copies to the student, department chairperson, and the Graduate Dean. Until the I is converted, it will not be included in the calculation of the student's point average. An I may not be converted for the purpose of changing the grade point average of a completed degree.

The grade of W will be given for all withdrawals properly processed during the first six weeks of any quarter (or first three weeks of a summer session). ("Properly processed" describes withdrawals made in conformity with the instructions on the official Change of Registration form.) A withdrawal made after the three- or six-week period will be recorded as an F, unless the withdrawal was the result of circumstances over which the student had no control as shown by evidence presented by the student in a petition to the Dean of the Graduate School. Any grade of F assigned because of absence may be reviewed upon petition to the Graduate Dean. Where withdrawals change the status of a student from full-time to part-time, the student immediately forfeits any privileges contingent upon full-time status, and all

interested parties which legally require it will be given notification.

In certain graduate courses and in the case of thesis work still in progress at the time grades for the quarter are to be reported, a PR may be reported in place of a quality grade. This symbol indicates that the student is working in a manner which merits being allowed to continue, but does not indicate a specific quality of work. In the quarter when the work is completed, the instructor will report a grade that will apply to all the work done in the preceding quarter or quarters as well. Change of grade forms must be completed for all previous quarters.

The PR grade may be used for students in certain courses other than thesis. However, PR grades awarded on non-thesis courses will revert to a grade of F after two academic quarters, not to include summer, beyond the normal ending date of the scheduled course.

AU signifies that the student was enrolled in the class as an auditor. This mark may be given only to a student who has begun a course as an auditor or who has changed status to that of auditor before six weeks of a regular quarter or three weeks of a split summer session have elapsed.

A graduate student may not elect to take a course under the CR/NC option.

Graduate workshops designated as restricted are graded on an S/U (satisfactory/unsatisfactory) basis.

3.3.3.9 Grade Changes

Applications for grade changes may be secured from the Registrar's office. Applications for grade changes must be completed by the instructor and must contain the signature of the Graduate Dean unless the change is from Incomplete (I) or a Progress (PR). All grade changes must be submitted to the Records Office by the dean or instructor; they will not be accepted from the student. In no case may a grade be changed after a student has received a graduate degree for the purpose of changing the grade-point average of the completed degree. (see 3.3.3.8 above).

3.3.3.10 Change of Curriculum

A student may transfer from one graduate program to another.

The transfer is complete when an advisor in the program to which the student is transferring has been appointed and has accepted the student as an advisee, and when the change has been reported to and approved by the Dean of the Graduate School. In such cases of transfer, courses taken in the original curriculum that also apply toward the degree in the new curriculum will be accepted. None of the credit hours or quality points earned in other courses in the original curriculum will be taken into account in the new curriculum. However, the student's academic record and grade point average will reflect all graduate courses taken.

3.3.3.11 Auditing Courses

A student may register for and attend any courses as an auditor. An auditor is not held responsible for the regular class work, class attendance and preparation of assignments, and receives no credit for the course. The student pays the regular tuition, as well as any other applicable fees, for the course(s) audited. Audited courses are carried in a student's load only for fee purposes. A student who has registered for a course for audit may not change that status to credit after the last day to add a class. An AU may be given only to a student who has begun a course as an auditor or who has changed status to that of auditor before six weeks of a regular quarter or three weeks of a split summer session have elapsed.

3.3.3.12 Foreign Language Proficiency Examinations

The Department of Foreign Languages and Literatures administers proficiency examinations in the following languages: French, German, Italian, Latin, Russian and Spanish. The graduate student should consult the major department to learn specific degree requirements.

A grade of "pass" or "fail" on the proficiency examination will be registered with the Graduate School office.

It is not the responsibility of either the University or the Department of Foreign Languages and Literatures to tutor students for these examinations or to recommend tutors.

3.3.3.13 Commencement

Intention to Apply for Graduation. At the beginning of the

quarter prior to the quarter in which the degree is expected, the student must notify the Graduate School of intention to apply for graduation on a form provided for this purpose by the Graduate School, a copy of which will be sent to the student's major department.

Formal Application for Graduation. Formal application for graduation must be filed before 5:00 p.m. on the Monday following the first full week of the graduating quarter.

There are three graduation ceremonies each year: Winter Commencement, in March, at the end of the second quarter of the academic year; Spring Commencement, in June, at the end of the third quarter; and Summer Commencement, in August or September, at the end of the summer session. A student who completes the requirements for a degree at the end of the fall quarter receives the degree in December and is present, if at all possible, at the Winter Commencement.

3.3.3.14 Library of Graduate Catalogs

This reference service is maintained in the Graduate School Office in room 3001, Jones Hall, to aid students in making decisions regarding institutions for further graduate study, and to assist faculty and staff in making comparison studies, surveys, and analyses.

SECTION 3.4 GRADUATE STUDENTS

3.4.1 GRADUATE STUDENT ADVISORY COMMITTEE

1. Elections. Within the first month of the fall term, each Graduate Council representative from each school or college that houses a graduate degree program will make sure that a graduate student from that school is designated to serve on the Graduate Student Advisory Committee (GSAC). All graduate students will have the opportunity to volunteer to be on this committee. If two or more graduate students file petitions, each signed by 15 or more graduate students, an election shall be held. These petitions must be filed by the 12th day of classes of Fall Quarter (for this purpose, Saturday is a day of classes). If fewer than two file such petitions, the representative will be appointed from those who volunteer. Each appointment must be ratified by Council. The Council shall designate one of its members to be advisor to the GSAC.

Those eligible to be members of GSAC will be full-time graduate students (as defined in the Graduate Catalog), graduate assistants, or part-time students who shall have completed 12 or more hours of graduate credit, excluding transfer credit, prior to the fall term in which the representatives are chosen.

The GSAC will recommend to Council three graduate student members of the Grievance Committee, at least one of which comes from GSAC.

Graduate students serving on graduate committees shall be voting members of the committees on which they serve. Members of GSAC have the right to participate in Graduate Faculty meetings without vote.

Vacancies in GSAC will be filled by Graduate Council. A vacancy will occur automatically if a student representative resigns his/her position or if he/she is not registered for courses carrying graduate credit. The GSAC may request Council to declare a vacancy if the student is delinquent in his/her duties. If there are no available students from a given school, the Council may fill the vacancy with a student from another school.

2. Membership. The GSAC consists of seven members, one student from each school or college having a graduate degree program and one faculty member of the Graduate Council. It will select from its own membership:

- A. a graduate student as voting member of the Graduate Council

- B. a graduate student as voting member of each of the Graduate Faculty committees except the Membership Committee.

All GSAC members may participate in Graduate Faculty meetings without vote.

3. Functions. At the request of the Graduate Dean, the GSAC will recommend graduate student representatives to appropriate committees. The GSAC may recommend to the Graduate Dean or the graduate faculty, through the Graduate Council, measures to enhance the quality of the graduate education at YSU or to promote the welfare of graduate students.

3.4.2 FINANCIAL ASSISTANCE

Loans

Graduate students enrolled in degree programs at YSU may apply for student loans in the Scholarships and Financial Aid Office, Jones Hall 2013.

On-Campus Student Employment

Graduate students enrolled in degree programs may apply for on-campus student employment at the Career Services Office, Jones Hall 3025.

Scholarships

The Youngstown State University Foundation makes funds available to provide scholarships and grants-in-aid to eligible graduate students.

An application must be submitted for each quarter for which a scholarship or grant-in-aid is sought. Applications for a given quarter are accepted during the first through the fifteenth day of classes (Monday through Friday) of the preceding quarter. Whenever there are more eligible applicants than funds available, awards will be made on the basis of grade-point average. Applications received after the deadline will normally not be considered.

Minimum GPA's, application deadlines, award levels, and eligibility criteria are subject to change without notice.

Detailed information on scholarships and grants-in-aid is available in the Graduate School office.

Warren P. Williamson, Jr. Fellowships were created in 1987

to be awarded to eligible Youngstown State University MBA students. Recipients of the fellowships are determined by the Williamson School of Business Administration's Admission/Retention Committee. Eligible individuals are outstanding students with a baccalaureate degree from an accredited institution who have been admitted to the MBA program with regular status. Financial need may also be considered. Fellowship holders may attend either full- or part-time. Applications are available in the Graduate School office and from the MBA Coordinator.

The Earl E. Edgar Memorial Scholarship Fund was established in 1980 by friends and family of the late Dr. Earl E. Edgar, Vice President for Academic Affairs at Youngstown State University. This scholarship provides an annual \$500 award to a graduate student at YSU studying the Humanities. Selection of the recipient will be based on financial need and academic excellence. The selection committee is comprised of the Deans of the Graduate School and the College of Arts and Sciences.

The Gertrude E. Hendricks Family Life Scholarship is available each year to a Graduate School student whose undergraduate major has afforded preparation for an effective contribution in the family life area.

3.4.3 GRADUATE ASSISTANTSHIPS

1. General. The assistantship program is predicated on the idea that graduate students, when given an opportunity to assist the faculty, not only provide service to the institution, but also gain valuable experience through this work in association with the faculty. Appointments to assistantships are made by the Graduate Dean only upon recommendation by the department concerned. In those instances in which the student indicates acceptance of an assistantship award prior to April 15, the student may not accept another appointment without first obtaining formal release for this purpose.
2. Any uncommitted graduate assistantships on the first day of fall quarter classes (except for those programs for which alternate dates have been established) will be returned to the Graduate Dean for reassignment at his or her discretion.
3. Duties. (For more detail, see the Handbook for Graduate Assistants.) There are three kinds of duties to which Graduate Assistants may be assigned:
 - a. Instruction. YSU is committed to the maintenance of high standards of instruction in all courses. Master's degree candidates therefore will be assigned to classroom or laboratory duties only under the direct supervision of a full-service faculty member who will retain full

responsibility for maintaining high academic and pedagogical standards. Graduate students will be assigned to instructional duties on the basis of teaching experience or other appropriate background. Note: Graduate assistants shall not be assigned duties involving instruction of graduate students, or courses above the 600-level, or administration of graduate work.

- b. Research. The duties assigned may offer an assistant the opportunity to participate in authorized faculty or University research programs.
 - c. Other Academic Services. These are determined by the department of the student's major and approved by the Dean of the Graduate School.
4. Eligibility. Normally, assistantships are awarded for a period of three quarters beginning with the fall quarter. To remain eligible for the assistantship, an appointee must discharge his/her duties satisfactorily and maintain good academic standing.
 5. Hours. An appointee must maintain enrollment in at least 21 quarter hours of degree credit course work for the regular academic year, and not fewer than 6 quarter hours of degree credit course work for any one quarter. (With the advisor's approval, course work that is not part of the graduate assistant's degree program may be counted toward the 21 q.h. minimum for the assistantship.) Approval to carry more than 12 q.h. or fewer than 6 q.h. in any quarter must be obtained from the department concerned and the Graduate Dean.
 6. Employment. Graduate assistants shall not hold other regular employment, whether full- or part-time, but may accept occasional or temporary work subject to the approval of the department chair or the graduate supervisor of the department.
 7. Faculty Supervisors. Within the department to which the graduate assistant is assigned a faculty member will be designated to be directly responsible for the supervision of the assistant. The faculty supervisor will:
 - a. Direct the activities of the graduate assistant.
 - b. Be responsible for maintaining the performance and workload assigned.
 - c. Coordinate the graduate assistant's working time with his/her class schedule.
 - d. Make every effort to assign duties that will provide valuable learning experience.

- e. Provide the department chairperson with an evaluation of the GA's progress and the quality of his/her work at the end of each quarter, to serve as a basis for determining the desirability of continuing the appointment.
8. Stipends. Each assistantship carries a stipend and remission of instructional fees, including the nonresident tuition surcharge and music performance fees. It does not cover such other expenses as the general fee, or charges for parking permits. The same remission will be applicable for the summer quarter, up to 12 quarter hours, for those who have held an assistantship during each of the three preceding quarters.

Further information on assistantship stipends may be obtained from the Graduate School.

9. Allocation of Graduate Assistants. The Graduate Dean shall report to Council his or her recommendation for the allocation of graduate assistantships. Such recommendation shall be made as early in the academic year as possible. Those allocated positions which are unassigned by the first day of the fall quarter may be reallocated by the Graduate Dean. It is understood that ordinarily no program will have its assistantship allocation reduced by more than one assistantship in any one year. The Scholarships, Assistantships and Awards Committee will serve to advise the Graduate Dean in his or her consideration of factors in the allocation process, though seven positions will exist and will continue to be allocated by the Dean on a need basis.

3.4.4 RESEARCH ASSISTANTSHIPS

The Research Assistantship category was developed to aid the facilitation of faculty research. Research Assistants are seniors with grade-point averages of 3.20 or above and graduate students in good standing. Appointments are made on a quarterly basis for a maximum of 20 hours per week at an hourly rate set annually by the Board of Trustees. The award does not carry with it a remission of tuition or other fees.

Forms on which a faculty member wishing to request a Research Assistant and a qualified student desiring to be a Research Assistant may apply are available in the Graduate School office, Jones Hall 3001. The Associate Provost and Research Coordinator will seek to make the best possible matches between faculty requestors and qualified student applicants.

3.4.5 EMPLOYMENT ASSISTANCE

The University maintains a comprehensive Career Services Office to provide professional assistance to students and alumni in career exploration and employment placement. Students are encouraged to make use of the office for aid in career planning and decision making. The office is a member of the National College Placement Council, Inc., and both national and local employers come to the campus to interview students and alumni seeking employment. Credentials services are provided to certified teachers applying for positions or further studies with schools, colleges and universities.

Students are also assisted in finding employment while enrolled in the University, both on- and off-campus. The location of the University makes it possible for many students to earn all or part of their expenses by working in nearby stores and industrial plants during the school year. Individual career counseling is available, as well as three computerized interactive programs: (1) Discover - career guidance system; (2) Navigator - job search guidance system; and (3) FOCIS (Federal Occupational and Career Information System) - guidance system for federal careers and occupations.

The Career Services Office has an information center which includes career and organization material from over 1,400 employers and many other sources. Over 300 video tapes with career and employer information are also available. Career days are presented throughout the year, as are seminars on job search techniques, resume writing and interviewing techniques and an orientation to the office.

3.4.6 INTERNATIONAL STUDENTS

Students from abroad, whether initial or transfer students, are governed by the directives contained in the brochure entitled "Information for Prospective International Students." For special regulations governing admission of foreign students, see 3.3.1.6 International Student Admissions.

SECTION 3.5 GRADUATE STUDENT GRIEVANCE PROCEDURE

The Graduate Student Grievance Procedure provides the graduate students at Youngstown State University with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the student may receive assistance in pressing a claim within the organization of the University.

Informal discussions between persons directly involved in a grievance are essential in the early stages of a dispute and should be encouraged at all stages. An equitable solution to the problem should be sought before the respective persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and make resolution more difficult. If a problem still exists after discussion, the student should bring the complaint to the attention of the Department Chairperson or to the Graduate Dean.

3.5.1 SCOPE

The procedure provides the student with an opportunity to appear and to seek redress for concerns involving an academic or administrative practice. This procedure may not be used as a means of modifying or changing departmental, University and/or Graduate School policies, but may be used to address policy issues. The Graduate Student Grievance Committee also serves as the hearing panel in cases in which a graduate student has been charged with an academic offense, e. g., plagiarism.

The Graduate Student Grievance Committee will be responsible for coordinating and implementing this formal procedure. The Committee membership will be appointed by Graduate Council and will be composed of three (3) full-service faculty, three (3) graduate students, and the Vice President—Student Services or his or her designee; at least one graduate student must be a member of GSAC. Appointment to this Committee will follow the same procedure as is used by Graduate Council for its standing committees. Any matters pertaining to conflict of interest concerning a particular grievance shall be resolved by the Committee. Any action taken by the Committee shall require a majority vote of a quorum. Two (2) students and two (2) faculty shall constitute a quorum.

3.5.2 PROCEDURE

Before initiating the formal procedure, any student who has

a complaint is urged to resolve the conflict through informal discussion as described above. If such discussion fails to resolve the matter, the following procedure should be implemented:

Step 1

A. The student must submit the Graduate Student Grievance Form to the Chairperson of the Graduate Grievance Committee within twenty-four (24) school days (a school day is defined as any day, including Saturdays, on which classes are conducted) following an event or the student's awareness of a situation which the student wishes to grieve. Within six (6) school days after the student files the form with the Grievance Committee Chairperson, the Committee shall designate two (2) of its members, one faculty and one student, to serve as a sub-committee to attempt to resolve the issue. The sub-committee shall meet with each involved party either on an individual basis, or in a joint conference, as deemed appropriate.

B. Within six (6) school days after the sub-committee completes its conference, it shall issue a disposition notice concerning the grievance, together with a form upon which the student may indicate (a) acceptance or rejection of the disposition, and (b) a determination to pursue or not to pursue the issue further. The student must file a completed Disposition Reaction Form with the Chairperson of the Graduate Student Grievance Committee within six (6) school days after receiving the disposition.

Step 2

A. If the student or person against whom the grievance was filed rejects the disposition, the student must submit a formal written grievance to the Chairperson of the Graduate Student Grievance Committee within six (6) school days. The Grievance Committee may waive the deadline for submitting the formal written grievance. In this and all subsequent steps of the grievance process, the student is entitled without cost to the services, as an advocate, of a person from the Office of the Vice President—Student Services, or may employ at his/her own expense any other advocate. The individual against whom the grievance is directed may also be represented by an advocate.

B. Within eighteen (18) school days of the receipt of the formal written grievance, the Graduate Student Grievance Committee will hold a hearing on the grievance. All parties shall be notified well in advance of the day, time, and place of the hearing. At least three (3) school days prior to the hearing, the Committee will receive written materials from the affected parties so that the Committee members might have an opportunity to review them. This does not preclude the

admission of additional written materials at the hearing.

At the hearing itself both sides will be heard. The following rights are guaranteed all parties: each will appear, each may be assisted by an advocate, each may be heard, each may present pertinent relevant evidence, each may confront those expressing opposing viewpoints, and each may rebut evidence.

After the hearing has been concluded, the Grievance Committee will meet in private, and within six (6) school days reach a decision.

3.5.3 IMPLEMENTATION

The Committee's disposition shall be signed by its chairperson and forwarded to the Dean of the Graduate School, the Dean of the School or the senior administrator where the faculty or staff member is located, and the Provost.

Copies of the disposition, along with a summary of the substantive issues of the grievance, shall be placed in the student's file, as well as in the faculty or staff member's or administrator's personnel file. A master file of all pertinent documents of all grievances shall be kept in the Graduate School Office for three years.

SECTION 3.6 GRADUATE CURRICULUM

3.6.1 GRADUATE COURSES

1. Types of courses in which Graduate Credit May be Earned

- a. 900- and 1000-level courses, which are open to graduate students only. At least half of the credits applied toward the degree must be earned in 900- and 1000-level courses (see Section 3.3.3.7).
- b. Upper Division undergraduate courses (800-level) in which the student may enroll for graduate credit only with the approval of the advisor.

Only certain Upper Division undergraduate courses may be taken for graduate credit. Those that are in this category are listed in the Courses section of the Graduate Catalog. To earn graduate credit in an Upper Division course the student must have been admitted to the Graduate School before the course is taken. Graduate students in undergraduate courses which offer graduate credit may be expected to pursue the subject matter in greater depth than the undergraduate student. This may require additional work assignments.

Graduate students may register for 700-level or lower courses but these courses do not apply toward the requirements of a graduate degree. Although the grade received and quarter hours for such courses appear on the student's record, the hours and quality points are not included in the student's cumulative totals.

2. Special Regulations for Graduate Courses

- a. All graduate courses are to be offered on campus unless the course(s) are approved by the Graduate Dean for offering off-campus.
- b. All courses that a graduate student takes for graduate credit shall be taught by a member of the Graduate Faculty. In unusual circumstances exceptions to this policy can be made by the Dean of the Graduate School.

3.6.2 CURRICULUM CHANGES

1. Procedures

- a. The chairperson of the department desiring the curriculum change completes the "Request for Curriculum Action" form detailing the proposed change.

Note: The Graduate Faculty cannot initiate undergraduate courses even if such courses are to be allowed for graduate credit. All such courses to be considered for graduate credit must be previously listed in the University Catalog or approved previously by the Academic Senate or the appropriate Curriculum Committee.

- b. The "Request for Curriculum Action" form is sent to the dean of the school or college to be signed, then to
- c. The Graduate Curriculum Committee, which makes recommendations to
- d. Graduate Council and the Graduate Dean for approval.
- e. Final action for approval or disapproval of the proposed curriculum action is taken at a meeting of the Graduate Council, following circulation of the proposed course/program and the soliciting of input from the academic departments. In addition to following the above procedures, new graduate programs must be approved by the YSU Board of Trustees, then by the Board of Regents.

2. Guidelines

Guidelines for the consideration of certain courses by the Graduate Curriculum Committee:

- a. 900-level course(s) proposed by department not having a graduate program,
- b. 900-level course(s) proposed by department having a graduate program but not for graduate credit in that department's own graduate program,
- c. Graduate credit for undergraduate upper division course(s) proposed by:
 - (1) Department not having graduate program or
 - (2) Not for graduate credit in that department's own graduate program.

All courses that fall under these three categories must be accompanied by a written statement from a chairperson or the graduate faculty member in charge of a graduate program which the course(s) would service, setting forth the need for such a course and how it would benefit the program endorsing it.

In addition, this Committee feels that, as a general rule, it is undesirable to have an undergraduate seminar for which graduate credit may be obtained. The committee is aware that extenuating circumstances may exist and will continue to consider any such proposal upon its own merits. However, those departments submitting proposals should be advised that this is a situation that the Committee seeks to avoid.

SECTION 3.7 MASTERS' THESES PROCEDURES

3.7.1 Format

The following are approved styles for presenting Master's theses: A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, and American Psychological Association Publication Manual.

A department may make exceptions to the above presentation styles only when required by the discipline and approved by the Graduate Council.

A department seeking approval for exceptions to the approved styles must submit to the Council detailed statements explaining all requested exceptions and the justification for the exceptions. Exceptions which are approved for use in a particular master's degree program shall apply to all theses written in that program. Unless exceptions are approved by the Council, the published approved styles will be followed. Departments seeking approval for exceptions to the approved styles are advised to submit their requests either to the Graduate School Office or to the Chairperson of Graduate Council at least one month prior to the need for approval. Consideration will not be given to requests during the period when the council does not normally meet.

(See OAC 3356:14-13)

Approved exceptions:

1. Department of Chemistry

a. Reference Citations

Citations of references must be made by superscripted Arabic numbers, set after punctuation, if any. Citation numbers must run consecutively throughout the manuscript, except for repeated citations. A citation should follow the passage to which it refers. If the passage is an exact quotation, the citation comes at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation.

b. List of References Cited

References cited should be listed in the order of citation and written in the style of Chemical Abstracts with double spacing throughout, as in these examples:

9. L. Pauling, The Nature of the Chemical Bond, 2nd ed., Cornell University Press, Ithaca, New York, 1948, p. 323.

10. R. B. Woodward and R. Hoffman, J. Am. Chem. Soc., 87, 395 (1965)

2. Department of Biological Sciences

Graduate students in the Department of Biological Sciences are to follow the format as prescribed for "Literature Cited" in the Style Manual for Biological Journals, the guide prepared by the Committee on Form and Style of the Conference of Biological Sciences. The format is as follows (quoted verbatim from page 74 of the above manual):

"Literature Cited: Depending upon the construction of the sentence, the citation will appear as Smith and Jones, (1960), or (Smith and Jones, 1960). When there are three authors, name all in the first citation, e. g., Doe, Miller, and Wilson (1960), but subsequently use Doe et al. (1960). When there are four or more authors cite their paper in the form Doe et al. (1960).

List literature citations or references at the end of your paper in alphabetical order by authors. Include only those references cited in the text. Do not cite unpublication. Unpublished results may be mentioned as such with the work (unpublished) in parentheses after the author's name.

3. Dana School of Music

Approved exceptions for scores submitted as thesis for the Theory and Composition program leading to the Master of Music degree:

- a. Manuscript paper sizes:
 - (1) 9 1/2" x 12" for ensembles with 4-12 instruments
 - (2) 12" x 15" for orchestral or band scores
- b. Three copies of the manuscript rather than an original and two copies, because manuscript paper is printed on both sides.
- c. Binding such that the pages will remain open when the score is placed on a music stand.

- 3.7.2 Other Thesis Regulations

1. It is the responsibility of the student and his or her advisor (or committee) to complete the thesis requirement, including the defense, by the following deadlines: fall, winter and spring quarters, the first day of final examinations; summer quarter, the Monday of the final week of classes. The student should seek department approval of the thesis including format, at an early date

to allow ample time for revisions, if necessary.

2. A master's thesis may carry no more than one author, unless multiple authorship has the prior approval of the departmental director of graduate studies and the Graduate Dean.

SECTION 3.8 PERIODIC PROGRAM REVIEW

Periodic review of graduate programs at YSU is required by a mandate of the Ohio Board of Regents. This review procedure should address the following parameters: <1>

3.8.1 Quality of Faculty

Measurements should include professional preparation and clinical experience of faculty; research productivity; teaching effectiveness; and level of participation in graduate instruction.

3.8.2 Quality of Curriculum

Is the program redefining itself in the context of contemporary changes? Are the courses appropriate?

3.8.3 Quality of Students

Measurements here should cover academic quality; the origin of students and the diversity of their backgrounds; and the effect of admission policies on retention rates.

Admission policies also should be reviewed to make sure that standards set to assure quality take into account the total experience and background of the individual student.

3.8.4 Adequacy of Resources

Evaluation of laboratory, equipment and other physical facilities, library, supporting staff and services.

3.8.5 Need of Program

Level of student interest and demand; potential or projected enrollment; relation to institutional goals; fiscal and academic relationships between graduate and undergraduate programs; societal demands; intellectual development and personal fulfillment; potential for cooperative program development; employment opportunities.

3.8.6 Productivity

Evaluation of resources available and used; management capability; marketplace needs; research benefits and the program's relationship to institutional objectives. In addition, productivity measurement should include a comparison with similar programs at other institutions.

<1> Higher Education in Ohio Master Plan: 1976, pages 59-60.

SECTION 4.1 ADMISSIONS

4.1.1 OFFICE HOURS

A. Fall, Winter, and Spring Quarters

1. Monday through Friday - 8:00 a.m. - 5:00 p.m.
2. Saturday 9:00 a.m. to noon.

B. Summer Quarter and between all other quarters

1. Monday through Friday - 8:00 a.m. - 5:00 p.m.
2. Closed on Saturday

4.1.2 MARKETING PRACTICES

4.1.2.1 High School Visits

1. Admissions staff will visit and/or contact area high schools in Mahoning, Trumbull, and Columbiana counties in Ohio, and Lawrence and Mercer counties in Pennsylvania.
2. Additional selected high schools in Ohio and targeted out-of-state areas will be visited and/or contacted.

4.1.2.2 College Day/Night Programs

1. Selected college days/nights and college fairs in Ohio, western Pennsylvania, northwestern West Virginia and other targeted areas will be attended.
2. Annual visits will also be made to two-year institutions in northeastern Ohio and periodically to two-year institutions in western Pennsylvania and northwestern West Virginia.

4.1.2.3 Tours

1. The Admissions Office welcomes and strongly encourages prospective students and their guests to visit the campus, tour the facilities and meet with a member of the Admissions staff.
2. Guided tours of the campus originate from the Admissions Office Monday through Friday by appointment. An interview with an Admissions Officer may be scheduled before or after the tour.

4.1.2.4 Special On-Campus Programs

1. Provide an annual College Night Program.
2. Provide one or more parent and student information programs.
3. Provide interviews for prospective students and parents.
4. Provide information programs for school counselors.

4.1.2.5 Special Off-Campus Programs

1. Participate with the University Outreach office in their "Library Project."
2. Make available Admissions staff to speak at various business, industry, and other organizations' meetings or programs.
3. Conduct off-campus programs for non-traditional students.

4.1.2.6 Honors and Scholarship Contacts

1. Send appropriate letter indicating scholarship possibilities to all applicants who are in the top 25% of their class and have a minimum ACT composite score of 23, or SAT total score of 998.
2. Send "honors" brochure to all prospects who have any one of the following minimums:
 - a. ACT composite score of 28
 - b. SAT total score of 1230
 - c. High school grade point average of 3.7 (based on 4.0 system)

4.1.2.7 Minority Programs

1. Provide minority student brochure.
2. Provide motivational and educational planning information for high schools with large minority populations.

4.1.3 GENERAL ADMISSION POLICIES

4.1.3.1 New Freshmen

1. Ohio Residents
 - a. Must have graduated from high school or successfully completed the General Education Development (GED) Test.
 - b. Take either the ACT or SAT if out of high school less than two years or if required for admission into a specific program.
2. Non-Residents
 - a. Must have graduated in the upper two-thirds of their high school class; or
 - b. Have an ACT composite score of 15 or higher; or
 - c. Have a combined SAT score of 700 or higher.

(See OAC 3356:6-3-04)

4.1.3.2 Transfer Students (includes post-graduates)

1. Ohio Residents

- a. Transfer applicants who are residents of Ohio and in good standing at the last institution attended with a cumulative point average of 2.0 or higher (on a 4.0 system) for all courses taken at other colleges or universities, are admitted in good standing.
- b. Those with less than 2.0 or on probation may be considered for probationary transfer if their overall academic achievements, including high school grades and test scores, indicate potential success.
- c. Applicants suspended or dismissed from other institutions are not eligible for consideration until at least two quarters have passed following the term in which the suspension occurred.

2. Out-of-State Residents

- a. Applicants who are non-residents of Ohio must be in good standing at the last institution attended and have at least a 2.0 cumulative point average (on a 4.0 system) for all courses taken at all colleges or universities to be considered for admission.
(See OAC 3356:6-5)

4.1.3.3 Transient Students

1. A student seeking a degree at another institution may ordinarily take one quarter of course work as a transient student.
2. The student must apply for admission to the University.
3. A Transient Authorization Form must be partially completed by the applicant and the remainder by the registrar of the institution where the student is enrolled.
4. Only students in good academic standing will be permitted to enroll as transients.
5. Transient students who wish to remain at Youngstown State University for more than one quarter of course work must make

such a request to the Admissions Office and must meet the same requirements and provide the same records required of transfer applicants.

(See OAC 3356:6-7)

4.1.3.4 Former Students

1. All students who have interrupted their attendance at Youngstown State University for four or more consecutive quarters must apply for readmission.
2. A former student who was academically suspended must be reinstated by the Dean of the School from which the student was suspended, or in the event the student wishes to change schools, by the Dean of the new school.
(See OAC 3356:6-8)

4.1.3.5 Former/Transfer

1. Must meet requirements for both former and transfer students.

4.1.3.6 Former/Transient

1. Must meet requirements for both former and transient students.

4.1.3.7 International Students (See OAC 3356:6-13)

1. Foreign Freshmen and Overseas Students
 - a. Applicants from overseas must apply six months in advance of the desired date of admission (by April 1 for the fall term; by September 1 for the spring term).
 - b. The completed application form must include a list of all educational experiences, including any studies undertaken in the U. S.
 - c. Provide official credentials and transcripts from all secondary schools, colleges, and universities which the student has attended, including subjects studied, grades, and key to the grading system. (If credentials are not

in English, official translations must be provided.)

- d. Provide certification of a score of 500 on the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Services, Princeton, New Jersey, or an equivalent score on the Michigan Test of English Language Proficiency (MTELP), officially administered by the English Language Institute, Ann Arbor, Michigan.
- e. Provide a complete medical examination record on the form supplied.
- f. Provide certification of financial resources available for education and living expenses while attending the University. Advance payment may be required.
- g. Provide a letter of recommendation from the last educational institution attended or from an International Agency such as the Institute for International Education.
- h. Applicants may be required to submit additional materials.

2. Provisional Admission

- a. Students meeting all the requirements of Section 4.1.3.7.1 except the specified level of English proficiency may be admitted provisionally for up to one academic year, to study English until the required level of proficiency is reached.
- b. Such applicants must have a TOEFL score of 450 or higher (or the MTELP equivalent) and will be expected to enroll in a 50% credit load of academic work in addition to a 50% credit load of English language courses if the English placement testing on campus at YSU indicates such a program.
- c. Non-speakers of English may submit proof of their admission to an intensive English Institute with their YSU application and request an advance recommendation, contingent upon attainment of satisfactory English proficiency according to the above conditions.

3. International Transfer Student (within U. S. A.)

- a. To be considered as a transfer student, applicants must have first completed a minimum of one academic year at a United States (or other English-speaking) college or university.
- b. Applications must be received not later than July 15 for fall quarter; November 15 for winter quarter; January 15 for spring quarter.

- c. Provide a completed application form, a \$20 nonrefundable application fee, and a list of all educational experiences, including studies undertaken in the U.S.
- d. Official credentials and transcripts from all secondary schools, colleges and universities which the student has attended, including subjects studied, grades, and a key to grading system. (If credentials are not in English, official translations must be provided.)
- e. Provide official credentials and transcripts showing one academic year of full-time study at a U.S. college or university, including evidence of academic and disciplinary good standing at the last prior institution with a minimum grade point average of 2.00 (on a 4.00 system). (Some YSU programs may have higher requirements.)
- f. Provide a TOEFL score of at least 525 (or its MTELP equivalent) if the applicant has English composition credit from a prior institution.
- g. Provide record of a complete medical examination on the form provided.
- h. Provide certification of financial resources for education and living expenses while studying at the University.
- i. Provide a recommendation from the foreign student advisor of the currently enrolled college or university.
- j. Provide any additional information that may be requested.

4. Advanced Credit

- a. All advanced credit is evaluated by the Admissions Office to determine eligibility. Credits from institutions in other countries will be evaluated upon presentation of course syllabi. Students holding undergraduate degrees equivalent to the bachelor's degree may be admitted to the University for post-graduate study only upon recommendation of the Foreign Admissions Committee and the Dean of the proposed college.

4.1.4 APPLICATION CLOSING DATES

- A. Fall Quarter - nonrestricted programs
August 15
- B. Winter Quarter - nonrestricted programs
November 15
- C. Spring Quarter - nonrestricted programs
February 15
- D. Summer Quarter - nonrestricted programs
May 15 - Session I
July 1 - Session II
- E. Phase I B. S. /M. D.
December 31 for following summer quarter
Credentials due by January 15
- F. Dental Hygiene
March 1 for following fall quarter
Credentials due by April 1
- G. Medical Lab Technology
March 1 for following fall quarter
Credentials due by April 1
- H. Respiratory Care Technology
March 1 for following fall quarter
Credentials due by April 1
- I. Nursing - B. S. N.
September 1 of sophomore year for following winter quarter

4.1.5 RESTRICTED PROGRAMS - ADMISSIONS POLICIES

4.1.5.1 Allied Health (B.S.A.S. Major) (See OAC 3356:6-11-07)

1. New freshmen — not eligible
2. Current and former YSU and transfer students
 - a. Meet general University admission requirements.
 - b. Be a graduate from an associate degree program in one of the following allied health programs: dental hygiene, emergency medical technology, medical assisting technology, medical laboratory technology and respiratory care technology or in a related health program such as nursing technology or dietetic technology.
 - c. Student should apply at the Allied Health Department; may be accepted on a provisional basis as determined by the department's admission committee.

4.1.5.2 Computer Information Systems (See OAC 3356:6-16)

1. New freshmen
 - a. Meet general University admission policies.
 - b. Complete with grades of "C" or higher, Algebra I and Geometry.
2. Former YSU Computer Information Systems students
 - a. Meet requirements of 4.1.5.2 1a and 1b.
 - b. Be in good academic standing.
3. Transfer students from within and outside YSU
 - a. Meet requirements of 4.1.5.2 1a and 1b.
 - b. Minimum grade point average of 2.3 (on 4.0 system) from all colleges.

4.1.5.3 Coordinated Program in Dietetics (CPD)

1. Current, former, and transfer students must:
 - a. Meet the general University requirements for unconditional admission for the bachelor's degree.
 - b. Have completed a minimum of 96 quarter credit hours, or equivalent, from an accredited college or university with a minimum GPA of 2.8 overall and 3.0 in Home Economics courses.
 - c. Have completed the following prerequisite courses or their equivalent:

HOMECE 550, 551, 551L, 603, 603L, 606, 606L, 609, 611, 611L, 618, 731 or 780

BIOL 551/L, 552/L, 604/L

CHEM 502/L, 503/L

ANTHR 602

BUTEC 580

COMP 500

ECON 520

ENGL 550, 551

HLTH 590

HUMANITIES - 4 q. h.

PSYCH 560, 709

SOCIO 500

2. Meeting the minimum requirements stated herein does not guarantee admission to the program. The number of students admitted is based on available resources.
3. The application deadline for consideration of admission for each Fall quarter is the preceding April 7.

4.1.5.4 Dental Hygiene (See OAC 3356:6-11-06)

1. New freshmen
 - a. Meet general University admissions requirements.
 - b. High school subjects with grades of "C" or higher in Algebra I, Algebra II or Geometry, Chemistry and Biology.
2. Current and former YSU and transfer students
 - a. Meet all requirements of 4.1.5.4 1.
 - b. Complete at least one program course.
 - c. Have a minimum grade point average of 2.5 or higher on a 4.0 scale in program courses.

4.1.5.5 Emergency Medical Technology

1. Meet general University admissions requirements.
2. Be at least 18 years of age.
3. Be interviewed by a selection committee.
4. Provide physical examination report.
5. Complete a basic EMT Course.

4.1.5.6 Engineering Technology (See OAC 3356:6-16)

1. New freshmen
 - a. Meet general University admissions requirements.
 - b. Have completed Algebra I and Geometry with grades of "C" or higher.
2. Former YSU Engineering Technology students
 - a. Meet all requirements in 4.1.5.6 1a and 1b.
 - b. Be in good academic standing.
3. Transfer students from within and outside YSU

- a. Meet all requirements in 4.1.5.6 1a and 1b.
- b. Have a minimum 2.3 GPA (on a 4.0 system) from all colleges attended.

4.1.5.7 Medical Laboratory Technology (See OAC 3356:6-11-06)

1. New freshmen
 - a. Meet general University admission requirements.
 - b. Completed with grades of "C" or higher, Algebra I, Algebra II or Geometry, Chemistry and Biology.
2. Current and former YSU and transfer students
 - a. Meet all requirements of 4.1.5.7 1.
 - b. Complete at least one program course.
 - c. Have a minimum grade point average of 2.5 (on a 4.0 system) in program courses.

4.1.5.8 Medical Technology (See OAC 3356:6-11-06)

1. New freshmen
 - a. Meet general University admission requirements.
 - b. Completed with grades of "C" or higher, Algebra I, Algebra II or Geometry, Chemistry and Biology.
2. Current and former YSU and transfer students
 - a. Meet all requirements of 4.1.5.8 1.
 - b. Have a minimum grade point average of 2.5 (on a 4.0 system) in program courses.

4.1.5.9 Nursing - B.S.N. (See OAC 3356:6-11-04 and 05)

1. New, freshmen, transfer and former
 - a. Meet general University admission requirements.

- b. Completed with grades of "C" or higher, pre-college units in Algebra I, Plane Geometry, Algebra II, and English.
- c. In the absence of a high school diploma, satisfactory completion of the G.E.D. test and 1b above or their equivalent.

2. Registered Nurse applicants

- a. Must meet all requirements of 4.1.5.9., 1a, 1b, 1c above.
- b. Must be a Registered Nurse in the State of Ohio with a current license to practice. Verification of licensure required prior to September 1 of application year.

3. All applicants - admission to Nursing

- a. Must meet requirements of 4.1.5.9., 1a, 1b, 1c.
- b. Must have earned a "C" or better in pre-nursing courses:

Biology 506
 Biology 507
 Biology 710
 Biology 702 or 787 and 787L*
 Biology 792*
 Chemistry 505
 Chemistry 506
 English 550
 English 551
 Home Economics 551
 Nursing 640*
 Nursing 641*
 Philosophy 600
 Psychology 560
 Psychology 755**
 Psychology 756**
 Psychology 757
 Sociology 500

*Not required of registered nurses prior to admission of program.

**Required only of registered nurses for admission to program.

- c. Must have a 2.00 GPA in all college work and a 2.5 GPA in pre-nursing courses.
- d. Must have current CPR certification in basic rescue.
- e. Admission is competitive and is limited to resources available.

- f. Must have satisfactorily completed physical, dental and eye examinations.
- g. Must provide personal data sheet by September 1.

4.1.5.10 Respiratory Care Technology (See OAC 3356:6-11-06)

- 1. New freshmen
 - a. Meet general University admission requirements.
 - b. Completed with grades of "C" or higher, Algebra I, Algebra II or Geometry, Chemistry and Biology.
- 2. Current and former YSU and transfer students
 - a. Meet all requirements of 4.1.5.10 1.
 - b. Complete at least one program course.
 - c. Have a minimum grade point average of 2.5 (on a 4.0 system) in program courses.

4.1.5.11 Business Administration (See OAC 3356:6-15)

- 1. New freshmen - Pre-Business
 - a. First quarter freshmen who are admitted to Youngstown State University will be accepted into the Williamson School of Business Administration as Pre-Business majors.
- 2. Transfer students from within YSU (intra- and inter-University) Pre-Business
 - a. Transfer students both within and outside of Youngstown State University must have a minimum grade-point average of 2.00 to transfer into the W.S.B.A. as a Pre-Business major.
- 3. All applicants
 - a. Satisfactory progress toward the completion of the Pre-Business course requirements must be made before the completion of 50 quarter hours of coursework in order to retain Pre-Business status in the W.S.B.A. Students who have not made satisfactory progress within this period must consider transferring to another college within the

University. An advisor is available for consultation regarding other majors within the University.

4. Admission to upper division standing with a declared Business major
 - a. Upon the completion of 80 quarter hours of coursework (inclusive of English 551, Mathematics 550, 642, Economics 520, 621, 622, 624, 705, Management 604, Accounting 602, 603, and Acctg/Mgmt/Mktg 601) with grades of "C" or better, students who desire to be considered for Upper-Division Standing in the W.S.B.A. must apply with an academic advisor in Room 408 of Williamson Hall.
 - b. Students are restricted from registering for Upper-Division Business Courses until a major has been declared.

4.1.5.12 Engineering (See OAC 3356:6-14)

1. New freshmen
 - a. Meet all general University admissions requirements.
 - b. Have minimum ACT composite score of 20 or minimum SAT total score of 950.
2. Transfer students
 - a. Complete all mathematics prerequisites to Calculus I.
 - b. Have minimum of 2.5 GPA from junior/community college; minimum 2.3 GPA from a college or university without A.B.E.T. accreditation; minimum 2.0 GPA from a college or university with A.B.E.T. accreditation.

4.1.5.13 Music (See OAC 3356:6-9)

1. Auditions are required of all music majors.

4.1.5.14 School of Education (See OAC 3356: 6-10)

- A. Requirements for upper division status

Students who wish to qualify for a Bachelor of Science in Education degree must enroll in the School of Education. Admission to upper division status in the School of Education is obtained upon satisfactory completion of the following requirements:

1. 90 quarter hours of credit
2. Grade of C or better in Education 501 and Speech 654
3. A 2.50 cumulative grade point average
4. Completion of English 550 and 551 with at least a B average
5. Completion of Education 710 with a grade of C or better
6. Completion of pre-professional skill tests in mathematics, reading and writing
7. Completion of hearing and speech screening examinations
8. Completion of career goal statement
9. Approval from advisor and/or department chairperson

Admission must be granted before upper division professional education courses for certification may be taken. Admission is by permit only.

B. Requirements for the degree Bachelor of Science in Education

It is the student's responsibility to fulfill graduation requirements for the appropriate degree. These consist of:

1. The pre-college or preparatory courses for each degree. Typically, these are completed at the high school level. Prior to admission to upper division, the student must remove any deficiencies by a process described in the General Requirements and Regulations section of the current YSU Bulletin, Undergraduate Edition.
2. The General Education requirements to be completed in the University are explained in the General Requirements section of the current YSU Bulletin, Undergraduate Edition.
3. Completion of a minimum of 186 quarter hours of credit with a grade point average of at least 2.50 overall and a 2.67 grade point average in student's certification areas and professional education courses (each computed separately including transfer hours) with no less than a C grade in all major certification and professional education courses.

4. Completion of the National Teachers Examination or other state-prescribed licensing examination.

The Bachelor of Science in Education degree is earned by all students enrolled in the School of Education. It is awarded only to students who qualify for a teaching certificate. Exceptions to this policy can be made only by the Dean of the School of Education. The curricula leading to the degree are designed to be completed in four academic years. R.O.T.C. students are allowed certain modifications of the requirements as explained in the General Requirements and Regulations section of the YSU Bulletin, Undergraduate Edition.

C. Requirements for Student Teaching

Application for a student teaching assignment must be filed with the Student Field Experiences Office by March 1 of the year preceding the academic year in which student teaching is to be completed. The student must register for the proper number of hours for the respective student teaching course(s) during the open registration period preceding the teaching term. Students anticipating more than one teaching certificate will need to register for more than one student teaching course. To qualify for a student teaching assignment, the student must have:

1. Senior status
2. An overall GPA of at least 2.50
3. Completed prescribed prerequisites for student teaching
4. An average of 2.67 in the major/certification area and professional education courses (each computed separately with no grade less than a C) with the course sequence substantially completed. No other course work may be taken concurrently with student teaching unless approved in advance by the Director of Student Teaching. Student teaching is a full-time eleven-week course which may deviate somewhat from the University calendar depending on the calendar of the assigned school.

D. Requirements for Certification

Initial Certification - The Dean of the School of Education has the authority to recommend to the Ohio State Board of Education, and other certification agencies, those Youngstown State University graduates who qualify for certification in any teacher education program offered by the University. The degrees earned in the School of Education will fulfill certification requirements for kindergarten, primary, elementary, secondary, and special teaching certification. Students earning degrees in schools other than the School of Education must complete all requirements of the teacher

education program in order to be certified. Students may qualify for a four-year provisional certificate in: elementary, secondary, and special fields. All candidates for any teaching certificate must meet the requirements for admission to upper division status in the School of Education but the degree earned may be conferred by any of the University schools or colleges in accordance with the specific requirements for the degree desired. However an overall undergraduate grade point average of 2.50 and 2.67 in the major field(s) and professional education courses must have been earned if the student is to be recommended for certification by Youngstown State University, irrespective of the type of degree received.

4.1.6 EARLY ADMISSION POLICY (SEE OAC 3356:6-1-07)

A. Eligibility

1. Must be high school students who have completed their sophomore year but not yet graduated.

B. Requirements

1. Application for admission at least two months in advance of quarter they wish to enter.
2. Twenty dollar (\$20.00) non-refundable application fee.
3. Provide grades and point average through sixth semester.
4. Provide letter of recommendation and permission from high school principal or guidance counselor.
5. Provide parents' approval.
6. Have personal interview with an admissions counselor.

C. Validation of credit:

1. Credit will be validated after receipt of final high school transcript including senior grades and verification of graduation and the results from the ACT or SAT.

4.1.7 INCOMPLETE RECORDS POLICY

- A. Restricted admission may be granted to an applicant when official record(s) are not yet on file, provided the applicant is otherwise acceptable. A copy of unofficial records will be accepted until official copies are provided as follows:
1. College Transcripts
 - a. A partial transcript lacking only the current term.
 - b. An unofficial copy of the transcript or evidence of a degree.
 - c. A copy of all grade reports.
 2. High School Transcripts
 - a. An official high school transcript if all college transcripts are on file.
 - b. A partial transcript.
 3. Transient Form
 - a. Evidence of good academic standing.
 4. Test Scores (ACT/SAT)
 - a. Evidence that the test was taken.
 5. G.E.D.
 - a. Evidence that the test was passed or a copy of the G.E.D. certificate.

4.1.8 CREDIT BY EXAMINATION (SEE OAC 3356:6-21)

- A. Credit by examination is available for YSU undergraduate students or accepted undergraduate applicants who satisfactorily complete an appropriate subject examination.
- B. Examination instruments can be either departmental or standardized tests as approved by the appropriate department.
- C. Academic departments are responsible for preparing, administering, scoring and reporting the results of departmental tests.
- D. Standardized test results are transmitted to the Admissions Office for processing based on policies determined by the appropriate academic department.
- E. Accepted Standardized Tests
 - 1. Advanced Placement Program (APP)
 - 2. College Level Examination Program (CLEP)
 - 3. Proficiency Examination Program (PEP)
- F. Specific departmental credit by examination policies are reviewed annually and are kept on file in the Admissions Office.

4.1.9 RESIDENCY RULES

A. Residency Rules For Tuition Surcharge Purposes

The following persons shall be classified as residents of the State of Ohio for tuition surcharge purposes:

- 1. A dependent student, at least one of whose parents or legal guardian has been a resident of the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
- 2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other

legal purposes.

3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates.

Documentation of full-time employment and domicile shall include both of the following documents:

- (a) A sworn statement from the employer or the employer's representative, on the letterhead of the employer or the employer's representative, certifying that the parent or spouse of the student is employed full-time in Ohio.
- (b) A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

B. Additional Criteria Which May Be Considered

In determining residency the additional criteria may include but are not limited to the following:

1. Criteria evidencing residency:
 - a. If a person is subject to tax liability under section 5747.02 of the revised code;
 - b. If a person qualifies to vote in Ohio;
 - c. If a person is eligible to receive state welfare benefits;
 - d. If a person has an Ohio driver's license and/or car registration.
2. Criteria evidencing lack of residency:
 - a. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

- b. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits (see Paragraph 4.1.9 B. 2a).

C. Exceptions to the General Rule of Residency for Tuition Surcharge Purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his or her employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile, as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes, provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

D. Procedures

1. A dependent person classified as a resident of Ohio for these purposes and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the

student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C) (1) or (C) (2) of this rule.

3. For students who qualify for residency status under (C)(3), residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon completion of twelve consecutive months of residency, must apply to the University for reclassification as a resident of Ohio for enrollment if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is, or in the preceding twelve consecutive months has been, provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.

Evidentiary determinations under this rule shall be made by the University which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.

5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
6. The University, in reporting student enrollment to the Ohio Board of Regents for the purpose of assessing the tuition surcharge, shall provide individual students with a fair and adequate opportunity to present proof of their Ohio residency for purposes of this rule. The University may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

SECTION 4.2 RECORDS

4.2.1 INTRODUCTION

The Records Office of Enrollment Services houses the academic records for students currently enrolled as well as those who formerly attended the University. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The Records Office is responsible for: (1) the maintenance and accuracy of all academic records; (2) transcripts; (3) grade changes; (4) providing copies of records for deans, department heads, faculty members and administrative officers; (5) micro-filming; (6) preparation of diplomas for graduation; and, (7) any other tasks or duties pertinent to records.

It is the aim of all employees to provide courteous, efficient and expedient service to the students, faculty, administrative officers and to the public.

Following are our policies and statements pertaining to activities in the Records Office of Enrollment Services.

4.2.2 ACADEMIC RECORDS

4.2.2.1 Information Posted on the Record

As soon as possible after the fall quarter begins, a file of academic records for all students currently enrolled is prepared. Records for new, former and transfer students are on file in the Admissions Office until after the fourteenth day of school when they are then sent to the Records Office. Records for students enrolled in the Graduate School are sent from that office.

Hard copy records of a student's academic progress are no longer kept in the Records Office. The records are now kept on-line on the mainframe computer. The computer records contain the following information regarding the student:

- | | |
|---|--|
| a. Name | g. Year of high school graduation |
| b. Address | h. Colleges attended |
| c. Social Security No. | i. Degree or Certificate |
| d. Date of Birth | j. Youngstown State University degrees conferred including major, date conferred and honors (if any) |
| e. Admission Status | |
| f. High School from which the student graduated | |

At the end of the quarter the grades are added to the student's permanent record file and the accumulative totals are updated with the following totals:

- a. TR - transfer hours
- b. TH - total academic hours
- c. HC - hours completed at YSU
- d. HA - hours attempted at YSU
- e. QP - quality points earned at YSU
- f. PA - point average attained at YSU

Academic standing (good standing, warning, probation or suspended) is recorded to the right of the accumulative grade point average.

4.2.2.2 Grade Requirements (See OAC 3356:6-117)

Four categories are used to indicate the academic status of a student: Good standing, warning, probation, and suspension. The point averages required for good standing are as follows, effective the fall 1978 quarter: (For requirements prior to 1978, refer to the 1976-77 University Bulletin.)

<u>CR. HRS.</u>	<u>GPA</u>	<u>CR. HRS.</u>	<u>GPA</u>	<u>CR. HRS.</u>	<u>GPA</u>
1-14	1.50	30-44	1.70	60-74	1.90
15-29	1.60	45-59	1.80	75+	2.00

A student who falls below the specified average for the number of total academic hours completed will be warned that he or she has dropped below the minimum for good standing. By the end of the following quarter if the student has failed to bring his or her average up to the minimum, he or she will be put on probation. At the end of the probationary quarter if the student has still failed to bring his or her average up to the minimum, he or she will be suspended; however, if the student makes a 2.00 average for that quarter, he or she will be continued on probation. A graduate student must maintain a 3.00 accumulative average each quarter to remain in good standing; otherwise, his or her status will read "Not in GS." Transfer students must meet the same requirements for their total academic hours (TH), including the transfer hours accepted by YSU.

4.2.2.3 Valid Grades and Points (See OAC 3356:6-111)

In September 1960, Youngstown State University converted to the 4.00 system, previously having been on the 3.00 system. Presently, grades and points are as follows:

A=4 points I=incomplete
B=3 points W=withdrawn *Credit/No Credit *See explanation
C=2 points PR=progress
D=1 point CR=credit PR Competency-Based *See explanation
F=no points AU=audit

Incompletes, audits, progresses, credits and withdrawals are not calculated in the grade point average. Repeated courses may not be noted on the student's record, but a course repeated by an undergraduate student may be counted only once for credit. Graduate students may repeat a course once, but the repetition is included, along with the first, in the calculation of the grade point average.

*Explanations of Certain Grading Options

CREDIT/NO CREDIT: Grades of CR/NO CREDIT are used in specified courses that have been deemed inappropriate for traditional achievement grades. A CR denotes satisfactory completion of the course. If work has been unsatisfactory or if the student has withdrawn from the course, an NC (NO CREDIT) will be shown on the student's academic record. If a CR grade is given, the hours of credit are not reflected in the attempted hours (HA), but are indicated in the total academic hours (TH), and in the hours completed (HC); however, they are not included in the calculation of the grade point average.

CREDIT/NO CREDIT (Registration Option): Undergraduate students who have completed at least four courses and have a point average of 2.00 or above, or transfer students having 16 hours of transfer credit may elect to take a course for credit/no credit (CR/NC). A CR indicates the student has completed the course with a grade of C or better. If the grade is a D or F, no credit is given and the grade is indicated as NC (no credit) on the student's permanent record. If a CR is given, the hours are included in the hours completed (HC) but not in the hours attempted (HA). In either case, the grade point average is not affected.

TRADITIONAL GRADE/NO CREDIT: To receive credit for Basic Composition, Education 510 A & B or Honors Composition I-II, a student must earn a grade of A, B or C. If he or she fails to do so, an NC (no credit) will be shown on the student's academic record.

PR COMPETENCY-BASED: A PR grade may also be given in specifically identified competency-based courses. In such courses,

the PR grade will be converted to a letter grade no later than the end of the subsequent quarter, excluding the summer quarter. If the PR grade is not changed by that time, it will automatically be changed to an F grade. The hours and quality points are not calculated in the grade point average until such time as the PR has been changed to a letter grade or an F.

4.2.2.4 Calculating the Grade Point Average (PA)

As noted under "Valid Grades and Points," every grade has a quality point value for each quarter hour it represents. For example, an A in a three-hour course is worth 12 quality points, a D in a four-hour course, four points and an F in any course, no points. To calculate the point average, divide the total number of quality points by the total number of attempted quarter hours. Example: A student who has a total of 40 quality points and has attempted 16 quarter hours has a grade point average of 2.50. The point average is computed to two places and is not rounded off. Only grades of A, B, C, D, and F are calculated in the grade point average.

4.2.2.5 Repetition of Courses

A student may repeat a course once, unless otherwise specified in the course description or authorized by the student's academic dean. If the course is a prerequisite to another course, the repetition must be successfully completed before the other course is taken. A course may not be repeated if the student has received credit for a more advanced course in the same subject.

When a course is repeated, the repetition is treated merely as another course, along with the first, in calculating the grade point average unless the student secures an approved "Repetition Form" (Petition for Recalculation of Point Average) from the dean of the school in which he/she is enrolled. A course repeated will only be counted once as a credit toward a student's total academic hours for graduation.

4.2.2.6 Repetition Form (Recalculation of Point Average)

A current undergraduate student may wish to improve his/her

cumulative point average by repeating a course in which a grade of 'D' or 'F' was earned. In order to recalculate the cumulative point average, the repetition must be consistent with the policy on Repetition of Courses and the student must initiate the recalculation process with the approval of his/her advisor or dean. The grade earned on the repeated course will be used for all purposes including calculation of cumulative point average, except where recalculation is specifically prohibited. Although courses are not deleted from the permanent record, the record is adjusted to reflect the inclusion of only the last grade in computing the point average. The hours credited toward degree hours completed are those earned with the last grade. ONLY UNDERGRADUATE CURRENT STUDENTS are eligible to request this recalculation. A post-baccalaureate student is not eligible unless both the course and the repetition are completed subsequent to the conferring of the degree. A student who has earned an associate degree may petition only if currently pursuing a baccalaureate degree. An (R) or similar designation will be typed beside the grade of the course being repeated, indicating that the hours and quality points will not be calculated in the computation of the grade point average. ALL YSU GRADES WILL BE COMPUTED IN THE GRADE POINT AVERAGE FOR DETERMINING HONORS FOR GRADUATION. (Effective Fall 1982 as passed by Senate March 1983.)

4.2.2.7 Undergraduate Courses Taken by Graduate Students

Effective fall quarter, 1972, undergraduate courses taken by graduate students are not calculated in the grade point average.

4.2.2.8 Petition for Change of Grade from 'F' to 'W'

If a student withdraws after the six-week period allowed for withdrawing without penalty (or a three-week period allowed for a summer session), the grade will be an 'F'; however, if the withdrawal was a result of circumstances over which the student had no control, the student may complete a "Petition for Change of Grade from F to W" form which can be obtained from the Registrar's Office.

Upon receipt of an approved petition from the student's dean, the change of grade is made on the student's academic record and the petition form is filed with the grade changes for future microfilming.

4.2.2.9 Withdrawals (Effective Fall 1988)

If a student completely withdraws from a quarter prior to the first day of class, no entry will be made on the student's record for that quarter.

If a student withdraws from one or more classes during the first two weeks of classes, no entry will be made on that student's permanent record for the class(es) from which he/she withdrew.

If a student completely withdraws during the first two weeks of classes, the permanent record will contain the following message: STUDENT COMPLETELY WITHDREW DURING THE FIRST TWO WEEKS OF CLASSES.

If a student withdraws from one or more classes from the beginning of the third week through the end of the sixth week (for split summer sessions, the third week), the student's permanent record will reflect a grade of 'W' for all classes from which he/she withdrew.

In the case of a complete withdrawal from the beginning of the third week to the end of the sixth week (for split summer sessions, the third week), a grade of 'W' will be posted for each individual class for which the student is registered.

4.2.2.10 Statute of Limitations (Excluding Older Grades)

The University Senate passed the following May 7, 1971: "A student may petition to the dean of his or her school to exclude from the calculation of his or her grade point average grades earned five (5) or more calendar years before. If the petition is approved, all grades (not merely D's and F's) earned during the specified quarter or semester and all previous grades (not merely D's and F's) will then be removed from the calculation. However, all grades remain on the permanent record.

Excluded course credit (transfer credit as well) will not count towards the total required hours for graduation. However, courses passed may fulfill basic curriculum requirements and may satisfy as prerequisites for higher courses where applicable. Courses excluded from the calculation may be taken again, and repeated once without infringing upon repeat privileges spelled out in catalogue course descriptions. Courses excluded are not subject to credit by examination. A student whose petition has been approved is ineligible for graduation honors. Only one petition from each student may be approved."

The "Statute of Limitations" form may be secured from the

office of the dean of the college/school in which the student is enrolled. After the student has requested a change in the calculation of his or her point average and it has been approved by the dean, his/her record will reflect the new accumulative totals.

(See OAC 3356:6-119)

4.2.2.11 Credit by Examination

Credit by examination may be granted to undergraduate students who can demonstrate a proficiency in a certain subject. Credit may not, however, be allowed for courses in which the student has already received credit. The subjects in which these exams may be given are determined by the departments concerned and must be approved by the dean of the appropriate school. A fee is charged and must be paid before the exam is taken. Upon receipt of a "Credit by Exam" form that has been approved by both the department chairperson and bursar, credit will be posted on the student's academic record; however, credit will not be posted on a record until the student has had at least one grade posting on his/her record. If credit is not approved, the original of the form is filed in the student's record and the remaining copies returned to the dean of the school in which the student is enrolled.

The University also grants credit or allows placement for the Advanced Placement Program (APP), the Proficiency Examination Program (PEP) and the College Level Examination Program (CLEP). The credit and/or placement is determined by the Director of Admissions and any credit granted is posted on the student's academic record. Credit by examination does not affect a student's grade point average in any way. The hours allowed are merely added to the hours completed at YSU.

4.2.2.12 Grade Change Applications

Students wishing to apply for a change of grade, may secure an "Application for Grade Change" form from the office of the dean of the school in which they are enrolled or from the Registrar's Office. The following types of grade changes may be made:

- a. A passing letter grade (A, B, C or D) to another
- b. An I (incomplete) to a letter grade
- c. A PR (progress) grade to a letter grade
- d. An F to a passing letter grade
- e. A passing letter grade to an F.

After the instructor properly completes and signs the "Application for Grade Change," he/she must, if the change is from one grade to another, secure the signatures of both the head of the department and the dean of the school of the course involved (Graduate Dean if graduate course involved). If the change is from an I or PR, the only signature needed is that of the instructor. All changes must be returned directly to the Records Office by the instructor or dean. GRADE CHANGE FORMS WILL NOT BE ACCEPTED FROM THE STUDENT.

In no case may a grade be changed after the student has received a baccalaureate or an associate degree, unless the grade being changed is in a course taken after the conferring of the baccalaureate degree or unless the student received an associate degree and is currently pursuing a baccalaureate degree.

A student's academic record contains a complete history of his/her academic performance while earning a degree. Therefore, the academic record of a student who has received a baccalaureate degree may not be revised using REPETITION FORM, PETITION FOR CHANGE OF GRADE FROM 'F' to 'W' or STATUTE OF LIMITATIONS. This policy does not apply to a student who has received an associate degree but who is currently enrolled in a baccalaureate degree program.

4.2.2.13 Reinstatements

If a student has been suspended from the University and has been reinstated by the dean of his/her respective school, a Reinstatement Form, which is secured in either the Admissions Office, the Office of the Director of Enrollment Services, or the office of the dean of the school in which the student was enrolled, is submitted to the Director of Enrollment Services. Upon receipt of an approved reinstatement, a statement is then posted on the student's record certifying he/she has been reinstated on probation for a specific quarter.

4.2.2.14 Name changes

Student name changes may be accomplished through the following procedures:

1. If a student's name changes through marriage, the student is required to complete a Change of Information form at the Registrar's Office changing the last name to the new name.
2. Name changes other than marriage require that a copy of

a legal document such as a court order or a legal proceeding be presented to the Registrar's Office before a change is made on the academic record, (this includes first and last names).

4.2.2.15 Microfilming

Because the University is primarily a commuter school, students are apt to withdraw for a period of time, returning several years or more later to complete requirements for a degree. For this reason, it was determined that academic records for all students beginning with the fall 1984 quarter would be maintained on-line for a period of fifteen years before being filmed. After the fifteen year period the records will be microfilmed and added to the Image Search System maintained in the Records area of Enrollment Services. All records for students who attended prior to the fall quarter 1984 will be maintained on microfilm and will be indexed on the Image Search System for easy access and copying for transcripts. Three copies of each student's record (on microfilm) will be kept for security purposes, one in the records area, one in a vault on campus and one in a bank vault off-campus.

In addition to the academic record, the following are on microfilm:

- | | |
|----------------------------|--------------------------------|
| a. Student schedules | e. Student directories |
| b. Changes of registration | f. Social security directories |
| c. Grade reports | g. Graduation directories |
| d. Final grade rosters | h. Graduation rank reports |

4.2.3 RELEASE OF STUDENT INFORMATION

In November of 1974 the Family Educational Rights and Privacy Act (FERPA) informally known as the "Buckley Amendment" was passed by the U.S. Congress. In line with this Act, the YSU Board of Trustees approved a revised Student Records Policy entitled Code of Student Rights, Responsibilities, and Conduct at their April 22, 1983 meeting. For details regarding release of information, refer to this booklet.

4.2.4 GRADUATION

4.2.4.1 Intent to Graduate and Formal Application for Graduation

A student should file an "Intention to Graduate" form with his/her dean after completion of 60 hours for a two-year degree and 150 quarter hours for a four-year degree. A graduate student must complete and file the form in the Graduate School Office at the beginning of the quarter prior to the quarter of graduation.

A formal application for graduation must be filed at the Bursar's Office before 5:00 p.m. on the Monday following the first complete week of the quarter in which the student intends to be graduated. (For late submission, the form requires the signatures of the appropriate dean and the provost.) The graduation form may be secured in the office of the dean of the appropriate school or in the office of the Registrar. If the student is not graduated at the commencement exercise for which the application has been filed, the application must be reactivated by the candidate but there is no additional fee.

4.2.4.2 Residence

The last 30 quarter hours leading to an associate degree or the last 45 quarter hours leading to a baccalaureate degree must be completed at YSU. In some curricula such as medical technology, pre-law, etc., students are allowed to earn their final credit hours in absentia. Any modification of this residence requirement must be approved by the Office of the Provost.

4.2.4.3 Grades

The grade point average must not be less than a 2.00 at the time candidacy is approved and at the time the undergraduate degree is granted. Graduate students must have a 3.00.

4.2.4.4 Convocations

There are four graduations each year but only three ceremonies which are: (1) Winter commencement in March; (2) Spring commencement in June; and, (3) Summer commencement at the end of the summer session which is usually in August. Students completing degree requirements at the end of the fall quarter (December) will be able to receive their diplomas in December/January and their degree will be posted on their academic record. They are, however, encouraged to attend the March commencement subsequent

to the fall quarter in which their requirements were completed.

4.2.4.5 Graduation Honors

Graduating seniors who rank high scholastically are awarded special honors at the commencement exercise. Those earning a baccalaureate degree and having a grade point average of 3.8 or higher are granted their degree summa cum laude; those attaining a 3.6 to a 3.79, magna cum laude, and those attaining a 3.4 to 3.59, cum laude.

Those students earning an associate degree who have a 3.7 or higher are granted their degree with high honors and those with a 3.4 to a 3.69, with honors.

Baccalaureate degree candidates must have completed at least 90 quarter hours of their credit at Youngstown State and those earning an associate degree at least 60 hours. No transfer work is included in the calculation of the grade point average. Students who have processed a Statute of Limitations form are not eligible for honors. Also students who have filed repetition forms for courses taken subsequent to the summer 1982 quarter must have all grades at YSU included in the calculation of the grade point average.

4.2.4.6 Distribution of Diplomas

Payment of the graduation fee does not constitute complete financial clearance for the release of a diploma. If the student's academic requirements have been fulfilled and there is no financial obligation to the University, the student may pick up his or her diploma after the commencement exercises (March and June), or may request that the diploma be mailed. If it is to be mailed, the mailing fee must be paid at the Bursar's Office and an address given as to where the diploma should be mailed. Upon receipt of the payment and the address from the Bursar's Office, the diploma is mailed as soon as possible after commencement. Diplomas for students graduating at the end of the summer session (August) and at the end of the fall quarter (December), may be picked up in Jones Hall at appointed dates and times. Diplomas not picked up in August or December will be mailed.

4.2.4.7 Diploma Replacement

If a graduate has lost his/her diploma, a new one may be

ordered from the Associate Registrar for Records. The graduate must pay the replacement fee, or fees, for the diploma, cover and mailing before the diploma will be ordered.

4.2.4.8 Posting Degrees

Before degrees have been conferred and signed, senior sheets from the deans are received certifying the students have completed their degree requirements for a legal degree-major. The degree and major earned are recorded on the student's academic record as well as the date the degree was conferred. Honors, if any, are also recorded.

4.2.4.9 Diplomas

Diplomas show only the student's name as desired, degree conferred, date degree was conferred and honors, if any. The major is not printed on the diploma but is shown on the academic record. The minor is not shown anywhere except on the student's senior sheet.

4.2.4.10 Requirements for a Second Degree (See OAC 3356:6-49)

Any student who has a degree from YSU and desires a second degree must earn 27 quarter hours of credit in addition to the total compiled when the requirements for the first degree were completed, meet all requirements for the second degree and complete the requirements for another major. In no case may a student be awarded the same degree twice (except in Graduate School); however, the student may earn a second major in a given degree subsequent to the time the degree was originally awarded. The second major will be posted on the academic record upon receipt of a senior sheet from the dean certifying that a second major has been completed.

Any student who has received a degree from another institution and desires a second degree from YSU must complete a minimum of 30 quarter hours for an associate degree and 45 quarter hours for a baccalaureate degree, meet all requirements for the second degree and complete the requirements for a new major and minor.

4.2.5 TRANSCRIPTS

4.2.5.1 Confidentiality

Transcripts are not issued unless the student has given written authorization except in a dire emergency (Family Educational Rights and Privacy Act of November 1974). Students may request transcripts in person by completing a "Transcript Request Form" in the Registrar's Office, or they may request them by letter. If requested in person, the student must present his/her identification card or other identification such as a driver's license. If someone else is ordering the transcript, he or she must have written authorization from the student to do so. If the student requests a transcript by mail, we must have his/her written signature, not merely a typed or printed name. If the student is picking up his/her transcript, the receipt or student's ID card must be presented. If someone other than the student is picking up the transcript, he/she must have written authorization, signed by the student, to do so.

4.2.5.2 Types

Types: There are three types of transcripts:

- a. An "OFFICIAL" copy which bears the seal of the University, the name and signature of the Director of Enrollment Services, the date the transcript was issued and a statement, "IN GOOD ACADEMIC STANDING UNLESS OTHERWISE NOTED." An official transcript will not be given to the student or mailed to him/her unless there is a justifiable reason for doing so, but must be sent to a place of employment, another institution of higher learning, or an official place of business.
- b. An "ISSUED TO STUDENT" copy is the same as an official transcript with the exception that it will also bear a stamp saying, "TRANSCRIPT ISSUED TO STUDENT" and it may be given or mailed to the student.
- c. An "ADVISORY" copy of the student's record may now be displayed on-line for advisement purposes.

4.2.5.3 Required Time for Processing

If a student desires to pick up his/her transcript, there is

a twenty-four (24) hour waiting period from the time the transcript is ordered. Students ordering transcripts on Friday may not pick them up until Monday. Transcripts to be mailed usually are in the mail within three days after receipt of the request.

4.2.5.4 Partial Transcripts

No partial transcripts may be requested. All courses ever taken at YSU, undergraduate and/or graduate, must be shown on each transcript requested.

4.2.5.5 Fee and Encumbrances

A transcript fee of \$5 must be paid for each transcript requested except for advisory copies. The student may pay in advance or be billed; however, one transcript is the maximum number the Bursar will release without payment in advance.

Transcript requests for anyone owing money to the University are held in the Bursar's Office and the requestors are notified by the Bursar of their encumbrance to the University. Upon receipt of payment, the Bursar's Office marks the form "Clear for Transcript" and returns it to the Registrar for processing.

4.2.5.6 Money Collected for Transcripts

At the closing of each work day, a "Transfer to YSU Bursar" form is completed listing all checks and cash received for transcripts requested. The form is totaled, signed by the Transcript Clerk and turned into the Cashier's Office along with all of the money.

4.2.6 CLASS HONORS

Undergraduate Class Honors are awarded each year in May to approximately the top one percent of the total enrollment of each class in each undergraduate college or school. Due to ties, this percentage may be slightly higher.

Honors are determined by the accumulated grade point average at YSU only, attained by students who were enrolled for at least one of the four quarters (including summer) preceding the quarter

in which honors are awarded. No transfer credits are included.
Students must also have:

1. Completed a minimum of 18 quarter hours at Youngstown State University if a freshman; 36 if a sophomore; 54 if a junior, and 72 if a senior.
2. Not already received a baccalaureate degree.
3. At least a 3.00 grade point average.
4. Earned at least 12 credits in traditionally graded courses.

A student may receive honors only once at each class level. Transient students and YSU students who have received a baccalaureate degree prior to spring quarter in the year in which the Honors Convocation is held are not eligible.

4.2.7 RETENTION OF RECORDS

Records are retained as listed below:

Academic Record Folder - prior to Fall 1984 (Academic record, admission application/s, college transcripts, high school transcripts, misc. forms and correspondence)	All material microfilmed (in process) and destroyed.
Academic Record Folder - Fall 1984 to present (Admission application/s, college transcripts, high school transcripts, misc. forms and correspondence)	All material microfilmed (in process) and destroyed.
Academic Records - Fall 1984 to present	Maintained on-line on computer file for 15 years and then microfilmed by Computer Output Microfilm and purged to a history file on the computer.
Class Honors Listings	Retain 5 years and then destroyed.
Graduation Computer Listings (Filed by qtr. and yr.)	Hold for 15 years and then microfilmed.
Graduating Student Rank Books (by qtr. and yr.)	Hold for 15 years and then microfilmed.
Graduation Degree-Minority Summary (Chronological)	Hold for 15 years and then microfilmed.
Grade Changes	Filed in academic folder and then microfilmed with supporting documents.
Grade Reports	Computer output microfilmed each qtr.
Microfilm Catalog Directory (Alphabetical and Chronological)	Continuously maintained and updated.
Name Change Card File (Alphabetical)	Continuously maintained and updated.

Records Office Student Directories by qtr. and yr. (Alphabetically and by social security numbers)	Retain 7 years and then microfilmed.
Transcript Request Forms (Alphabetical by name)	Retain 1 year and release to Bursar.
University Catalogs (undergrad and grad) (Chronological)	Continuously maintained and updated.
Graduation Applications (by qtr. and yr.)	Filed in academic folder and microfilmed with supporting documents.

4.2.8 UNIVERSITY SEAL

There are two university seals on campus: one is in the Office of the President and the other in the Office of the Director of Enrollment Services. The Director is responsible for the use of the seal in that Office. It is university policy to use the seal only when a document requires it; however, at the discretion of the Director, it may be used in unusual circumstances.

OFFICE HOURS WHEN SCHOOL IS NOT IN SESSION ARE MONDAY THROUGH FRIDAY 0800 - 1700.

4.3.3 REGISTRATION (SEE OAC 3356:6-59)

Every student registers in person for each quarter in the following manner:

1. Current students register according to the registration appointment schedule published in the Schedule of Classes.

Current students are admitted into the registration area according to the number of hours completed. Students with most hours completed register first.

2. New, transfer, former and transient students register according to the appointment times mailed to them by the Registrar's Office.
3. Current graduate students are afforded the opportunity to register by mail. The Graduate School sends notices along with the necessary registration material and course offerings. Individuals wishing to take advantage of this opportunity must respond prior to the beginning date of current student registration. Once current student registration begins, graduate students must register in person.

4. Special Registrations

It is the practice of the Registrar's Office to afford the opportunity to register at other than the published registration dates.

- a. Courses designated as those serving specific clientele or of non-standard duration may qualify for these special registrations.
- b. Physically impaired students qualify for special registration procedures. The Counseling and Testing Office coordinates this effort.

5. Off-Campus Registration

Off-campus registration requests of an academic dean are honored. Upon receipt of the off-campus approval, arrangements for registration are made. (Following approval all processing is completed by Student Data Services.) It is expected that all processes including payment of fees will be completed prior to the 14th day of

the quarter.

4.3.4 CHANGE OF REGISTRATION (SEE OAC 3356:6-69)

A registered student wishing to alter a schedule must complete a Change of Registration Form. After all the forms have been properly completed, they must be submitted to the Registrar's Office. The change of registration fee is charged to the student's account.

A registered student may enter an additional course through the change of registration procedure through the seventh calendar day of the quarter or through the fifth calendar day of a five-week summer term.

Withdrawal from a course must be accomplished through the change of registration procedure. If a student withdraws from one or more classes during the first two weeks of classes, no entry will be made on the student's permanent record for the class(es) from which he/she withdraws. If a student completely withdraws during the first two weeks of classes the permanent record will contain the message, "student completely withdrew during the first two weeks of the quarter."

Special Problems

Under special circumstances involving financial aid, the Registrar's Office permits flexibility in providing opportunities for students to adjust their schedules prior to the official change of registration date. In general, the student's welfare is kept foremost in making the exception in permitting unscheduled changes of registration.

Administrative Changes

Administrative changes are permissible when a student's schedule is changed by the University. Criteria for administrative changes are: cancelled classes, added classes, split of classes, time/day changes, etc.

4.3.5 SCHEDULE OF CLASSES

4.3.5.1 Course Scheduling Policy

To the extent possible a distribution of courses should be made through the day to prevent excessive conflict of courses and to assure the availability of facilities. Where submitted course schedules cannot be followed because of the unavailability of classrooms, the Registrar's Office will, after consultation with the department chairpersons for alternate times and places, provide an alternate schedule.

Note: For detailed guidelines contact the Registrar's Office.

4.3.5.2 Room Assignment

The Registrar's Office enforces the University-wide scheduling policy in scheduling the official listing of available classrooms from the Office of Executive Director of Facilities. The Registrar's Office schedules the available classrooms in accordance with Ohio Board of Regents' policies, University-wide scheduling policy and any agreements reached regarding special needs for specific departments or specific quarters. (For a complete listing of available classrooms and facilities contact the Registrar's Office.)

4.3.5.3 Course Schedule File

The Course Schedule File is an on-line computer file designed to accommodate the registration activities. The file was designed in accordance with the Ohio Board of Regents' Uniform Information System and with institutional requirements for the collection of data in support of the educational needs of students and for meeting the reporting requirements.

4.3.5.4 Quarterly Bulletin (Schedule of Classes)

The Registrar's Office produces a Schedule of Classes for

the fall, winter, spring and summer quarters. The bulletin includes the department name, catalog number, title, instructor (if known), meeting days, time and location. In addition, there are items deemed appropriate and necessary for the efficient notice and orderly registration of students. There are listed important dates relating to the quarter, registration directions, fees and changes, final examination schedule, student records policy, office hours and registration appointment schedule. A listing of tentative catalog offerings for the next quarter is included in the Schedule.

4.3.6 STUDENT RECORDS - REGISTRATION

4.3.6.1 Student Schedule

The Registrar's office maintains a copy of each student's registration on file. All relevant materials such as advisement sheets and changes of registration are also maintained in support of the permanent record system. The student schedule is the initiating document for the billing procedure as well as the permanent academic record.

4.3.6.2 Demographic and Academic Data

In an attempt to maintain an accurate student information system, a master file is maintained for each student which includes personal data and academic information.

4.3.6.3 Advisement and Permit to Register Form

All students are sent a notice to register well in advance of scheduled registration periods. Each student is required to secure the Advisement and Permit to Register form from the Registrar's Office prior to registration. The form is used to update demographic data as well as the academic data listed in the student master file. In addition, the permit provides information to the advisors in regard to academic standing, point average and student eligibility to register. The advisement portion is used to list the student's course selections as well as alternate courses. Students interested in taking more than 26 credit hours per quarter must seek approval from the Dean of their

school/college.

4.3.6.4 Class Rosters

The Registrar's Office provides to the faculty rosters listing enrolled students and their status for each section offered in the Schedule of Classes. The following rosters are provided at designated time periods:

1. Preliminary Class Rosters - These rosters are provided to assist the academic departments in making decisions about course status.
2. First Day Rosters - Provide the names of individuals and enrollment status as of late and final registration
3. 7th Day Rosters - Following the last day to add sections, 7th day rosters are distributed
4. 14th Day Rosters - These rosters are the official enrollment rosters for the quarter.
5. 6th Week Rosters - Following the last day to withdraw with a "W" the 6th week rosters are distributed.
6. Final Grade Scan Rosters - At the end of the quarter and prior to the examination week, the grade rosters are distributed with directions for reporting student grades.
7. Grade Verification Rosters - Following grade processing, a final roster is distributed listing the grades earned for each student. The faculty are expected to review and verify the roster's accuracy.

4.3.6.5 Student Grades

The final grade rosters are due in the Registrar's Office 48 hours following the administration of the examination. In order to assist the faculty in returning the rosters on a timely basis, the due date and time are listed on each grade roster. Upon receipt of the properly completed grade rosters which include faculty members' signatures, the rosters are scanned and processed in preparation for producing computer-generated student report cards. It is expected that the grade processing will be completed 36 hours following the receipt of all final examination rosters.

A microfiche copy of each report card is maintained in the Registrar's Office. Each school/college receives a set of its students' report cards. Also see "Student Grade Reports".

4.3.6.6 Student Directory

It is the policy of the University to maintain an accurate directory of students in attendance. There are two types of directories produced. Following the 14th day of each quarter, a student directory is produced listing each student's address, social security number, telephone listing, rank, sex, school and enrollment status. The second type of directory for general use is produced with limited information. This is in compliance with the Family Educational Rights and Privacy Act of 1974 and the University policy on student records.

4.3.5.7 Data Change Forms

In an attempt to keep all student data current and accurate, the Registrar's office uses the Information Change Form and the Student Data Verification Form as data collection instruments. The Information Change Form is available at the Information Counter at the Registrar's Office.

4.3.7 REPORTING

The Registrar's Office provides enrollment certification to external agencies having educational interests or to those supporting students financially.

4.3.7.1 Ohio Board of Regents

Data files are maintained quarterly to provide the basis for generating official enrollment reports, facility utilization and demographics to the Ohio Board of Regents.

4.3.7.2 Athletic Eligibility

The Registrar is designated as the individual to certify student athletes to the National Collegiate Athletic Association. Specifically, full-time status, number of hours completed, academic standing and determining 2.00 freshman qualification are items to be certified.

4.3.7.3 Release of Information

The Registrar's Office complies with the policy governing the maintenance of student educational records and complies with the Family Educational Rights and Privacy Act of 1974. The general principles of this policy include student rights, student inspection of the records maintained and disclosure of information to the general public. The Code of Student Rights, Responsibilities and Conduct as published through the office of the Vice President—Student Services provides the detailed guidelines of the policy.

4.3.7.4 Student Grade Reports

A report of the student's grades is sent to every student by the Registrar as soon after the close of the quarter as possible.

4.3.8 PHOTO IDENTIFICATION SYSTEM

4.3.8.1 Student I.D.

Every student admitted to the University is given a photo identification card at the time of enrollment. The student is responsible for all transactions completed with the card. The student should report the loss or theft of his or her card to the YSU Police Office. Lost or stolen cards must be replaced at the

students' expense. The photo identification card is the property of the University and must be surrendered by the student upon request.

4.3.8.2 Faculty/Staff

The Registrar's Office provides the photo identification cards for all university employees. The Executive Director of Personnel Services is the issuing authority.

SECTION 4.4 STUDENT DATA SERVICES

4.4.1 INTRODUCTION

The Coordinator of Student Data Services serves as liaison between the Office of Enrollment Services and the Computer Center. In this capacity, the Coordinator is responsible for all requests for computer services concerning the student data.

4.4.2 INVENTORY OF COURSES

The Coordinator of Student Data Services is responsible for inputting and maintaining the Inventory of Courses as passed by the University Senate. These courses are kept on computer files and all reports having to do with courses are taken from these files. The Schedule of Classes, all Ohio Board of Regents reporting of courses, faculty workload hour reports, and the University Bulletin (catalog issue) are some of the major uses of this file.

4.4.3 CODE FILE

All code files used for student data reports are maintained by this area. Some of the major code files are Type of Admission, Admission Condition, City, County, State, High School, Degree, Department, Grading Options, and Major, as well as several other miscellaneous code files. Any questions regarding this data should be directed to Student Data Services.

4.4.4 REQUESTS FOR COMPUTER RUNS AND DATA

A. Production Schedule

Production scheduling for all reports concerning student data is coordinated by this area. All requests for student data reports from all departments of the University should be directed to the Coordinator of Student Data Services, who monitors the requests and output for such reports.

B. Special Requests

Any need for student data not provided by regular computer programs should be directed to the Coordinator of Student Data Services, who is responsible for programming such requests and providing output to the University community.

4.4.5 UNIVERSITY BULLETIN

The Coordinator of Student Data Services is responsible for the input and maintenance of all text for the University Bulletin (catalog issue). This text is updated and typeset annually by the Office of Student Data Services and sent to a printer for the actual printing of the bulletin.

4.4.6 CENTRALIZED DATA INPUT

The Coordinator of Student Data Services is responsible for initial input and updates of all demographic data maintained in the University computer files. All concerns regarding demographic data for employees, students or alumni should be directed to the Coordinator.

CHAPTER 5 THE WILLIAM F. MAAG, JR. LIBRARY

SECTION 5.1 GOALS AND OBJECTIVES

The primary mission of The William F. Maag, Jr. Library (Maag Library) is to provide appropriate academic library support to the instructional and research programs of the University. The library collection should support all areas of the University's curriculum and offer as wide a spectrum of information as is feasible. The Maag Library is committed to the principle of freedom of access to information and publications.

A secondary mission is to provide a library collection which will assist the members of the University community in their personal and professional development. The ability of the Library to do this is usually limited by availability of resources and is essentially a by-product of the primary mission.

SECTION 5.2 ORGANIZATION AND GOVERNANCE

The University Librarian is the chief administrative officer of Maag Library and reports to the Associate Provost and Dean of Graduate Studies. See Chapter 1 for organization charts.

The Bylaws of the Academic Senate provide for a Library and Media Center Services Committee of eight faculty, with at least one from each college, administrators and two students. The Committee is "...to recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted for the acquisition of instructional materials."

use does not preclude or interfere with regular operations. The Library reserves the right to revoke Library privileges in cases of abuse (theft or mutilation of Library materials, unpaid or excessive fines, failure to comply with Library regulations, illegal or improper behavior). All Library cards are non-transferable and will be honored only for the holder.

SECTION 5.3 USE OF MAAG LIBRARY

5.3.1 Hours. When the University is in session during the fall, winter, and spring quarters the Library will be open as follows:

Monday - Thursday	7:30 a.m. - 10 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday	9:00 a.m. - 5 p.m.
Sunday	1:00 p.m. - 9 p.m.

During Summer School terms the hours are 8 a.m. - 9 p.m. Monday through Thursday, 8 a.m. - 5 p.m. Friday, and closed Saturday and Sunday. When the University is not in session the hours are 8 a.m. to 5 p.m., Monday through Friday and closed on Saturday and Sunday. Material will be circulated beginning fifteen minutes after opening and ending fifteen minutes before closing.

5.3.2 Library Privileges. Maag Library is primarily for the students, faculty and staff of Youngstown State University. Validated identification cards must have a library bar code, which can be obtained at the circulation desk by presenting current valid student, faculty or staff identification. Students' identification must show that they are registered for the current quarter. Faculty and students with valid identification cards from The University of Akron, Case Western Reserve University, Cleveland State University, John Carroll University, Kent State University, College of Wooster, and Northeastern Ohio Universities' College of Medicine may also use the Library, including borrowing from the collection. Faculty and students at Youngstown State University have reciprocal privileges at the above-listed institutions. Adult non-students may check out library materials if they are paid-up members of either the YSU Alumni Association or Friends of Maag Library. Dependents of YSU faculty and staff are permitted to use the faculty or staff member's identification card with prior written permission from the faculty or staff member. Retired faculty can obtain an identification card from the Payroll Office that will be honored at the Library. The general public is welcome to use materials within the Library as long as such

5.3.3 Circulation for regularly circulating monographs.

<u>To Whom</u>	<u>With what identification</u>
YSU students	with a validated ID card
Faculty and staff of other select Ohio colleges and universities (List available at circulation desk.)	with a validated ID card
Continuing Education students	must present a fee receipt
Faculty and staff of YSU	valid picture ID card
Alumni	a current Alumni Association card may be presented for a courtesy card; both cards must be presented at the time of check out.
Families of faculty & staff	with the faculty or staff member's ID card and written permission.
Adult non-students	current paid-up membership in either the YSU Alumni Association or Friends of Maag Library.
Grade and high school students	are urged to use their school libraries. In exceptional cases, loans will be made by interlibrary loan requests through school libraries at the request of the school librarian.
Visiting faculty	proof of appointment
Retired faculty	staff ID card obtained from Payroll
Friends of the Library	current membership card

- 5.3.4 Materials are checked out at the circulation desk on the main (i.e. second) floor. Each user must use his or her own identification card. Periodicals, microforms, newspapers, and reference books do not circulate.
- 5.3.5 Books from the regular stacks circulate for 28 days. Currently employed YSU faculty, graduate assistants and administrative staff will be loaned material for 90 days. All other patron categories will be loaned materials for a 28-day period. Materials may be renewed for the same period as originally loaned upon presentation to the circulation desk. Graduate assistants may borrow for only one three-month period. Materials which have been requested by another qualified patron will not be renewed. The Library reserves the right to limit the number of items checked out to any one individual.
- 5.3.6 If a book is listed in the on-line or card catalog but is not in its proper place in the stacks, it is assumed to be in circulation. If a book is listed on the on-line catalog and shows an "available" status but is not in its proper place in the stacks, it is assumed to be in transit or missing. Patrons should complete a "hold slip" at the circulation desk and will be notified when the book is available.
- 5.3.7 Fines are assessed all users in conformity with the schedule adopted annually by the Board of Trustees and included in the current Youngstown State University Bulletin. The purpose of the fine is to encourage early return of materials in order that others may enjoy their use. Individuals not currently students or employees of Youngstown State University will lose circulation privileges for misuse of library privileges, such as chronic overdues, problem returns or lost books.
- 5.3.8 "Scholar studies" or carrels and lockers are available for assignment to YSU students, faculty, and staff. Assignment is for one academic term. The sequence of the preference is: faculty doing research, students working on a thesis (master's or undergraduate), students doing library research, students seeking a secluded study location. The decision of the Public Services Librarian concerning assignment is final, subject only to appeal to the University Librarian. A library carrel or locker key deposit is charged and may be paid at

the University Librarian's office. Several carrels and lockers are available on hourly reserve. Keys may be obtained at the circulation desk.

5.3.9

Use of Scholar Studies or Carrels and Lockers.

- A. Library materials left in a study or locker by an occupant must be charged out to the occupant.
- B. Periodicals and other non-circulating materials may be used in studies but not left there in the absence of the occupant. These materials should not be placed in lockers.
- C. Walls, doors, and glass panels must be kept free of nails, tape, or any other method of affixing objects. The view into a study must not be obscured.
- D. Food and beverages are prohibited.
- E. Studies are not to be used as office or conference space and visiting or talking must be kept to a minimum.
- F. Occupants will not be paged, mail will not be delivered, nor will the study number be released by Library personnel.
- G. The Library retains the right of inspection of studies and lockers. A second violation of these rules will result in immediate revocation of the privilege of use of a study.
- H. The Library is not responsible for damage or theft of materials left in a study or locker.

5.3.10

The Reference Room is located on the main (second) floor. It houses the reference collection, public catalog, indexes, and the current holdings of the major abstracts. Reference service is provided at the following times when the University is in session:

Monday - Thursday	8 a.m. - 9 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	9 a.m. - 12 - 1-5 p.m.
Sunday	1-5 p.m. - 6-9 p.m.

When the University is not in session the hours are 8 a.m. - 5 p.m., Monday - Friday. Telephone reference service is limited to quick reference; e.g., checking the on-line catalog or serials printout.

- 5.3.11 Interlibrary loans are processed by the Reference department.
- A. Requests for monographs will be accepted from any YSU patron if the requested title is available from Northeast Ohio Major Academic and Research Libraries (NEOMARL) members.
 - B. Requests for material to be photocopied will be accepted from students and faculty members for periodicals and non-circulating material in their area of study. Charges will be billed to the requestor's academic department.
 - C. Whenever possible, interlibrary loan requests are fully verified. The first verification source is the OCLC, Inc. on-line catalog.
 - D. Requests for genealogical investigation are not accepted.
 - E. Copyright laws and the agreements of the National Commission on New Technological Uses of Copyrighted Works (CONTU) are observed.
 - F. Patrons must obey restrictions a lending library imposes. This may include copying restrictions, use in the building only, limited loan period, etc.
 - G. Moderately priced items should be purchased rather than secured by interlibrary loan.
 - H. Maag Library will lend to non-Ohio public libraries and academic libraries if it is the only source of the material.

5.3.12 Library Tours.

Group tours may be arranged by contacting the Public Services Librarian. Adult groups and classes of high school juniors and seniors will be accommodated most times the Library is open and staff are available.

5.3.13 Library retrieval for physically handicapped students and faculty.

A library aide is available to secure books and periodicals for those persons who cannot walk through the stacks. Telephone 742-3678 or go to the circulation desk to request this service. The service does depend upon availability of staff;

however, every effort will be made to accommodate this need.

5.3.14

Tape and Braille resource room.

Patrons may inquire at the circulation desk for the key to the study room for visually handicapped students. The equipment includes a braille machine, a braille dictionary, a Concise Guide for Writers in Braille, and other reference books.

SECTION 5.4 ORGANIZATION OF THE COLLECTION

- 5.4.1 The book collection is classified according to the United States Library of Congress Classification system. English language works of fiction are classified with the literature number rather than the fiction classification number.
- 5.4.2 Reserve policy. The purpose of reserve is to provide maximum availability of heavily used materials. The reserve books are located behind the circulation desk. Material will be placed on reserve at the written request of a faculty member and should be received at least one week in advance. Options are: closed (i.e., in-building use only); one-day, three-day, or seven-day reserves. The duration of the reserve must be stipulated. Photocopied material must have been copied in conformity with copyright law. The faculty member must attest to the fact and such materials will be returned to him or her at the end of each quarter. Reference materials, periodicals from the Serials Department, and books from other libraries will not be placed on reserve. Personal copies may be placed on reserve; however, the Library will not assume responsibility in the event of damage or loss.
- 5.4.3 Special Collection Room. Books are placed in this room because of their age, value, rarity, or frail condition. The room is locked and access is limited. Extensive use should be requested in advance at the circulation desk. Such use may occur between 8 a.m. and 4 p.m., Monday - Friday. A staff member will be present. Limited use may also be requested, of course, and is dependent upon availability of staff. Special collection books do not circulate. Due to the age and condition of some books photocopying may be restricted.
- 5.4.4 University Archives.
- A. The archives preserve the historical records of the University, facilitate efficient records management, and serve historical research and scholarship. Materials in the archives do not circulate; however, these records are open to the public for use in the Library.
 - B. The regular archives shall include the following materials located in the Library as indicated.

<u>ITEM</u>	<u>LOCATION</u>
(1) Minutes of the Ohio Board of Regents	Reserve desk, main floor
(2) Rules of the Ohio Board of Regents	Reserve desk, main floor
(3) Minutes of the YSU Board of Trustees and its committees	Reserve desk, main floor
(4) Policies of the YSU Board of Trustees ("Red Book")	Reserve desk, main floor
(5) Chapter 3356, Ohio Administrative Code (YSU rules filed with Secretary State and Legislative Reference Bureau)	Reference, main floor
(6) Administrative manuals published by the President or an Area Officer of the University	Reserve desk, main floor
(7) Minutes of the Academic Senate and its committees	Reserve desk, main floor
(8) Minutes of the Graduate Council and its committees	Reserve desk, main floor
(9) Minutes of the Academic Council	Reserve desk, main floor
(10) Minutes of committees which report to an administrative officer	Reserve desk, main floor
(11) Annual operating budget of the University as adopted by the Board of Trustees	Reserve desk, main floor
(12) Annual financial report as published by the University's chief financial officer.	Reserve, main floor
(13) Annual report of enrollments and interpretative data reported by the Director of Admissions or Director of Budget & Institutional Studies.	Reserve, main floor

- | | |
|--|--|
| (14) YSU <u>Catalog</u> or <u>Bulletin</u> ,
undergraduate and graduate | Reserve, main floor |
| (15) The <u>Neon</u> (student year book)
all issues
duplicates | Reference, main floor
Special Collections,
5th floor |
| (16) The <u>Jambar</u> (student newspa-
per)
back issues
on microform | Microform room,
lower level |

C. The special archives shall consist of those materials that are of significance in recording the history of the University and which are not a part of the regular archives.

SECTION 5.5 COLLECTION DEVELOPMENT

5.5.1 The development of the collection is a major responsibility and is shared by the faculty and Library staff. The Library staff has primary responsibility for the overall quality and integrity of the collections. The faculty has primary responsibility for the quality and integrity of collections in the respective academic disciplines. Cooperation shall be the objective.

5.5.2 As noted above, the Library and Media Services Committee of the Academic Senate has been assigned the task of recommending to the senate "...the allocation of appropriated resources budgeted to acquisition of instructional materials." Should the University Librarian disagree with the Committee's recommendation he or she has the obligation of presenting his or her objections to the Senate.

5.5.3 Aquisitions policy. The American Library Association's policy statement, "Standards for American Libraries", has been a guide for Maag Library. The following policy is based on that statement and has long been the base upon which Maag Library collections have been developed.

The Library's collection of books, periodicals, pamphlets, documents, newspapers, maps, microforms, and other materials must be so constituted as to give effective strength and support to the educational program of the institution. The collection should be easily accessible. In addition to the materials related directly or indirectly to the curriculum, the collection should contain the standard works which represent the heritage of civilization. These works should be continuously supplemented by a wide variety of books which combine timelessness with enduring value, chosen to arouse the intellectual curiosity of students and to satisfy their recreational needs. The periodicals subscription list should be well balanced and carefully chosen to meet the requirements of students for collateral course reading, to provide for the research needs of advanced students and faculty, to keep the faculty informed on developments in their fields, and to afford thought-provoking general and recreational reading. The right of the librarian and the faculty to select books

and other materials representing all sides of controversial issues must be safeguarded by the institution, and any attempts at censorship from whatever sources or for whatever reasons must be resisted.

5.5.4

The following general guidelines are offered to faculty participating in collection development.

- A. The quality of the library collections should **not** be sacrificed to unnecessary duplication of titles; however, works of lasting significance or of contemporary importance should be available in a sufficient number of copies to give students a fair opportunity to examine them thoroughly.
- B. Book title requests should be of a level and subject content appropriate to an academic institution and should not duplicate material readily available in the public library. There is, of course, some overlap in the categories of public and academic library materials; however, the distinction between these categories of materials will be clear in most cases.
- C. Most text books are inappropriate to library requirements. The library should not be a repository for books used as texts and should not compete with the YSU Bookstore in this respect; however, texts may be purchased where deemed appropriate. Requests for copies of texts for examination for course adoption should not be submitted as library order requests.
- D. Careful discrimination should be exercised in requesting acquisition of materials highly technical or specialized in relation to the curriculum or to reasonably anticipated research requirements. Requests for purchase of materials exclusively in support of faculty research interests should be voluntarily and responsibly limited by faculty.
- E. Reasonable care should be exercised by faculty in avoiding requests for material on subjects, and of a level and type of treatment, which would duplicate or closely parallel materials already available in the library collections. Heavy demand or particular special merits of the titles in question might suggest exceptions to the

application of this guideline.

- F. The responsibility for administering these policies rests with the University Librarian. If consultation does not resolve problems related to collection development, the University Librarian has the responsibility to discuss the matter with the faculty of the department involved and with the cognizant dean. Cooperation shall be the objective.

- 5.5.5 The University Librarian and professional staff of Maag Library shall select appropriate reference materials as well as general materials needed for the development of the Library for the entire academic community as distinguished from materials for a specific academic discipline. Balance will be the objective and consultation with the Academic Senate's Library and Media Center Services Committee will occur as appropriate.
- 5.5.6 Periodicals. The budget line "Periodicals" (S.O.C. 951) is reserved for periodical subscriptions and departmental allocations may not be exceeded. Once a department's periodical renewal cost exceeds one-half of its total allocation, new subscriptions will not be placed until the department chairperson and department library committee have met with the University Librarian to assess the situation. The cognizant academic dean shall be apprised of the situation.
- 5.5.7 Out-of-print acquisitions. Academic departments may wish to purchase out-of-print items to build the retrospective holdings. These purchases are usually expensive and justify caution. Purchase request forms should be accompanied by the out-of-print catalog in which the item appears. Purchase will be made of the least expensive copy available, subject to physical condition minimums being met.
- 5.5.8 Gifts of books and materials to Maag Library. The University Librarian is authorized to accept books, periodicals, and similar items for addition to the collection and to acknowledge acceptance on behalf of the University. Should an offered gift to the William F. Maag, Jr. Library require a significant commitment of resources (e.g., a special collection which must be housed and provided special protection, or a collection

of personal papers which must be catalogued) the matter shall be handled in the same manner as other gifts to the University. The donor will be responsible for obtaining any appraisals for tax purposes.

SECTION 5.6 MISCELLANEOUS ITEMS OF CONCERN

- 5.6.1 Smoking is not permitted in the Maag Library.
- 5.6.2 Food and drink are not permitted in the Maag Library except in employee lounge.
- 5.6.3 Exit control. Except for emergency evacuation of the building, all patrons must exit in front of the circulation desk through the special detection gate.
- 5.6.4 Thesis binding. To have a master's thesis or School of Engineering undergraduate thesis bound, the fee should be paid at the Bursar's department and the receipt and thesis copies delivered to the circulation desk. Theses are sent to a commercial bindery. Students will be notified when returned. Unclaimed theses will be returned to the academic department after six weeks.
- 5.6.5 Displays. The Reference Section schedules exhibitions for five showcases in the reference room. Academic departments are invited to provide exhibits for three- or four-week display.
- 5.6.6 In the interest of confidentiality of Library records, the Library will not give the reader's name to persons requesting material, nor will the Library identify the person for whom the material is being requested.
- 5.6.7 Lockers are located on each of the library's main floors. They are available on the same basis as "scholar studies" or carrels. See Section 5.3.8.

SECTION 5.7 UNRETURNED MATERIALS - FACULTY

By Presidential Directive issued on August 15, 1991:

Where Maag Library alleges a faculty member has failed to return a book(s), etc., and where the faculty member asserts in writing that the book(s), etc., were returned, that faculty member's library privileges continue. The Maag Library, in such instances, may at its discretion charge the academic department for the replacement cost of the unreturned material. This initial dispute is resolved in favor of the faculty member and without consequence to the faculty member.

Those faculty in this situation will subsequently be able to request and receive some form of a book return receipt for any checked-out material that is returned to Maag Library.

If subsequent incidents occur, and if no stamped receipt can be produced, then the faculty's department chairperson should refer to the faculty member's apparent inattention or disregard for University resources in the chairperson's annual evaluation of the faculty member. In such circumstances, the faculty member's library privileges will continue unabated and Maag Library obviously continues to be made whole at the department's expense by a charge covering the replacement of the unreturned material.

Continuing or serious misuse of library privileges could be cause for some appropriate disciplinary action including, but not limited to, denial of library privileges; however, such course of action would be merited only in the most extreme or persistent cases of abuse.

SECTION 6.1 REQUESTING NEW COMPUTER SERVICES

6.1.1 INTRODUCTION

The University Computer Center provides computer services to the entire University community. To insure that the Computer Center's resources are used effectively, and that new services promised are funded adequately and installed on schedule, long-range planning is necessary. Such planning facilitates the determination of future staffing requirements and hardware and software acquisition, and is an integral part of the mechanism through which priorities for new computing services are established.

Typical of new computing services that are requested are:

- A. The installation of new software packages written elsewhere;
- B. The creation of new programs by the Computer Center's staff;
- C. The revision of existing programs to effect changes in the content or distribution of materials generated by these programs; and
- D. The installation of new or replacement hardware such as computer terminals and personal computers.

6.1.2 ELIGIBILITY

All faculty, professional/administrative staff and departments of the University are eligible to request new computer services which are directly related to their work at the University. Requests for all new services are to be made through the appropriate chairperson, dean or director in accordance with

procedures explained below. Student organizations must apply for computer services through the Vice President—Student Services.

6.1.3 OFFICERS SUBMITTING REQUESTS FOR NEW COMPUTER SERVICES

The annual call by the Provost for submission of long-range plans (i.e., requests for new computing services) is sent in writing by April 1 of each year to the following officers:

- A. *President
- B. *Executive Director for Personnel Services
- C. *Vice President—Student Services
- D. *Vice President—Institutional Advancement
- E. Executive Director for Admin. Services
- F. Executive Director for Athletics
- G. Executive Director for Facilities
- H. Executive Director for Financial Services
- I. Chairperson, Senate Executive Committee

*Area Officer

6.1.4 PROCEDURE FOR REQUESTING NEW COMPUTER SERVICES

This procedure, last adopted by the Computer Review Committee on January 8, 1980, has been endorsed by the Provost, the area officer to whom the Computer Center reports organizationally. It provides that long-range computing plans shall be requested annually on April 1 by the Provost.

The call for submission of such plans is sent in writing by the Provost to the persons listed above. Copies of the call letter are sent to the President, the Computer Center Director and Associate Directors and members of both the Senate Computer Services Committee and the Computer Review Committee.

Recipients of the annual call letter are requested to:

- A. Seek proposals from people administratively responsible to them; and
- B. Instruct these people to send their proposals to the Computer Center (Meshel Hall - Room 455) before June 1. All requests received after that date are held until the following June except as noted in 6.1.11.

All requests must be submitted on Computer Center form #CC-021, Requisition for New Computer Services.

This form is provided to request either:

- (A) A new computer service (regardless of the funding source) that requires acquisition of hardware and/or software; or
- (B) Development of new or changed computer programs by the Computer Center's staff.

The requestor is to complete Section A on the cover page and Sections 1-7 on the inside. The Computer Center will provide assistance should you need help in completing this form. Detailed instructions to complete the form are provided on the form itself.

6.1.5 INFORMATION PROVIDED AND PROCEDURE FOLLOWED

Attached to the annual call letter is a report of all requests received as of the previous June 1 which were not included in the Computer Center's current Work Program (January 1 through December 31). Additionally, this report includes projects which have been requested since the previous June 1. If the original requestor still wishes to request one of these projects, he or she must do so by completing the appropriate information on form #CC-021. Completion of the form is necessary even though the project has been requested previously because the information needed by the Computer Center and the Computer Review Committee may have changed and because the project's requirements may have changed or need to be reaffirmed.

Upon receipt of the proposals on June 1, the Computer Center staff will analyze all projects, estimate the staffing and other resources needed and separate them into two Project Pools (#1 or #2) depending upon the estimated length of time to complete the proposed project. In conformity with adopted policy, the Computer Center Director will establish a Support Level (1-5, see form #CC-021, Section B), classify the project as a Computer Center project or other (for those funded by non-Computer Center sources) and make a recommendation to the Computer Review Committee concerning the proposal itself.

Estimates of staffing and hardware/software resources are developed by one of three Associate Directors:

<u>Group</u>	<u>Associate Director for</u>
A	Academic Consulting
B	Systems Software
C	Systems Development

The staff resource estimates are classified as follows:

<u>Project Type</u>	<u>Staff time (weeks*)</u>
A	0-1
B	2-3
C	4-5
D	6-8
E	9-26
F	27-52
G	above 52

*1 week = 40 hours

Form #CC-021 is returned by the Associate Director to the Computer Center Director once the estimate is complete but before August 1.

6.1.6 COMPUTER CENTER DIRECTOR'S RECOMMENDATION

The Computer Center Director formulates a recommendation for each request. This recommendation is made upon the merit of the project itself. For those requests that require additional hardware and/or software, the Director also recommends a Support Level as defined below:

<u>Support Level</u>	<u>Definition</u>
1	The Computer Center will provide instruction in the use of the hardware and/or software to faculty or staff, assist with debugging of programs, maintain the systems software, coordinate all hardware maintenance services and provide various computer supplies (paper, ribbons, etc.).
2	The Computer Center will maintain the systems software, coordinate all hardware maintenance services and provide various computer supplies.
3	The Computer Center will maintain the systems software and coordinate all hardware maintenance services.
4	The Computer Center will coordinate all hardware maintenance services.

5 The Computer Center will provide no support.

Hardware and/or software funded by the Computer Center will be supported at levels 1 or 2.

6.1.7 AREA OFFICER REVIEW

All requests processed by the Computer Center are sent to the appropriate area officer by September 1 for his or her approval. The area officer assigns a priority to each approved (recommended) project; those not recommended are not assigned a priority. EACH AREA OFFICER IS REQUESTED TO CONSULT WITH THE APPROPRIATE MEMBER(S) OF THE COMPUTER REVIEW COMMITTEE IN ESTABLISHING THE PRIORITIES IN HIS OR HER AREA; however, this consultation is discretionary. Priorities are established for requests in each of two pools.

<u>Project Pool</u>	<u>Project Types</u>	<u>Priority</u>
#1	A-C (0-5 weeks)	1-n
#2	D-G (6 or more weeks)	1-n

The area officer returns all requests to the Computer Center by October 1. Those which are disapproved are returned by the Computer Center to the requestor by October 15. Those approved are sent to the Computer Review Committee by the same date.

6.1.8 COMPUTER REVIEW COMMITTEE EVALUATION

The Computer Review Committee evaluates all requests approved by area officers and establishes a priority for each request. Priorities (1-n) are established for each Project Pool (#1 and #2) associated with an Associate Director Group (A, B, and C), leaving a maximum of six (6) priority lists. The Committee makes a written recommendation to the Provost by December 1 in the following format:

<u>ASSOCIATE DIRECTOR</u>	<u>PROJECT POOL</u>	<u>PRIORITY</u>
A	#1	1-n
A	#2	1-n
B	#1	1-n
B	#2	1-n
C	#1	1-n
C	#2	1-n

The official 12-month Computer Center Work Program, which begins January 1, is announced by the Provost on or before December 15. Copies are sent to the President, all area officers, the Computer Center, the Computer Review Committee and the Senate Computer Services Committee.

6.1.9 IMPLEMENTATION OF PLAN

The Computer Center begins work on approved projects on January 1 of each calendar year. Projects that require funding beyond that included in the current fiscal year budget are not initiated until the next fiscal year budget is approved by the Board of Trustees.

In January, all requestors and area officers are notified by the Computer Center as to the status of all requests received by the June 1 deadline for consideration.

The Computer Center presents a status report to the Provost and members of the Computer Review Committee for the periods ending March 31, June 30, September 30, and December 31.

6.1.10 FORMS

Forms for use in submitting requests may be secured from the Secretary in the Computer Center. One copy must be submitted for each project requested, completed as explained above and on the form itself. A requestor should submit the proposal to the Computer Center as early as feasible. Please note, however, that the DEADLINE FOR SUBMISSION IS JUNE 1 and projects received after that date will not be considered until the following June. Early submission of proposals will increase the Computer Center's ability to be of service.

Should additional information or assistance in completing the forms be required contact the Director of the Computer Center

or the appropriate Associate Director.

6.1.11 UNANTICIPATED NEW SERVICES

Although long-range planning is an integral part of the normal mechanism for obtaining new computing services, experience has shown that unanticipated needs do arise which may require immediate attention. Requests for new computer services may be submitted at any time to the Director of the Computer Center through the appropriate chairperson, dean or director.

All requests for new computer services which are not in the Computer Center's current work program (January 1 - December 31) are routinely held until June 1 of each year. If you submit a request that is urgently needed and for the good of the University, it must be incorporated into the current work program, then it will be considered and may be scheduled with the approval of the Computer Center Director or the Provost, under the following conditions:

1. Funding is or can be made available in the case of additional needed hardware and/or software; or
2. Computer Center staff overtime work can be funded by budget transfer by either the Provost or the requesting area officer; or
3. It is substituted for one or more projects of at least equal size for the same area officer and which are scheduled for completion during the same year's work program.

SECTION 6.2 REVIEW OF COMPUTER HARDWARE AND SOFTWARE

The following are the types of computer hardware and software which must be reviewed by the Computer Review Committee and have the advice of the Computer Center staff prior to purchase.

1. Any piece of computer hardware which is intended to be hard-wired to the mainframe, or which requires that new software or new databases be installed on the mainframe, or which depends on direct support from the Computer Center for its operation.
2. Any stand-alone computer or computer network (including peripheral devices and software) with a purchase price in excess of 10,000 dollars or any single component, peripheral device, or software with a purchase price in excess of 5,000 dollars.
3. Any computer software which requires the expertise of the Systems Programming staff for maintenance or for analyzing capabilities and compatibility in preparation for its installation or the installation of future releases.

(Adopted February 10, 1983 by the President)

SECTION 6.3 MICROCOMPUTER POLICY

The purpose of this policy is to assure that the microcomputers or devices acquired by Youngstown State University and intended for use by faculty, staff or students will be as compatible as possible for broad applicability, cost effectiveness, enhanced power and maintenance ease.

Definitions: Microcomputer: Any device designed primarily for electronic data and/or wordprocessing which contains a microprocessor.

Communicate: Transmit or receive electronic data.

Compatibility: The ability to operate with other microcomputers, minicomputers or mainframe computers or computer terminals and use the same software, follow the same protocols, etc.

Software: Programs, languages and processors, all costing more than 200 dollars each.

Requisitioners of microcomputers, peripheral equipment and software must consult with the Computer Center Director and obtain a recommendation on purchase. A preferred vendor and favored software list will be maintained by the Computer Center Director. Wherever possible, the Director's recommendation will reflect this listing, the ability to provide support by University personnel, compatibility with the Computer Center mainframe and the ability to communicate with other university microcomputers or terminals. Non-recommended purchase requests will be referred to the Computer Review Committee. The final recommendations of either the Computer Center Director or the Computer Review Committee will be submitted to the Provost for approval.

An inventory of microcomputers and software purchased will be maintained by the Computer Center. Central Services will maintain standard supplies, such as paper and diskettes, for equipment on the preferred-vendor list. A chargeback to the departments will be used in the purchase of such standard supplies.

Access and use of production data files must be authorized by the appointed file guardian through the use of the appropriate form available from the Computer Center. If access is granted, the user is responsible for maintaining the integrity and security of the data, either extracted or downloaded. Under no circumstances is the user permitted to upload or modify the production data file.

It is the responsibility of the department head to insure that any production jobs developed and maintained by the department which are necessary for conducting its business, be

documented. The department head must provide for the security of programs and data. The department head should also insure that production files are not duplicated.

(Cf. University Academic Senate Minutes, June 6, 1984)
(and modified by the President, March 2, 1987)

SECTION 6.4 WORD PROCESSING POLICY STATEMENT

Youngstown State University recognizes the potential improvements in productivity, efficiency and cost effectiveness that are possible through the use of word processing technology. To achieve the potential benefits and to minimize potential waste and other harmful aspects the following policy is established:

Definitions:

Word Processing -The manipulation of text, either numeric or alphabetic by microprocessor-based machines (e.g. dedicated word processing equipment or microcomputers employing word processing software).

Microcomputer -Any device designed primarily for electronic data and/or word processing which contains a microprocessor.

Dedicated Word Processor -Any device designed to be used exclusively for word processing and employing a microprocessor.

Software -Programs, systems, languages and processors without regard to purchase cost.

The Director of the Computer Center in consultation with the Director of Purchasing, the Coordinator of Electronics Maintenance Services, one faculty member from the Business Education and Technology Department and one end-user to be selected by the other committee members will establish a list of preferred hardware and software for word-processing purposes. It is expected that a limited range of hardware and software will be selected. The preferred list of hardware and software will be developed with the following factors as guidelines:

1. the cost and value of hardware and software,
2. the technical expertise and needs of the end-users,
3. the learning cycle for achieving mastery of the software,
4. the intensity of expected usage,
5. the available vendor support for training and service,
6. the compatibility of hardware and software from different vendors,
7. the potential for local area networking,
8. the potential for communication with the Computer Center mainframe computer,

9. the ability of on-campus staff to provide maintenance of the hardware, and
10. the need to revise a document prepared on one device on another device.

Hardware and software on the preferred list should meet a majority, but not necessarily all, of the factors noted above.

Departments wishing to purchase word processing equipment are to provide for the full costs, including furniture, installation, training and supplies in their departmental budgets.

Any department seeking to acquire hardware and/or software for word processing purposes is to consult with the Director of the Computer Center regarding the appropriate items for the application contemplated. It is recognized that the intensity of usage (hours per day of keyboarding) and the level of sophistication in text formatting and control (i.e. preparation of technical papers versus simple format memos and letters) that is needed will be major factors in the choice of hardware and software.

After consultation, requisitions for hardware and software are to be reviewed by the Director of Purchasing. Non-recommended requisitions are to be referred to the Computer Review Committee for review and recommendation; the recommendation will be forwarded to the Provost for disposition.

An inventory of microcomputers and software will be maintained by the Computer Center. Central Services will maintain a stock of supplies of paper, diskettes and printer ribbons for equipment on the preferred list. A chargeback to the departments will be used in the purchase of such standard supplies.

(Adopted by the President, February 18, 1985)

CHAPTER 7 THE OFFICE OF UNIVERSITY OUTREACH

SECTION 7.1 MISSION STATEMENT

In keeping with the mission of the University, the Office of University Outreach provides educational opportunities for its constituent communities through a variety of courses, workshops, seminars and programs designed to meet the non-degree educational needs of its markets and to provide linkage for the University's technical and research capacities with the needs of public agencies, governmental, community, business, industrial or other regional organizations in adapting to and resolving their needs within the outreach region.

SECTION 7.2 THE OBJECTIVES FOR THE OFFICE OF UNIVERSITY OUTREACH

- a. To offer educational programs which afford the citizens of Youngstown and the surrounding counties the opportunity to improve and extend their knowledge and competencies in related occupations, to increase understanding in public affairs and to develop a sensitivity for cultural and personal improvement.
- b. To offer educational programs including courses, seminars, teleconferences, workshops, institutes and conferences.
- c. To develop and coordinate continuing and mutually cooperating working relationships with public and private agencies engaged in continuing education.
- d. To serve as the official University department for delivering the University's non-credit educational activities to the community and to be the official partner in all continuing education programs presented by the University.
- e. To receive requests for the use of University facilities for continuing education programs from non-University groups and agencies, and to join with those activities in which the University is able to contribute in an educational manner to the design, development and delivery of the activity.
- f. To evaluate the offerings of the Office on a continuous basis to upgrade the quality of the offerings.

- g. To apprise the community of the educational opportunities available through the Office of University Outreach.
- h. To assist faculty in identifying the objectives, specifications of learning tools and techniques and identifying the teaching methodologies to be used in the course or workshop.
- i. To coordinate the arrangements for space and other university services including registration for all non-credit activities of the University.
- j. To provide special programs of intellectual exploration for children that will stretch the imagination and enrich the special interests and talents of the participants.

The Office of University Outreach's objectives are based on lifelong learning and the assumption that adults throughout their lifetimes should be provided with the opportunity to gain knowledge, to become more productive citizens and to use their creative potential, personally and professionally.

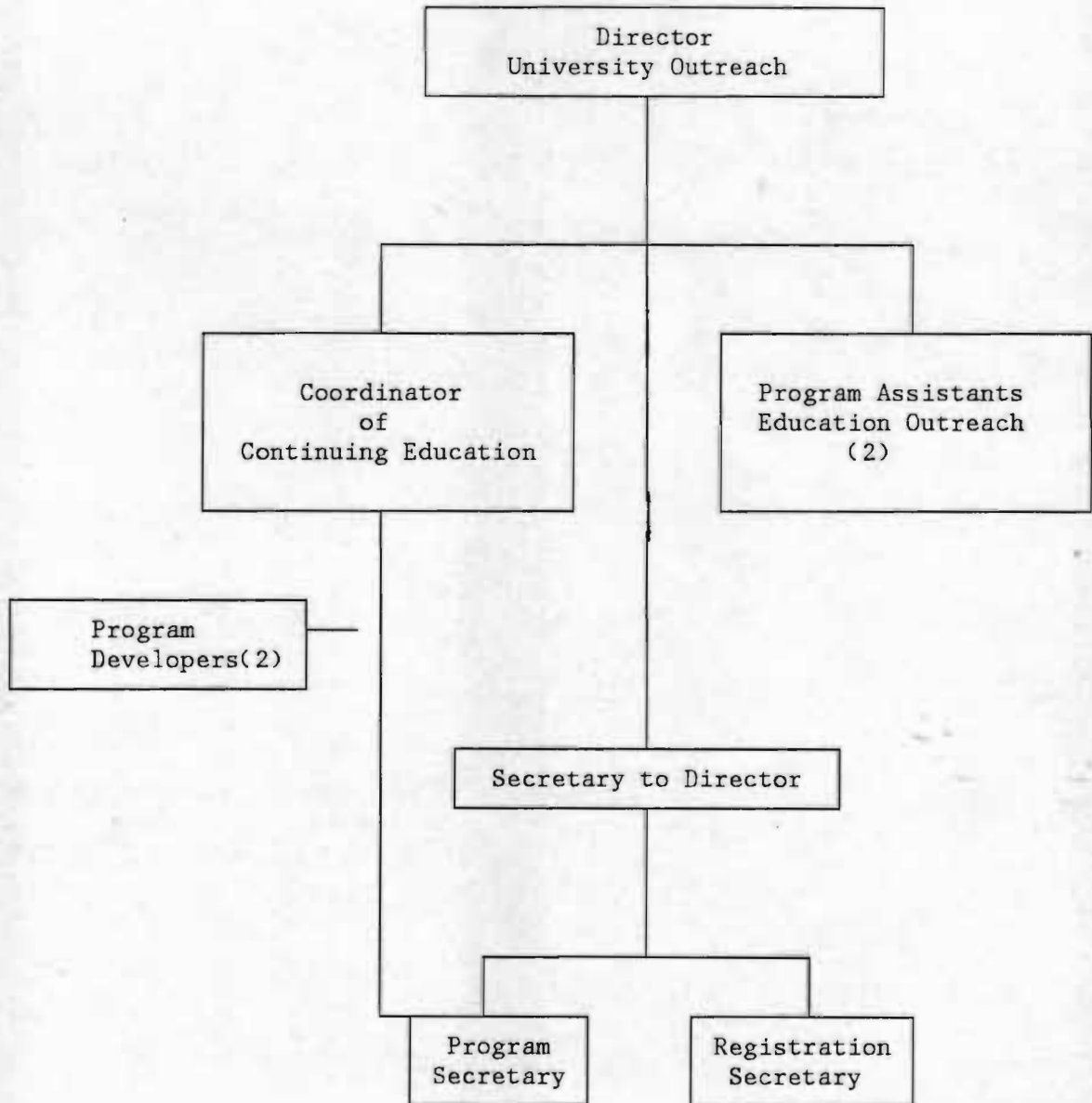
The Office has been given the charge to develop and administer courses and programs outside the traditional degree programs of the University. Through its programs, area residents are able to engage in a wide variety of adult education or lifelong learning opportunities.

SECTION 7.3 PROGRAM AREAS

- a. The COMMUNIVERSITY SERIES of non-credit courses enables individuals to learn in informal settings without the pressures of examination and papers, and enables adults to discuss and probe subjects of their choice under the guidance of University faculty or community leaders. Courses in this series are directed toward the basic informational, educational, recreational and leisure needs of mature adults and are offered at a variety of times to meet the lifestyle and changing educational needs and interests of adults.
- b. The PROFESSIONAL AND OCCUPATIONAL SERIES offers courses to aid individuals in updating professional knowledge and skill development. In addition to the on-campus courses offered, the office also provides in-plant educational programs.
- c. The Office also serves the personal and professional needs of the community through the sponsoring of WORKSHOPS AND CONFERENCES designed to address topics of interest which bring the resources of the University to bear on the needs of professionals and community leaders.
- d. Through the EDU-TRAVEL SERIES, the office provides non-credit opportunities for armchair travel through travelogue programs or through informal learning programs which couple opportunities to visit other settings of interest and engage in study prior to the visit and while at the location. Travel opportunities to places near and far are planned to add to the cultural and educational understanding of area residents.
- e. The EDUCATION OUTREACH program is designed to enable adults who are high school graduates or individuals holding the GED, to enter the University for undergraduate study. Activities encompassed by this area include the coordination of the off-campus delivery of selective undergraduate credit classes throughout the service area at instructional settings including business, agency or community locations. Additionally, the Office of University Outreach provides a variety of re-entry opportunities for adult learners.
- f. Continuing Education programs designed to meet the special needs of adults and the aging are administered by the Office through ALTERNATIVE SERIES. Courses and workshops are developed to assist adults in meeting the changing lifestyles in today's society, through the COLLEGE FOR OVER SIXTY. The College for the Over Sixty provides under legislative authorization the opportunity for Ohio residents who are 60 years of age or older to enroll in credit classes on a non-credit basis, as space is available. These educational programs provide adults and senior citizens the opportunity to interact with others, exploring common interests and concerns.

SECTION 7.4 ORGANIZATION OF THE OFFICE OF UNIVERSITY OUTREACH

The following chart is the organizational chart for the Office of University Outreach:



SECTION 7.5 FINANCIAL TRANSACTION FORMS

Each area program coordinator is responsible for initiating the appropriate financial transaction forms, i.e., travel, payroll, purchase request forms in accordance with established University rules and regulations.

Each expenditure is to be charged to an appropriate area account, and the financial transaction form will bear the title of the program and its corresponding program number.

SECTION 7.6 DEPOSITS

Funds received by the Office of University Outreach in payment for course/workshop registrations are to be deposited on a daily basis.

The completed registration forms with payment attached are to be provided by the registration secretary in sufficient time to permit deposit.

SECTION 7.7 FEES

Non-Credit Activities: The fees for the Office of University Outreach activities will be based on the actual cost of the program plus the specified University recovery factors. The Coordinator for each of the respective program areas will prepare a budget for each activity to be presented to the Director for review and approval. Expenditures are to be limited to the budget approved unless modified.

Non-Credit Enrollment in Credit Class: The fee charged for non-credit enrollment in credit classes shall be guided by the established tuition and fees for the credit student enrollment privileges.

Payments: Fees for Continuing Education activities may be paid by cash, check, money order, Visa or Master Charge or third party (company) billing upon presentation of a letter of authorization or purchase order. The procedure for third party billing is as follows:

- a. All requests for third party billing to the Bursar's Office must be approved by the Director. Memoranda requesting billing should be prepared for signature by the Director. A copy of the letter or purchase order from the company authorizing third party billing is to

be attached to the memo to the Bursar's Office and to the program file copy of the memo. A central log of all third party billings and payments will be maintained in the Office of University Outreach.

b. When the memo and authorization for third party billings are sent to Bursar's, a completed registration form for the person to be registered should be attached. Before sending the memo and registration form, the white copy of the registration form should be detached and filed under the respective course number with a notation in the "Remarks" section of that copy of the company billed and the date.

c. When the Bursar's Office receives payment, it will machine date the registration form, returning the yellow copy to the Office of University Outreach. The registration secretary should make a notation on the filed white copy indicating payment received. The Bursar's Office will initiate the Office of University Outreach with an executed copy of same.

If the company billed sends the check directly to the Office of University Outreach, the check is to be sent to Bursar's so that the procedure outlined above can properly take place.

d. A 10% discount is available to companies and agencies who enroll three or more individuals in the same course, seminar or conference with payment made by one company check or purchase order reflecting the discount.

SECTION 7.8 REFUNDS AND WITHDRAWAL FROM NON-CREDIT PROGRAMS

Students registered in continuing education courses or workshops may withdraw from programs sponsored by the office; however, it is necessary to follow appropriate withdrawal procedures in order to qualify for a partial or full refund of the registration fee. The amount of the refund will be determined and approved by the Director of University Outreach.

SECTION 7.9 INSTRUCTION COMPENSATION

The University Continuing Education Rate approved annually by the President shall serve as a guide for the rate of compensation:

- a. Courses: The Continuing Education rate (X) the quarter hour equivalence. For courses with a text selected by the Office of University Outreach, the rate calculated above should be multiplied by 1.5.
- b. Workshops/Seminars: The limited service rate (X) the quarter-hour equivalence plus two hours for preparation (X) 2.
- c. On-site Presentations: The formula provided for workshops and seminars shall guide the rate of payment. There shall be reimbursement for travel in accordance with established University policy.
- d. Exceptions to the rates may be made by the Director of University Outreach as long as the rate of payment does not exceed the rates specified above. Rates in excess of the rates calculated using the above-stated formula require written approval of the Associate Provost.

SECTION 7.10 REGISTRATION AND PAYMENT

- a. In person at B089, Cushwa Hall.
- b. By mail coupon clipped from the area newspaper or brochure.
- c. Telephone registrations are accepted with Visa or Mastercard payment only.
- d. By FAX with the completed registration form using charge card or purchase order.

- e. Payment must be made by check, money order, cash, Visa or Master Charge. The registration must be accompanied by payment in any of the forms identified. No personal third party billing will be issued. Checks or money orders should be made payable to Youngstown State University. It is possible to pay for non-credit course registration by Visa/Master Charge.

SECTION 7.11 COLLEGE FOR THE OVER SIXTY

- a. The following items will serve as Youngstown State University's rules for determining the availability of classroom space for senior citizen enrollment in credit classes on a non-credit basis.
1. The established departmental class size for each course shall be the basis for determining space availability.
 2. No grades will be issued for non-credit enrollment under this program.
 3. Established prerequisites shall be followed unless appropriate work experience in the judgment of department chairperson should permit student enrollment in an advanced level course.
 4. For courses in which physical demands upon students are inappropriate for persons sixty years of age or older, the University may require a statement from a physician certifying the physical condition of the individual.
 5. Enrollment by senior citizens in courses shall not be figured into the count used to determine if enrollment for the course is sufficient. Thus, enrollment in the program does not guarantee the course unless a sufficient number of regular students enroll for the class.
 6. Individuals retired in advance of age sixty for disability reasons shall be considered for enrollment purposes as meeting the age required.
 7. Library privileges appropriate to the part-time student status will be extended to senior citizens enrolled under this program.
 8. Enrollment in courses under this program shall be administered by the Office of University Outreach under procedures approved by the Office of the Provost.
 9. Senior citizens shall be eligible to sign up for the equivalent of full-time study course load.
 10. Enrollment for senior citizens under this program shall continue throughout the first week of classes.
 11. Individuals enrolled in the College for the Over Sixty desiring parking may pay the regular lot entry fee for the days of the class sessions or may pay the full-time student parking fee each quarter to obtain a permit to park in appropriate lots throughout the week.

12. Late Registration and Change of Registration fees shall apply to the College for the Over Sixty enrollments.

b. Enrollment Procedure:

1. The academic departments will designate on an annual basis the individual(s) authorized to admit senior citizens to credit classes within the respective departments.
2. When a student seeks to enroll under this program, the Office of University Outreach staff will verify the availability of space in the course with the Registrar's Office. When space is available, the staff member will initiate the request to the authorized individual in the department to secure permission to enroll.
3. When the permission is received, the Senior Citizen Non-Credit Enrollment in Credit Class Registration Form (OCE/NC:103) is to be prepared with a copy of the form provided to the enrollee, the instructor, the academic department and the Office of University Outreach files.

SECTION 7.12 EDUCATION OUTREACH

The Office of University Outreach coordinates the off-campus delivery of selective undergraduate credit classes throughout the service area at instructional settings including business, agency or community locations. Additionally, the Office of University Outreach provides a variety of re-entry opportunities for adult learners.

SECTION 7.13 NON-CREDIT ENROLLMENT IN A CREDIT CLASS - ACCESS

- a. In accord with established University procedures, individuals wishing to enroll in credit classes as a non-credit enrollee must pay the established instructional fee and general fee for the course.
- b. Individuals wishing to enroll as non-credit students in credit classes are to be enrolled following guidelines established by the Office of University Outreach.

SECTION 7.14 CONTINUING EDUCATION PRIVILEGES

The University privileges accorded to individuals enrolled in Continuing Education activities:

Use of University Library services upon presentation of the registration confirmation.

SECTION 7.15 COURSE OR WORKSHOP APPROVAL

- a. Each course or activity conducted by the Office of University Outreach is to be submitted by the Coordinator to the Director for review and approval prior to the scheduling of the activity. Among the documents to be provided: (1) course proposal form, (2) budget, (3) instructor vita, and (4) statement of objectives.
- b. Each course or activity will be assigned a course number by the Director in accordance with the established course/workshop numbering systems.

SECTION 7.16 ASSIGNMENT OF CLASSROOM SPACE

- a. Use of classroom space assigned to the Office of University Outreach by the Office of Facilities is approved by the Director. In the case of the Office of University Outreach use, the space should be reserved at the time the activity is planned. When space is assigned, the secretarial staff will record the reservation in the Room Log and notify the Calendar Office. Activities falling in this category are those programs developed and delivered by the Office of University Outreach staff.
- b. All other inquiries for the use of space should be referred to the Calendar Office. That office will then clear the usage request, verifying that the Office of University Outreach space is available and submit a reservation form officially requesting the space. The request, once approved by the Director, is to be recorded in the Room Log and the appropriate forms returned to the Calendar Office. Non-Office of University Outreach usage must be consistent with University policy.
- c. Requests for space in the respective program areas for non-Office of University Outreach space are to be routed to the Calendar Office, Facilities Office or Registrar's Office by the coordinator/program developer.

SECTION 7.17 BROCHURES, ANNOUNCEMENTS, FLYERS

- a. The area program coordinator is responsible for the development of brochures, announcements, and flyers, consistent with budgets and marketing objectives, for individual programs (courses, workshops, seminars, etc.)

- b. Prior to arranging for the duplication of said items through News Service and Publications, the Central Services Department or by photocopy, the copy is to be submitted to the Director for review and approval.

SECTION 7.18 CONTINUING EDUCATION CERTIFICATES

- a. The Office of University Outreach is authorized to print, complete and distribute certificates for completion of courses or programs which are considered merit certificates subject to the following conditions:
 1. The University seal should not appear on these certificates.
 2. The name and signature of the Director should appear rather than the name of the President or the Chairperson of the Board.
 3. The Office of University Outreach should report to the Associate Provost quarterly on the courses or programs in which certificates are awarded.
- b. Programs for which certificates are to be awarded must be approved in the planning process. Two types of certificates will exist:
 1. "In recognition of successful completion" which implies fulfillment of specific criteria.
 2. "As evidence of participation in" which carries an attendance implication only.
- c. Certificates are to be prepared by the registration secretary and recorded in the area program log of certificates issued.

SECTION 7.19 CONTINUING EDUCATION UNIT

The Office of University Outreach will award the Continuing Education Unit upon receipt of formal recommendation from the academic dean of the school/college in which the sponsoring department is located (Each school/college shall establish a procedure providing for departmental review and comment to the academic dean of the school/college. A formal recommendation will be made by the academic dean of the school/college to the Director of University Outreach.) Continuing Education Units may also be awarded upon the recommendation of the Director of University Outreach and the approval of the Provost. The former procedure

is to provide the primary review process where the University has an academic department offering credit courses in the content area of the proposed program, and the latter is to be used where an academic department does not offer such credit courses and where a professional association is seeking to award the CEU for University-sponsored courses that meet the criteria set forth in this policy.

SECTION 7.20 LICENSURE - CERTIFICATION NON-UNIVERSITY APPROVAL

- a. Programs which require submission to an outside approving agency for approval for certification or licensure courses are to be approved by the Director prior to making application for certification or licensure approval. This applies to course sequences as well as individual courses.
- b. In no case are advertisements or notices about courses or programs to include reference to certification or licensure approval unless the course has been reviewed by the Director and approval sought over the signature of the Director.

SECTION 7.21 OFFICIAL CLASS ROSTERS AND OTHER REPORTS

- a. It is the responsibility of the area program coordinator to see that the following are prepared and submitted to the Director by the specified deadline:
 1. Official Class Rosters:
 - (a) Courses: Official class rosters are to be prepared not later than five (5) work days after the third class session.
 - (b) Workshops: Official class rosters are to be prepared within five (5) days of the conclusion of the workshop.
 2. Final Course Enrollment Report: The Final Course Enrollment Report is to be prepared on a continuous basis for each quarter from the last day of the previous quarter. Programs should be listed in sequence of date offered on the area program report of final course enrollment. This report is to be maintained on a continuous basis by the registration secretary. The Final Course Enrollment Report Form is to be submitted within five (5) work days after the conclusion of the quarter.
 3. Area Quarterly Financial Report: The Area Quarterly

Financial Report is to be prepared and submitted within five (5) work days after the conclusion of the quarter. All courses and workshops conducted during the quarter are to be listed in the order courses/workshops as listed on the Final Course Enrollment Form. Financial data should be developed as each educational activity concludes.

- b. The due dates provided for the development of data for the reports over the quarter when official rosters are prepared with the accumulation of data and the final submission of the quarterly reports.

SECTION 7.22 PARKING FOR CONTINUING EDUCATION STUDENTS

- a. Enrollees in non-credit classes will be eligible to purchase parking permits on a daily basis at the parking lots accepting cash payment established by the Office of Parking Services.

SECTION 7.23 GRANTS AND CONTRACTS PREPARATION

All grants submitted to funding agencies associated with the Office of University Outreach sponsored programs must be approved by the Director and be consistent with the University's "Guidelines for the Preparation of Application for External Support".

CHAPTER 8 MEDIA SERVICES

Media Services is the department that provides support in media related areas to all components of the University for instructional, administrative, and outreach purposes. Services include the purchase, production, storage, retrieval, distribution, maintenance and repair of materials and equipment in a print, film, audio, video and digital format.

SECTION 8.1 MATERIALS PRODUCTION

8.1.1 GENERAL POLICIES

Graphic and Photographic services are provided to faculty members and administration. Priority is given to instructional materials. All jobs must originate in a personal request from the professor. Do not send work through the mail. Media Services will deliver work upon completion.

All materials produced by Media Services are the property of Youngstown State University, and must be returned to Media Services when no longer used for instruction at YSU, or upon the resignation of the faculty member for whom the materials were produced.

Media Services reserves the right to refuse a production request if, in its judgment, fulfillment of the order would result in a violation of Copyright laws.

8.1.2 SERVICE TIME

The length of time varies with the size of the project, as well as our backlog schedule. Allow at least two (2) weeks for completion of a project.

8.1.3 MATERIALS PRODUCED

photocopies from slides or printed sources	photographic prints for handouts, publication
multi image programs, 35mm color slides	original photography on or off campus
slide programs	title slides
	drawings
enlargements or reduc- tions	overhead transparencies
original design	display posters
lamination	modification of exist- ing material
typesetting	
computer-generated charts, graphs, slides and prints	

8.1.4 SERVICE LIMITATIONS

There is no chargeback fee for Media Services services. Requests exceeding the following amounts, however, cannot be accepted:

Per Instructor/Quarter:	35mm slides	200
	B&W Prints	20
	Overhead Transparencies	20

SECTION 8.2 MATERIALS UTILIZATION

8.2.1 GENERAL POLICIES

Media Services provides the following services concerning the use of most standard audio-visual equipment for classroom use: delivery to and pickup from classrooms; delivery to and operation of units in the classroom; short-term loans (one week

or less) to instructors or departments; and long-term loans (one week to one quarter) to departments.

8.2.2 ADVANCE NOTICE

Two working days advance notice is needed for Media Services to schedule student aid or equipment for your use.

8.2.3 STANDARD A-V EQUIPMENT AVAILABLE

16mm movie projectors	overhead projectors
slide projectors	opaque projectors
film strip projectors	tripod screens
video cassette players	dissolve controls
cassette and reel audio tape recorders	cassette programmers
video cameras and recorders	PA systems
video monitors	audio viewers
video projectors	computer/LCD panels
	video disc players

8.2.4 VIDEO TAPING SERVICE

Video taping services include: color on-location taping, color studio facilities; duplication and editing capabilities; playback facilities; satellite video reception and teleconferencing facilities.

8.2.5 AUDIO TAPING SERVICES

Audio taping services include: audio studio facilities; on-location taping; and, mono and stereo duplicating and editing.

8.2.6 TELECONFERENCING/SATELLITE SERVICES

Services include video projection system, audio interactivity and recording capability of satellite delivered programming.

8.2.7 SERVICE LIMITATION

Two working days' notice is needed for location tapings and playback and one week advance notice is needed for studio taping.

No raw audio or video tapes will be dispensed; however, we will provide up to 10 tapes per quarter per instructor for duplicating purposes.

SECTION 8.3 MATERIALS RENTAL SERVICE

Media Services orders rental materials for faculty members' use in the classroom at no charge to the requesting department. Please supply complete and accurate information on the Rental and Preview Request Form. If more information is needed to complete the order, Media Services has indexes and catalogs for your use. This form may be obtained by calling extension 3350. Four to six weeks lead time should be allowed to process a rental order.

SECTION 8.4 MATERIALS PURCHASE SERVICE

Materials are purchased each July for addition to Media Services' film collection. An instructor may request materials for purchase by completing the appropriate form completely and accurately. Due to budget limitations Media Services cannot purchase all materials requested. Price, priority ranking, previous purchases, and rental factors are all considered in selection.

SECTION 8.5 PRINTING SERVICES

8.5.1 GENERAL POLICIES

Printing and copying services, for official University business only, are available through the Print Shop, located on the ground level of the Central Services Building. This office is open from 7 a.m. to 5 p.m., Monday through Friday. The telephone extension is 3111.

8.5.2 CHARGES

Printing Services operates on a charge-back system. Charges are based on the type of service involved for each job and the material and supplies used. Estimates may be obtained in advance from Printing Services personnel. Requests for copy service, printing and typesetting are submitted on Form PS-50.

8.5.3 AUTHORIZATION

Authorization forms (PS-10) are forwarded to department heads at the beginning of each academic year. The department head lists any full-time or permanent part-time employee(s) with authority to sign Printing Requisition Form (PS-50). The authorization may be changed at any time during the academic year upon notification to Printing Services. Student employees are not permitted signature authority.

8.5.4 RESTRICTIONS

- A. Requests for printing or copying services amounting to \$100 or more must have the approval of the department head.
- B. Copiers are located in most buildings on campus. Budget efficiency indicates that run lengths over 10 copies per original should be reproduced by Printing Services.
- C. Printing Services does not do work for cash. The Copy Service in Kilcawley Center or machines in Maag Library are available for cash work.

- D. The University will not print personalized stationery or letterhead. Only department, college/school name, and phone number will be permitted on the right side of the standard University letterhead. University stationery is to be used for official University business only.

8.5.5 TYPES OF PRINTING SERVICES AVAILABLE

- A. The Printing Shop has two high volume copiers that reproduce in black ink on an 8-1/2 x 11 or 8-1/2 x 14 sheet of 20 lb. stock. Depending on the workload, the normal turnaround time is one day. Reports or large orders take approximately three days. The charge of quick copy work is \$.018 per copy, which includes collating and stapling; colored stock is available at \$.02 per copy, if desired. Binding, folding, punching and padding are also available at an additional charge.
- B. Specialized printing and color work on various weights, types and sizes of stock are done on offset printing presses. This type of printing includes folders, posters, brochures, calling cards, forms, booklets, envelopes and carbonless stock. Turnaround time ranges from five to ten days, depending upon the size and complexity of the job.
- C. Typesetting, along with layout and design, is also performed. The phototypesetting equipment creates type from a wide selection of styles and typefaces that range from 5 pt. to 72 pt. in size. Time estimates for large or complex jobs should be discussed with the Associate Director—Production Services in Media Services as far in advance of the time needed as possible.
- D. Printing Services is authorized to print or copy only that material which is official University business.

8.5.6 COPYRIGHTED MATERIAL

Pursuant to copyright laws, the University cannot reproduce any copy-righted material without the written permission of the publishers. In cases where an individual believes that his/her request is within the guidelines for non-profit, educational institutions, he/she may sign a "Reproduction of Copyrighted Material Form" (Release Form), and assume all responsibility for copying this material. This "Release" form is available from Printing Services. Anything over and above fair use rules, as passed by Congress, requires the submission of written permission from the publisher, as well as the "Release" form.

8.5.7 OPERATION OF EQUIPMENT

Only Printing Services personnel are permitted to operate the Print Shop equipment.

8.5.8 DISTRIBUTION OF PRINTING MATERIAL

All flyers, notices, memos, etc., that are to be distributed through the University Mail Room must include appropriate, signed or initialed authorization prior to printing and distribution.

8.5.9 RESALE THROUGH BOOKSTORE OF PRINTING MATERIAL

Processing of books and manuals prepared by a department to be sold through the University Bookstore should be arranged with the Associate Director—Production Services in Media Services.

SECTION 8.6 HOURS

PRODUCTION	M-F	7:00 a.m. - 5:00 p.m.
UTILIZATION	M-F	7:00 a.m. - 10:00 p.m.
SUMMER	M-F	7:00 a.m. - 5:00 p.m.
PRINTING	M-F	7:00 a.m. - 5:00 p.m.

CHAPTER 9 REMEDIAL AND DEVELOPMENTAL INSTRUCTION

The Remedial and Developmental Instruction area is charged with addressing the remedial and compensatory education requirements of the University. Through these programs, tutorial assistance is provided to YSU students based upon comprehensive diagnostic findings. The goal of these services is to help students overcome particular deficiencies which are assumed to preclude the students from achieving passing grades in regular University-level courses. The offerings of the three individual labs in this area are not intended to preclude academic departments from offering credit level courses in such differentiated gradations as determined appropriate by the faculty of those departments. (520, 540, 510B, 510A)

The improvement of basic skills can best be addressed in those departments where the expertise resides. Thus, writing skills are addressed by the English Department, reading skills by the Foundations of Education Department, and mathematics skills by the Mathematics Department.

See Advisor Manual (Sections 2 and 3) for more detailed information.

SECTION 9.1 MATHEMATICS LABORATORY

The Mathematics Laboratory is an academic support service whose primary mission is to assist YSU students in the strengthening of the fundamental mathematics skills which they will need for success in the study of mathematics. Student use of the lab is strictly voluntary; no mathematics course served by the lab carries a mandatory lab-attendance requirement. The staff of the Mathematics Laboratory consists of a full-time coordinator, a part-time assistant to the coordinator, graduate assistants, undergraduate tutors and student receptionists. Services provided by the lab include: tutorial assistance to any YSU student currently enrolled in one or more of the eighteen mathematics courses served by the lab (this tutorial assistance is limited to these eighteen courses) and, to any student of the University, computer-assisted learning, use of answer/solutions manuals, "hand-outs" and workshops (where deemed necessary).

SECTION 9.2 READING LABORATORY

The Reading and Study Skills Laboratory staff includes a full-time coordinator, four graduate assistants, and a number of undergraduate tutors. The laboratory is open to all students attending the University and as such incorporates services that are both remedial and developmental in nature. A wide variety of services are offered including: diagnostic testing, individual and/or group instruction in reading and study skills, tutoring, reading and study skills workshops, and materials for independent study. The Reading and Study Skills Laboratory also maintains a laboratory component for the Education 510 classes.

SECTION 9.3 WRITING CENTER

The Writing Center is designed to provide individualized and group instruction in writing skills for all students attending the University. The Writing Center staff includes members of the English faculty, several undergraduate and graduate tutors, and a full-time Coordinator. Services include diagnosis of writing problems, tutoring, writing workshops for specific course needs, and consultation for writing projects in disciplines other than English. The Writing Center also maintains a laboratory component for basic writing courses.

CHAPTER 10 OHIO BOARD OF REGENTS

The Ohio Board of Regents consists of nine members appointed by the Governor with the advice and consent of the Senate. The members are residents of the state who serve a term of office for nine years. The Regents appoint a Chancellor to serve as the Administrative Officer of the Board.

The Ohio Board of Regents studies state policy in the field of higher education and formulates a master plan for higher education in the state. It approves and disapproves of the establishment of new branches or academic centers of state colleges and universities, the establishment of state technical colleges or any other state institution of higher education, and it recommends the nature of the program, such as undergraduate, graduate, professional, state-financed research and public services to be offered by the state-assisted institutions of higher education.

It reviews appropriation requests of the public community colleges and state colleges and universities and submits to the Department of Budget and Management and the Chairperson of the Finance Committees of the House of Representatives and the Senate its recommendations in regard to biennial higher education appropriation for the state. (See Ohio Revised Code Chapter 3333.)

SECTION 10.1 OHIO BOARD OF REGENTS POLICY ON NEW PROGRAMS

10.1.1 REVIEW & APPROVAL OF NEW DEGREES & NEW DEGREE PROGRAMS

10.1.1.1 Baccalaureate Degrees

Under the terms of Section 3333.04 of the Ohio Revised Code, the Ohio Board of Regents is authorized to approve or disapprove all new degree programs at all state colleges, universities, and other state-assisted institutions of higher education. These policies and procedures, which are based on Rule 333-1-05 of the Ohio Administrative Code, provide guidelines to assist institutional administrators in preparing proposals for new degrees and

new degree programs to be approved by the Board of Regents.

Definitions

New degrees and new degree programs in state-assisted institutions of higher education are defined as follows:

A "new degree" means any new recognition or award for completion of a prescribed course of study in an institution of higher education evidenced by a diploma or certificate and designed customarily as bachelor's degrees or professional degrees such as Doctor of Medicine, Doctor of Dental Surgery, and Doctor of Jurisprudence.

A "new degree program" means any prescribed course of study in an institution of higher education designated as a major, and/or area of specialization or concentration leading to a recognized degree which was not in effect as of September 20, 1963, and which has not previously been approved by the Ohio Board of Regents.

A "state-assisted institution of higher education" means any college or university receiving an appropriation subsidy for current operation of its instructional activity from an appropriation bill duly enacted into law by the State of Ohio.

For policies and procedures, see memorandum and attachments sent to University President on March 14, 1984 by William B. Coulter, Acting Chancellor, Ohio Board of Regents.

10.1.1.2 Graduate Degrees

Graduate degree or program proposals are reviewed and approved through a two-stage procedure. A prospectus of the program accompanies the six-month letter of intent; copies of both are circulated to members of the Regents Advisory Committee on Graduate Study, (RACGS) who advise the Chancellor's office as to apparent conflicts with existing programs and as to whether the proposed program is viewed as novel or experimental in nature. On the basis of this input, approval to develop a full proposal is given or denied.

If such approval is granted, the full proposal is circulated to RACGS for review; written critiques are made, and the proposing department prepares a response document addressing questions and concerns raised in the critiques. A delegation from the proposing department attends the RACGS meeting at which the proposal is discussed, to supply additional information and answer questions. RACGS then determines the recommendation to be made to

the Chancellor's office for ultimate action by the Ohio Board of Regents.

10.1.1.3 Associate Degrees

Associate Degree program proposals are reviewed and approved in accordance with criteria and procedures described in Rule 333-1-04, section 400.0 of the Ohio Board of Regents Operating Manual for Two-Year Campus Programs. These procedures require that institutions request Ohio Board of Regents preliminary approval for a proposed new program at least six months prior to formal application for the program. Requests for preliminary approval will be distributed to the Leadership of Two-Year Campuses in order that they may state their concerns. The Ohio Board of Regents will then either grant, delay or deny preliminary approval.

SECTION 10.2 UNIVERSITY POLICY ON NEW ACADEMIC PROGRAMS

Before any new major area of concentration or degree is added to the University's curriculum, completion of the following steps is required in addition to completion of required protocols of the University Academic Senate or the Graduate Council. There are three distinct steps in the procedure:

1. Consideration by the Academic Affairs Committee of the Board of Trustees of a Phase One proposal which seeks permission to do the necessary detailed planning for a new program.
2. Consideration of a Phase Two proposal by the Board of Trustees upon recommendation of the Academic Affairs Committee.
3. Upon approval by the Board of Trustees the submission of the proposal to the Ohio Board of Regents, if required by that Board, and approval by that Board.

The format for consideration of new programs shall utilize existing protocols of the Academic Senate, the Graduate Council, and the Ohio Board of Regents and shall include the following:

PHASE ONE

- A. Program description and objectives.
- B. Evaluation of need for the program relative to YSU's

defined mission.

C. Resource need.

1. Tentative estimate of the headcount and FTE enrollments for the first four years of proposed program.
2. The resulting financial allocations necessary for personnel and other.

PHASE TWO

A. Program description and objectives.

1. Specific objectives of the program.
2. Program entrance requirements.
3. Program completion requirements.
4. Degree or certificate to be awarded.
5. Curriculum considerations. Representative courses of study by year. Options. Courses currently offered which can be used without modification, with modification (explain). New courses to be offered.
6. Accreditation considerations. Organization, if any, which accredits program. Requirements for accreditation. Plan for attaining accreditation.

B. Evaluation of need for the program relative to YSU's defined mission.

1. Intrinsic academic value of program.
2. Need for the program.
3. Employment opportunities for graduates.

C. Resource Need.

1. Headcount and FTE enrollment projection for first four years.
2. Resulting operating budget required.
3. Facilities required.

D. Consultants (if used).

1. Names and qualifications of consultants used.

2. Consultants' comments and recommendations.
3. Response to consultants.

TABLE OF CONTENTS

	Chapter 1 General	
0.1.1 Revision		1
Section 1.0 The University		2
1.0.1 Mission		2
1.0.2 History of the University		6
1.0.3 Accreditations		6
1.0.4 Degrees Granted		7
1.0.4.1 Conferring of Degrees and Diplomas		8
1.0.4.2 Conferring of Honorary Degrees		8
1.0.4.3 Conferring of Certificates		8
1.0.4.4 Conferring of Continuing Education Credit		9
1.0.5 Calendar		11
SECTION 1.1 ORGANIZATION CHART (See Annual Budget Document)		14
1.1.1 Provost		14
1.1.1.1 Basic Function and Responsibility		14
1.1.1.2 Characteristic Duties		15
1.1.1.3 Reports to		15
1.1.1.4 Supervision Exercised		15
1.1.1.5 Qualifications		16
1.1.2 Associate Provost and Dean of Graduate Studies		16
1.1.2.1 Basic Function and Responsibility		16
1.1.2.2 Characteristic Duties		16
1.1.2.3 Reports to		17
1.1.2.4 Supervision Exercised		17
1.1.2.5 Minimum Qualifications		17
1.1.4 Deans of the Schools and Colleges		18
1.1.5 Academic Department Chairpersons		18
1.1.6 Colleges and Schools		19
1.1.6.1 The Northeastern Ohio Universities College of Medicine		19
1.1.7 Support Services		19
1.1.7.1 Enrollment Services		19
1.1.7.2 William F. Maag, Jr. Library		20
1.1.7.3 Office of University Outreach		21
1.1.7.4 The Media Center		22
1.1.7.5 The Computer Center		22
1.1.7.6 Remedial and Developmental Instruction		23
SECTION 1.2 FACULTY		25
1.2.1 University Faculty		25
1.2.1.1 General Responsibilities		25
1.2.1.2 Office Hours		25
1.2.1.3 Registration		26
1.2.2 Graduate Faculty		26
1.2.3 Adjunct Faculty		26
1.2.4 Limited-Service Faculty		27
SECTION 1.3 COUNCILS AND COMMITTEES		29

1.3.1 University Academic Senate	29
1.3.2 Deans' Council	29
1.3.3 Chairpersons' Meeting	30
1.3.4 Department Meetings	30
1.3.5 Annual Faculty Meeting	31
SECTION 1.4 PERSONNEL	32
1.4.1 Vacations	32
1.4.2 Outside Employment & Consultation - Prof./Adm. Staff	32
1.4.2.1 Supplemental Payment to Employees for Teaching and Consulting	34
1.4.3 Outside Employment and Consultation - Faculty	34
SECTION 1.5 UNIVERSITY RESEARCH, COPYRIGHT, AND PATENT POLICY	36
1.5.1 Board Rights and Responsibilities	36
1.5.2 Copyrights	36
1.5.3 Patents	36
1.5.4 Publications	37
1.5.5 General Conditions and Restrictions on Research . . .	37
1.5.6 Contracts or Sponsored Research	38
1.5.7 Faculty Research	38
1.5.7.1 University Research Council	39
1.5.8 Privately Sponsored Research	39
1.5.9 Using the Name of the University	39
1.5.10 Policy on Human Subjects Research	39
SECTION 1.6 SPECIAL LECTURES COMMITTEE	41
1.6.1 Committee Charge	41
1.6.2 Guidelines for Special Lectures Committee Func- tioning	41
1.6.2.1 Speakers for Special Lectures	41
1.6.2.2 Speakers for Skeggs Lecture Series	42
1.6.2.3 Departmental Speakers	42
1.6.2.4 Speakers' Arrangements and Contracts	43
1.6.2.5 Meetings	43
1.6.2.6 Coordination With Other Lectureships	43
1.6.3 Description of Duties	43
1.6.3.1 Chairperson: Special Lectures Committee	43
1.6.3.2 Staff Assistant: Special Lectures Committee . .	44
SECTION 1.7 MISCELLANEOUS	48
1.7.1 Keys	48
1.7.2 Severe Weather	48
1.7.3 Acceptance of Gifts	48
1.7.4 Soliciting Donations	49
1.7.5 Advertising on University Property	49
1.7.6 OEA Agreement	49
1.7.7 Tape Recorder Policy	50
1.7.8 Final Examination Policy	50

Chapter 2 The Undergraduate Colleges and Schools

SECTION 2.0 GENERAL COURSE REQUIREMENTS	53
2.0.1 Courses Required for Graduation	53
2.0.2 English/Reading-Study Skills Requirements	53
2.0.3 English/Reading Requirements Within The First 90 Hours	53

SECTION 2.1 THE COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY . . .	55
SECTION 2.2 THE COLLEGE OF ARTS AND SCIENCES	57
SECTION 2.3 THE WARREN P. WILLIAMSON, JR. SCHOOL OF BUSINESS ADMINISTRATION	58
SECTION 2.4 THE SCHOOL OF EDUCATION	59
SECTION 2.5 THE WILLIAM RAYEN SCHOOL OF ENGINEERING	61
SECTION 2.6 THE COLLEGE OF FINE AND PERFORMING ARTS	62

Chapter 3 Graduate School

SECTION 3.1 ADMINISTRATION OF THE GRADUATE SCHOOL	65
3.1.1 Dean of Graduate Studies and Research	65
3.1.2 The Graduate Council	66
3.1.2.1 Membership	66
3.1.2.2 Elections	67
3.1.2.3 Council Organization	67
3.1.2.4 Functions of the Graduate Council	68
3.1.3 Graduate Committees	69
3.1.3.1 Membership	69
3.1.3.2 The Duties of Graduate Committees	69
3.1.4 Graduate Studies Committee	70
3.1.5 Graduate Coordinators	71
SECTION 3.2 GRADUATE FACULTY	72
3.2.1 Graduate Faculty Functions	72
3.2.2 Membership	72
3.2.2.1 Affiliated Members of the YSU Graduate Faculty	73
3.2.2.2 Members of the YSU Graduate Faculty	73
3.2.2.3 Distinguished Member of the YSU Graduate Faculty	74
3.2.3 Procedures for Recommendation in the Graduate Faculty	75
SECTION 3.3 GRADUATE SCHOOL POLICIES AND PROCEDURES	77
3.3.1 Admissions	77
3.3.1.1 Application Procedure	77
3.3.1.2 Admission Requirements	78
3.3.1.3 Types of Admission	78
3.3.1.4 Transfer Credits	80
3.3.1.5 Test Information	80
3.3.1.6 International Admissions	81
3.3.2 Registration	82
3.3.2.1 Advisement	82
3.3.2.2 Registration Procedure	82
3.3.2.3 Change of Registration	82
3.3.2.4 Complete Withdrawal of Registration	83
3.3.3 Other Regulations	83
3.3.3.1 Time Limits	83
3.3.3.2 Second Master's Degree	84
3.3.3.3 Interrupted Enrollment	84
3.3.3.4 Academic Standards	84
3.3.3.5 Full-Time Status	85
3.3.3.6 Reduced Load for Employed Students	85
3.3.3.7 Graduate Courses for Undergraduates	85
3.3.3.8 Grading System	86
3.3.3.9 Grade Changes	87
3.3.3.10 Change of Curriculum	87

3.3.3.11 Auditing Courses	88
3.3.3.12 Foreign Language Proficiency Examinations	88
3.3.3.13 Commencement	88
3.3.3.14 Library of Graduate Catalogs	89
SECTION 3.4 GRADUATE STUDENTS	90
3.4.1 Graduate Student Advisory Committee	90
3.4.2 Financial Assistance	91
3.4.3 Graduate Assistantships	92
3.4.4 Research Assistantships	94
3.4.5 Employment Assistance	94
3.4.6 International Students	95
SECTION 3.5 GRADUATE STUDENT GRIEVANCE PROCEDURE	96
3.5.1 Scope	96
3.5.2 Procedure	96
3.5.3 Implementation	98
SECTION 3.6 GRADUATE CURRICULUM	99
3.6.1 Graduate Courses	99
3.6.2 Curriculum Changes	100
SECTION 3.7 MASTERS' THESES PROCEDURES	102
SECTION 3.8 PERIODIC PROGRAM REVIEW	105

Chapter 4 Enrollment Services

SECTION 4.1 ADMISSIONS	106
4.1.1 Office Hours	106
4.1.2 Marketing Practices	106
4.1.2.1 High School Visits	106
4.1.2.2 College Day/Night Programs	107
4.1.2.3 Tours	107
4.1.2.4 Special On-Campus Programs	107
4.1.2.5 Special Off-Campus Programs	107
4.1.2.6 Honors and Scholarship Contacts	108
4.1.2.7 Minority Programs	108
4.1.3 General Admission Policies	108
4.1.3.1 New Freshmen	108
4.1.3.2 Transfer Students (includes post-graduates)	109
4.1.3.3 Transient Students	109
4.1.3.4 Former Students	110
4.1.3.5 Former/Transfer	110
4.1.3.6 Former/Transient	110
4.1.3.7 International Students (See OAC 3356:6-13)	110
4.1.4 Application Closing Dates	113
4.1.5 Restricted Programs - Admissions Policies	114
4.1.5.1 Allied Health (B.S.A.S. Major) (See OAC 3356:6-11-07)	114
4.1.5.2 Computer Information Systems (See OAC 3356:6-16)	114
4.1.5.3 Coordinated Program in Dietetics (CPD)	115
4.1.5.4 Dental Hygiene (See OAC 3356:6-11-06)	116
4.1.5.5 Emergency Medical Technology	116
4.1.5.6 Engineering Technology (See OAC 3356:6-16)	116
4.1.5.7 Medical Laboratory Technology (See OAC 3356:6-11-06)	117
4.1.5.8 Medical Technology (See OAC 3356:6-11-06)	117
4.1.5.9 Nursing - B.S.N. (See OAC 3356:6-11-04 and 05)	117

4.1.5.10 Respiratory Care Technology (See OAC 3356:6-11-06)	119
4.1.5.11 Business Administration (See OAC 3356:6-15)	119
4.1.5.12 Engineering (See OAC 3356:6-14)	120
4.1.5.13 Music (See OAC 3356:6-9)	120
4.1.5.14 School of Education (See OAC 3356:6-10)	120
4.1.6 Early Admission Policy (See OAC 3356:6-1-07)	124
4.1.7 Incomplete Records Policy	125
4.1.8 Credit by Examination (See OAC 3356:6-21)	126
4.1.9 Residency Rules	126
SECTION 4.2 RECORDS	130
4.2.1 Introduction	130
4.2.2 Academic Records	130
4.2.2.1 Information Posted on the Record	130
4.2.2.2 Grade Requirements (See OAC 3356:6-117)	131
4.2.2.3 Valid Grades and Points (See OAC 3356:6-111)	132
4.2.2.4 Calculating the Grade Point Average (PA)	133
4.2.2.5 Repetition of Courses	133
4.2.2.6 Repetition Form (Recalculation of Point Average)	133
4.2.2.7 Undergraduate Courses Taken by Graduate Students	134
4.2.2.8 Petition for Change of Grade from 'F' to 'W'	134
4.2.2.9 Withdrawals (Effective Fall 1988)	135
4.2.2.10 Statute of Limitations (Excluding Older Grades)	135
4.2.2.11 Credit by Examination	136
4.2.2.12 Grade Change Applications	136
4.2.2.13 Reinstatements	137
4.2.2.14 Name changes	137
4.2.2.15 Microfilming	138
4.2.3 Release of Student Information	138
4.2.4 Graduation	138
4.2.4.1 Intent to Graduate and Formal Application for Graduation	139
4.2.4.2 Residence	139
4.2.4.3 Grades	139
4.2.4.4 Convocations	139
4.2.4.5 Graduation Honors	140
4.2.4.6 Distribution of Diplomas	140
4.2.4.7 Diploma Replacement	140
4.2.4.8 Posting Degrees	141
4.2.4.9 Diplomas	141
4.2.4.10 Requirements for a Second Degree (See OAC 3356:6-49)	141
4.2.5 Transcripts	141
4.2.5.1 Confidentiality	142
4.2.5.2 Types	142
4.2.5.3 Required Time for Processing	142
4.2.5.4 Partial Transcripts	143
4.2.5.5 Fee and Encumbrances	143
4.2.5.6 Money Collected for Transcripts	143
4.2.6 Class Honors	143
4.2.7 Retention of Records	145

4.2.8 University Seal	146
SECTION 4.3 REGISTRAR'S OFFICE	147
4.3.1 Introduction	147
4.3.2 Registrar's Office Hours	147
4.3.3 Registration (See OAC 3356:6-59)	148
4.3.4 Change of Registration (See OAC 3356:6-69)	149
4.3.5 Schedule of Classes	150
4.3.5.1 Course Scheduling Policy	150
4.3.5.2 Room Assignment	150
4.3.5.3 Course Schedule File	150
4.3.5.4 Quarterly Bulletin (Schedule of Classes)	150
4.3.6 Student Records - Registration	151
4.3.6.1 Student Schedule	151
4.3.6.2 Demographic and Academic Data	151
4.3.6.3 Advisement and Permit to Register Form	151
4.3.6.4 Class Rosters	152
4.3.6.5 Student Grades	152
4.3.6.6 Student Directory	153
4.3.6.7 Data Change Forms	153
4.3.7 Reporting	153
4.3.7.1 Ohio Board of Regents	153
4.3.7.2 Athletic Eligibility	154
4.3.7.3 Release of Information	154
4.3.7.4 Student Grade Reports	154
4.3.8 Photo Identification System	154
4.3.8.1 Student I.D.	154
4.3.8.2 Faculty/Staff	155
SECTION 4.4 STUDENT DATA SERVICES	156
4.4.1 Introduction	156
4.4.2 Inventory of Courses	156
4.4.3 Code File	156
4.4.4 Requests for Computer Runs and Data	156
4.4.5 University Bulletin	157
4.4.6 Centralized Data Input	157

Chapter 5 The William F. Maag, Jr. Library

SECTION 5.1 GOALS AND OBJECTIVES	158
SECTION 5.2 ORGANIZATION AND GOVERNANCE	158
SECTION 5.3 USE OF MAAG LIBRARY	159
SECTION 5.4 ORGANIZATION OF THE COLLECTION	166
SECTION 5.5 COLLECTION DEVELOPMENT	169
SECTION 5.6 MISCELLANEOUS ITEMS OF CONCERN	172
SECTION 5.7 UNRETURNED MATERIALS - FACULTY	173

Chapter 6 Computer Center

SECTION 6.1 REQUESTING NEW COMPUTER SERVICES	174
6.1.1 Introduction	174
6.1.2 Eligibility	174
6.1.3 Officers Submitting Requests for New Computer Services	175
6.1.4 Procedure for Requesting New Computer Services	175
6.1.5 Information Provided and Procedure Followed	176
6.1.6 Computer Center Director's Recommendation	177
6.1.7 Area Officer Review	178

6.1.8 Computer Review Committee Evaluation	178
6.1.9 Implementation of Plan	179
6.1.10 Forms	179
6.1.11 Unanticipated New Services	180
SECTION 6.2 REVIEW OF COMPUTER HARDWARE AND SOFTWARE	181
SECTION 6.3 MICROCOMPUTER POLICY	182
SECTION 6.4 WORD PROCESSING POLICY STATEMENT	184

Chapter 7 The Office of University Outreach

SECTION 7.1 MISSION STATEMENT	186
SECTION 7.2 THE OBJECTIVES FOR THE OFFICE OF UNIVERSITY OUTREACH	186
SECTION 7.3 PROGRAM AREAS	188
SECTION 7.4 ORGANIZATION OF THE OFFICE OF UNIVERSITY OUTREACH	189
SECTION 7.5 FINANCIAL TRANSACTION FORMS	190
SECTION 7.6 DEPOSITS	190
SECTION 7.7 FEES	190
SECTION 7.8 REFUNDS AND WITHDRAWAL FROM NON-CREDIT PROGRAMS	192
SECTION 7.9 INSTRUCTION COMPENSATION	192
SECTION 7.10 REGISTRATION AND PAYMENT	192
SECTION 7.11 COLLEGE FOR THE OVER SIXTY	194
SECTION 7.12 EDUCATION OUTREACH	196
SECTION 7.13 NON-CREDIT ENROLLMENT IN A CREDIT CLASS - ACCESS	196
SECTION 7.14 CONTINUING EDUCATION PRIVILEGES	196
SECTION 7.15 COURSE OR WORKSHOP APPROVAL	197
SECTION 7.16 ASSIGNMENT OF CLASSROOM SPACE	197
SECTION 7.17 BROCHURES, ANNOUNCEMENTS, FLYERS	197
SECTION 7.18 CONTINUING EDUCATION CERTIFICATES	198
SECTION 7.19 CONTINUING EDUCATION UNIT	198
SECTION 7.20 LICENSURE - CERTIFICATION NON-UNIVERSITY APPROVAL	199
SECTION 7.21 OFFICIAL CLASS ROSTERS AND OTHER REPORTS	199
SECTION 7.22 PARKING FOR CONTINUING EDUCATION STUDENTS	200
SECTION 7.23 GRANTS AND CONTRACTS PREPARATION	200

Chapter 8 Media Services

SECTION 8.1 MATERIALS PRODUCTION	201
8.1.1 General Policies	201
8.1.2 Service Time	201
8.1.3 Materials Produced	202
8.1.4 Service Limitations	202
SECTION 8.2 MATERIALS UTILIZATION	202
8.2.1 General Policies	202
8.2.2 Advance Notice	203
8.2.3 Standard A-V Equipment Available	203
8.2.4 Video Taping Service	203
8.2.5 Audio Taping Services	203
8.2.6 Teleconferencing/Satellite Services	204
8.2.7 Service Limitation	204
SECTION 8.3 MATERIALS RENTAL SERVICE	204
SECTION 8.4 MATERIALS PURCHASE SERVICE	204

SECTION 8.5 PRINTING SERVICES	205
8.5.1 General Policies	205
8.5.2 Charges	205
8.5.3 Authorization	205
8.5.4 Restrictions	205
8.5.5 Types of Printing Services Available	206
8.5.6 Copyrighted Material	206
8.5.7 Operation of Equipment	207
8.5.8 Distribution of Printing Material	207
8.5.9 Resale Through Bookstore of printing Material	207
SECTION 8.6 HOURS	207

Chapter 9 Remedial and Developmental Instruction

SECTION 9.1 MATHEMATICS LABORATORY	208
SECTION 9.2 READING LABORATORY	209
SECTION 9.3 WRITING CENTER	209

Chapter 10 Ohio Board of Regents

SECTION 10.1 OHIO BOARD OF REGENTS POLICY ON NEW PROGRAMS	210
10.1.1 Review & Approval of New Degrees & New Degree Programs	210
10.1.1.1 Baccalaureate Degrees	210
10.1.1.2 Graduate Degrees	211
10.1.1.3 Associate Degrees	212
SECTION 10.2 UNIVERSITY POLICY ON NEW ACADEMIC PROGRAMS	212

