

**UNIVERSITY GUIDEBOOK**

|                              |   |
|------------------------------|---|
| <b>Title of Policy:</b>      | <b>Instruction, Organization of</b>                 |
| Responsible Division/Office: | Academic Affairs                                    |
| Approving Officer:           | Provost & Vice President for Academic Affairs       |
| <i>Revision History:</i>     | June 1998; March 2007; March 2011; September 2013   |
| Resolution Number(s):        | YR 1998-41; YR 2007-27; YR 2011-71                  |
| Board Committee:             | Academic & Student Affairs                          |
| <b>EFFECTIVE DATE:</b>       | March 18, 2011                                      |
| Next Review:                 | 2013 (Changed to 2016 per Guidebook Policy 0001.00) |

**Policy:** The faculty, affiliated with an academic department and associated with a school or college, delivers instruction at Youngstown State University. Departments, schools, and colleges may be established, altered, or abolished by the President upon the recommendation of the Provost/Vice President for Academic Affairs and approval of the Board of Trustees.

**Existing Colleges Include:**

- Williamson College of Business Administration
- Beeghly College of Education
- College of Creative Arts and Communication
- Bitonte College of Health and Human Services
- College of Liberal Arts and Social Sciences
- College of Science, Technology, Engineering, and Mathematics

**Existing Schools Include:**

- Dana School of Music in the College of Creative Arts and Communication
- Lariccia School of Accounting and Finance in the Williamson College of Business Administration
- Rayen School of Engineering and Technology
- School of Engineering Technology
- School of Graduate Studies and Research

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

|                              |   |
|------------------------------|---|
| <b>Title of Policy:</b>      | <b>Instruction, Organization of</b>               |
| Responsible Division/Office: | Academic Affairs                                  |
| Approving Officer:           | Provost & Vice President for Academic Affairs     |
| <i>Revision History:</i>     | June 1998; March 2007; March 2011; September 2013 |
| Resolution Number(s):        | YR 1998-41; YR 2007-27; YR 2011-71; YR 2014-      |
| Board Committee:             | Academic & Student Affairs                        |
| <b>EFFECTIVE DATE:</b>       | September 25, 2013                                |
| Next Review:                 | 2018  |

**Policy:** The faculty, affiliated with an academic department and associated with a school or college, delivers instruction at Youngstown State University. Departments, schools, and colleges may be established, altered, or abolished by the President upon the recommendation of the Provost/Vice President for Academic Affairs and approval of the Board of Trustees.

**Existing Colleges Include:**

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- Beeghly College of Education
- College of ~~Fine and Performing Arts~~ Creative Arts and Communication
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- Rayen School of Engineering and Technology
- School of Engineering Technology
- School of Graduate Studies and Research

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)**

| NAME                   | GENDER/RACE* | POSITION<br><i>NEW or<br/>REPLACEMENT<br/>(Vacated Salary)</i> | TITLE   | DEPARTMENT                   | CONTRACT/<br>APPOINTMENT<br>DATES | SALARY/<br>FTE  | COMMENTS          |
|------------------------|--------------|--|---|------------------------------|-----------------------------------|-----------------|-------------------|
| Mr. Michael Greco      | M/C          | Replacement<br>\$35,700  | Coordinator, CSP Disability Services          | Center for Student Progress  | 6/3/213                           | 1.0<br>\$40,451 | \$4,751 increase  |
| Mr. Ian Tanner         | M/C          | Replacement<br>\$39,000  | Assistant Director Recruitment and Meal Plans | Housing and Resident Life    | 7/1/2013                          | 1.0<br>\$39,000 |                   |
| Ms. Angela Mavrikis    | F/C          | Replacement<br>\$46,499  | Advertising and Publications Coordinator      | Marketing and Communications | 7/8/2013                          | 1.0<br>\$38,265 | \$8,234 decrease  |
| Ms. Maura Picciano     | F/C          | Replacement<br>\$32,204  | Coordinator, CSP                              | Center for Student Progress  | 7/8/2013                          | 1.0<br>\$33,214 | \$1,010 increase  |
| Ms. Martha Dettl       | F/C          | Replacement<br>\$10,614  | Assistant Athletic Trainer                    | Athletics                    | 7/18/2013                         | 1.0<br>\$36,000 | \$25,386 increase |
| Ms. Alexis Hall        | F/C          | Replacement<br>\$29,000  | Housing Coordinator                           | Housing and Resident Life    | 8/1/2013                          | 1.0<br>\$27,670 | \$1,330 decrease  |
| Mr. Matthew Rollins    | M/C          | Replacement<br>\$50,497  | Coordinator of Facilities and Programs        | Athletics                    | 8/1/213                           | 1.0<br>\$38,839 | \$11,658 decrease |
| Ms. Christina Costello | F/C          | New  | Academic Advisor                              | WCBA                         | 8/5/2013                          | .5<br>\$16,000  | \$16,000 increase |

**PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)**

| NAME  |  | NEW SALARY | TITLE | DEPARTMENT | PREVIOUS POSITION | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-------------------|-----------------|----------|
| None. |  |            |       |            |                   |                 |          |

**TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)**

| NAME  |  |  | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES |  | COMMENTS |
|-------|--|--|-------|------------|-----------------------------------|--|----------|
| None. |  |  |       |            |                                   |  |          |

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
PERSONNEL ACTIONS**

| <b>DEMOTIONS FOR INFORMATION ONLY</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME   |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.  |  |            |       |            |                                   |                    |          |

| <b>RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                   |                    |          |
|--|--|------------|-------|------------|-------------------|--------------------|----------|
| NAME   |  | NEW SALARY | TITLE | DEPARTMENT | EFFECTIVE<br>DATE | PREVIOUS<br>SALARY | COMMENTS |
| None.  |  |            |       |            |                   |                    |          |

| <b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |   |                             |                   |                    |                                |
|---|--|------------|---|-----------------------------|-------------------|--------------------|--------------------------------|
| NAME  |  | NEW SALARY | TITLE   | DEPARTMENT                  | EFFECTIVE<br>DATE | PREVIOUS<br>SALARY | COMMENTS                       |
| Ms. Connie Eddy   |  | \$30,432   | Coordniator of Athletics<br>Business Operations     | Athletics                   | 3/1/2013          | \$28,983           | 5% between grade<br>adjustment |
| Mr. Joseph Conroy   |  | \$55,891   | Coordinator of Facilities and<br>Programs           | Athletics                   | 2/16/2013         | \$53,203           | 5% within grade<br>adjustment  |
| Mr. Christopher Hartman   |  | \$39,396   | Associate Broadcast Engineer                        | WYSU-FM                     | 2/1/2013          | \$37,520           | 5% within grade<br>adjustment  |
| Mr. Todd Pilipovich   |  | \$46,740   | Assistant Director of<br>Technology and Recruitment | Undergraduate<br>Admissions | 3/16/2013         | \$44,514           | 5% between grade<br>adjustment |

| <b>SEPARATIONS</b> |              |  |       |            |                    |  |          |
|--------------------|--------------|--|-------|------------|--------------------|--|----------|
| NAME               | GENDER/RACE* |  | TITLE | DEPARTMENT | SEPARATION<br>DATE |  | COMMENTS |

**Retirements**

|                       |     |  |                          |                   |           |  |  |
|-----------------------|-----|--|--------------------------|-------------------|-----------|--|--|
| Mr. William Schilling | M/C |  | Associate Staff Designer | Theater and Dance | 6/30/2013 |  |  |
|-----------------------|-----|--|--------------------------|-------------------|-----------|--|--|

**Resignations**

|                   |     |  |                            |                           |           |  |  |
|-------------------|-----|--|----------------------------|---------------------------|-----------|--|--|
| Ms. Heather Chunn | F/C |  | Senior Development Officer | University<br>Development | 6/28/2013 |  |  |
|-------------------|-----|--|----------------------------|---------------------------|-----------|--|--|

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
PERSONNEL ACTIONS**

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (Coaches)  
PERSONNEL ACTIONS**

| <b>APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |              |  |                                       |            |                                   |                 |                   |
|---|--------------|--|---------------------------------------|------------|-----------------------------------|-----------------|-------------------|
| NAME  | GENDER/RACE* | POSITION<br><i>NEW or<br/>REPLACEMENT</i><br><i>(Vacated Salary)</i> | TITLE                                 | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | SALARY/<br>FTE  | COMMENTS          |
| Mr. Nathan Miklos   | M/C          | Replacement<br>\$27,049  | Head Coach, Women's Golf              | Athletics  | 7/1/2013                          | .75<br>\$36,065 | \$9,016 increase  |
| Ms. Katharine Stefl   | F/C          | Replacement<br>\$32,169  | Assistant Coach, Swimming<br>& Diving | Athletics  | 7/16/2013                         | 1.0<br>\$32,169 |                   |
| Ms. Natalie Borland   | F/C          | New  | Assistant Coach, Volleyball           | Athletics  | 8/1/2013                          | .75<br>\$23,660 | \$23,660 increase |
| Mr. Kyle Rivera   | M/H          | Replacement<br>\$27,700  | Assistant Coach Football -<br>Video   | Athletics  | 8/1/213                           | 1.0<br>\$28,254 | \$554 increase    |

| <b>PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|---|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME  |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.   |  |            |       |            |                                   |                    |          |

| <b>TRANSFERS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME   |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.  |  |            |       |            |                                   |                    |          |

| <b>DEMOTIONS FOR INFORMATION ONLY</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME   |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.  |  |            |       |            |                                   |                    |          |

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (Coaches)  
PERSONNEL ACTIONS**

| <b>RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|--|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME   |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.  |  |            |       |            |                                   |                    |          |

| <b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|---|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME  |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.   |  |            |       |            |                                   |                    |          |

| <b>SEPARATIONS</b> |              |  |       |            |                    |  |          |
|--------------------|--------------|--|-------|------------|--------------------|--|----------|
| NAME               | GENDER/RACE* |  | TITLE | DEPARTMENT | SEPARATION<br>DATE |  | COMMENTS |

**Retirements**

|       |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|
| None. |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|

**Resignations**

|                      |     |  |                           |           |           |  |  |
|----------------------|-----|--|---------------------------|-----------|-----------|--|--|
| Ms. Roseann Schwartz | F/C |  | Head Coach Women's Golf   | Athletics | 6/30/2013 |  |  |
| Mr. Brian Keidel     | M/U |  | Assistant Coach, Football | Athletics | 7/16/2013 |  |  |

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B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**Biography – Simeon Booker**

**Simeon Booker** moved to Youngstown with his family when he was five years old. He later graduated from high school in Youngstown and then enrolled at Youngstown College. During his first year at Youngstown College he protested the fact that black students were denied activity cards which were necessary for students to participate in student and social activities. He later transferred to Virginia Union University.

During his summers in Youngstown he wrote stories on the local black baseball leagues for the *Vindicator*. After graduating from college, he worked for various newspapers and magazines. In 1952 Booker became the first black reporter for *The Washington Post*. In 1954 he was hired by the black-owned Johnson Publishing Company in Chicago and he began writing for *Jet* and *Ebony* magazines. He is best known for his Civil Rights reporting including his stories of the 1955 murder of 14-year-old Emmett Till in Mississippi.

During his long career, Booker was recognized by his peers with numerous awards, including the Newspaper Guild Award and a Wilkie Award. In 1982 he became the first African-American journalist to win the National Press Club's Fourth Estate Award for lifetime contributions to journalism. In 2007 after serving as *Jet's* Washington Bureau Chief for 51 years Booker retired at the age of 88. Booker was inducted into the National Association of Black Journalists' Hall of Fame on January 17, 2013. In April 2013 he published Shocking the Conscience: A Reporter's Account of the Civil Rights Movement.



**YOUNGSTOWN STATE UNIVERSITY**  
**FY 2013 Year-End Summary and Proposed FY 2014 Transfers**  
**As of 8/19/13 (subject to audit adjustments)**

***FY 2013 Year-End Summary***

---

General Fund Recap:

|  |                    |
|--|--------------------|
| General Fund - Operating                 | (\$1,968,707)      |
| General Fund - Scholarships              | (51,011)           |
| General Fund - Tech & Lab Materials Fees | 561,745            |
| General Fund - College Fees              | 658,539            |
| Subtotal                                 | <u>(\$799,434)</u> |

|                           |               |
|---------------------------|---------------|
| Intercollegiate Athletics | (\$1,096,086) |
|---------------------------|---------------|

|                                |                             |
|--------------------------------|-----------------------------|
| Net Year-End Operating Deficit | <u><u>(\$1,895,520)</u></u> |
|--------------------------------|-----------------------------|

***Proposed FY 2014 Transfers to Cover Prior Year Deficit***

---

From Reserves:

|   |                    |
|---|--------------------|
| Stabilization Reserve                       | \$1,290,623        |
| Debt Service Reserve - General Fund         | 983,181            |
| Employee Wellness Program                   | 200,000            |
| Property Acquisition Reserve                | 200,000            |
| Scholarship Reserve                         | 150,000            |
| Intercollegiate Athletics Operating Reserve | 80,000             |
| Subtotal                                    | <u>\$2,903,804</u> |

To Designated Funds:

|                                     |                      |
|-------------------------------------|----------------------|
| Tech & Lab Mat. Fee Carry-Fwd. Fund | (\$349,745) *        |
| College Fee Carry-Fwd. Fund         | (658,539)            |
| Subtotal                            | <u>(\$1,008,284)</u> |

|           |                           |
|-----------|---------------------------|
| Net Total | <u><u>\$1,895,520</u></u> |
|-----------|---------------------------|

\*NOTE: Amount adjusted for FY 2013 actual revenues and expenses.

**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2012 YTD  
July 1, 2011 – June 30, 2012**

|                     | <b>Cash/Property</b> | <b>Pledges</b>    | <b>Total</b>        |
|---------------------|----------------------|-------------------|---------------------|
| <b>Unrestricted</b> | \$ 447,368           | \$ 7,676          | \$ 455,044          |
| <b>Restricted</b>   | \$ 3,825,143         | \$ 124,554        | \$ 3,949,698        |
| <b>Endowment</b>    | \$ 482,590           | \$ 540            | \$ 483,130          |
| <b>Total</b>        | <u>\$ 4,755,101*</u> | <u>\$ 132,770</u> | <u>\$ 4,887,872</u> |

\* Includes payments of \$2,563,662 on pledges from previous years.

These figures do not include \$649,818 in designations to the YSU Foundation, \$277,813 in gifts in-kind, \$34,975 for Alumni Relations, \$395 for Maag Library and \$250,161 for WYSU.

Pledge write-offs for the period above totaled \$18,486 of prior year pledges.

Total \$4,887,872 minus \$2,563,662 in prior year pledge payments plus \$649,818 in contributions to the YSU Foundation equals grand total of \$2,974,028.

**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2013 YTD  
July 1, 2012 – June 30, 2013**

|                     | <b>Cash/Property</b> | <b>Pledges</b>      | <b>Total</b>        |
|---------------------|----------------------|---------------------|---------------------|
| <b>Unrestricted</b> | \$ 369,845           | \$ 64,739           | \$ 434,585          |
| <b>Restricted</b>   | \$ 3,059,435         | \$ 2,227,466        | \$ 5,286,901        |
| <b>Endowment</b>    | \$ 111,475           | \$ 130,195          | \$ 241,670          |
| <b>Total</b>        | <u>\$ 3,540,755*</u> | <u>\$ 2,422,400</u> | <u>\$ 5,963,156</u> |

\* Includes payments of \$1,520,485 on pledges from previous years.

These figures do not include \$4,875,584 in planned gifts, \$1,117,438 in designations to the YSU Foundation, \$67,566 in gifts in-kind, \$48,800 for Alumni Relations, \$550 for Maag Library and \$436,269 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$755,762 of prior year pledges and \$75 of current year pledges.

Total \$5,963,156 minus \$1,520,485 in prior year pledge payments plus \$4,875,584 in planned gifts plus \$1,117,438 in contributions to the YSU Foundation equals grand total of \$10,435,693.

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2012-2013  
July 1, 2012-June 30, 2013**

| <b>Gifts Received</b>         | <b>Number of Gifts</b> | <b>Amount</b>       |
|-------------------------------|------------------------|---------------------|
| University Development        | 6,129                  | \$ 5,963,156        |
| <b>Total University Gifts</b> | <b>6,129</b>           | <b>\$ 5,963,156</b> |
| Alumni Relations              | 801                    | \$ 48,800           |
| Maag Library                  | 3,611                  | \$ 550              |
| WYSU-FM                       | 1,694                  | \$ 436,269          |

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2011-2012  
July 1, 2011-June 30, 2012**

| <b>Gifts Received</b>         | <b>Number of Gifts</b> | <b>Amount</b>       |
|-------------------------------|------------------------|---------------------|
| University Development        | 6,352                  | \$ 4,887,872        |
| <b>Total University Gifts</b> | <b>6,352</b>           | <b>\$ 4,887,872</b> |
| Alumni Relations              | 661                    | \$ 34,975           |
| Maag Library                  | 2,946                  | \$ 395              |
| WYSU-FM                       | 2,340                  | \$ 250,161          |

# **Fundraising Progress by Capital Project Through June 30, 2013**

- **Construction of the Veterans Resource Center**
  - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
  - **\$330,914 Cash + \$465,125 Pledges = \$796,039 Total Raised**
- **Renovation of Melnick Medical Museum**
  - **\$5.3M Total Project Budget (\$2.5M State Capital Funds Committed)**
  - **\$400,000 Cash Secured for WYSU-FM Equipment**
- **Construction of the Athletic Fields (West of Fifth Avenue)**
  - **\$4,350,000 Project Budget (100% Bond Financed)**
  - **\$500,000 Pledge Secured**

# *The Code of Student Rights, Responsibilities, and Conduct*

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**Agenda Item F.1.a**  
**Exhibit A**

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# *The Code of Student Rights, Responsibilities, and Conduct*

## PREAMBLE

Youngstown State University is “a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership...

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors; believe in the dignity and worth of all people; strive to foster an appreciation of, and respect for, differences among the human race; and celebrate the diversity that enriches the University and the world.” (*Excerpt from YSU core values.*)

As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the University’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the University and is held responsible for compliance with them. All members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University.

The policies and regulations in *The Code of Student Rights, Responsibilities, and Conduct* (hereinafter referred to as *The Code*) have been established to ensure a positive educational experience for every student. *The Code* serves as an official University document that outlines conditions and regulations considered essential to the effective functioning of the University.

The student conduct process at Youngstown State University adheres to procedural due process and is intended to be part of the educational process at the University. This student conduct process provides a forum for the impartial and expedient resolution of misconduct in the University community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the University’s commitment to developing integrity, respect, and responsibility among all students.

Published by  
DIVISION OF STUDENT AFFAIRS  
December 14, 2011

## ARTICLE I. RIGHTS AND RESPONSIBILITIES

### Section A. Definitions

When used in *The Code*:

1. The term “accused student” or “respondent” shall mean any student accused of violating *The Code*.
2. The term “Appellate Board” shall mean any person or persons authorized on a case-by-case basis by the Student Conduct Administrator to consider an appeal from a Student Conduct body’s determination that a student has violated *The Code* or from the sanctions imposed by the Student Conduct body.
3. The terms “can,” “may,” or “should” specify a discretionary provision of *The Code*.
4. The term “complainant” shall mean any person who submits a referral alleging that a student violated *The Code*.
5. The term “faculty member” shall mean any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances.
6. The terms “file” or “records” means information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
7. The term “function” shall mean all student activities or events occurring at the University or sponsored by registered student organizations, groups, or members of the academic community.
8. The term “group” shall mean a number of students who are associated with each other and who have not complied with University requirements for registration as an organization.
9. The term “Conduct Officer” shall mean a University official authorized on a case-by-case basis by the Student Conduct Administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated *The Code*.
10. The term “Student Conduct Administrator” is the Vice President for Student Affairs, or designee, who shall be responsible for the administration of *The Code* and the University student conduct process.

11. The term “Student Conduct Body” shall mean any Conduct Officer or Student Conduct Hearing Panel authorized by the Student Conduct Administrator to determine whether a student has violated *The Code* and to recommend imposition of sanctions.
12. The term “may” is used in the permissive sense.
13. The term “member of the University community” shall include any person who is a student, faculty member, University official, any other person employed by the University, or any person lawfully present on University premises.
14. The term “misconduct” means student behavior that violates codified or explicitly stated University rules and regulations, including but not limited to *The Code*.
15. The term “organization” shall mean a University-registered student organization which has complied with formal requirements of official registration.
16. The term “policy” shall be defined as the written regulations of the University as found in, but not limited to, *The Code*, Handbook for Residents, YSU Student Organizations Guide, the University website, undergraduate/graduate catalogs, University policies, and Board of Trustees policies.
17. The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of *The Code*.
18. The term “student” shall include all persons registered for courses, seminars, and workshops at the University, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the University.
19. The terms “University” and “institution” means Youngstown State University and collectively, those responsible for its operation.
20. The term “University premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets, sidewalks, and parking lots.
21. The term “University official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the University.
22. The term “University working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.

23. The term “weapon” shall have the same meaning as in the University Guidebook, Policy No. 7001.03, Possession of Weapons on Campus.

24. All other terms have their natural meaning unless the context otherwise dictates.

### **Section B. Basic Rights**

The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:

1. The right of free inquiry, expression, and/or assembly.
2. The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and on-line.
3. The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
4. The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by the *Ohio Revised Code*, Section 3345.14.

### **Section C. Basic Responsibilities**

Students, as members of the University community, shall have the following responsibilities which are inherent in the basic rights delineated above:

1. To maintain standards of academic performance as established by their faculty.
2. To be responsible for acting in such a manner as to ensure other students the rights declared in Section B. of this article.
3. To be responsible for their actions with respect to, and to follow, all University regulations and policies.
4. To be responsible for their actions with respect to provisions of local, state, and federal law.
5. To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. To have in their possession a valid University Identification Card when on University premises.

7. To be responsible for adhering to the Drug-Free Environment Policy.
8. To ensure adherence to all University Board of Trustees policies that apply to students.

## ARTICLE II. STUDENT CONDUCT AUTHORITY

The President has delegated the authority for the University student conduct system to the Vice President for Student Affairs. The Vice President for Student Affairs, or designee, serves as the Student Conduct Administrator responsible for the administration and operation of *The Code* and the student conduct process.

The Student Conduct Administrator shall determine the composition of Student Conduct bodies and Appellate Boards.

The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of *The Code*.

### Section A. Jurisdiction of *The Code*

1. *The Code* shall apply to conduct which adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on University premises, at University sponsored activities, or on non-University premises. It is important to note that a student and/or group/organization will be subject to the University student conduct process where the conduct has occurred on non-University premises when the conduct adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs.
2. Students shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). *The Code* shall apply to a student's conduct even if the student withdraws from the University while a matter of misconduct is pending.

## ARTICLE III. STUDENT CONDUCT STANDARDS

The Student Conduct Process aspires to develop and maintain conduct standards in support of character, civility, and community. Article III. provides a set of expectations regarding student conduct in support of the University community.

A student, and/or group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under *The Code*.

1. Acts of dishonesty, include, but are not limited to:

a. Academic Dishonesty

(1) Cheating, which includes, but is not limited to:

- (i) Use of any unauthorized assistance in taking quizzes, tests, assignments, or examinations;
- (ii) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- (iii) The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or
- (iv) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

(2) Plagiarism, which includes, but is not limited to: the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(3) Other acts of Academic Dishonesty.

b. Non-Academic Dishonesty

- (1) Furnishing false information to any University official, faculty member, or office.
- (2) Forgery, alteration, or misuse of any University document, record, credit card, or instrument of identification.
- (3) Tampering with the election of any University recognized student organization.

- (4) Failing to maintain correct address and telephone information with the Registrar.
- (5) Misrepresenting enrollment status and/or achievement at the University to non-University officials and/or on non-University documents.
2. Disruption or obstruction of teaching, research, administration, student conduct proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3. Participation in an on-campus or off-campus demonstration, riot, or activity which disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
4. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
5. Failure to comply with directions and/or oral or written instructions which are given by any University official, student, faculty member, or staff who is acting in an official University capacity and/or failure to identify oneself to these persons when requested to do so.
6. Failure to meet all financial obligations to the University.
7. Violation of published University policies, rules, or regulations including those available electronically on the University website.
8. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, bullying and/or coercion which endangers or tends to endanger the safety, health, or life of any person (including self).
9. Sex Discrimination which includes sexual harassment and sexual violence. See Article. IX.
10. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
11. Conduct which is disorderly, disruptive, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University or members of the University community.

12. Unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such recording is likely to cause injury or distress, except as otherwise permitted by law.
13. Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without his or her prior knowledge or consent, even if the audio or video recording or photograph originally had been produced with the person's consent.
14. Gambling or wagering of any form except as expressly permitted by law and/or University regulations.
15. Attempted or actual theft, including possession of stolen property.
16. Any action which damages or tends to damage property of the University, or property of a member of the University community, or other personal or public property, on or off campus.
17. Unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to or use of University premises.
18. Theft or other abuse of information technology and resources, including, but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with the normal operation of the University computing system originating from an on-campus or off-campus source.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the Responsible Use of University Technology Resources Policy (4009.01).



19. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia, except as expressly permitted by law and/or under the direction of a licensed physician. No student shall sell or give drugs to any other person.
20. Public intoxication or use, possession, manufacturing, or distribution of alcoholic beverages, except as expressly permitted by law and/or University regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
21. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
22. Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
23. Abuse of the student conduct system, including, but not limited to:
  - a. Failure to obey the summons of a Student Conduct Body or University official to appear for a meeting or hearing as part of the student conduct system.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Body.
  - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
  - d. Institution of a student conduct proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Body prior to, and/or during the course of, the student conduct process.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Body prior to, during, and/or after a student conduct proceeding.
  - h. Failure to comply with the sanction(s) imposed by the Student Conduct Body.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

24. Violation of federal, state, or local law.

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of *The Code*, student conduct action may result and sanctions may be imposed for misconduct that adversely affects the University community or interferes with the University's mission or its educational objectives and programs. The University, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the University will be held according to the procedures set forth in Article VI. Since the University student conduct process is educational in nature, differing judgments may result.
- b. University student conduct proceedings may be instituted against a student charged with a violation of law which is also a violation of *The Code*; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under *The Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of that person's status as a student. The University will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws.

## ARTICLE IV. CAMPUS STUDENT ORGANIZATIONS

Student organizations may exist for any appropriate purpose that does not conflict with University policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the Vice President for Student Affairs. The policies and regulations that apply to student groups/organizations are found in the YSU Student Organizations Guide. Student groups/organizations that violate the YSU Student Organizations Guide may be charged with violating *The Code* and be subject to the Student Conduct Procedures outlined in Article VI.

### Section A. Student Conduct Authority

1. Enforcement of regulations, policies and guidelines that apply to student organizations/groups is within the jurisdiction of the Vice President for Student Affairs, or designee.
2. Student groups and registered student organizations may be charged with violations of *The Code* in the following circumstances:

- a. An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the YSU Student Organizations Guide, and/or University policies or regulations.
3. A student group or registered student organization and its officers may be held collectively or individually responsible for violations of *The Code*.

## ARTICLE V. STUDENT MEDIA

The University supports several student media organizations that provide an avenue for students to express their literary and artistic talents. Policies and procedures concerning student media are recommended to the Dean of the College of Liberal Arts and Social Sciences by the Student Media Committee. Copies of current policies and procedures are available from the Dean of the College of Liberal Arts and Social Sciences.

## ARTICLE VI. STUDENT CONDUCT PROCEDURES

### Section A. General

1. In order to ensure fairness and the basic elements of due process, the following procedures have been established for use in all student conduct proceedings involving students of the University.
2. The Student Conduct Board (hereinafter “The Board”) is annually appointed by the Vice President for Student Affairs or designee. All members of The Board shall receive training in hearing procedures, *The Code*, and any other matter the Student Conduct Administrator deems relevant and necessary. The Board, composed of students, faculty, and administrators, is charged with:
  - a. Conducting hearings of alleged violations of *The Code* by students, determining responsibility, and issuing appropriate sanctions; and
  - b. Conducting appeal hearings.
3. The Student Conduct Administrator will select either a Conduct Officer or a Student Conduct Hearing Panel to determine whether a student has violated *The Code* and to recommend sanctions. The Hearing Panel shall include at least one faculty/staff member and one student. The third member may be either a faculty/staff member or a student. The Hearing Panel shall be chaired by a faculty/staff member.
4. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.

## **Section B. Initiation of Complaints and Student Conduct Charges**

1. Any member of the University community may report violations of *The Code* alleging student and/or group/organization misconduct. The report shall be prepared in writing and directed to the Student Conduct Administrator. A report of a violation of *The Code* shall be submitted as soon as possible after the incident occurs, but not later than thirty (30) days following the incident. Exceptions to this limitation period will be reviewed by the Student Conduct Administrator and may be granted in his/her discretion.
2. The Student Conduct Administrator shall review reports of violation(s) and may initiate investigations of possible violation(s) of *The Code* to determine if the charges have merit. In reviewing the reports, the Student Conduct Administrator will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations that might be subject to University suspension or expulsion shall automatically be provided a hearing before a Hearing Panel.
3. Once the Student Conduct Administrator determines that a complaint will be issued, the Student Conduct Administrator shall deliver the complaint to the accused student. The complaint shall be delivered to the accused student in person, by regular US mail, or by certified mail to the accused student's official address of record at the University. The accused student shall also be notified by University e-mail. The complaint shall instruct the accused student and/or group/organization to contact the Student Conduct Administrator to schedule a conduct conference or the accused will be informed that a Hearing Panel has been convened to review the complaint. In the event the accused student and/or group/organization does not respond as requested, the Student Conduct Body may proceed to conclude the case.
4. If a Hearing Panel has been convened, the accused student will be notified of the time and place of the hearing, the specific section(s) of *The Code* that is alleged to have been violated, a general description of the facts underlying the charges, and information relative to the hearing procedures.

## **Section C. Conduct Conference**

1. In cases where a Conduct Conference is scheduled, the Student Conduct Administrator will appoint a Conduct Officer to conduct the conduct conference. The Conduct Officer will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused student will have the opportunity to accept or deny responsibility for the alleged violations of *The Code*, present relevant information, and exercise the option of resolving the charges either within the Conduct Conference or by proceeding to a Hearing Panel. The Student Conduct Administrator may withdraw any charges deemed in his or her opinion to be without merit.

2. The Conduct Officer shall issue a written notice indicating the findings and any sanction(s).
3. In the event a student and/or group/organization fails to appear at the scheduled Conduct Conference, the Conduct Officer may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or group/organization's failure to appear.
4. The decision of the Conduct Officer may be appealed according to Section G. of this Article.

#### **Section D. Conduct Hearings**

1. A time shall be set for a hearing not less than five nor more than fifteen calendar days after the student has been notified of the charges. The Student Conduct Administrator may, in his or her discretion, extend the time for the hearing.
2. Hearings conducted by a Hearing Panel shall be in accordance with the following guidelines:
  - a. Hearings shall normally be conducted in private.
  - b. The complainant, accused student, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the Hearing Panel.
  - c. In hearings involving more than one accused student, the chairperson may permit the hearings to be conducted separately or jointly.
  - d. The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Body. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the scheduling conflict of an advisor.
  - e. The complainant, the accused student, and the Student Conduct Administrator shall have the ability to present and question witnesses.

- f. The chair of the Hearing Panel may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.
  - g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Panel.
  - h. The Hearing Panel may proceed to hear all pertinent information and conclude the case if the student fails to appear.
  - i. All procedural questions are subject to the final decision of the chairperson of the Hearing Panel. Any person disrupting a hearing or who fails to adhere to the decisions of the chairperson shall be removed from the hearing.
  - j. After the hearing, the Hearing Panel shall meet in closed session to determine, by majority vote, whether the student has violated each section of *The Code* that the student is charged with violating.
  - k. The decision of the Hearing Panel may be announced to the student immediately after the conclusion of the hearing and will be confirmed later in writing.
  - l. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated *The Code*.
3. The hearings shall be tape recorded.
  4. The accused student and/or group/organization shall be afforded the following procedural due process:
    - a. Written notice of the charge(s).
    - b. Written notice of the specific violations of *The Code* alleged to be violated.
    - c. General information including the nature and source of the information, unless prohibited by law.
    - d. Timely resolution.
    - e. Written notification of date, time, and location of hearing and information about hearing procedures. The notice will be delivered in person or by certified or regular US mail to the student's official address of record at the University. The accused student shall also be notified by University e-mail.
    - f. The right to question the impartiality of a Student Conduct Board member's ability to participate fairly in a hearing. The Student Conduct Administrator may

reject any Student Conduct Board Member when just cause has been demonstrated.

- g. The right to be accompanied by an advisor (see Article VI., Section D., Paragraph 2.d).
  - h. The right to present witnesses on behalf of the accused during the hearing. If a witness cannot appear, a signed statement from the witness can be used as long as it is notarized by an appropriate official. The accused student shall not be required to testify against him/herself.
  - i. Timely resolution of the matter.
  - j. Hearing shall be closed to the public to the extent allowed by law.
  - k. Written notice of the final outcome of the case.
  - l. The opportunity to appeal as outlined in *The Code*.
5. The complainant of a student conduct case will be afforded procedures (d.) through (l.) above, although disclosure of the outcome is limited by law and is typically not in writing. In addition, the complainant will be afforded the following:
- a. The right to be treated with respect and dignity by all University officials.
  - b. Counseling, available medical resources, and academic assistance when requested.
  - c. Changes in campus residence and/or classes, when reasonable and requested.
  - d. The right to request that charges of misconduct be pursued.
  - e. Due process within any University student conduct proceeding.
  - f. The right to provide information at the hearing in a seat not directly facing the accused, if the complainant requests. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Student Conduct Administrator to be appropriate.
6. A conduct sanction imposed or other action taken by any Student Conduct Body shall become effective upon written notification to the accused student. The notification

will be provided by personal delivery, or by certified or regular US mail delivery to the accused student and/or group/organization. Notification will also be sent to the accused student's official University e-mail address. If the individual files a written letter of appeal with the Student Conduct Administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student.

7. The Student Conduct Administrator shall maintain records of information received, recording of the hearing, and action taken by any Student Conduct Body. Public examination of these records shall be limited to the extent allowed by law.

### **Section E. Sanctions**

1. The following sanctions may be imposed upon any student that has been found responsible for a violation of *The Code*. Sanctions shall be issued in a progressive fashion.
  - a. **Warning:** A written statement that the student is violating or has violated *The Code*. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A warning will remain in effect for a period not to exceed one academic year.
  - b. **Conduct Probation:** Notice in writing that the violation of *The Code* is serious, flagrant, or a repeated violation of policy and a warning that any subsequent violation(s) of University regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.
  - c. **Conduct Probation with Restrictions:** Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and a warning that any subsequent violation(s) of *The Code* may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.
  - d. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.
  - e. **Academic/Developmental Sanctions:** Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments.
  - f. **Deferred Suspension:** Separation of the student from the University and/or residence halls is deferred for a specified period (not to exceed one academic



year). If the student is found in violation of any subsequent violations of *The Code*, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation may also be issued.

- g. Residence Hall Suspension: Separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any University housing facilities.
  - h. University Suspension: Separation of the student from the University for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student does not have access to the University and is prohibited from participating in any academic or other University activities.
  - i. Residence Hall Expulsion: Permanent separation of the student from the residence halls. An expulsion denies the student access to all University housing facilities on a permanent basis.
  - j. University Expulsion: Permanent separation of the student from the University. An expulsion denies the student the right to participate in any academic or University activities on a permanent basis.
  - k. Revocation of Admission and/or Degree: Revocation of admission to or awardance of a degree from the University for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
  - l. Withholding Degree: Withholding awardance of a degree otherwise earned until the completion of the process set forth in *The Code*, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than University Expulsion or revocation or withholding of a degree, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record and shall be kept confidential to the extent allowed by law. Upon graduation, the student's conduct record may be expunged of conduct actions other than Residence Hall Expulsion, University Suspension, University Expulsion, or revocation or withholding of a degree upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than Residence Hall Expulsion, University Suspension, University Expulsion, or revocation or withholding of a degree shall be expunged from the student's conduct record seven years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section E.1, (a.) through (e.).
  - b. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a Student Conduct Body determines that a student and/or group/organization has violated *The Code*, the sanction(s) shall be determined and imposed by the same Student Conduct Body. The Student Conduct Administrator shall be responsible for recommending sanctions to the Hearing Panel and for ensuring that sanctions imposed by Hearing Panel and Conduct Officers are consistent with the violation and sanctions imposed for similar violations.

### **Section F. Interim Suspension**

In certain circumstances, the Student Conduct Administrator may impose a University or residence hall suspension prior to a hearing or conference before the Student Conduct Body.

1. Interim suspension may be imposed only:
  - a. To ensure the safety and well-being of members of the University community or to preserve University property;
  - b. To ensure the student's own physical or emotional safety and well-being;
  - c. If the student poses a threat of disruption or interference with the normal operations of the University; or
  - d. If a student is charged with the commission of a criminal offense as defined in the *Ohio Revised Code*, Chapter 2901.01.
2. In the event that an interim suspension is imposed, the student or group/organization will be notified either in person, or by regular US or certified mail of the cause for suspension. The student will also be notified by e-mail to their current University address. The interim suspension becomes effective immediately upon notification. A Hearing Panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in Article VI. Section D.2. and may proceed before, during, or after any criminal proceedings.
3. During the interim suspension, the student or group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student or group/organization might otherwise be eligible, unless determined otherwise by the Student Conduct Administrator.

## Section G. Appeals

1. The decision or sanction imposed by a Student Conduct Body may be appealed by the accused student or group/organization or complainant (“the Appellant”) within five University working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the Student Conduct Body will be final.
2. Appeals shall be in writing and shall be mailed or delivered to the Office of Student Life. The letter of appeal should indicate the grounds on which the decision is being appealed referencing at least one of the grounds for the appeal (see Section G.3.) along with supporting information.
3. Grounds for Appeal. During the period of appeal, all sanctions, except interim suspensions, will be held in abeyance. The burden of proof rests with the Appellant filing the appeal. Appeals are not a re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
  - a. A claim that the original hearing was conducted in violation of procedural requirements set forth in *The Code*, and to determine whether these violations could have affected the outcome of the hearing.
  - b. A claim that the decision reached regarding the accused student or group/organization did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
  - c. A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of *The Code* which the student or group/organization was found to have committed.
  - d. A claim that there is new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known by the Appellant at the time of the original hearing.
4. The Appellant may, in preparing the request for appeal, have access to records of the case which must be reviewed in the Office of Student Life.
5. Appeals of decisions or sanctions imposed by a Conduct Officer will be reviewed by the Student Conduct Administrator. Appeals of decisions by a Hearing Panel will be reviewed by an Appellate Board. An Appellate Board is composed of three members from the Student Conduct Board selected by the Student Conduct Administrator who will review the appeal.

6. The Appellate Board or the Student Conduct Administrator will review the appeal to determine whether one of the grounds listed in Section G.3. above has been met.
7. If an Appellate Board or Student Conduct Administrator determines that an appeal has met the grounds, the following options are available:
  - a. The case may be remanded for reconsideration.
  - b. The appeals body may reverse the finding of responsibility, in whole or in part.
  - c. The appeals body may uphold, reduce, or increase the sanctions.
  - d. The appeals body may dismiss the appeal if the appeal is not based upon one of the grounds listed in Section G.3.
  - e. The appeals body may deny the appeal.
8. The decision of the Appellate Board or Student Conduct Administrator after an appellate review is final.

## **Section H. Conduct Procedures for University Housing**

Conduct Officers have been designated by the Student Conduct Administrator to review misconduct cases originating within University Housing.

1. The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the *Handbook for Residents*, is delegated by the Vice President for Student Affairs to a Conduct Officer.
2. Any student, faculty member, or University official may file a written report against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.
3. Upon receipt of a written report, the Conduct Officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of *The Code* may have occurred. If so, the Conduct Officer will follow the procedures outlined in Section VI. of *The Code*.

## **Section I. Student Conduct Record**

The Student Conduct Administrator shall maintain all student conduct records of information received and action taken by the respective Student Conduct Bodies.

1. Conduct sanctions shall not be made part of the student's academic record but shall become part of the student's conduct record. All student conduct records, except records of residence hall expulsion, University suspension, University expulsion, and

revocation or withholding of a degree shall be expunged seven years after final disposition of the case. Upon graduation, the student may petition the Student Conduct Administrator for removal of all files contained in his or her student conduct records. The student may appeal a negative response of the Student Conduct Administrator to the Student Conduct Board.

2. All material gathered from a substantiated conduct case (residence house, academic, and other) shall become part of any new case against the same individual(s) after the new charges have been substantiated.
3. Student conduct records are maintained only in the names of students found to have violated regulations.

### **Section J. Special Procedures**

To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the President of the University is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in accordance with the provisions of *The Code* and shall ensure that all elements of procedural due process delineated in this article are observed.

## **ARTICLE VII. INTERPRETATION AND REVISION**

Any question of interpretation or application regarding *The Code* shall be referred to the Student Conduct Administrator for final determination.

*The Code* shall be reviewed every five years under the direction of the Student Conduct Administrator.

Any member of the University community may recommend a change to *The Code* to the Vice President for Student Affairs. The Vice President shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the Vice President, the change shall be presented to the Board of Trustees for adoption.

## **ARTICLE VIII. ACADEMIC PROCEDURES**

### **Section A. Undergraduate Student Academic Grievance Procedure**

1. Introduction.

- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
  - b. Grievances filed concerning academic matters must conform to the process described in this section.
  - c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.
2. Academic matters that may be grieved.
    - a. Academic matters that may be grieved are the following:
      - (1) Disposition and Sanctions imposed by faculty regarding academic dishonesty. See Section B. Academic Honesty.
      - (2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.
      - (3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class.
    - b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.
3. Parties directly involved in the grievance procedure.
    - a. The parties directly involved in the grievance procedure are as follows:
      - (1) Student/Faculty. The party who files the grievance and the party against whom the grievance is filed.
      - (2) Associate Provost for Academic Administration, or designee.
      - (3) Department chair. The chairperson of the department in which the faculty member resides.

- (4) Dean. The dean of the college in which the faculty member's department is housed.
  - (5) Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.
  - (6) Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Grievance Hearing Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.
  - (7) Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs.
  - (8) Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Appeal Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.
- b. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community. Advisors may not present testimony or speak on behalf of the grievant.
4. Overview of the grievance process.
- a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.
  - b. The three phases are:
    - (1) Pre-Grievance hearing activities;
    - (2) Grievance hearing;
    - (3) Appeal.

- c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.

5. Phase One: Pre-Grievance hearing activities.

- a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.
- b. If the matter is not resolved from any such student/faculty member discussion, the student may then initiate discussion with the department chair.
- c. If the matter is not resolved from the student/chair discussion, the student may then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.
- d. If the matter is not settled following these discussions, the student may submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.
- e. The Associate Provost for Academic Administration will assess the grievability of the complaint within fifteen University working days of receipt of the Grievance Form.
  - (1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.
  - (2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process below.

6. Phase Two: Grievance hearing.

- a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.



- b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment/Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.
- c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.
- d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.
- e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. The Grievance Hearing notice shall be delivered by regular US mail delivery, certified mail, or hand delivery. The notice shall also be sent by e-mail to the student's university e-mail address. If the faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- f. Grievance hearing principles and procedures
  - (1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.
  - (2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.
  - (3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.
  - (4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented.
  - (5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.
  - (6) Both parties shall be informed of the Grievance Hearing Panel's decision as soon as reasonably possible.

g. Documentation of Grievance Hearing Panel's decision

- (1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.
- (2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.
- (3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.
- (4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.

h. At the discretion of the Chair of the Student Academic Grievance Subcommittee, the time lines stated under 6. a. through g. may be extended.

7. Phase Three: Appeal.

a. There are three factors upon which a written appeal of the Grievance Hearing Panel's decision may be based:

- (1) New information. Information not available at the time of the original hearing is found by the student or faculty member.
- (2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.
- (3) Procedural violations. The student or faculty member alleges one or more violations of the procedures leading up to and including the Grievance Hearing.

b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.

c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.

d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee, or an Appeal Panel of the Student Academic Affairs

Committee, within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.

- e. If the basis of the appeal is alleged procedural violations as noted in item a.(3) above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.
  - (1) If the Appeal Panel rules that no procedural violations occurred, or that any procedural violations were minor and did not affect the Grievance Hearing Panel's decision, the decision of the Grievance Hearing Panel is upheld and the matter is closed.
  - (2) If the Appeal Panel rules that procedural violations occurred and were substantive, the case will be referred to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.
- f. Appeal Hearing
  - (1) No member of the Student Academic Affairs Committee or the Appeal Panel will hear a case directly affecting him/her.
  - (2) Prior to the hearing, members of the Student Academic Affairs Committee or Appeal Panel shall review all materials of the Appeal Packet.
  - (3) Only information contained in the Grievance Packet and any materials submitted as part of the appeal shall be considered.
  - (4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present during the testimony part of the hearing; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance or Appeal Packets, or their oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony except by permission of the chair of the Committee or Appeal Panel.

- (5) After hearing both sides, the Committee or Appeal Panel shall meet in closed session and reach a decision.
  - (6) The chair of the Committee or Appeal Panel shall inform both parties of the decision as soon as reasonably possible.
  - (7) A written statement of the decision shall be prepared and signed by the chair of the Committee or Panel, forwarded to the student and faculty member and to the Office of the Provost within five working days of the decision. Delivery of the appeals decision shall be by regular US mail, certified mail, or hand delivery. The student shall also be notified by sending an email to the students University e-mail address.
  - (8) A file of all pertinent documents of all grievances and appeals shall be kept by the Office of the Provost.
  - (9) The decision reached by the Student Academic Affairs Committee or by the Appeal Panel is final and may not be appealed.
- g. At the discretion of the chair of the Student Academic Affairs Committee, the time lines under b. through f. above may be extended.

## **Section B. Academic Dishonesty**

Academic honesty is essential to the educational process and serves to protect the integrity of the University community. Therefore, all members of the University community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of University conduct regulations. See Article III, Section 1.

Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations may be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty.

Students suspected of academic dishonesty may be charged with a violation of University conduct regulations under Article III, Section 1. Cases of alleged academic dishonesty shall be resolved in the following manner:

## 1. Conference

- a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
- b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
- c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
- d. Prior to imposing the sanction, the faculty member shall communicate with the Student Conduct Administrator to determine if the student has been involved in any previous academic dishonesty violations.
- e. The faculty member may impose one or more of the following sanctions:
  - (1) Warn the student;
  - (2) Submit an "F" grade on the exam or paper;
  - (3) Submit an "F" grade for the course; and/or
  - (4) Request additional action from the Student Academic Grievance Subcommittee, such as removal from a course, University suspension, or expulsion.
- f. The faculty member must file with the Office of Student Life a Report of Academic Dishonesty if options (2) through (4) are imposed. The Student Conduct Administrator will then notify the student in writing of the decision as well as create a student conduct file which shall be kept confidential to the extent allowed by law.
- g. In cases where a student is charged with an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional action, including suspension and expulsion.
- h. Following the conference, the accused student has the right to file a grievance and request that the case be reviewed in accordance with the procedures set forth below for undergraduate students or the procedures set forth in the Graduate

Student Grievance Procedure for graduate students found in the Graduate School Bulletin.

## 2. Hearing

- a. Cases of academic dishonesty that are referred for a hearing shall be heard by the Student Academic Grievance Hearing Panel (hereinafter “Grievance Hearing Panel”). Cases referred for hearing occur in one of two ways: either the student requests a review of the faculty recommendation or the faculty requests additional sanctions beyond those listed in Article VIII, Section B.1. above. The Grievance Hearing Panel shall consist of a minimum of two faculty members, two students, and one administrator who will chair the hearing. The Grievance Hearing Panel shall be appointed from the Student Academic Grievance Subcommittee. See Section A. above.
- b. Hearings for academic dishonesty before the Student Academic Grievance Subcommittee shall follow the procedures outlined in Section A. above.
- c. The Grievance Hearing Panel may impose any of the sanctions outlined in Article VI, Section E.
- d. A decision of the Grievance Hearing Panel may be appealed following the procedures outlined in Article VIII., Section A.7.

### **Section C. Graduate Student Academic 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. The procedure for filing a grievance is set forth in the Youngstown State University Bulletin, Graduate Edition, Graduate Student Grievance Procedure. The Graduate Bulletin can be found on the Graduate School website.

## **ARTICLE IX. STUDENT DISCRIMINATION COMPLAINTS**

### **Section A. Introduction**

The purpose of this article is to inform students of their rights to secure equitable and expedient resolutions to student complaints of discrimination. As expressed in the Equal Opportunity Discrimination Complaint Procedure, the University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or

veteran status. The complaint procedure is intended to provide assistance and guidance for those alleging some form of discrimination.

The University is committed to adhering to the state and federal laws, such as Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment, and other areas and Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in higher education, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Chapter 4112 of the Ohio Revised Code.

### **Section B. Definition**

A complaint of discrimination is any claim of an injury, injustice, or wrong based on the person's sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, handicap/disability, or veteran status. Discrimination includes acts of sexual violence. However, the procedures to be followed for filing a complaint of sexual violence differ from the procedures for filing a complaint of other types of discrimination.

### **Section C. Procedure**

#### 1. Discrimination Complaints

The Office of Equal Opportunity and [Policy Compliance \("EOPC"\) Diversity \("EOD"\)](#) is responsible for equal opportunity compliance. All claims of discrimination should be made to the [EOPCD](#) Office. Complaints of discrimination will follow the procedures outlined in the Equal Opportunity Discrimination Complaint Procedure available in the [EOPCD](#) Office [and when applicable the Title IX Grievance Procedures](#).

Students may contact the [EOPCD](#) Office by calling 330-941-[23403370](#) or obtain additional information about report procedures and discrimination and harassment which is available on the University website. The University Guidebook also contains the reporting and investigating procedures for discrimination and harassment. See Policy No. 2001.03 – Discrimination/Harassment and Policy No. 2001.01 – Equal Opportunity Discrimination Complaint Procedure and the Guidelines for Investigating Complaints of Discrimination/Harassment.

The [EOPCD](#) Office will investigate and make a determination as to whether there is a reasonable basis to believe that discrimination has occurred and make a recommendation. If it is determined that *The Code* has been violated, the [EOPCD](#) Office will notify the Student Conduct Administrator to begin the student conduct process set forth in Article VI.

## 2. Sexual Violence Complaints

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sections 1681 et seq., and the regulations, 34 C.F.R Part 106, specifically prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Complaints of sex discrimination in education programs or complaints of sexual violence should be made to the University's Title IX Coordinator, ~~Vice President for Student Affairs, by calling 330-941-3532.~~ [The Director of Equal Opportunity and Policy Compliance, by calling 330-941-2216.](#)

The Title IX Coordinator will commence an investigation and determine whether student discipline charges will be filed. If it is determined that *The Code* has been violated, the Title IX Coordinator will notify the Student Conduct Administrator to begin the student conduct process set forth in Article VI.

## Section D. Sex Discrimination

### 1. Introduction

The information outlined below is designed to aid in the process of educating members of the University community, serve as a means of preventing sex discrimination, sexual harassment and violence, and to promptly and fairly respond to alleged incidents of sex discrimination.

### 2. Definition

A complaint of sex discrimination is any claim of an injury, injustice, or wrong based on the person's sex, sexual orientation, gender identity and/or expression,

### 3. Scope

- a. Any individual in the University community may lodge a complaint against any other member of the University community.
- b. The jurisdiction of *The Code* encompasses behavior that occurs both on or off University premises, if the conduct impairs, obstructs, interferes with or adversely affects the mission, processes, or functions of the University, pursuant to the jurisdiction of *The Code*, Article II., Section A.

## Section E. Sexual Harassment

### 1. Definition



Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's academic, employment, or other University-related activities.
  - b. Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or other University-related activities.
  - c. The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance, or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.
2. Examples of inappropriate conduct include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:
- a. Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors.
  - b. Touching or grabbing a sexual part of an individual's body.
  - c. Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.
  - d. Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.
  - e. Writing sexually suggestive, harassing or discriminating notes, letters, e-mails, texts, or using other electronic or on-line media to communicate sexually suggestive, harassing, or discriminating content.
  - f. Referring to or calling a person a sexually oriented name.
  - g. Telling sexual jokes or using sexually vulgar or explicit language.
  - h. Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.
  - i. Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.
  - j. Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

## **Section F . Sexual Violence**

### **1. Introduction**

Youngstown State University is an academic community dedicated to the advancement of learning and development of the individual student. Youngstown State University is committed to creating an environment that is safe and secure, where students have the right to receive an education free from discrimination, including sexual violence. It is a community that values the dignity of the individual. Any activity that may threaten its ideals, especially sexual violence, will not be tolerated.

### **2. Definition**

Sexual violence includes, but is not limited to, rape and/or acquaintance rape, sexual assault or sexual coercion.

Coercion is defined as the act of using pressure or force to have sexual contact with someone who has already refused or who is unable or incapable of consenting due to alcohol or drug consumption or any other reason. Sexual assault is defined as coercing a person physically, verbally, or by deception, into any type of sexual conduct or act with another person whether the assailant is a friend, acquaintance, or stranger.

### **3. Protocol for Handling a Report of Sexual Violence**

Report to Police and/or Title IX Coordinator. Any person from the University who receives a report from an individual who experiences sexual violence should encourage the individual to file a report with the University Police. The University Police will encourage the collection of medical/legal evidence. This is essential should a person decide to pursue criminal prosecution. While the University Police are responsible for conducting an investigation, coordinating with appropriate University personnel, and keeping the victim informed, the University has an independent responsibility to investigate and issue discipline, if necessary.

The University Police will assist the victim with filing any appropriate charges.

Whether a victim files a report with the University Police or not, the University Police will advise the victim about the options available for filing student conduct charges. The University Police shall notify the Title IX Coordinator.

If the victim fails to file a report with the University Police, the person who initially receives the information shall inform the Title IX Coordinator. The student has the right not to file a report with the University Police or with the Title IX Coordinator. However, the Title IX Coordinator has a responsibility to investigate claims of sexual violence and determine whether immediate intervention is required, whether student conduct charges should be brought against the accused student, and/or whether any other action shall be taken.

4. **Medical Treatment.** A person who has been the victim of sexual violence should be encouraged to obtain medical attention immediately; ideally treatment and evaluation should occur within 72 hours. If the victim decides not to contact the University Police, the person who receives the information of an assault should encourage the victim to seek medical attention as soon as possible after the sexual violence occurs.
5. **Obtain Information, Support and Counseling.** Counseling resources are available to assist victims of sexual violence. The Title IX Coordinator is responsible for providing assistance and referral for counseling and other services, as necessary.
6. **Student Code of Conduct Violation.** Should the Title IX Coordinator determine that there is a reasonable basis to believe that a University student violated *The Code*, the Title IX Coordinator will refer the matter to the Student Conduct Administrator to schedule a hearing. The procedures set forth in Article VI will be followed.
7. **Confidentiality.** The University will preserve student confidentiality to the extent possible and allowed by law. Medical and counseling personnel have legally protected roles, and information provided and discussed with those individuals will be governed accordingly. University Police and other University personnel responsible for security are required, pursuant to The Clery Act, to keep reports, statistics and to issue crime alerts when necessary. In addition, the Family Educational Rights and Privacy Act (FERPA) prohibits disclosure of conduct records to third parties without written permission from the student.
8. **Duty to Report.** Reporting sexual assault is critical to maintaining an atmosphere conducive to learning, respect and growth. These qualities are so important to the mission of the University that no one factor will be determinative of the outcome of a sexual assault matter. No instance of sexual assault should go unreported because a student has been involved in underage drinking or other violation of University policies. All circumstances and factors will be reviewed and weighed in determining outcomes for all parties involved.

## Article X. Parental/Guardian Notification Policy

Youngstown State University is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the University is concerned with taking a proactive approach in

regards to students that may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown State University to notify parents of students under 21 years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs in an effort to create a positive support network for students.

1. Parameters

- a. This policy will be applied in situations where students under the age of 21 have been found responsible for a violation of University conduct regulations regarding drugs or alcohol.
- b. The Office of Student Life shall be responsible for administering all procedures of the Parental Notification Policy.

2. Procedures

- a. Parents/guardians shall be notified when the underage student is found responsible for drug or alcohol violations.
- b. The Vice President for Student Affairs, or designee, may make an exception to the parental notification policy if in his/her judgment it is determined that harm would come to the student as a result of parental notification.
- c. The notification will be provided in writing from the Office of Student Life and will be mailed to the student's home address.
- d. The notification letter will inform parents that their student has been found responsible for a violation of alcohol or other drugs. Included with the letter will be answers to frequently asked questions. Parents will be encouraged to discuss the incident with the student.
- e. The Office of Student Life will be responsible for responding to questions from parents/guardians. If a parent is interested in reviewing his/her student's conduct file, the student generally must sign a waiver to release information. There are exceptions to this that will be determined on a case by case basis.

## Article XI. Miscellaneous Policies

### Section A. Computer Use

Policies for computer use are available from the Office of Computer Services and are on the University website in the University Guidebook.

### Section B. Policy Regarding the Use of Dune Buggies, Go-Carts, Skateboards, Roller Skates, Roller Blades, and Bicycles on Campus

Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on University property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on University property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.

*The Code* was adopted by the YSU Board of Trustees on December 14, 2011.

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**APPOINTMENTS FOR INFORMATION ONLY**

| <b>NAME</b>         | <b>GENDER/RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Vacated Salary)</b> | <b>TITLE</b>                       | <b>DEPARTMENT</b>  | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE</b> | <b>COMMENTS</b>   |
|---------------------|---------------------|---|------------------------------------|--------------------|--|------------------------|-------------------|
| Mr. Gordon Slanina  | M/C                 | Replacement<br>\$76,586   | Data Systems Coordinator 1         | YSU Bookstore      | 6/30/2013                                  | 1.0<br>\$33,862        | \$42,724 decrease |
| Ms. Carrie Miller   | F/C                 | Replacement<br>\$32,432   | Secretary                          | Upward Bound       | 7/8/2013                                   | .75<br>\$24,086        | \$8,346 decrease  |
| Mr. Michael Kennedy | M/C                 | Replacement<br>\$39,187   | Building Maintenance<br>Supervisor | Facilities         | 7/15/2013                                  | 1.0<br>\$34,840        | \$4,347 decrease  |
| Ms. Alycia Sutherin | F/C                 | Replacement<br>\$48,984   | Grant Funds Coordinator            | Controllers Office | 7/15/2013                                  | 1.0<br>\$40,851        | \$8,133 decrease  |

**PROMOTIONS FOR INFORMATION ONLY**

| <b>NAME</b>      |  | <b>NEW SALARY</b> | <b>TITLE</b>                             | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>PREVIOUS<br/>SALARY</b> | <b>COMMENTS</b> |
|------------------|--|-------------------|--|-------------------|--|----------------------------|-----------------|
| Mr. Bryan Remias |  | \$69,950          | University Law Enforcement<br>Supervisor | YSU Police        | 7/14/2013                                  | \$61,131                   |                 |

**TRANSFERS FOR INFORMATION ONLY**

| <b>NAME</b> |  |  | <b>TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> |  | <b>COMMENTS</b> |
|-------------|--|--|--------------|-------------------|--|--|-----------------|
| None.       |  |  |              |                   |  |  |                 |

**DEMOTIONS FOR INFORMATION ONLY**

| <b>NAME</b> |  | <b>NEW SALARY</b> | <b>TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>PREVIOUS<br/>SALARY</b> | <b>COMMENTS</b> |
|-------------|--|-------------------|--------------|-------------------|--|----------------------------|-----------------|
| None.       |  |                   |              |                   |  |                            |                 |

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**RECLASSIFICATIONS FOR INFORMATION ONLY**

| NAME                |  | NEW SALARY | TITLE                            | DEPARTMENT      | EFFECTIVE DATE | PREVIOUS SALARY | COMMENTS |
|---------------------|--|------------|----------------------------------|-----------------|----------------|-----------------|----------|
| Ms. Cindy Blevins   |  | \$51,563   | Human Resource Analyst 2         | Human Resources | 6/3/2013       | \$48,984        |          |
| Ms. Fran LeGoullon  |  | \$41,225   | Human Capital Management Analyst | Human Resources | 8/12/2012      | \$39,187        |          |
| Ms. Linda Moore     |  | \$41,225   | Human Capital Management Analyst | Human Resources | 7/29/2012      | \$39,187        |          |
| Ms. Megan Park      |  | \$39,437   | Human Resource Analyst 2         | Human Resources | 6/3/2013       | \$34,778        |          |
| Ms. Melanie Leonard |  | \$37,586   | Administrative Assistant 1       | Student Life    | 3/10/2013      | \$35,635        |          |

**SALARY ADJUSTMENTS INFORMATION ONLY**

| NAME  |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS SALARY | COMMENTS |
|-------|--|------------|-------|------------|-----------------------------------|-----------------|----------|
| None. |  |            |       |            |                                   |                 |          |

**SEPARATIONS**

| NAME | GENDER/RACE* |  | TITLE | DEPARTMENT | SEPARATION DATE |  | COMMENTS |
|------|--------------|--|-------|------------|-----------------|--|----------|
|------|--------------|--|-------|------------|-----------------|--|----------|

**Retirements**

|       |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|
| None. |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|

**Resignations**

|                  |     |  |                         |                              |           |  |          |
|------------------|-----|--|-------------------------|------------------------------|-----------|--|----------|
| Mr. Matthew Guza | C/F |  | Network Administrator 2 | Media and Academic Computing | 5/22/2013 |  | Resigned |
|------------------|-----|--|-------------------------|------------------------------|-----------|--|----------|

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

|                              |                           |
|------------------------------|---------------------------|
| <b>Title of Policy:</b>      | <b>Emergency Response</b> |
| Responsible Division/Office: | Office of the President   |
| Approving Officer:           | President                 |
| <i>Revision History:</i>     |                           |
| Resolution Number(s):        | YR 2014-                  |
| Board Committee:             | University Affairs        |
| <b>EFFECTIVE DATE:</b>       | September 25, 2013        |
| Next Review:                 | 2018                      |

**Policy:** In the event of an emergency the President or designate are authorized to declare that an emergency situation exists and to invoke the University’s Comprehensive Emergency Management Plan.

**Definitions:**

Emergency. An emergency is an event or condition that presents an imminent risk of death, serious injury or illness to the University community, suspension or significant disruption of University operations, significant physical or environmental damage, or significantly affects the University’s financial well being. Specific emergencies or classes of emergencies are listed in the University’s Comprehensive Emergency Management Plan.

Comprehensive Emergency Management Plan. The University’s Comprehensive Emergency Management Plan is a statement of policy and procedures regarding emergency management. It assigns tasks and responsibilities to University officials specifying, and in some cases redefining, their roles during specific emergency situations. The Comprehensive Emergency Management Plan is also the University’s published authoritative strategies and directives to prepare for, mitigate, respond to, and recover from actual or potential emergencies university-wide. The University’s Comprehensive Emergency Management Plan references second-level “departmental emergency operations plans” that prescribe changes in functional responsibilities and operations by and/or within that specific department during an emergency.

**Agenda Item F.4.a**  
**Exhibit K**



### **Authorities and Responsibilities:**

Reacting to reported or predicted campus or environmental situations, the President or designee is authorized to declare that an emergency exists and to direct the implementation of the Comprehensive Emergency Management Plan.

The President or designee has the authority to invoke the full force of State and local laws and to exercise all necessary emergency authority to respond to the threat of lives and property and to restore normal University operations with minimal interruption.

The Comprehensive Emergency Management Plan may, depending upon the type of emergency, redefine authorities within the University during a specific emergency.

With the declaration of a University emergency, all officers and essential personnel of YSU are directed to undertake appropriate and rapid response, to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and to comply with all University emergency procedures, applicable regulations as well as state and local laws. Work rules and associated compensation will be governed by applicable labor contracts and University policy.

All members of the University community, including faculty, students, staff and visitors, are required to comply with emergency procedures, to cooperate with University response personnel as well as with public officials and emergency service operatives in executing emergency plans and to obey and comply with the lawful directions of properly identified officers.

In response to a specific emergency and depending on the circumstances, the President may direct each executive officer where to report.

The University will plan and implement an annual emergency management training program for identified members of the University community.

### **Implementation:**

The President directs that the University, led by the Chief of University Police and the Director of Environmental and Occupational Health and Safety, shall create, maintain and annually update the University's Comprehensive Emergency Management Plan. The plan shall include, at a minimum, the following:

- The common goal to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communication with the University community and the general public during and after an emergency, and restore normal activities;

- Plans, and the associated use of University resources, to prevent or otherwise mitigate potential emergencies;
- The establishment of a University emergency planning and response team;
- Collaboration with local emergency management partners;
- An effective means of public emergency notification;
- Departmental-level emergency operations planning, education, and training;
- Adoption of the National Incident Management System; and
- A University communication and education plan for emergency response.

The President will direct each executive officer to ensure their awareness of, and compliance with, this policy and with the Comprehensive Emergency Management Plan, and to further ensure that such awareness and compliance is promulgated throughout each of their respective divisions.

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

| <b>APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> |              |  |   |   |                                  |                  |                   |
|--|--------------|--|---|---|----------------------------------|------------------|-------------------|
| NAME   | GENDER/RACE* | POSITION<br><i>NEW or<br/>REPLACEMENT<br/>(Vacated Salary)</i> | TITLE   | DEPARTMENT                                  | CONTRACT/<br>APPOINTMENT<br>DATE | SALARY/<br>FTE   | COMMENTS          |
| Ms. Mona Bahl                                      | F/U          | Replacement<br>\$95,857  | Assistant Professor   | Management                                  | 8/14/2013                        | 1.0<br>\$110,000 | \$4,413 increase  |
| Ms. Kelly Clark                                    | F/C          | Replacement<br>\$55,288  | Clinical Instructor   | Nursing                                     | 8/14/2013                        | 1.0<br>\$45,500  | \$9,788 decrease  |
| Dr. Brett P. Conner                                | M/U          | New  | Assoc Prof/Dir of Adv<br>Manufacturing Workforce<br>Initiatives | Mechanical and<br>Industrial Eng.           | 8/14/2013                        | 1.0<br>\$99,167  | \$99,167 increase |
| Mr. Robert Gilliland                               | C/M          | Replacement<br>\$73,872  | Instructor  | Computer Science and<br>Information Systems | 8/14/2013                        | 1.0<br>\$48,000  | \$25,872 decrease |
| Dr. Susheel Kolwalkar                              | M/U          | New  | Assistant Professor   | Civil/Enviromental and<br>Chemical Eng.     | 8/14/2013                        | 1.0<br>\$60,000  | \$60,000 increase |
| Dr. Holly Martin                                   | F/C          | Replacement<br>\$105,485                                       | Assistant Professor   | Civil/Enviromental and<br>Chemical Eng.     | 8/14/2013                        | 1.0<br>\$65,000  | \$40,485 decrease |
| Ms. Jill Rankin                                    | F/C          | Replacement<br>\$57,000  | Clinical Instructor   | Nursing                                     | 8/14/2013                        | 1.0<br>\$45,500  | \$11,500 decrease |
| Dr. Suresh Sharma                                  | M/U          | Replacement<br>\$55,000  | Assistant Professor   | Civil/Enviromental and<br>Chemical Eng.     | 8/14/2013                        | 1.0<br>\$65,000  | \$10,000 increase |
| Ms. Silvia Stefan                                  | C/F          | Replacement<br>\$76,288  | Assistant Professor   | Health Professions                          | 8/14/2013                        | 1.0<br>\$51,238  | \$25,050 decrease |
| Mr. Derrick T. Vanmeter                            | M/C          | Replacement<br>\$76,563  | Assistant Professor   | Theater and Dance                           | 8/14/2013                        | 1.0<br>\$51,238  | \$25,325 decrease |
| Mr. Abel Waithaka                                  | M/B          | Replacement<br>\$57,470  | Instructor  | Human Ecology/<br>Teacher Education         | 8/14/2013                        | 1.0<br>\$54,000  | \$3,470 decrease  |
| Dr. Jinsong Yu                                     | M/A          | New  | Assistant Professor   | Civil/Enviromental and<br>Chemical Eng.     | 8/14/2013                        | 1.0<br>\$58,000  | \$58,000 increase |
| Dr. Feng Yu  | M/A          | Replacement<br>\$91,861  | Assistant Professor   | Computer Science and<br>Information Systems | 8/14/2013                        | 1.0<br>\$72,000  | \$19,861 decrease |

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

**PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL**

| NAME  |  | SALARY INCREASE | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES |  | COMMENTS |
|-------|--|-----------------|-------|------------|-----------------------------|--|----------|
| None. |  |                 |       |            |                             |  |          |

**TRANSFERS FOR BOARD OF TRUSTEE APPROVAL**

| NAME  |  |  | TITLE | DEPARTMENT | CONTRACT/ APPOINTMENT DATES |  | COMMENTS |
|-------|--|--|-------|------------|-----------------------------|--|----------|
| None. |  |  |       |            |                             |  |          |

**SEPARATIONS**

| NAME | GENDER/RACE* | CATEGORY OF EMPLOYMENT | TITLE | DEPARTMENT | SEPARATION DATE |  | COMMENTS |
|------|--------------|------------------------|-------|------------|-----------------|--|----------|
|------|--------------|------------------------|-------|------------|-----------------|--|----------|

**Retirements**

|                      |     |         |                     |   |           |  |  |
|----------------------|-----|---------|---------------------|---|-----------|--|--|
| Dr. Louise Aurilio   | F/C | Faculty | Assistant Professor | Biological Sciences                               | 6/30/2013 |  |  |
| Dr. Stephen Ausmann  | M/C | Faculty | Professor           | Dana School of Music/Teacher Education            | 5/14/2013 |  |  |
| Dr. Ivabia del Pozo  | F/H | Faculty | Professor           | Foreign Languages and Literatures                 | 6/30/2013 |  |  |
| Dr. Marianne Dove    | F/C | Faculty | Professor           | Counseling, Special Education & School Psychology | 5/25/2013 |  |  |
| Dr. Janice Elias     | F/C | Faculty | Professor/Chair     | Human Ecology                                     | 6/1/2013  |  |  |
| Dr. Audrey Ellenwood | F/C | Faculty | Associate Professor | Counseling, Special Education & School Psychology | 6/30/2013 |  |  |
| Dr. William Fry      | M/C | Faculty | Professor           | Psychology  | 6/30/2013 |  |  |
| Mr. Michael Gelfand  | M/C | Faculty | Professor           | Dana School of Music                              | 5/14/2013 |  |  |
| Dr. Suzan Harper     | F/C | Faculty | Assistant Professor | Computer Science and Information Systems          | 5/14/2013 |  |  |

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

| <b>SEPARATIONS</b>      |                     |                               |                     |   |                        |  |                 |
|-------------------------|---------------------|-------------------------------|---------------------|---|------------------------|--|-----------------|
| <b>NAME</b>             | <b>GENDER/RACE*</b> | <b>CATEGORY OF EMPLOYMENT</b> | <b>TITLE</b>        | <b>DEPARTMENT</b>                                   | <b>SEPARATION DATE</b> |  | <b>COMMENTS</b> |
| Dr. Randy Hoover        | M/C                 | Faculty                       | Professor           | Teacher Education                                   | 5/25/2013              |  |                 |
| Dr. Ram Kasuganti       | M/A                 | Faculty                       | Professor/Chair     | Management  | 6/30/2013              |  |                 |
| Dr. Hyun Kim            | M/A                 | Faculty                       | Professor           | Mechanical and Industrial Engineering               | 5/14/2013              |  |                 |
| Dr. James Kohut         | M/C                 | Faculty                       | Associate Professor | Marketing   | 6/30/2013              |  |                 |
| Dr. Lim Soon-Sik        | M/A                 | Faculty                       | Professor           | Civil/Environmental and Chemical Engineering        | 5/14/2013              |  |                 |
| Dr. Richard McEwing     | M/C                 | Faculty                       | Professor           | EFRTL   | 5/31/2013              |  |                 |
| Dr. John Murphy         | M/C                 | Faculty                       | Professor           | Theater and Dance                                   | 5/14/2013              |  |                 |
| Dr. Zbigniew Piotrowski | M/C                 | Faculty                       | Professor           | Mathematics and Statistics                          | 5/14/2013              |  |                 |
| Dr. James Pusch         | M/C                 | Faculty                       | Associate Professor | EFRTL   | 5/14/2013              |  |                 |
| Dr. Jane Shanabarger    | F/C                 | Faculty                       | Associate Professor | Theater and Dance                                   | 5/15/2013              |  |                 |
| Dr. Janet Williams      | F/C                 | Faculty                       | Professor           | Teacher Education                                   | 5/25/2013              |  |                 |
| <b>Resignations</b>     |                     |                               |                     |   |                        |  |                 |
| Ms. Carmella Hill       | F/B                 | Faculty                       | Instructor          | Counseling, Special Education and School Psychology | 5/14/2013              |  |                 |
| Dr. Stephen Rhoden      | M/U                 | Faculty                       | Postdoctoral        | Chemistry   | 5/22/2013              |  |                 |
| Dr. Rocio Rosales       | M/H                 | Faculty                       | Assistant Professor | Psychology  | 6/30/2013              |  |                 |
| Dr. Julie Thomas        | F/A                 | Faculty                       | Associate Professor | Psychology  | 5/14/2013              |  |                 |

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

| <b>SEPARATIONS</b>       |              |                        |                     |   |                 |  |          |
|--------------------------|--------------|------------------------|---------------------|---|-----------------|--|----------|
| NAME                     | GENDER/RACE* | CATEGORY OF EMPLOYMENT | TITLE               | DEPARTMENT  | SEPARATION DATE |  | COMMENTS |
| <b>Non renewals</b>      |              |                        |                     |   |                 |  |          |
| Dr. Lewis Caccia         | M/C          | Faculty                | Assistant Professor | English   | 5/14/2013       |  |          |
| Dr. Wilhelminia Djoletto | F/B          | Faculty                | Assistant Professor | EFRTL   | 5/14/2013       |  |          |
| Ms. Bethaney Krzys       | F/C          | Faculty                | Instructor          | Geography   | 5/14/2013       |  |          |
| Dr. Benjamin McGee       | M/B          | Faculty                | Assistant Professor | Counseling, Special Education and School Psychology | 5/14/2013       |  |          |
| Dr. Rajendran Pandian    | M/A          | Faculty                | Assistant Professor | Management  | 5/14/2013       |  |          |
| Ms. Lucy Repko           | F/C          | Faculty                | Instructor          | Human Ecology                                       | 5/14/2013       |  |          |
| Mr. Burton Speakman      | M/C          | Faculty                | Instructor          | English   | 5/14/2013       |  |          |
| Ms. Nicole Strollo       | F/C          | Faculty                | Instructor          | Nursing   | 5/14/2013       |  |          |
| Dr. Rahim Tadayon        | M/C          | Faculty                | Assistant Professor | Civil/Environmental & Chemical Engineering          | 5/14/2013       |  |          |

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U = Unidentified



# Fireline, Inc. Block Property Ownership

## Legend

YSU Boundary

Other Parcels

### Parcel Ownership

YSU (228)

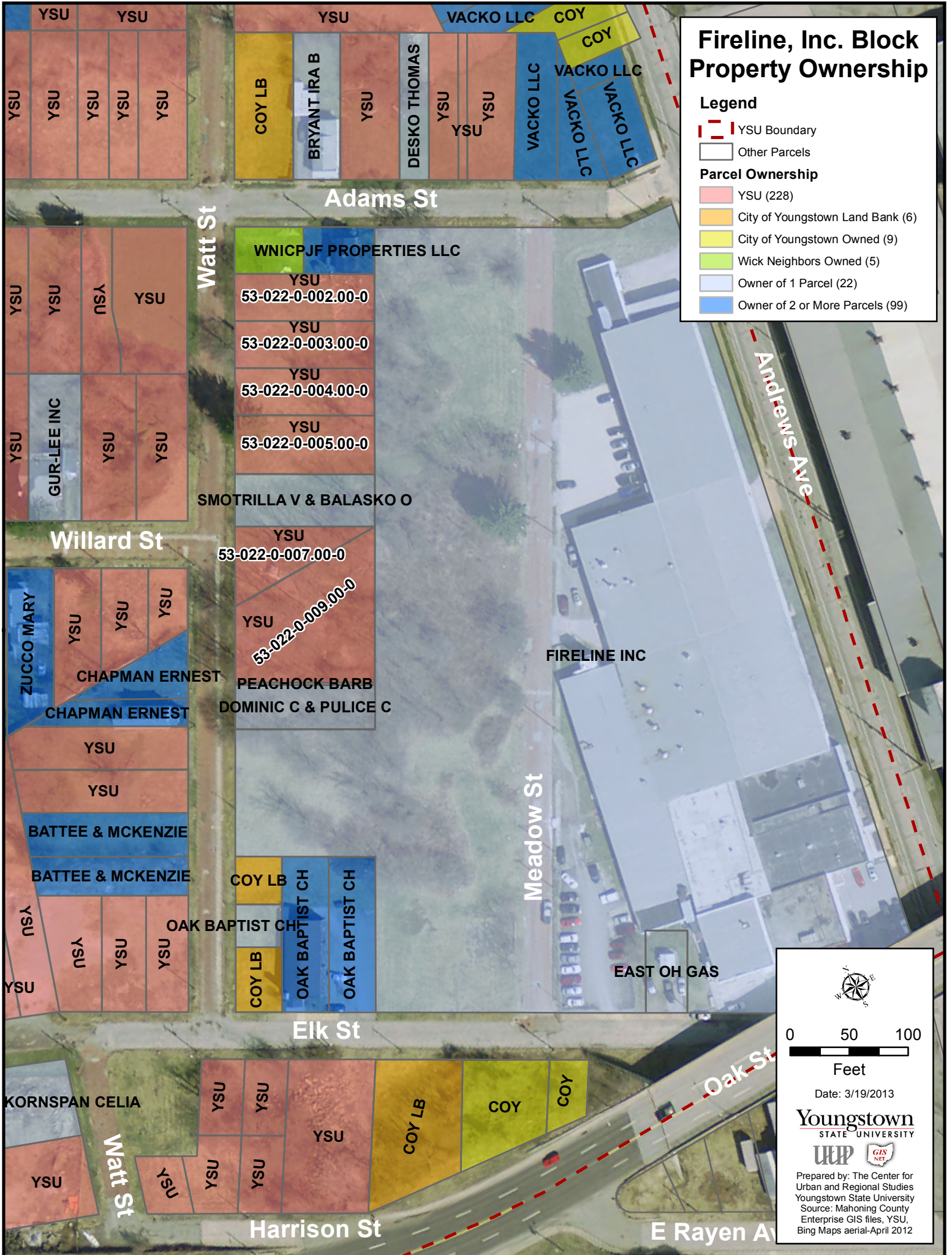
City of Youngstown Land Bank (6)

City of Youngstown Owned (9)

Wick Neighbors Owned (5)

Owner of 1 Parcel (22)

Owner of 2 or More Parcels (99)



0 50 100  
Feet

Date: 3/19/2013

**Youngstown**  
STATE UNIVERSITY

Prepared by: The Center for Urban and Regional Studies  
Youngstown State University  
Source: Mahoning County Enterprise GIS files, YSU, Bing Maps aerial-April 2012



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for First Quarter 2014**

| <b>FROM</b>  | <b>TO</b>                                      | <b>AMOUNT</b> | <b>REASON</b>   |
|--|--|---------------|---|
| Debt Service Reserve - WCBA Gifts<br>(Restricted Plant Fund)     | Bond Fund - Series 2009<br>(Debt Service Fund) | \$804,567     | Transfer to fund portion of FY14 debt service attributed to the WCBA. |
| Debt Service Reserve - General Fund<br>(Unrestricted Plant Fund) | Bond Fund - Series 2010<br>(Debt Service Fund) | \$427,925     | Transfer to fund portion of FY14 debt service.                        |
| Debt Service Reserve - General Fund<br>(Unrestricted Plant Fund) | Bond Fund - Series 2009<br>(Debt Service Fund) | \$302,604     | Transfer to fund portion of FY14 debt service.                        |
| Debt Service Reserve - WATTS Gifts<br>(Restricted Plant Fund)    | Bond Fund - Series 2010<br>(Debt Service Fund) | \$299,547     | Transfer to fund portion of FY14 debt service attributed to WATTS.    |



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME | GENDER/RACE* | POSITION<br><i>NEW or<br/>REPLACEMENT<br/>(Vacated Salary)</i> | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | SALARY/<br>FTE | COMMENTS |
|------|--------------|--|-------|------------|-----------------------------------|----------------|----------|
|------|--------------|--|-------|------------|-----------------------------------|----------------|----------|

None.

**PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|

None.

**TRANSFERS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME |  |  | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES |  | COMMENTS |
|------|--|--|-------|------------|-----------------------------------|--|----------|
|------|--|--|-------|------------|-----------------------------------|--|----------|

None.

**DEMOTIONS FOR INFORMATION ONLY** (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|

None.

**RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

| NAME |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|
|------|--|------------|-------|------------|-----------------------------------|--------------------|----------|

None.

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE  
PERSONNEL ACTIONS**

| <b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9) |  |            |       |            |                                   |                    |          |
|---|--|------------|-------|------------|-----------------------------------|--------------------|----------|
| NAME  |  | NEW SALARY | TITLE | DEPARTMENT | CONTRACT/<br>APPOINTMENT<br>DATES | PREVIOUS<br>SALARY | COMMENTS |
| None.   |  |            |       |            |                                   |                    |          |

| <b>SEPARATIONS</b>     |              |                           |   |                         |                    |                                |          |
|------------------------|--------------|---------------------------|---|-------------------------|--------------------|--------------------------------|----------|
| NAME                   | GENDER/RACE* | CATEGORY OF<br>EMPLOYMENT | TITLE                                       | DEPARTMENT              | SEPARATION<br>DATE | VACANT<br>POSITION<br>BUDGETED | COMMENTS |
| <b>Retirements</b>     |              |                           |   |                         |                    |                                |          |
| Ms. Cynthia Anderson   | F/C          |                           | President                                   | Office of the President | 6/30/2013          |                                |          |
| Ms. Madeleine Haggerty | F/C          |                           | Director, Dental Hygiene<br>Program         | Health Professions      | 6/30/2013          |                                |          |
| Mr. Michael Cretella   | M/C          |                           | Deputy Chief                                | YSU Police              | 7/31/2013          |                                |          |
| <b>Resignations</b>    |              |                           |   |                         |                    |                                |          |
| Ms. Leigh Ann Waring   | F/C          |                           | Director, Undergraduate<br>Student Services | WCBA                    | 6/20/2013          |                                |          |

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C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

## **SUMMARY OF PERSONNEL ACTIONS**

### **Appointments – 29**

#### **New Positions - 4**

- Faculty - 3
- Professional/Administrative - 1

#### **Replacement Positions - 25**

- Faculty - 10
- Professional/Administrative - 11
- Classified Civil Service - 4

### **Separations – 42**

#### **Resignations - 9**

- Faculty - 4
- Professional/Administrative - 4
- Classified Civil Service - 1

#### **Retirement - 24**

- Faculty - 20
- Professional/Administrative - 4

#### **Non-renewal - 9**

- Faculty - 9

**SUMMARY OF PERSONNEL ACTIONS**  
**Externally Funded Positions**

**Appointments – 4**

**New Positions - 2**

- Professional/Administrative - 2

**Replacement Positions - 2**

- Professional/Administrative - 2

**Separations – 2**

**Resignations - 1**

- Professional/Administrative - 1

**Non-renewal - 1**

- Professional / Administrative - 1

## YOUNGSTOWN STATE UNIVERSITY INTERNAL AUDIT CHARTER

### ***Mission Statement***

Internal Audit will assist The YSU Board of Trustees and University management in the discharge of their oversight, management, and operating responsibilities through *independent* audits and consultations designed to evaluate and promote the system of internal controls, including effective and efficient operations.

### ***Definition of Internal Auditing***

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### ***Authority and Accountability***

To ensure maximum independence and adequate consideration of recommendations, Internal Audit will report to the Audit Subcommittee of the Board of Trustees and will have direct access to the Audit Subcommittee and/or President. Daily interactions and administration of the internal audit contract will be coordinated by the Vice President for Administration and Finance or his designee.

Internal Audit is authorized to have unrestricted access to University information, including records, computer files, property, and personnel of the University in accordance with the authority granted by the Board's approval of this charter and applicable federal and state statutes. Internal Audit is free to review and evaluate all policies, procedures, and practices of any University-related activity, program, or function except where limited by law or University policy.

### ***Scope of Work***

Internal Audit will assess the University's processes of risk management, control, and governance to ensure that:

- Risks are appropriately identified and managed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the University.

In developing the annual audit plan:

- During the March Audit Subcommittee meeting, Internal Audit will meet with the Audit Subcommittee to present its risk-based methodology. During that meeting, the Board will be notified that Internal Audit will begin to develop the annual audit plan. Feedback from the Board is welcome and desired. Next, Internal Audit will meet with the President and Vice President of Administration and Finance to discuss the risk analysis and specific areas of concern. Following that, Internal Audit will meet with the Chair and Vice Chair of the Audit Subcommittee to further discuss the risk analysis and specific areas of Board concern. Finally, Internal Audit will develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or concerns identified by the Board and/or management, and submit that plan to the President and the Chair of the Audit Subcommittee for signature to

**YOUNGSTOWN STATE UNIVERSITY INTERNAL AUDIT CHARTER**

commence implementation of the plan.

- Internal Audit will implement the annual audit plan and provide quarterly status reports.
- Internal Audit will maintain a professional audit staff with sufficient knowledge, skills, and experience to meet the requirements of this Charter. At a minimum, comply with relevant professional standards, such as the *International Standards For The Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors, Inc.
- Internal Audit will issue periodic reports to management, and Audit Subcommittee as appropriate, summarizing results of audit activities.

## YOUNGSTOWN STATE UNIVERSITY INTERNAL AUDIT CHARTER

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## YOUNGSTOWN STATE UNIVERSITY INTERNAL AUDIT CHARTER

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**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

|                              |   |
|------------------------------|---|
| <b>Title of Policy:</b>      | <b>Use of University Equipment</b>            |
| Responsible Division/Office: | Finance and Administration                    |
| Approving Officer:           | Vice President for Finance and Administration |
| <i>Revision History:</i>     |   |
| Resolution Number(s):        | YR 2014-                                      |
| Board Committee:             | Finance and Facilities                        |
| <b>EFFECTIVE DATE:</b>       | September 25, 2013                            |
| Next Review:                 | 2018  |

**Policy:** Use of University equipment and supplies is limited to the pursuit of the University's mission.

**Definition:** The University regularly purchases equipment and supplies to meet its educational research and service missions. Use of such equipment and supplies is restricted to the undertaking of those missions. Faculty, students and staff are not permitted to utilize University equipment or supplies solely for personal use or for more than incidental personal use as part of business use. Individuals who are not University faculty, students or staff may not use University equipment or supplies unless contracted to do so.

Any exception to this policy must have the written approval of the appropriate divisional executive officer.

Employees who violate this policy, including violations by administrators who authorize inappropriate or unnecessary use, may be liable for the repayment of costs incurred and/or damages that might occur and could be subject to appropriate discipline.

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

|                              |   |
|------------------------------|---|
| <b>Title of Policy:</b>      | <b>Use of University Vehicles</b>             |
| Responsible Division/Office: | Finance and Administration                    |
| Approving Officer:           | Vice President for Finance and Administration |
| <i>Revision History:</i>     |   |
| Resolution Number(s):        | YR 2014-                                      |
| Board Committee:             | Finance and Facilities                        |
| <b>EFFECTIVE DATE:</b>       | September 25, 2013                            |
| Next Review:                 | 2018  |

**Policy:** Motor vehicles owned or leased by Youngstown State University are to be operated solely for University business and only by authorized University faculty, staff and students. Any personal use must be authorized in advance and associated with the use of that vehicle for University business. All University drivers must comply with University vehicle use requirements and procedures.

**Definition:** A University vehicle is a vehicle that is either owned or leased as part of the University's motor pool and is certified and licensed to be driven on public roadways. Exclusion: This policy does not cover vehicles leased by the University specifically for a University employee and solely for that employee's combined business/personal use.

**Business Use of Vehicles:**

- A. University vehicles are to be used only for authorized University business. It is the responsibility of the department head to enforce proper use of University vehicles assigned to the using department and to ensure that all appropriate forms are completed.
- B. University vehicles are to be operated only by authorized individuals.

- C. Only authorized passengers may ride in University vehicles. These may be faculty, staff, students or guests of the University.
- D. Personal use of a University vehicle that occurs within the broader use of that vehicle for University business, such as a detour from an expected business route to do personal business, is not permitted. Meals and refreshments for breaks during the workday as a part of the use of a University vehicle are permitted.
- E. Use of a University vehicle solely for personal use or for more than incidental personal use as part of business use is prohibited.

**Driver Responsibilities:**

- A. Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely, or towed.
- B. Drivers must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts.
- C. Drivers of any University operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating University vehicles.
- D. Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the University.

**Violations of the Vehicle Policy:**

Employees who violate this policy or administrators who authorize inappropriate or unnecessary use may be liable for the repayment of costs incurred and/or damages that might occur and may be subject to appropriate discipline.

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

|                              |  |
|------------------------------|--|
| <b>Title of Policy:</b>      | <b>University Websites</b>   |
| Responsible Division/Office: | <del>University Advancement (Marketing and Communications)</del><br>Finance and Administration (Information Technology Services) |
| Approving Officer:           | Vice President for <del>University Advancement</del><br>Finance and Administration   |
| <i>Revision History:</i>     | September 2013   |
| Resolution Number:           | FY 2010-55; FY 2014-   |
| Board Committee:             | <del>Institutional Engagement</del> Finance and Facilities   |
| <b>EFFECTIVE DATE:</b>       | September 25, 2013   |
| Next Review:                 | 2018   |

**Policy:** The official University web pages of Youngstown State University are considered publications of the University. All electronically published information must adhere to the same quality standards as other forms of published information. Each administrative unit, e.g., department or office, is responsible for content available publically on the Internet.

**Definitions:**

- **Official University Web Page.** An official University web page is any web page created by the University, its departments, colleges or other administrative offices for the official business of the University.
- **University Related Web Page.** A University related web page is any web page created by faculty, staff, students and/or registered student organizations that are either: 1) linked from an official University web page or 2) stored on one of the University controlled web servers.

**Parameters:**

- Administrative units of the University may develop and maintain official University web pages and are responsible for their content.

**Agenda Item F.3.c**  
**Exhibit F**

- The Office of Marketing and Communications, ~~in consultation with~~ **Information Technology Services Department**, and the Website Advisory Committee shall provide direction for content publically on the Internet, including adherence to design and content standards.
- All official and University related web pages must adhere to:
  - ~~a~~ Applicable copyright laws (<http://www.copyright.gov/>);
  - ~~†~~ The Ohio Revised Code;
  - ~~and †~~ The Use of University Computing Resources (**University Guidebook Policy 4009.01**) (where appropriate);
  - **University Accessibility Guidelines** ([http://web.yosu.edu/gen/ysu/Accessibility\\_Guidelines\\_m2997.html](http://web.yosu.edu/gen/ysu/Accessibility_Guidelines_m2997.html))
- The use of University symbols (i.e., YSU word mark, YSU logo, University seal, and Pete the Penguin) and related information should adhere to the information found in the Graphic Identity Standards.
- Registered student organizations use of the University name must adhere to Article V. Section F. Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct*.
- Faculty, staff and student organizations may develop and maintain University related web pages. All websites being linked to an official University website, or those residing on a server maintained by the University, must abide by parameters as indicated in ~~the~~ **Guidebook Policy 4009.01**, Use Of University Computing Resources (~~4009.01~~).
- The following are examples of content prohibited from display on either official University web pages or University related web pages:
  - Unauthorized solicitation **or endorsement** for for-profit business ventures.
  - Activities that involve a conflict of interest. (Refer to **University Guidebook Policies 7001.01**, Conflicts of Interest and **7005.01**, Solicitation and Distribution of Materials, Employees.)
  - Adult content (including banners).
  - Any content covered by **University Guidebook Policy 4012.01**, ~~the~~ Sensitive Information Policy ~~4012.01~~, such as credit card numbers.
  - Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
  - Authors are responsible for the content of their pages.

- The University may remove, from a University controlled server, any website found to be in violation of the guidelines set forth in this document.

## **Procedures**

1. Divisions and departments of the University may develop and maintain official University websites or pages.
2. Prior to publishing official web pages, approvals must be secured through appropriate administrative channels (i.e., director or chair).
3. Administrative units, individuals and organizations requesting website space plus a separate login on the YSU servers must complete and submit an online form request.
4. If a website is found to be in violation of the parameters in this policy, an effort will be made beforehand to discuss the violation(s) with the author.
5. Website authors may appeal any decisions to the YSU Website Advisory Committee.
6. If the appeal has legal implications, the Advisory Committee will consult with YSU General Counsel on the matter before making a decision.

## *UNIVERSITY GUIDEBOOK*

|                              |  |
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