Academic Regulations

3344-21-01 Grade dispute.

Once a grade has been submitted to the registrar's office, a faculty member may change it only because of an error in computation and only with permission of the dean. If an instructor and a student disagree on a grade issued the student may request a meeting with the faculty member and his or her superior whether it be chairperson or dean. If the matter is not resolved the issue then follows collegiate procedures and may come before a review committee. Finally, a recommendation is made to the university admissions and standards committee of the faculty senate by the college. The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied.

3344-21-02 Policy on academic misconduct.

(A) Policy.

(1) Academic honesty is essential to maintain the integrity of the University as an institution and to foster an environment conducive to the pursuit of knowledge. The Cleveland state university academic community values honesty and integrity and holds its members to high standards of ethical conduct. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct. Academic misconduct refers to any fraudulent actions or behaviors that affect the evaluation of a student's academic performance or record of academic progress. It includes:

(a) Cheating - Fraudulent acquisition and/or submission of another's intellectual property. This includes but is not limited to the unauthorized giving or receiving of a copy of examination questions, the use of unauthorized or fabricated sources in carrying out assignments, and copying the examination answers of others.

(b) Plagiarism - Stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment.

(c) Tampering - Altering through forgery, fabrication, deletion, and/or misrepresentation one's own or another's academic record. This includes but is not limited to the tampering of graded material, grade books, or

electronic records of graded material and the misrepresentation of degrees awarded, honors received, or sanctions issued.

(2) For the purpose of differentiating the degree of seriousness of acts of academic misconduct and the sanctions that should be imposed, the following definitions apply:

(a) Minor Infraction - Minor infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the grade of an individual class assignment or project of lesser (<25% of grade) importance. Multiple instances of minor infractions within a course or across courses constitute a major infraction.

(b) Major infraction - Major infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the overall course grade, such as a major/comprehensive exam, term paper or project, final grade evaluation, or academic standing and status. Major infractions automatically result in an entry on the student's permanent record that the student has engaged in academic misconduct (see subparagraph (B)(2)(b) of this policy).

(3) Allegations of cheating, plagiarism or tampering can be raised by any member of the university community. However, appropriate action for alleged instances of academic misconduct, as spelled out in the procedures and sanctions sections below, should be conducted by the faculty member of record or the instructor (hereafter referred to as the "faculty member") or the department chairperson or college dean (hereafter referred to as the "academic administrator") in accordance with the circumstances. That individual will inform the student of all allegations and proposed sanctions immediately upon their determination. A resolution may be reached through an informal meeting between the faculty member or academic administrator and the student charged with academic misconduct, with the student satisfied that the allegation was accurate and that the sanction imposed was appropriate. If the student disagrees with the charge made by a faculty member or academic administrator, or with the sanction imposed, the disagreement will ordinarily be resolved through the normal academic channels of the department chairperson and college dean.

(4) If no resolution is reached at these levels, the student has the right to a hearing and resolution of the matter before the academic misconduct review committee

(hereafter referred to as the "review committee" (see paragraph (D) of this policy)).

(B) Procedure.

(1)

(a) At the time of the incident, the faculty member or academic administrator weighs the evidence and determines the appropriate sanction as specified in the paragraph (C) of this policy. However, academic suspension or expulsion shall be invoked only by recommendation to and confirmation by the review committee (see subparagraphs (C)(2)(b) and (c) of this policy).

(b) If the Review Committee confirms the recommended suspension or expulsion from the university, this recommendation is forwarded to the President of the University who may decide to support the recommendation or impose an alternate sanction.

(2) If, after discussing the infraction with the student suspected of academic misconduct, a faculty member or academic administrator concludes that misconduct did occur, that individual will choose an appropriate sanction and inform the student in writing of the decision, the basis for the decision, and the penalty imposed.

(a) If the misconduct is course-related, a copy of this letter shall be sent to the chairperson of the department in which the course is offered. If the infraction is not course related, the letter shall be sent to the chairperson of the student's major department.

(b) For major infractions, the chairperson of the department will confirm in a mailed correspondence to the student the infraction and sanction. A copy of this letter shall also be sent to the college dean and to the university registrar. The registrar will make an entry on the student's permanent record that the student has been disciplined for academic misconduct. This notation shall remain on the permanent record for a period of three years from the date of entry or until the student's graduation, whichever comes earlier. Thereafter, the entry is to be removed from the student's permanent record, from any existing copies thereof, and from all student

files in which the notation may have been placed, provided that the student has not been found guilty of a second instance of academic misconduct.

(3) If, after meeting with the faculty member, the student feels that she or he is innocent of the charge or is being unreasonably penalized, the first redress is to the chairperson of the department in which the course is offered (for course-related misconduct) or to the chairperson of the student's major department (for misconduct that is not course related). The faculty member will coordinate a meeting between him/herself, the student, and the chairperson. The matter may be resolved at this level through informal discussion, with both faculty member and student presenting their cases.

(a) If the chairperson concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the permanent record shall be removed and destroyed.

(b) If the chairperson concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the chairperson may impose the recommended sanction. The chairperson will inform the student in a mailed correspondence of this decision. For a course related infraction, a copy of the letter is also sent to the instructor of the course. In the case of a major infraction, a copy of the letter is also sent to the college dean and to the university registrar, who will make an entry on the student's permanent record as described in subparagraph (B)(2)(b) of this policy.

(4) If, after meeting with the chairperson, the student feels that she or he is innocent of the charge or is being unreasonably penalized, or the faculty member is not in agreement with the chairperson's decision, the issue shall be submitted in writing by the chairperson to the dean of the college in which the course is offered. If the charge of academic misconduct does not involve a course, the issue shall be submitted in writing to the dean of the college in which the student is admitted. The dean will hear both the instructor and the student. The matter may be resolved at this level through informal discussion with both faculty member and student presenting their cases.

(a) If the dean concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the file shall be removed and destroyed.

(b) If the dean concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the dean may impose the recommended sanction. The dean will inform the student in a mailed correspondence of this decision. A copy of the letter is also sent to the instructor of the course and the department chairperson. In the case of a major infraction, a copy of the letter is also sent to the university registrar, who will make an entry on the student's permanent record as described in subparagraph (B)(2)(b) of this policy.

(5) If after such prior proceedings the student or faculty member is dissatisfied with the findings, the sanction, or the nature of the notation in the student's file, the student or faculty member may, within 20 days of the student being informed in writing of the college dean's decision, petition the review committee for a hearing. Neither the finding of misconduct nor the sanction previously suggested or imposed shall in any way limit the options available to the review committee, and the hearing shall be in the nature of a de novo proceeding. The burden of submitting all relevant evidence to the review committee is on the student, faculty member, or academic administrator petitioning for review. The review committee will not gather evidence to investigate the charge independently.

(a) If the review committee determines that no violation occurred, the notation placed in the file shall be removed and destroyed.

(b) If the review committee finds that a violation has occurred, it shall impose the appropriate sanction as specified in paragraph (C) of this policy.

(6) These rules shall not be applicable to professional schools at the graduate level which have adopted misconduct codes of their own which are consistent with high academic principles and the standards of their professions or their accreditation organizations.

(C) Sanctions.

The sanction options listed in this section and the basis for invoking these sanctions are guidelines for the faculty member and academic administrators, designed to achieve uniformity throughout the university in dealing with academic misconduct. Options within infraction classifications are not mutually exclusive and may be employed in combination.

(1) Minor Infractions

(a) Reprimand - A written statement of the student's violation of a university regulation placed in the student's disciplinary file within the major department and college.

(b) "F" Grade on assignment - "F" grade on an individual assignment or project in which an incidence of academic misconduct occurred.

(2) Major Infractions

(a) "F" Grade in the course - "F" grade in the course in which an incidence of academic misconduct occurred. The "F" grade is not open to the grade dispute process, having been reviewed by the department chairperson and made available for assessment by the review committee. A course in which an "F" is issued due to academic misconduct is not open to late withdrawal through college or university petition, having been reviewed by the college dean and having had the potential to be reviewed by the review committee.

(b) Recommendation of suspension - Recommendation to the president for separation of the student from the university for a period of no less than one semester and not to exceed three (including summer semester). A student shall be suspended from the University only by review committee recommendation after consultation with the college in which the student is enrolled and with the support of the president. The president shall respond to the recommendation of the review committee within 5 working days of notification of the sanction. A second suspension may result in dismissal from the university, upon recommendation by the review committee.

(c) Recommendation of expulsion - Recommendation to the president for a permanent separation from the university, without readmission to the institution. A student shall be expelled only by review committee recommendation after consultation with the college in which the student is enrolled and with the support of the president. The president shall respond to the recommendation of the review committee within 5 working days of notification of the sanction.

(D) Academic Misconduct Review Committee.

The review committee is a standing committee of two faculty members elected at large by the faculty, drawn from the entire university faculty, one student member of the university judiciary, elected by the members of that body, and the judicial affairs officer, as a non-voting, ex-officio

member. The jurisdiction of the review committee is limited to academic misconduct grievances between a student and faculty member or academic administrator. In any matter brought before it the review committee, with due notice, shall hear the matter. The student charged shall have the right to be present, with or without counsel, and to examine all evidence and witnesses. The hearing will be closed to the public unless the student specifically requests in writing that it should be open. The judicial affairs officer shall serve as the repository of the records of this committee.

3344-21-03 Credit by examination.

At Cleveland State University matriculated students can earn credit toward degree requirements through examination. The credit by examination program permits a student to begin college work at a level consistent with his or her academic background, to avoid repeating course material already mastered, to pursue a more flexible schedule, and to reduce the time required for graduation. Students may use the credit by examination program to demonstrate college level achievements and proficiencies acquired outside a university classroom. Most often this means knowledge gained by independent study, employment, specialized study courses, or honors courses in high school.

(E) Cleveland state university recognizes four different types of examinations for credit.

(1) Advanced placement program ("APP"). This is the oldest credit by examination program. It is offered under the auspices of the college entrance examination board to high school students who have completed an official advanced placement course. Arrangements for testing are made through the high school in which the student is enrolled. CSU grants freshman year credit, (4-12 term credits), for each examination score of 3, 4, or 5. Credit is available in art, biology, chemistry, computer science, economics, english, foreign languages, history, mathematics, music, physics, political science, and psychology. A transfer student who received APP credit at another institution should have the official score report mailed directly to the CSU admission office.

(2) Departmental examinations. Some departments at the university have developed end-of-course examinations for certain courses or learning sequences in the curriculum. The administration and grading of these examinations, as well as the level of achievement required for credit, are in the hands of the department chairperson. Questions about course examinations for credit should be directed to the appropriate department office.

(3) College level examination program-general examinations ("CLEP-general exams"). This is a series of five comprehensive examinations developed under the auspices of the college entrance examination board. CLEP-general exams are

administered at the CSU counseling and testing center as well as at other testing centers across the country and by the defense activity for non-traditional education support. For a score of 500 or above, credit is granted as follows: Humanities, 12 term hours; mathematics, 4 term hours; natural sciences, 12 term hours; social science - history, 12 term hours. For a score of 500 and a satisfactory essay, 4 term hours are granted in english. Registration forms for the CLEP-general examinations are available at the CSU counseling and testing center, rhodes tower, room 1235. A transfer student who received credit for the CLEP-general exams at another institution should have the official score report sent to the CSU admission office along with his or her college transcript.

(4) College level examination program-subject examinations. These are essentially end-of-course-examinations for thirty-five widely taught undergraduate courses. The examinations are administered at the CSU counseling and testing center as well as at testing centers across the country and by the defense activity for non-traditional education support. Examinations are available for courses taught in the departments of accounting, biology, business law, chemistry, computer and information science, economics, english, foreign languages, history, management, marketing, mathematics, political science, psychology, and sociology. Either 4 or 8 term hours of credit, depending upon whether the course covers one or two terms of work is available for each examination. With the exception of the mathematics examinations all CLEP-subject examinations are composed of an objective and an essay section. An objective examination score of 52 and, for most courses, the essay section approved by the department concerned is necessary for credit to be granted. Registration forms for the CLEP-subject examination and additional information about the examinations are available from the CSU counseling and testing center, rhodes tower, room 1235. A transfer student who received credit for CLEP-subject examinations at another institution should have the official score report and essay sent to the CSU admission office along with his or her college transcript.

(F) The following regulations apply to the credit by examination program:

(1) Credit is available only to matriculated degree seeking students.

(2) Credit granted for successful completion of an examination will be entered on the student's permanent record as hours earned. A grade is not assigned.

(3) If a student does not receive a score high enough for credit, no entry is made on the student's permanent record.

(4) Credit will not be granted for areas of study or for particular courses in which a student has already earned or been granted CSU credit.

(5) Credit will not be granted for a course if the student has previously earned or been granted credit for a more advanced course in a learning sequence.

(6) Generally, CSU does not approve for credit the score made when an examination has been repeated.

(7) CLEP credit may not be part of a student's final 45 term hours.

(8) The maximum amount of credit for each type of examination is listed below:

(a)	Advanced placement program	-	no limit
(b)	Departmental examinations	-	45 term hours
(c)	CLEP-general examinations	-	44 term hours
(d)	CLEP-subject examinations	-	44 term hours

(9) All students are urged to discuss their plans with their academic advisors before taking any examinations for credit.

(G) For graduate students, not more than one-half the credits required for the degree may be earned by a combination of examination and transfer.

3344-21-04 Grade Reporting.

Each term the registrar's office sends to each college grade sheets and instructions. Grades are due in the registrar's office forty-eight hours after the completion of each final examination. Grades not returned on time will be recorded as double asterisk (**) on the students' grade reports. The double asterisk (**) will be changed to an “NR” if the grade sheet is not returned to the Registrar's Office by the first date corrections are updated for the term. The “NR” grade is computed as an “F” in the term and cumulative average. The grade can be changed according to the regulations applying to “I” grades. If not removed, the grade remains an “NR”, carrying the same quality point value as an “F”. Graduate student's “NR” grades are not immediately computed as an “F”. However, if not changed in the prescribed time, the “NR” will become an “F”. Grades are to be delivered in person to the registrar's office, not through the U.S., mail or

campus mail. The vice provost of the undergraduate college, the dean of the graduate college, and the provost are all notified of any instructors who fail to return grades by the deadline.

3344-21-05 Incomplete grade.

(A) The grade of incomplete (“I”) is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. The grade of “I” will be changed to “F” if the student does not complete the remaining work by established university deadlines as follows: If the grade of “I” was assigned for a fall, spring, or summer term, the deadline is the last day of classes of the following term. If the grade of “I” was assigned for a spring term, the deadline is the Friday of the fourth week of classes of the following fall term. These deadlines apply both to undergraduate and graduate students. These deadlines apply whether or not the student is enrolled for the term during which the deadline falls. An earlier (but not a later) deadline may be assigned by the instructor. An extension of a university deadline date may be obtained only if approved by the college which offered the course.

(B) There are two important conditions for giving an incomplete:

(1) the student can receive a passing grade if the student completes all of the work of the course, and

(2) failure to complete through no fault of the student.

(C) Assignment of an incomplete also assumes that the incomplete part of the course represents only some limited portion such as the final examination or a term paper or a laboratory report. The extent of the permissible deficiency would have to be left to the instructor. It should be assumed that the instructor is aware of the reasons for the student's failure to complete the work and has given permission for the student to make up the work. Failure of a student to appear for the final examination without an explanation to the instructor would not be sufficient ground for giving an incomplete. In general the grade should be avoided except where it is clearly justified as in the case of illness or accident.

3344-21-06 Releasing information about students.

The Registrar's Office has available copies of the university policies dealing with the Family Educational Records and Privacy Act.