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I. INTRODUCTION
WELCOME TO CLEVELAND STATE UNIVERSITY THEATRE AND DANCE

We are delighted that you have an interest in studying Theatre and Dance here at Cleveland State University. Whether you plan to be a major, a minor, or simply wish to pursue educational and performance opportunities in our program, we welcome you to Cleveland State’s diverse Theatre and Dance community.

The Theatre Program at Cleveland State began in the 1960s, but performing arts of all kinds have been an integral part of Cleveland State’s history since the college was founded in 1833. Cleveland State alumni have graced stages the world over and have achieved significant careers as performers, designers, directors, playwrights, arts administrators, critics and dramaturges. Our distinguished faculty brings impressive professional and academic experience to the classroom and rehearsal halls. Students in our program are given extraordinary opportunities to study the craft, history, literature and cultural significance of Theatre and Dance through exploration in the classroom and studio, as well as in live performance.

THE MISSION OF OUR PROGRAM

Dance: The Dance Program mission is to make dance accessible to all CSU students and the surrounding community. It is dedicated to provide students, professionals and general public with opportunities to participate and view dance as a performance and creative art form, educational tool, and recreational activity.

Theatre: The Theatre Program at Cleveland State University is dedicated to producing educated citizens who have identified theatre as their primary academic and vocational focus. The theatre is among the oldest documented venues for human expression and has been a powerful medium in practically every culture to explore religious beliefs, shape communal viewpoints, question authoritarian behavior, support or subvert public opinion, and provide an imaginative escape from daily routine. Given this rich and diverse legacy, we believe that the theatre and its practitioners bear a responsibility to keep, and in many cases reinvigorate, the theatre as a vital communicative tool in the community. It is our goal that our graduating students will have the necessary qualifications to enter the profession or pursue graduate work at the program of their choice. We are determined that the foundational theatre experiences on the undergraduate level shall provide a valid educational basis for a myriad of eventual careers. Accordingly, our students will focus on the theatre within the context of a strong liberal arts education. The student will focus on the study and practice of theatre in addition to the full compliment of accredited academic classes. Within the theatre major itself, the student will receive rigorous training specializing in either theatre performance or the design/technical fields. This practicum training will be accomplished in tandem with a thorough grounding in the history, literature, theory and social contexts of theatrical production. With this broad based approach, our students will have the foundational education and training for traditional choices such as acting, directing, design and technical support, as well as such
ancillary fields as dramaturgy, criticism, drama therapy, marketing, facilities coordination, arts advocacy, marketing and education, among others. With this springboard, our students will have the training and education to actively and positively contribute to the theatre and their communities.

ABOUT THIS HANDBOOK

This handbook is intended to serve as a contract between the administration of the Theatre and Dance Program and all those who participate in its activities. The information you find here is updated continuously and should be considered to be the final word on policies and procedures. Its layout is intended to make the process of navigating the complex activities of the program as easy and transparent as possible. If you have a particular question about any policy or procedure, begin by consulting the list of contents. From there, you should be able to follow links to the information you need.

The information contained in this document has been gathered from a variety of sources and carefully edited to represent the most up-to-date information. If you have any questions regarding the information contained herein, please feel free to consult a faculty advisor.
II. FACULTY AND STAFF

Faculty and Staff Directory

DR. MICHAEL L. MAULDIN, Department Chair, Associate Professor
Middough Building, 203F
Phone: 216-687-2202
E-mail: m.l.mauldin@csuohio.edu

B.A in Theatre Arts from the University of West Florida,
M.A. in Performance Studies from New York University
Ph.D. in Theatre History, Criticism, and Literature from the Ohio State University

Teaches - Theatre History I, II and II, Advanced Acting, Senior Capstone

Michael L. Mauldin is an Associate Professor and the Chair of the Department of Theatre and Dance at Cleveland State University. He has been with CSU since July of 2006 and brings with him a long and diverse background in performance, directing, and academia. Spending nearly 20 years in New York City as a professional actor and director, he appeared on Broadway, off Broadway, numerous regional theatres across the country, and in several national commercials. At CSU he has taught classes in Theatre History and Literature, Directing, and Shakespearean Acting, as well as directing “The Laramie Project”, “She Stoops to Conquer”, “The Alchemist”, “The Fantasticks” and “Everyman”. In the summer of 2007, he founded CSU’s Summer Stages, a professional summer repertory company combining theatre majors with professional actors and directors from New York, Los Angeles, and Cleveland. For Summer Stages he directed “The Robber Bridegroom”, “Return to the Forbidden Planet” and “Curtains”, and appeared in “Booth” and “Rough Crossing”. In other local theatres he appeared as Duke Vincentio in Cleveland Public Theatre’s “M4M”, and Capt. Hook/Mr. Darling in the Beck Center for the Arts’ “Peter Pan”. He has performed his solo play “An Evening With Mark Twain” since 1976 in over 40 states, and airings on PBS and a one-hour ABC special called “Mark Twain: Sketches From Life”. In 2009, Dr. Mauldin was named a “leadership fellow” by the International Conference of Fine Arts Deans. He received his B. A in Theatre Arts from the University of West Florida, his M.A. in Performance Studies from New York University and his Ph.D. in Theatre History, Criticism, and Literature from the Ohio State University. He is a member of Actors’ Equity Association, the Screen Actors Guild, the American Society for Theatre Research, and the Association for Theatre in Higher Education.
AARON BENSON, Scene Shop Supervisor
Middough Building, Scene Shop, 117
Phone: 216-687-2112
E-mail: a.benson@csuohio.edu

M.F.A., University of Illinois at Urbana-Champaign (UIUC) in the Division of Design, Technology and Management with an emphasis in Scenic Design
B.A., Humboldt State University

Teaches Production Practicum

Aaron teaches Practicum at Cleveland State and during the school year serves as the Scene Shop Supervisor. Most recently, he has been the Scenic Designer for the CSU productions of “James and the Giant Peach”, “Master Harold and the Boys”, “The Orestia”, and “Codename Exile”. Always having had a dream about Children’s Theater, and believing that good theater should and can be produced for a young audience, he conceived the idea of The Little Viking’s Children’s Theater and served as the Producer, Director, Scenic Designer and Technical Director for the 2011 summer season.

Prior to arriving in Northeast Ohio, Aaron was the Faculty Scene Designer and Technical Director for Fullerton College in Fullerton, California for three years. His designs for Fullerton included “Julius Caesar”, “Hair” and “Cyrano de Bergerac”, as well as six others. He also received the award for Best of Festival for his direction of Tennessee William’s “27 Wagons Full of Cotton” at the Annual Director’s Festival at Fullerton College in 2008. He has also worked at the Utah Shakespearean Festival in many capacities; Technical Director of the Randall L. Jones Theater in 2009, Assistant Technical Director of the 2008 Fall Season and as the Scenic Design Assistant for Randall L. Jones Theatre for the 2003 and 2005 seasons, where he was awarded the Bruce Brisson Memorial Award in Design for Excellence in Assistant Scenic Design for 2003. Aaron previously served as the Technical Director for Center Repertory Theatre (a LORT-D house) in Walnut Creek, California for four years.

He earned his M.F.A. from the University of Illinois at Urbana-Champaign (UIUC) in the Division of Design, Technology and Management with an emphasis in Scenic Design. During his tenure at UIUC Aaron was the Scenic Designer for “Don Giovanni” and “A Raisin in the Sun”; the Prop Master for “Spring Storm”, “Tales of the Lost Formicans” and “Brecht on Brecht”; as well as creating properties for 14 additional productions. He earned his B.A. from Humboldt State University.

DR. LISA BERND, Adjunct Instructor
Middough Building, Theatre Adjunct Office, 263
Adjunct Office Phone: 216-687-2115
E-mail: l.bernd@csuohio.edu

M.A., Theatre, CUNY-Brooklyn College
Ph.D., University of Wisconsin-Madison
Lisa Bernd received her M.A. in Theatre from CUNY-Brooklyn College and her Ph.D. from University of Wisconsin-Madison. She held a research fellowship at the University of Warsaw in Poland and taught at the University of Oklahoma in Norman before coming to Cleveland. Her articles and reviews have been published in *Theatre Journal, Text and Presentation, The Baylor Journal of Theatre* and *Theatre Symposium*. Her research interests include the representation of national and ethnic identity and the history of popular entertainment in the twentieth century. She is especially interested in the relationship between the theater and communal identity. She studies and writes about Polish national theater, African-American theater, theater about the Holocaust, and the representation of American nationalism in Wild West shows. She frequently works as a dramaturge for theatrical productions.

**RUSS BORSKI**, Faculty Designer
Middough Building, 270
Phone: 216-523-7515
E-mail: russborski@gmail.com

B.A., Speech and Drama, DePaul University – Chicago, Illinois

**Teaches Scene Design I and II, Lighting Design, Scenic Painting, Stage Management, Introduction to Technical Theatre.**

Russ Borski crafted his theatre chops in the Chicago theatre landscape, earning seven Joseph Jefferson Awards for excellence in Design. Mr. Borski has developed projects from Dallas Theatre Center, Portland Stage, North Carolina Shakes, Odyssey and McCadden Theatres in L.A., Dance Theatre Workshop and Merce Cunningham Studios in New York, Stuart Street Theatre in Boston, Florida State Opera, Anchorage Opera, Skylight Opera, all the way to Teatro Cologne in Buenos Aires. Locally, Mr. Borski has directed/designed at the Beck, Dobama, Ensemble, Cleveland Public, Great Lakes, PlayhouseSquare, Cleveland Play House, Dancing Wheels, Kalliope, Lyric Opera, CSU Summer Stages, Willoughby Fine Arts, Carousel Dinner Theatre, and has served as Artistic Director from 2005 at Cain Park, initially serving as resident designer from 1989. He was named Best Director of a Musical for his rendition of *Avenue Q* for the 2012 season by Scene Magazine, having received the Best Directorial Debut award in 2002 for his direction of *The Late Henry Moss*. 
**ALLAN BYRNE**, Adjunct Assistant Professor  
Middough Building, Theatre Adjunct Office, 263  
Adjunct Office Phone: 216-687-2115  
E-mail: honeybear007@sbcglobal.net

M.F.A., Professional Actor Training Program, Temple University – Philadelphia, PA  
B.A., Dramatic Arts, Cleveland State University

**Teaches Introduction to Theatre, Drama and the Film, Stage Makeup**

(Byrne cont.)  

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**AMY COMPTON-SCHULTZ**, Dance Instructor  
Middough Building, Dance Adjunct Office, 265  
Phone: 216-687-4876  
E-mail: a.compton@csuohio.edu

B.F.A. and M. Ed.

**Teaches Modern, Ballet, Jazz, Aerobic Jazz**

Amy Compton has been living in Cleveland as a dance-artist since 1997. It has been a life of multi-tasking, including dancing with 4 local companies; teaching for 3 colleges and various community outreach projects; as well as choreographing for self, students, and colleagues. Amy has danced everywhere in Cleveland from street corners to the local morning news; as a solo dancer with the Cleveland Orchestra to a “Solid Gold” dancer in a recent Paramount film; as a member of a dance company at PlayhouseSquare to an individual performing in a local art gallery; from the Rock Hall of Fame to churches. Her
students have included peers, college dance majors, and beginners of all ages in the
traditional studio setting as well as non-traditional settings. She has taught and made
dances with local dance teams, Jewish Senior citizens, the children of Mexican migrant
workers, church groups, families, survivors of domestic violence, local rock bands and
public school children to name a few and sees dance as a way to make positive change
and stronger connections with the world around her. Amy’s college study/research
included dance performance, modern languages, and adult learning and development
(B.F.A. and M. Ed.) and she is inspired by the philosophies of transformational learning
(Freire) and making dances for social change (Halprin). As an artist she wants to show as
many people as possible how to creatively express themselves, especially physically and
(Compton cont.) … lately also including storytelling. Amy’s work themes come from
strong connections to the people, places, stories, and archetypes around her and she uses
what she has danced: contemporary, hip hop, ballet, jazz, flamenco, contact
improvisation, social forms, and other world dances as the language in her teaching and
performing. Amy’s daily goals are to empower students, connect to audiences
(emotionally, kinesthetically, mentally), and to make dances with relatable themes for the
people watching.

**LISA DECATO.** Dance Instructor
Middough Building, Dance Adjunct Office, 265
Phone: 216-687-4876
E-mail: L.DECATO@csuohio.edu

M.F.A from the Ohio State University

**Teaches Pilates, Somatic Studies, Modern, Creative Process, and Pedagogy**

Lisa DeCato is a Certified Movement Analyst (CMA) and was a tenured Associate
Professor at Lake Erie College. She has been a personal movement coach, wellness
advisor, artistic director, performer, guest artist and writer for arts education over the past
twenty-five years. Lisa received her M.F.A from the Ohio State University and enjoys
teaching somatic studies and Pilates. Lisa has been the co-director of the Dance/Theater
Collective since 1992 and is a freelance performer and choreographer. Recently, Lisa co-
fonfounded the Positive Change Group acting as a consultant and co-creator of innovative
programming for developing leaders and life-long learners through understanding the
integration of mind and body. Lisa believes movement should be a vital part of
everyone’s life and teaches a variety of dance/movement classes at CSU including
Pilates, modern, creative process, and pedagogy.
LYNN DEERING, Director of Dance
Middough Building, 264
Phone: 216-687-4883
E-mail: l.deering@csuohio.edu

M.A. in Dance, Kent State University

Teaches Modern Technique, Choreography, Dance Pedagogy

Lynn Deering, Professor, Cleveland State University, is Director of the CSU Dance Program and Artistic Director of the CSU Dance Company. She teaches modern technique, choreography and dance pedagogy coursework. Lynn is an active performer/choreographer with The Dance/Theater Collective, a cooperative group of Northeast Ohio dancers. She enjoys combining gesture and full-bodied contemporary movement vocabulary to explore the many aspects of human interactions. Her works have been commissioned by dance companies/programs including: The Repertory Project, The Verb Ballet, Groundworks Dance Theater, BGSU, Oberlin College, LEC, (Deering cont.) … Canton Ballet, H.B. Moving Company and had the work "UnWound" with longtime collaborator Joe Booth selected for the Cleveland Museum of Art Northeast Ohio Exhibit. Recognitions of her work include the Ohio Arts Council Individual Artist Award in choreography, Northern Ohio Live Achievement Awards in Dance, CSU Distinguished Faculty Award and the 2009 OhioDance Outstanding Contribution to the Artform. Lynn is an avid supporter of dance in the public school curriculum and serves as an artist/educator for area schools, Young Audiences of Greater Cleveland, and the Saturday in the Studio program, creative dance for local public school children and their adult sponsors.

CHRISTINE DICELLO, Dance Instructor
Middough Building, Dance Adjunct Office, 265
Phone: 216-687-4876
E-mail: ChrisDiCello@aol.com

M.F.A. from Case Western Reserve University

Teaches Tap and Ballet

Chris DiCello is an artist/educator with more than thirty years experience in teaching dance to all ages, and in choreographing and in performing throughout northeast Ohio. Her professional life has been fueled by her passion for the arts, and her belief that the arts belong to everyone. For eighteen years she served as co artistic director of The Dance/Theater Collective, a contemporary company with a commitment to community based arts projects. She created work with diverse community groups including senior citizens, youth offenders, teen mothers, domestic abuse survivors and members of the HIV/AIDS community. As a result of these projects, more than 250,000 northeast Ohio arts "first timers" had direct encounters with the arts and, in doing so, strengthened their identification with and involvement in the arts. Northern Ohio Live recognized these
projects with two Dance Achievement Citations and one Dance Achievement Award. Chris also maintained an active schedule creating and performing her own solo work with the support of multiple choreographic fellowships. She received her M.F.A. from Case Western Reserve University, and is on Dance Faculty at Cleveland State University.

**HOLLY HOLNSINGER**, Assistant Professor  
Middough Building, 271  
Phone: 216-523-7420  
E-mail: h.holsinger@csuohio.edu

M.F.A. in Acting from the University of California, Irvine

**Teaches Principles of Acting, Intermediate Acting, Advanced Acting, Voice and Movement**

Holly Holsinger is an Assistant Professor of Theatre at Cleveland State University where she specializes in teaching acting, voice, and movement, as well devised theatre (Holsinger cont.) …techniques. Holly received the first “excellence in teaching” award in CSU’s College of Liberal Arts and Social Sciences in 2010. She has been a Cleveland theatre artist for the past fifteen years and has created/performd in over fifteen original plays including “Blue Sky Transmission” and her solo piece “Frankenstein’s Wake”, both of which toured Off-Broadway. She recently premiered in a play she co-devised entitled “Insomnia: The Waking of Herselves” at Cleveland Public Theatre. Holly is a certified as an Associate Teacher of the Fitzmaurice Voice technique. She received an MFA in Acting from the University of California, Irvine where she studied with Robert Cohen and Jerzy Grotowski.

**KATE MILLER**, Administrative Coordinator  
Middough Building, Main Office, 203A  
Phone: 216-687-2113  
E-mail: k.m.miller6@csuohio.edu

B.F.A. in Communication Arts (Public Relations / Musical Theatre), Ohio Northern University – Ada, Ohio  
Diploma in Music Business, McNally Smith College of Music – St. Paul, Minnesota

Along with serving as “air traffic control” for the CSU Department of Theatre and Dance, Kate is a performer, arts lover and former stage manager. She spent three plus years touring the United States as a tour manager with VEE Corporation, and because of this has “lived everywhere for about a week.” She is a Cleveland Singing Angels alum and also writes as the Cleveland Performing Arts Examiner for the online news source, Examiner.com
**TERRY PIERITZ**, Costume Shop Supervisor/Faculty Designer
Middough Building, Costume Shop, 515
Phone: 216-875-9661
E-mail: t.pieritz@csuohio.edu

M.F.A., Theater Design, Case Western Reserve University – Cleveland, OH
B.M., Vocal Performance, Cleveland Institute of Music – Cleveland, OH

**Teaches Costume Design and Construction**

Terry has managed costume shops and/or taught Costume Design and Construction at the Cleveland Institute of Music, Lyric Opera Cleveland, Case Western Reserve University, University of Akron, and Beaumont School. She has designed costumes for theater, dance, opera, industrials and film where her work has taken her to such places as Skylight Opera Theater (Milwaukee), Florida State Opera (Tallahassee), Human Race Theater (Dayton) and American Movie Channel (New York City.) Cleveland credits include PlayhouseSquare, Cain Park, Lyric Opera Cleveland, CSU’s Summer Stages, Beck Center for the Arts and Dobama.

**SCOTT SPENCE**, Adjunct Professor
Middough Building, Theatre Adjunct Office, 263
Adjunct Office Phone: 216-687-2115
E-mail: grumio85@aol.com

M.F.A., Directing, Western Illinois University
B.A., Theater Arts, University of Nebraska

**Teaches Directing, Audition Techniques**

Scott is an adjunct professor at CSU, as well as Artistic Director of the Beck Center for the Arts in Lakewood where he has directed over 75 productions and produced over 200 titles. He is the recipient of the Northern Ohio Award for Theatre Achievement in 2006. In the CSU Factory Theatre he directed Arthur Kopit's "Oh Dad Poor Dad..." for Summer Stages, as well as “No Exit” and “Miss Julie” for the academic season. He has also guest directed at Case Western Reserve, Opera Cleveland, Weathervane, and Berea Summer Theatre. Some of his favorite projects in recent Beck seasons include “The Farnsworth Invention”, “Jerry Springer the Opera”, “25th Annual Putnam County Spelling Bee”, “Urinetown”, as well as “Altar Boyz” which also had a successful transfer run at PlayhouseSquare's Hanna Theatre.
CSU Department of Theatre and Dance
Organizational Chart

PRESIDENT - CSU
Ronald M. Berkman

DEAN - COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES
Gregory M. Sadlek

ASSOCIATE DEAN
Joyce Mastboom

ASSOCIATE DEAN
William Morgan

DEPARTMENT CHAIR
Dr. Michael Mauldin

THEATRE & DANCE FACULTY
Russ Borski
Lynn Deering
Holly Holsinger

THEATRE & DANCE ADJUNCT / PART TIME STAFF
Aaron Benson
Dr. Lisa Bernd
Allan Byrne
Amy Compton-Schulz
Lisa DeCato
Christine Dicello
Terry Pieritz
Scott Spence

ADMINISTRATIVE COORDINATOR
Kate Miller
III. ACADEMIC PROGRAMS
(All Major / Minor tracking sheets & 4-year plans can be found in Appendix pages 44-50)

The Theatre Major
Theatre Arts (B.A.) At-a-Glance

Minimum hours required for major: 42
Minimum hours required for minor: 22

The major in Theatre Arts is designed to enable students to study theatre for the purpose of entering the professional theatre, preparing for graduate work with the expectation of teaching, or building a base which is useful in association with the fields of recreation, public relations, community development, and human communication.

Theatre at Cleveland State is viewed in the liberal-arts tradition as being part of the cultural heritage of our civilization. In both its practice and its content, theatre is relevant to 21st-century life in all phases. Through classes and strong production orientation, students with this major can expect improvement in oral expression; motor skills; increased understanding of themselves and others; and illumination of major social, political, philosophical, moral, and psychological issues.

Theatre Major Field Requirements
All Theatre Arts majors are required to successfully complete a minimum of 42 credit hours consisting of the core curriculum (23 hours) and one specialization track (19 to 26 hours).

Core Curriculum to be completed by graduation:

THE 101 Scenic Studio Practicum
(6 credits total in tandem with THE 102, a minimum of 2 credits each in THE 101 and THE 102)

THE 102 Main Stage Prod Practicum
(6 credits total in tandem with THE 101, a minimum of 2 credits each in THE 101 and THE 102)

THE 211 History of the Theatre I (3 credits)
THE 212 History of the Theatre II (3 credits)
THE 213 History of the Theatre III (3 credits)
THE 225 Principles of Acting (4 credits)
THE 491 Comprehensive Exam (4 credits)

TOTAL 23 credit hours
Theatre Major Specialization tracks:
The specialization tracks are designed to offer the student the main areas of concentration demanded by professional theatre or expected of the modern academician.

1. Acting track:
The acting track focuses on acting skills while emphasizing the relation of acting to the ancillary disciplines that directly affect the actor. An actor should know and understand the work of the director and the various designers and artisans of the "technical theatre" in order to meet the challenges of a professional career or graduate education.

THE 200 Principles of Technical Theatre (4 credits)
THE 321 Voice and Movement (4 credits)
THE 325 Intermediate Acting (4 credits)
THE 331 Principles of Directing (4 credits)
THE 381 Theatre Organization and Management (4 credits)
THE 425 Advanced Acting (4 credits)
**TOTAL 24 credit hours**

2. Directing track:
The successful director is one who is able to make informed decisions about every aspect of production from acting and design to movement and staging. The emphasis on directing courses augments a broad range of necessary skills courses needed to pursue an academic or professional career.

THE 200 Principles of Technical Theatre (4 credits)

THE 300 Stage Management (3 credits) or
THE 301 Lighting Design (3 credits) or
THE 351 Theatre Makeup (3 credits)

THE 325 Intermediate Acting (4 credits) or
THE 425 Advanced Acting (4 credits) or
THE 461 (ENG 305) Playwriting (4 credits)

THE 331 Principles of Directing (4 credits)
THE 332 Advanced Directing (4 credits)
**TOTAL 19 credit hours**

3. Technical Theatre track
A designer needs to know the various collaborations necessary to the creative process. A successful designer will understand the actor's and director's process in order to successfully create and communicate his or her ideas. Practical experience and a portfolio are essentials for both the professional theatre and admission to a graduate program in technical theatre.
CORE REQUIREMENTS FOR TECHNICAL THEATRE
THE 200  Principles of Technical Theatre (4 credits)
THE 301  Lighting Design (3 credits)
THE 331  Principles of Directing (4 credits)
Subtotal: 11 credit hours

a. Costuming sub-track:
THE 391  Costume Design & Construction (4 credits)
THE 496  Construction & Drafting IS (3 credits)
THE 496  Millinery and Accessories IS (2 credits)
Costume Subtotal: 9 credit hours

b. Scene Design sub-track
THE 371  Scene Design I (4 credits)
THE 372  Scene Design II (4 credits)
Scene Design Subtotal: 8 credit hours

TOTAL Technical Theatre Track 19 to 21 credit hours

4. Playwriting track:

"Playwrights who know nothing of the practical aspects of the theatre are writing for the
closet not the stage." --George Bernard Shaw. This major track, designed in collaboration
with Creative Writing, is a unique program focusing on plays in performance.

THE 200  Principles of Technical Theatre (4 credits)
ENG 303  Creative Writing (4 credits)
THE 321  (ENG 351) Contemporary Theatre (4 credits)
THE 331  Principles of Directing (4 credits)
THE 461  (ENG 305) Playwriting (4 credits)
TOTAL 20 credit hours

The Senior Capstone

Seniors majoring in Theatre are required to create and perform a “capstone” project that
will serve as the culmination of their undergraduate studies. The class designation for the
Capstone is THE 491. Usually, the senior project will evolve directly from the student’s
concentration within the major (e.g. directing, designing, or acting) and is presented at
the end of the student’s final semester in a full length production, etc.
Theatre Minor

Theatre Minor Requirements
Minimum Total 22 credit hours total:

THE 101 Scenic Studio Practicum (2 credits)
THE 200 Principles of Technical Theatre (3 credits)

THE 211 History of the Theatre I (3 credits) or
    THE 212 History of the Theatre II (3 credits) or
    THE 213 History of the Theatre III (3 credits)

THE 225 Principles of Acting (4 credits)

From the following groups (at least one from each group) for a total of 12 hours:

Group A
THE 300 Stage Management (3 credits)
THE 301 Lighting Design (3 credits)
THE 351 Theatre Makeup (3 credits)
THE 371 Scene Design I (4 credits)
THE 391 Costume Design and Construction (4 credits)

Group B
THE 216 African American Theatre (3 credits)
THE 321 Contemporary Drama (4 credits)
THE 381 Theatre Organization and Management (4 credits)
THE 451 Theatre Criticism (4 credits)

Group C
THE 325 Intermediate Acting (4 credits)
THE 326 Voice and Movement (4 credits)
THE 331 Principles of Directing (4 credits)
THE 461 Playwriting (4 credits)
Dance Minor

A. TECHNIQUE (majority of credits focused in modern)
Choose 12 or more credits:
(each course may be repeated four times for credit)

DAN 141  Modern II
DAN 240  Modern Dance III (must be taken a min. of 2 semesters)
DAN 340  Modern Dance IV
DAN 151  Ballet II
DAN 250  Ballet III (must be taken a min. of 2 semesters)
DAN 350  Ballet IV
DAN 473  Contemporary Technique

Choose 2 Credits:
DAN 146  Jazz Dance
DAN 154  African Dance
DAN 147  Tap I
DAN 148  Tap II

B. PERFORMANCE/ PRACTICUM (6 or more CREDITS)
DAN 300  Modern Dance Repertory (Company)
DAN 100  Performance Practicum (minimum of 2 times)
DAN 496  Independent Study
DAN 410  Teaching Dance
DAN 301  Dance Composition

C. THEORY (CHOOSE a minimum of 3 CREDITS)
DAN 201  Introduction to Dance
DAN 499  Seminar (minimum of 2 times)
DAN 424  Somatics

D. DANCE ELECTIVES 3 credits
All DAN level I classes, and others approved by dance advisor
GENERAL INFORMATION FOR MAJORS / MINORS

Advising and Registration Procedures:

Academic Advising is an invaluable component to any student’s academic progress. Cleveland State University’s professional advisors work closely with each student individually to help them achieve their personal, academic and career goals.

Ongoing services provided include: assistance with academic, general education (GenEd) and college requirements, course selection, help with study skills, monitoring academic progress and academic success support –including appropriate contact and intervention for students in academic distress. Other service areas include: Major and career exploration, assimilation to University life, petition assistance, graduation application information and ongoing referrals to appropriate University resources and opportunities.

Each Theatre and Dance student should consult with their college advisor prior to registration for each semester in order to review degree requirements and to receive appropriate permission forms necessary for enrollment.

All students will now receive University academic advising directly from their college advising office. The College of Liberal Arts and Social Sciences advisor is located in the Chester Building Room 279, (216) 687-5040, class@csuohio.edu.

Advising regarding specific classes for the major or minor is done by designated department faculty members Dr. Michael Mauldin (acting/undecided), Russ Borski (technical), Lynn Deering (dance), and Holly Holsinger (acting).

GRADING

Grade Point Average
The grade and credit earned for any course taken by a student at Cleveland State University will become part of the student's permanent record and will be used in the computation of the University grade point average (GPA). A student's academic standing at Cleveland State University is expressed in terms of the grade point average (GPA). GPA is determined by dividing the total quality points earned during a semester by the total credit hours attempted. All grade point averages are carried to two decimal places unrounded. Grade point hours include those course credits with grades of A, A-, B+, B, B-, C+, C, D, F, and X. Please consult your academic department and college for specifics regarding minimum GPA requirements.

Degrees cannot be conferred with any incomplete grade of I, X, T or no grade on the students record. Incomplete grades are not included in the cumulative GPA until the correct grade has been entered.
Cumulative GPA consists of all coursework within an academic career. For example, all undergraduate coursework, regardless of program changes, leaves of absence, completions or otherwise will factor into cumulative GPA.

Graduate Students - After admission to a graduate program and registration as a graduate student, grades for all 400- to 800-level courses taken on a letter-grade basis are computed into a student's grade-point average.

**Grades**

**Undergraduate Courses**

The following grades for courses have quality point value and figure in the computation of the grade point average.

- **A** = 4.0 quality points
- **A-** = 3.7 quality points
- **B+** = 3.3 quality points
- **B** = 3.0 quality points
- **B-** = 2.7 quality points
- **C+** = 2.3 quality points
- **C** = 2.0 quality points
- **D** = 1.0 quality points
- **F** = 0.0 quality points

The following grades for undergraduate courses do not figure in the computation of the grade point average:

- **NC** - No Credit. (Audit)
- **S** - Satisfactory includes SA, SB, SC grades. Equivalent to a C or better.
- **T** - Temporary. A designation given at the end of the term when a course is scheduled to be continued beyond one term.
- **U** - Unsatisfactory includes UD, UF grades. Equivalent to a D or F.
- **W** - Authorized Withdrawal.
- **X** - The grade of "X" can be assigned by the instructor when an attending/participating student has stopped attending/participating without notification and has not completed all assignments for reasons that cannot be determined by the end of the grading period. An "X" automatically becomes an F if not resolved by the last day of instruction of the following semester. An “X” also will be assigned by the University Registrar when no grade is submitted by an instructor.
- **I** - Incomplete. The "I" grade 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.

An "I" grade can be assigned by the instructor when all three of the following conditions are met:

- Student is regularly attending/participating in the class and has the potential to pass the course;
- Student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor;
The student has notified the instructor prior to the end of the grading period.
The date assigned by the faculty member for completion of the work for undergraduate courses cannot be later than the last day of classes of the next term following the term in which the Incomplete grade was received. (The time limit may extend up to four weeks into the fall semester for Incomplete grades received during the spring semester.) For all cases, the time limit applies whether the student is enrolled or not. If a grade change is not submitted by the end of the time limit, the Incomplete becomes an F.

**Graduate Courses**
The following grades for graduate courses have quality point value and figure in the computation of the grade point average.

- **A** = 4.0 quality points. Superior graduate attainment.
- **A-** = 3.7 quality points
- **B+** = 3.3 quality points
- **B** = 3.0 quality points. Acceptable graduate attainment.
- **B-** = 2.7 quality points. Attainment below graduate standards.
- **C** = 2.0 quality points. Attainment below graduate standards.

(Note: There are no grades of C+ or D for graduate (500-899) courses. However, a C+ or D are possible grades for graduate students enrolled in courses numbered 100-499).

- **F** = 0.0 quality points. Failure.

The following grades for graduate courses do not figure in the computation of the grade point average:

- **U** - Unsatisfactory performance. U grades are not considered in the University’s academic warning and dismissal regulations for graduate students.
- **T** - Temporary non-credit grade. The T grade can be given only in courses for which the offering department and the Dean of the College of Graduate Studies have authorized its use. It is given for specialized training, independent study, or thesis/dissertation research that is progressing satisfactorily. Work that is given a T grade must be validated by a subsequent grade to count for graduate credit.
- **S** – Satisfactory. Equivalent to a B or better. May be used only for courses authorized by the Dean of the College of Graduate Studies. Credit is granted for all courses with an S grade, although the grade is not included in the calculation of the grade-point average.
- **N/C** - No Credit. (Audit)
- **NS** - Not Satisfactory. The NS grade can be given only in courses authorized by the Dean of the College of Graduate Studies. It is given for a thesis, dissertation, or alternate exit project that is not satisfactory. NS is a permanent grade designation.
- **W** - Authorized Withdrawal.
- **X** - The grade of "X" can be assigned by the instructor when an attending/participating student has stopped attending/participating without notification and has not completed all assignments for reasons that cannot be determined by the end of the grading period. An "X" automatically becomes an F if not resolved by the last day of instruction of the following semester. An “X” also will be assigned by the University Registrar when no grade is submitted by an instructor.
I - Incomplete. The “I” grade 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.

An "I" grade can be assigned by the instructor when all three of the following conditions are met:

- Student is regularly attending/participating in the class and has the potential to pass the course;
- Student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor;
- The student has notified the instructor prior to the end of the grading period.

The date assigned by the faculty member for completion of the work for graduate courses cannot be later than the last day of classes of the next term following the term in which the Incomplete grade was received. For all cases, the time limit applies whether the student is enrolled or not. If a grade change is not submitted by the end of the time limit, the Incomplete becomes an F. It is highly recommended that a contract be developed between the student and the instructor delineating when and how final course requirements will be met.

As of Spring 2005 the following grades are no longer available for grading.

** - No Recorded Grade.
NA - Never Attended Grade.

Taking Courses on an Audit Basis
Students who audit a course pay full tuition but do not receive a grade or credit for the course. A course taken as an audit does not count toward full-time student certification. The grade of No Credit (NC) is given when a student is auditing a course.

Students wishing to audit a course must submit a change of grading status form to All-in-1, MC 116. The last day to choose to take a course on an audit basis is the last day to add without permission for the term/session in which the course is offered. See the academic calendar for last day to add without permission.

Only students who have been admitted to the university may audit a course. Students may not change their status in a course from audit to regular grade basis, or vice-versa, after the last day to register without permission.

Taking Courses as Satisfactory/Unsatisfactory
An undergraduate in good academic standing with at least 30 credit hours earned may take one course per term on an S/U basis for a total of four courses. Any course, except those in the student's major field or specified as required by course number or title, may be taken on an S/U basis. A student on probation is not eligible to take courses on an S/U basis during the term of probation. The S grade is defined as being a C or better. Neither
the S nor the U will have any bearing on the student's term average or cumulative grade point average.

To select the S/U option, students must submit a change of grading status form to All-in-1, MC 116. The last day to choose to take a course on an S/U basis is the last day to add without permission for the term/session in which the course is offered. See the academic calendar for last day to add without permission.

**Repeat Course Policy**
The Course Repeat Option provides students who have done poorly the opportunity to repeat courses and be able to calculate their new grades in place of their previous grades. Thus, if a course is repeated using this option, the grade of the most recent attempt of that course will be used in calculating the cumulative GPA and for completion of program requirements. The original course will remain on the official transcript for historical purposes only.

If you are receiving financial aid, you should verify with the Financial Aid office that repeating a course won’t affect your eligibility status.

*Repeating "D" or "F" graded courses:*
- Courses may be repeated when any grade equivalent to a D or below which affects the grade point average has been earned.
- Course Repeat Option may NOT be applied more than two (2) times to the same course.
- The letter grade earned in the most recent attempt will be included in cumulative credit totals and grade point average, even if that grade is lower than the previous grade
- All subsequently repeated courses and grades will be recorded on the transcript and noted that the course has been repeated.
- All courses designated with a repeat note will not be included in cumulative credit totals and grade point averages and are not applicable toward graduation requirements.
- Course Repeat Option does not apply to courses which have an alternative repeat policy stated in their course descriptions. Academic programs may also restrict the use of Course Repeat Option.
- Course Repeat Option does not apply to courses graded S/U. Only courses for which a letter grade can be earned are covered by Course Repeat Option.
- Repeating Courses graded "C-" or Higher

Students may choose to repeat courses in which a grade of a C- or higher is earned a maximum of two (2) times (depending on whether there are any restrictions specific to that course - see course descriptions in the Undergraduate Catalogue to determine if restrictions apply). However, courses repeated under these circumstances will have all
earned grades calculated into the cumulative GPA and overall credits earned and Course Repeat Option will not apply.

Note: Effective Summer 2005, this new comprehensive Course Repeat Option replaced the existing Course Repeat and Freshman Forgiveness policy. The Course Repeat Option is not retroactive to courses already repeated under prior policies. Students repeating courses originally taken on quarters or that do not have the same title, course abbreviation, or catalog number as the original course must submit a Course Repeat Form to All-in-1 in MC 116.

Undergraduate Students Taking Graduate Courses
An undergraduate student who is pursuing a baccalaureate degree at Cleveland State University may be granted permission to take one or more (maximum of nine credit-hours) graduate courses at the 500 level if the student meets all the following conditions:

- The student must be within 30 hours of graduation.
- The student must have an overall grade point of 2.75 or better through the preceding semester.
- The student must have a 3.00 or better grade-point average in the major field.
- The student must obtain permission from his or her adviser, the instructor of the course, and the department chair, via signature on the Undergraduate Request for Graduate Course form.
- An undergraduate student who is deficient in any of the above respects may not take a graduate course without the approval of the academic dean of the college where the course is offered and the graduate dean.

Undergraduate students may not register for 600- to 800-level graduate courses.

Credit for these courses, up to a maximum of nine credits for courses where the grade received is B or above, may be applied at a later point to a graduate degree program provided that the credit was not used to satisfy baccalaureate degree requirements. Internal transfer of credit is subject to Graduate College transfer credit regulations.

Post-baccalaureate and non-degree students enrolled at the undergraduate level may not register for graduate-level classes.

Communication
The Theatre and Dance faculty is dedicated to a mentoring system designed to make your stay at CSU a productive and exciting experience. We foreground communication and problem solving skills. The following steps are the processes for communication:

- For a problem directly related to a course, the student should go directly to the instructor.
- For information or a problem related to a Program issue, the student should see the Chair.
• If the problem is not resolved at these two levels, the student has the option to go to the Dean or to the Admissions and Standards Committee.

Attendance
Theatre and Dance are disciplines demanding rigor, focus, and extraordinary commitment from its participants. Those qualities are as necessary in training for the field as they are in the profession itself. Accordingly, it is expected that each student in the department will be fully participatory in classes, workshops, productions. Missing or being late for class is not an option, except under the most extreme conditions. Unexcused absences equivalent to one week of classes will constitute the student’s grade being dropped the equivalent of one letter grade. Unexcused absences beyond one week may necessitate dropping the course. Excused absences require written documentation for medical or other emergency reasons.

Class/Rehearsal Clothing
Many of the practicum classes require the student to engage in movement exercises or other physically demanding tasks. Please dress ready to move. Clothes should be loose-fitting but not baggy or sloppy. No logos or words. You should feel good in what you’re wearing. Ask yourself: Would I feel comfortable bending over to touch my toes? Would I feel comfortable standing on my head? Would I feel comfortable running around the room? Would I feel comfortable if someone I wanted to impress was watching me? If the answer to all the above is yes, you’re wearing the right thing.

When working in the scene shop, avoid overly baggy or loose clothing you should remove any “dangling” jewelry or other items that might cause a safety hazard. Shoes (closed-toed, non-heeled) must be worn at all times, as well as safety goggles when operating machinery.

Nondiscrimination Policy
Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the university will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or other protected veteran status.

Academic Misconduct
According to the Cleveland State University’s Code of Student Conduct (3.1.2., 17-18)

“Academic honest 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 standard 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:

- 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.

- 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 clear and full acknowledgement.

- 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.”

In accordance with the University’s policy, the Department of Theatre and Dance will not tolerate academic misconduct and is prepared to follow through with the University’s advised sanctions ranging from a written statement of the student’s violation placed with the student’s disciplinary file to a recommendation to the President for a permanent separation from the University, without readmission to the institution (3.1.2.B. 1-2c; 20-21).

NOTICE TO ALL STUDENTS - Production and Performance Participation:
It is the policy of the Department of Theatre and Dance that all students should participate in all productions, either by auditioning and accepting roles for which they are cast or by working in some capacity on the production of all main stage presentations during the academic year.

- Students must maintain at least a 2.0 GPA in order to participate in productions.
- Students must not be a semester or more behind in required service hours.
- **Acting Track majors must audition for each theatre production** – if special circumstances will prevent a major from fully participating in a show’s rehearsal and production schedule, permission must be obtained from Holly Holsinger and Dr. Michael Mauldin to audition “for experience only”. An audition is still required for the experience of the process. Majors who simply do not show up or schedule an appointment at all will have extra service hours added to their semester requirements.
- Theatre majors must attain permission from the Department Chair to audition or participate in theatre productions outside of the department.


**KCCTF / OFF-CAMPUS REPRESENTATION**
A student nominated to represent CSU at the Kennedy Center American College Theatre Festival or a Department member representing CSU at an off-site event will have their registration covered by the Department. Should the rep fail to participate in the event or competition, the individual is required to reimburse the Department the cost of that registration. While away from campus, students, faculty and staff are representatives of CSU and are subject to all University and Department rules and policies.

**SOCIAL MEDIA RESPONSIBILITY**
Please conduct yourselves accordingly across all social media platforms. As a representative of CSU and of our Department, you are encouraged to evaluate carefully what content represents both you and CSU. This includes what you post/write, and what you allow to be posted/written about you on your controllable personal sites. An identity of professionalism and courtesy is always a smart choice. Please represent yourselves and the Department in an appropriate manner.

**THEATRE ARTS SCHOLARSHIPS**
We award scholarships in several areas: Performance, Design/Tech, Directing and Academic Achievement. In addition to scholarships for established majors, two scholarships will also be awarded to outstanding incoming students in the designated areas. Potential scholarship students must fill out an application and meet the additional requirements for each category.

Additionally, outstanding students are selected by the faculty and staff to receive the Reuben and Dorothy Silver Theatre Scholarship.

**Performance Scholarship**
In addition to the application, the applicant must perform two contrasting monologues totaling no more than 3 minutes.

**Design/Tech**
In addition to the application, the applicant must submit a design concept, portfolio, or prompt book.

**Directing Scholarship**
Applicants must present a directing concept for a specific play. Presentations must be no more than 8 minutes in length.

**Academic Scholarship**
In addition to the application, the applicant must submit a paper on any theatre subject minimum three pages in length. The paper must be attached to the application form.
- Students may choose to compete in up to two categories.
- Incoming student applicants may compete in any (but no more than two) of the above categories with the same requirements.
- Scholarships are available for the academic year. Scholarships will be awarded for the Fall semester with possible renewal for Spring semester based on an evaluation of overall work and commitment to the Theatre Program. Students on scholarship must be full-time declared Theatre majors.
- For additional information, contact Professor Holly Holsinger at 216-523-7420 (office phone number).

**SERVICE HOUR REQUIREMENTS**

- All theater majors are required to perform 30 hours of service each semester.
- All scholarship students are required to perform 40 hours of service each semester.
- All theater minors are required to perform 15 hours of service each semester.
- All service hours must support CSU sponsored stage productions and events only.

NOTE: Half of your required service time per semester must be completed in the: Scenic Studio with Aaron Benson or the Costume Shop with Terry Pieritz

**Record Keeping**

Terry Pieritz is the Service Hour Coordinator and will report totals to the faculty, staff and students at mid-term and final exam weeks of each semester.

Time Sheets are available on the Call Board or Costume Shop Board, MB 515
(See Appendix page 52)

### Please Record IN INK:

- Date
- Type of service
- Time in and out
- Total time per session
- Signature of faculty or staff supervisor in ink.
- DO NOT include hours for “sign in” calls (i.e. – Ushering, Department Meetings, load-in or strike. Sign in sheets are recorded separately.)

**Hours will not be accepted without a valid signature.**

Hours can only be banked through an academic year: Fall through Spring – (i.e. performing your service hours beyond the semester requirement in order to free up a heavy academic semester.)

Once your time sheet is completely filled out, please return it to the mailbox hanging outside of the Costume Shop (MB 515). Take another blank form until you reach your required 30/40/15 semester hours.
Be sure not to lose your time sheet and turn it in as soon as each page of hours are tallied as there is no other way to track your service. Original Time Sheets will be kept on file.

Incomplete service hour requirements must be completed by the end of the next consecutive semester.

Students with an arrearage of 30 hours (majors), 40 hours (scholarship) or 15 hours (minors) will not be allowed to audition or design for main stage productions. This will also imperil the chances of receiving/maintaining a scholarship. **Students with a service hour deficit will not be allowed to graduate from the program.**

**Activities that DO count towards Service Requirement**
- Monthly Department Meetings – Mandatory 1 hour meeting the 1st Tuesday of every month. Sign in sheet will be passed around at the meeting and returned to the Administrative Coordinator.
- STRIKE – Mandatory for all theater majors
  - Sign in with either Aaron Benson or Terry Pieritz
- Front of House Crew for CSU departmental shows and hosted events
- Ushers
- Production Crew positions
- Run Crew
- Spotlight Operators
- Board Operators
- Stage Manager
- Assistant Stage Manager
- Dresser/Wardrober
- Other positions as approved by Faculty/Staff
  - Shop Hours – Scenic Studio and Costume Shop Hours of operation as posted.
  - Recruitment – As approved by Dr. Mauldin
  - Acting as an official representative at High School or College career events.
  - Conferences – hours in service at an official CSU Theater & Dance booth
  - Official (faculty/staff approved) poster posting parties

**Activities that DO NOT count towards Service Requirement**
- Production Leadership positions – Resume’ building responsibilities and therefore exempt from service hour requirement.
- Dramaturgy
- Performing
- Directing
- Assistant Directing
- Designing – Sets, Lights, Sound or Costume
- Departmental Workshops
- STAGE Meetings or STAGE related events
PRODUCTION GUIDELINES

Rehearsals
As a Liberal Arts Department, our faculty have the responsibility to set norms for rehearsal scheduling which protect our students from academic failure and burnout. Our rehearsal schedules should not over-burden students with unrealistic time demands; nor should students be faced with choosing between participating in a play or maintaining their academic standing.

Also, in order to maintain a high level of quality in our productions, rehearsals need to be respected as an artistic process that demands a highly focused and singular commitment. Involvement in too many extra-curricular or co-curricular activities at once, in addition to creating scheduling problems, can limit the quality of a student’s own participation; this, in turn, jeopardizes the overall quality of the group endeavor.

All productions operating under Theatre and Dance, including both faculty and student directed shows, are expected to work within these guidelines. While we have no jurisdiction over extra-curricular student Theatre groups (STAGE, DAME), we strongly encourage these organizations to adopt them as well.

1. Rehearsals for a production may not span more than 8 weeks. (4-6 weeks is recommended)
2. No actor is to be called for more than 18 hours in a week. Actors should only be called when needed.
3. Student directors and stage / managers may not rehearse more than 24 hrs a week.
4. The maximum rehearsal length for any given day is 4 consecutive hours (5 hours on a weekend).
5. There will be one complete DAY OFF for the entire company on either Saturday or Sunday of every week. Additionally, efforts should be made to allow each actor at least one additional night off weekly.
6. The only exceptions to numbers 1 - 5 is during final tech week.
7. No actor may rehearse (or volunteer to rehearse) during one of his or her scheduled classes.
8. Absolutely no rehearsals are to take place after 11 PM or during the predetermined dinner hour.
9. Actors must receive a 5-minute break after 55 minutes of work or a 10 minute break after 80 minutes.
10. Rehearsal schedules must be posted at least 20 hours in advance. (Actors are expected to keep evenings free of additional commitments until it is posted.)
11. No student may be in rehearsal for more than one production at a time. (No more than one show per semester is recommended.)
12. Actors are expected to disclose ALL potential curricular and extra-curricular scheduling conflicts at the time of audition. Once a student accepts a role - it is assumed that participation in that show is his or her primary commitment. It is understood that no conflict takes precedent over rehearsal. No additional conflicting non-curricular commitments should be planned.
13. Students on Academic Probation need the written permission of their academic advisor to participate in a Department show.

14. You are required to be at all rehearsals for which you are called. Any conflicts that arise must be cleared through the stage manager and the director prior to that date. If something unexpected comes up (e.g. Sickness, death in family) you are to contact the stage manager as soon as possible.

15. When arriving for rehearsal you are to be there and warmed up 15 minutes before your call time. When prepared for rehearsal you should always have your script and a writing device. This will ensure that rehearsal runs smoothly and efficiently.

16. When you are at rehearsal be at rehearsal. Leave all of your outside problems at the door and your cell phone turned off and stored with your things. Treat rehearsal and performance spaces with respect. They are to be used for work and NOT socializing, eating, or homework. If time is allowed for any of these activities please restrict them to the outside of the rehearsal space and quietly as to not disturb others who are working.

17. Coming to rehearsal or a performance under the influence of alcohol or drugs will result in immediate removal from the production. No questions asked.

18. It is important that you have your lines memorized by the date listed on the rehearsal calendar. There will be no penalty for early memorization.

19. Please respect your fellow actors and do not give them notes. That is why there is a director.

20. Once you have been cast you are not to change any aspect of your appearance without consulting the production staff.

21. Do not change the performance of your role unless instructed to by the director. NEVER change the dialogue that been agreed upon.

22. Breaks will be given at the discretion of the production staff.

23. Please respect all aspects of the production, including but not limited to props, costumes, lights, and sound. This means that you should not handle an object if it's not yours and if something directly relates to you talk to the stage manager and they will direct the dilemma to the appropriate party.

24. No eating, smoking, or drinking (with exception of water) is to take place while in costume and makeup.

25. Check your props!! If it isn’t there, it is your fault as much as the properties crew.

26. Please get prior approval from the director and costume designer before making drastic changes to your hair or prior to getting new body art and piercings, as this may interfere with the overall design and look of your character and the show.

CASTING POLICY
The Theatre Program supports and adheres to a policy of open casting:

- Pre-casting of designated individuals for particular roles in plays is not considered acceptable* (unless they are guest artists).
- Casting will be open to all members of the student body, regardless of class-standing and major status
- Students must have a cumulative GPA of 2.0 to be considered for casting
• Students must not be a semester or more in deficit of service hours per their major, minor or scholarship requirements to be considered for casting

Further, the program is committed to offering a wide range of casting opportunities that reflect the diversity of human experience. Roles will be cast based on the talent of the actor, the demands of the playwright and the concept of the director. Occasionally, professional guest artists and members of the greater Cleveland State community will be engaged to amplify the students’ experience.

PRODUCTION SCHEDULE
The Technical Director is responsible for drawing up a general production schedule. The production schedule must have the approval of the production director. The production director is responsible for creating rehearsal schedules. Both schedules must be distributed to all of the staff, cast and crew.

Generally speaking, production meetings, at which revisions to the production schedule will be made and discussed, will begin several weeks in advance of the production’s opening. The Technical Director chairs the weekly production meetings. All key staff is required to attend these meetings. Students working in key positions of the production (Stage Managers and their assistants, student designers, publicity coordinators, etc.) are required to attend. All other students are welcome to sit in on these meetings.

REHEARSAL PROCEDURES
All rehearsals (prior to the technical and dress rehearsals) are overseen by the Stage Manager in consultation with the Director. Early rehearsals will take place in the Middough Building, usually in the rehearsal studio corresponding with the performance stage. Scheduling of these spaces must follow all procedures outlined in the section of this handbook entitled FACILITIES (pgs 36-41). When the set is prepared, and upon approval of the Technical and Show Directors, rehearsals will move into the performance space.

Technical rehearsals normally begin on the Sunday before the scheduled opening of a production, and continue through final dress rehearsal. The Technical Director is responsible for overseeing the technical rehearsals in the performance space. He/she will consult with the Director and other staff on any matter pertaining to the technical operation of the production. Beginning with the run-throughs and dress rehearsals, the Director and Stage Manager are responsible for the performers and all aspects of the production that relate to the performers. The Technical Director is responsible for the crew and all matters relating to the technical aspect of the production. In the event of a disagreement between the Director and Technical Director, the Department Chair will have final arbitration powers.
PERFORMANCE POLICIES AND PROCEDURES
All evening performances customarily begin at 7:30 PM, and matinees begin at 2:00PM. In recent years it is customary for the run of the production to open on a Thursday evening and close on a Sunday afternoon, though this is negotiable, provided the arrangements are made with appropriate lead time.

During the performances, a CSU representative is expected to be present to handle any problems that arise in their respective areas. Usually, the Stage Manager is this representative. The PlayhouseSquare staff is responsible for all front-of-house activities including audience safety, ticket sales and house-management.

AREA RULES FOR ALL PERFORMANCES
- No food or uncovered drinks in the Dressing Rooms
- Please arrive for dress rehearsals and performances showered; wear deodorant
- Your costume pieces will always hang to the RIGHT of your name card
- Laundry will be collected nightly in the baskets provided: T-shirts, socks, tights and other pieces worn close to the body. All other costume pieces should be hung carefully as you found them - please make note of how the pieces of your clothes are hung, especially pants.
- If a repair to your costume is needed, please speak with the wardrobe, who will make a note of the issue and see to its repair.
- If there is any question about HOW to wear a particular piece of clothing, consult the wardrobe or Costume Designer during the rehearsal process.
- No Guests (non-show personnel) are permitted in the Dressing Rooms, Greenroom or Backstage during the show.
- Do NOT leave the building during the run of the show.
- Please do not smoke or consume anything but water while in costume.
- Personal valuables will be collected by Stage Management each night preceding the performance and will be returned immediately following the performance.

STRIKE REQUIREMENT AND POLICY
The Technical Director is fully responsible for all strikes. The cast, crew and all majors are required to attend all mainstage strikes, without exception. Additionally, failing to participate in strike will influence future casting/designing at Cleveland State. Exceptions can only be made through the Technical Director and Department Chair. Majors failing to appear will have extra service hours added to their semester requirements. Strikes DO count for Service Hours.

FIX IT SATURDAYS
All majors are required to put in 4 hours of service on all Fix-It-Saturdays, without exception. Students with classes or rehearsals during a Fix-It-Saturday are responsible for coordinating make-up hours prior to these dates with the Scene Shop Supervisor. Additionally, failing to participate in Fix-It-Saturday will influence future
casting/designing at Cleveland State. Exceptions can only be made through the Technical Director and Department Chair. Majors failing to appear will have extra service hours added to their semester requirements. Fix-It-Saturdays DO count for Service Hours.

**TICKET POLICIES**

**GENERAL TICKETING POLICIES**

Ticket prices range between $5 and $10 per seat.

To buy tickets to any Cleveland State University Theatre and Dance show:

- Call PlayhouseSquare at 216-241-6000
- Purchase online at [www.playhousesquare.org](http://www.playhousesquare.org)
- Visit the PlayhouseSquare Ticket Office in the State Theatre (located at 1519 Euclid Avenue, Cleveland, OH 44115)

**COMPLIMENTARY TICKET POLICY (COMPS)**

Members of the cast, staff and crew of each CSU production get two (2) complimentary tickets for the run of a production on which they are working.

Comp tickets can be requested through the Department Administrative Coordinator by EMAIL at (k.m.miller6@csuohio.edu).

**REQUESTING COMPS**

1) Tickets can be requested for ANY performance date.
2) Email requests must be received a minimum of 24-hours in advance for comps for a weekday performance. Comps can and are encouraged to be requested much earlier than 24-hours prior.
3) Emails must be received no later than Friday at 5:00pm for comps for a weekend performance. The Department Administrative Coordinator is not in the office over the weekend, and cannot process new requests on Saturday or Sunday.

In the request, please include-

1) The name(s) of the person or persons picking up the ticket(s).
2) Which day, date and time you'd like the tickets for.
3) The number of tickets requested.

**COMP PICK UP**

Tickets will be held at the Allen Theatre Will Call area beginning an 1.5 hrs prior to the performance. Patrons must present a valid I.D. that matches the reservation name.

**OTHER TICKET POLICIES**

- If you are an instructor and have assigned a class to attend a production please make sure that students purchase tickets early enough to enable them to meet that obligation. There is no easy way to create a fail-safe way that guarantees a seat to any of our shows, other than early purchase of a ticket.

- Directors of shows determine the policy on attendance at dress rehearsals through
discussions at weekly production meetings, based on the needs of the show and their own preferences about the functions of dress rehearsals. Please contact directors individually to arrange for attendance at any dress rehearsals. Invited dress rehearsals are just that, by invitation only, by the director.

- If family arrives unexpectedly there is no guarantee that they will be able to attend the show. Please advise family members to plan ahead and purchase tickets early.

**CLEVELAND PLAY HOUSE DISCOUNT AND COMP TICKETS**

1. **Department Faculty Tickets.** Each member of the faculty and staff of the CSU Department of Theatre and Dance shall receive two (2) complimentary tickets for every PLAY HOUSE regular season.

2. **Non-Department Faculty, Staff and Student Tickets.**
   a. Non-Department of Theatre and Dance faculty and staff tickets to PLAY HOUSE regular season productions are $10.00 off of the regular ticket price. All such tickets are subject to availability as determined by the PLAY HOUSE Ticket Office. The discount may be obtained in person, by phone or online at clevelandplayhouse.com by using code “FACCSU”
   
   b. Student tickets will be priced at $6.00 each for weekday evening and Sunday matinee performances of PLAY HOUSE regular season productions, $5.00 of which will be used to fund scholarships for theatre students. All such tickets are subject to availability as determined by the PLAY HOUSE Ticket Office. Students are able to receive one discounted ticket per production. The discount is available in person at the PlayhouseSquare ticket office with a current valid CSU ID
   
   c. Student tickets will be priced at $12.00 each for Friday evening and Saturday matinee/evening performances of PLAY HOUSE regular season productions, $10.00 of which will be used to fund scholarships for theatre students. All such tickets are subject to availability as determined by the PLAY HOUSE Ticket Office. Students are able to receive one discounted ticket per production. The discount is available in person at the PlayhouseSquare ticket office with a current valid CSU ID

3. **Theatre Major Complimentary Ticket Policy.** CSU Theatre Majors are entitled to two complimentary tickets throughout the run of each PLAY HOUSE regular season production, excluding Friday and Saturday evening performances. All such tickets are subject to availability as determined by the PLAY HOUSE Ticket Office. Once the CSU Theatre department supplies names to the CPH Subscription Department, all CSU Theatre Majors will be able to order their 2 complimentary tickets by e-mailing stafftix@clevelandplayhouse.com. Majors must provide their full name, CSU ID and request a specific show with detailed date and time, along with number of tickets needed. **Please note: this is available Monday-Friday, from 10am-4pm and the request must be submitted at least one business day prior to the desired performance. These tickets do not apply to minors or to outside students.**
DRUG / ALCOHOL / SUBSTANCE POLICIES

Coming to rehearsal or a performance under the influence of alcohol or drugs will result in immediate removal from the production. No questions asked.

Violations of University Policy Per the CSU University Code of Conduct:
These violations pertain to CSU students on campus, in campus dorms, and behavior that may take place off campus while representing the University in any official capacity.

POSSESSION, USE, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES OR DRUG RELATED PARAPHERNALIA
Knowingly possessing, using, distributing or selling drug related paraphernalia or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines, except as authorized by law.

ILLEGAL USE OF ALCOHOLIC BEVERAGES
Knowingly possessing, keeping, consuming, allowing to consume, serving, purchasing, selling, making available to another person or directly providing funding for alcoholic beverages in violation of state or local statutes, or ordinances, or University rules and regulations.

POSSESSION, USE, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES OR DRUG RELATED PARAPHERNALIA
Knowingly possessing, using, distributing or selling drug related paraphernalia or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines, except as authorized by law.

RECORDS
[If a hearing takes place regarding Drugs/Alcohol/Substances], all materials relating to the hearing, including the final decision and the tape recording of the hearing, will be secured in the Department of Student Life, Office of Judicial Affairs.

Parental/Guardian Notification
The Dean of Students will notify the parent(s)/guardian(s) of a student under the age of 21 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular and certified mail at the student’s permanent address on file in the Registrar’s Office.
V. FACILITIES

The Department of Theatre and Dance Administrative Offices are housed in the Middough Building, located at 1901 E. 13th Street, Cleveland, OH 44114. The performance venues are located in the Allen Theatre Complex, which is at 1407 Euclid Avenue, Cleveland, OH 44115. Three theatres comprise of the CSU Theatre and Dance performance spaces: the Allen Theatre Mainstage, the Second Stage, and the Helen Rosenfeld Lewis Bialsoky Lab Theatre (aka – “The Helen”).

Allen Theatre

Opened: April 1, 1921
Closed: May 7, 1968
Purpose: Movies
Style: Italian Renaissance
Features: One of the few “daylight atmospheric” theaters in the country. Side boxes decorative only.
First Show: Silent movie- The Greatest Love- Phillip Spitainy and 35 piece orchestra.
Re-Opened: November 1, 1994 (unrestored); October 3, 1998 (restored); September 16, 2011 (renovated into three-theatre complex)

Allen Theatre Mainstage

Mainstage Max Seating:
Main Floor- 334
Orchestra/Apron- 31
Balcony- 149
Total- 514

The Mainstage is created as a contemporary new venue that is constructed within the historic shell of the Allen Theatre without removing any of the historic fabric.

This theater is an intimate, 500+ seat (down from 2,500) proscenium stage with the last row of seats a mere 50 feet from the stage. Nestled in the historic environs of the Allen Theatre, this stage features a recently-renovated Broadway-caliber stage, full fly space, trap room, orchestra pit, apron, parterre seating and an upper balcony.

The new theatre is created within the original lower orchestra level of the Allen Theatre.

New upholstered fixed auditorium seating is installed on a newly-formed orchestra and balcony level with new sidewall boxes.

New lighting positions, catwalks, and control positions is added and receives low-reflectance coatings.
Shaped acoustical reflectors are suspended from the ceiling and receives a decorative painted finish.

Existing broadloom carpet at aisles and cross aisles have been replaced with a custom-pattern, custom color woven axminster carpet. There will be rigid stair nosing at stairs and risers.

Concrete floors beneath theatre seats have received a high-performance, low reflectance finish.

New metal handrails, railings and guards have received low – reflectance special coatings. Woven mesh fabric panels now stretch across sidewalls, backed with acoustical fabric curtains.

The back wall surfaces have received a stretched fabric wall system treatment for acoustical performance and upgraded aesthetic.

A new house curtain and grand drape has replaced the old stage curtain and valance. Loose chairs are provided for boxes and for companion seating.

Light and Sound locks have received acoustical wall carpet at all walls.

**Second Stage**

*Estimated sq ft = 5,900 sq ft*

*Maximum # of Seats:*

**Thrust** 316
**Arena** 334
**Endstage** 259
**Runway** 268

Second Stage Lobby
1900 sq ft

Through its adaptability, the seating can be reconfigured in various designs allowing artists and students to explore their creativity without the traditional limitations of a proscenium stage. These design elements minimize down-time between productions with reduced time for conversion.

This design begins from the philosophy of showcasing the historic shell of the Allen through the creative reinterpretation of the venue with a contemporary spirit and blending that styling into the design of the two new theatres in ways that fit together naturally.

The fully-flexible design of the Second Stage with seating capacity of 259-334 offers tremendous artistic possibilities for artists and students. With a full fly space, trap room,
catwalks, and unique audience entry, the Second Stage offers superb facilities for learning and experimentation for artists and technical theatre education. This stage is capable of swift transformation into multiple configurations and seat count including arena, thrust, runway, and end-stage. If needed, all seats can be removed. The Second Stage is one of only a few of its kind in America (Oregon Shakespeare Festival and the Dallas Theatre Center).

The Second Stage is constructed as a contemporary new venue with lighting positions and acoustic design. The audience is arranged on stepped seating carriages on a flat floor for superb sightlines.

Custom-designed rolling metal-framed seating carriages have been constructed in sections to allow for various seating configurations.

Custom upholstered fixed auditorium seating has been floor-mounted to risers. There are compatible loose chairs which form the front rows of all seating sections.

Risers have received prefinished engineered hardwood plank flooring finish beneath seating; stairs have received broadloom carpet finish. Exposed ceiling construction has been painted. Side walls are painted finish with acoustical wall panels applied to surfaces as required.

Perforated metal ceiling panels, catwalks, pipe grid and light booms have received low-reflectance coatings. Stage floor has received new tempered hardboard surface painted flat black. A new house curtain has been provided; there are new velour legs and tabs, traveler panels with curtain track, seamless sharkstooth black scrim, and seamless bleached muslin cyc.

Light and sound locks have received one-inch thick fabric-wrapped acoustical wall panels mounted over concrete bearing walls. There are additional acoustical wall panels, on tracks, at audience entry doors for the ability to slide and conceal doors when not in use. The perimeter light and sound lock corridors of the Second Stage Theatre have received prefinished engineered hardwood plank flooring with wood wall base. Walls and ceiling have received painted finish.

**Helen Rosenfeld Lewis Bialosky Lab Theatre ("The Helen")**

**Total sq foot of theatre – 2,550 sq ft**
**Seating capacity = 150 seats**

**Square foot of Lab Theatre Lobby 950 sq ft**

The Lab Theatre is a workhorse for the complex, available for student project, children’s theatre, CWRU productions, readings, and FusionFest events. The perfect venue for the exploration of new work, teaching, and student/children’s theatre experiences.
At just 150 seats, no audience member is ever more than a few rows away from the action.

This theatre is a flexible space for experimental programs and for performances for smaller audiences. This space offers students another technical opportunity through the use of a tension grid rather than catwalks.

The stage has a tempered hardboard surface, painted flat black finish. The risers for the loose chair seating are carpeted in standard running broadloom carpet. The exposed construction at ceiling is painted.

Side walls are painted finish with acoustical wall panels applied to surfaces as required. Perforated metal ceiling panels, catwalks, pipe grid and light booms, box booms have received low-reflectance coatings. Stage curtains are provided as required.

**Middough Building**

Newly-renovated, the Middough Building is now home to CSU’s Arts Campus on floors 2 and 5. These spaces have been turned into office, classroom/studio and other support space for the Cleveland Play House (CPH) and the Cleveland State University Department of Theatre and Dance, as well as the CSU Art Department.

Tenants include CPH administrative offices, Case Western Reserve University studio and offices, CSU Theatre and Dance, and Art Department offices, and classrooms for art education, art history, graphic design, photography and printmaking, a scene shop, drawing and painting studios, props, wardrobe storage, costume shop, makeup/dressing rooms, rehearsal and dance studios.

CSU has also opened an art gallery in the Cowell & Hubbard building on Euclid Avenue. The gallery showcases student work, traveling shows, and work by alumni and faculty. The location was chosen to capitalize on PlayhouseSquare's foot traffic while adding to the revitalization of the area.

Over the long term, CSU also plans to move its digital and broadcast media programs, including its student radio station, into the adjacent Ideastream building.

**THEATRE OFFICE PROCEDURES**

The Theatre and Dance office and Administrative Coordinator are necessary for the successful functioning of the program and to support the program’s faculty and staff. Students are encouraged to come to the office for general questions regarding the program, auditions, scholarships, etc. However, the office cannot be used to support students’ research and paperwork unless at the specific request of a faculty or staff member. The following office policies are effective immediately:
- Telephones are to be used only for official Department business. Students are not to use telephones for personal use. In case of emergency, the student should contact the Administrative Coordinator of a member of the faculty or staff.

- The use of the program’s computers, copier and printer are for official Department business. Under no circumstances will a student be allowed to utilize office equipment for personal research or homework. Free computer labs are available in the Student Center and Library. Students should make arrangements to print homework, papers, etc. through another print source. Computers for research purposes are available in the Design Classroom (MB 254) by scheduled lab hours posted on the door.

- Under no circumstances will reimbursement be made for any expense unless the purchase has been authorized in advance by the Department Chair or Administrative Coordinator. No reimbursements will be made without a valid, original receipt.

- All requests for class permissions, comp tickets, audition appointments, and usher sign ups should be emailed to the Administrative Coordinator in order to provide a paper trail of the request and follow up.

SECURITY
Cleveland State University has the advantage of being positioned in an urban environment. However, along with the opportunities that are available come several challenges, foremost of which is student, faculty, staff, and facilities security. It is our collective responsibility to be vigilant in making sure our theatre is a safe environment for all. The following safety and security measures are to be observed by anyone using our facilities:

Official Middough Building hours are 7:00am to 11:00pm. Under no circumstances are students allowed to utilize the building outside of these hours unless under direct supervision of a faculty or staff member and/or by consent of the Department Chair. Middough Building Security is instructed not to allow students in the building outside of these hours for anything other than official, approved department business.

The pedestrian entrance to the building is located at 1901 E. 13th Street. It is imperative that all other entrances to the building be securely locked in order to regulate who enters our facility. Proxy cards will allow access to this door – see the Administrative Coordinator for access activation. Doors should never be propped open and left unattended. Entrances should remain locked during evening rehearsals and any other after hours or weekend activities.

The 5th Floor Student Lounge (MB 538) is an environment for study, relaxation
and camaraderie. The entrance to the Student Lounge is controlled by a Proxy Card pad. All Theatre and Dance students will be given access through the Administrative Coordinator so that they may have access to the facility. It is important never to prop the Student Lounge door open. Access to the Student lounge grants students, faculty, and staff at all times. Lounge access may be revoked to individual students for conduct or security violations.

With prior permission from the Administrative Coordinator or Department Chair, the Theatre and Dance Main Office is sometimes used by department assistants and other production personnel if necessary. Office doors must remain locked at all times when the office is unoccupied.

Students and faculty can utilize the free Campus Police escort services after 5:00pm by calling extension 2020.

KEEP YOUR EYES AND EARS OPEN! If your are aware of anything that seems “odd” (e.g. an unlocked or open door when it should not be, an unfamiliar person in the facility, evidence of anyone having used the Student Lounge or other facilities when no one was expected to be there) DO NOT take a risk. Leave the facility at once and contact the University Police at ext. 2020. If you notice anything suspicious during regular building hours, immediately contact the department administrative coordinator, a member of the faculty or staff, or one of the Middough security desk workers on the 1st floor.

EQUIPMENT LOANS AND RENTALS
Any student, faculty, staff or community member wishing to use Department equipment (i.e. cameras, lights, props, etc.) must have prior approval and complete the appropriate “Equipment Loan and Rental Form” (see Appendix page 51).

USE OF DEPARTMENT SPACE / ROOM RESERVATIONS
Any Department student, faculty or staff member wishing to use rooms or areas within the Middough building for any purpose (i.e. – rehearsals, performances, receptions, etc.) must have prior approval at least 2 weeks in advance and complete the appropriate “Space Request Form” (see Appendix page 53).

Although CSU Theatre and Dance performs in the Allen Complex, it is important to understand that because of our shared use of the facilities with the Cleveland Play House and PlayhouseSquare, that it is not permissible to use the theatres, lobbies or backstage areas in the Allen Theatre Complex without the prior permission and consent of PlayhouseSquare management and security.

Please note that we do not rent our spaces in either the Middough or the Allen Complex to the Public. Non-departmental individuals and groups looking for space for classes, meetings, functions etc. can contact PlayhouseSquare directly or try to find space in either the Main Classroom Building or CSU Rec Center.
VI. PROGRAM GOVERNANCE AND COMMUNICATION

FACULTY
The Theatre and Dance Faculty is overseen by the Department Chair whose job it is to attend to many of the administrative needs of the program, including such duties as: chairing faculty meetings; scheduling of classes; editing catalog copy; providing documentation for program reviews, annual reports, and personnel actions; and generally taking care of the day-to-day business of the program. The Department Chair is NOT a college administrator and serves, indeed, as the program faculty and staff’s voice in most interactions with college administration.

Technical Director is responsible for the day-to-day operations of the overall physical production activities of the Theatre and Dance. These duties fall under the categories of production, budget and facilities, academic areas, and personnel actions, especially with regard to the daily activity of the department, production members, as well as Cleveland Play House and PlayhouseSquare technical and security personnel.

PRODUCTION
- Continuous supervision of overall production activity, staffing, facilities, production budgets and calendars, and running of production meetings for mainstage program events.
- As appropriate brings action items to Theatre and Dance Director and/or Theatre and Dance faculty for establishment or revisions to policy.
- Works with all parties involved to arrive at a workable yearly production schedule.
- Responsible for creation of master calendar for the PlayhouseSquare scheduling and technical staff.

BUDGET AND FACILITIES
- Control over and responsibility for budget management of productions. Consult with Theatre and Dance program Directors/report to Full program meeting about budget on a monthly basis.
- Responsible for facility operation, maintenance, renovation and development. Works with Facilities Operations and Facilities planning offices on general or ongoing projects.
- CSU Building representative for the Middough and Allen Complex.
- Maintain Inventory system for production areas.

ACADEMIC AREAS
- Work with all parties involved with the scheduling of classes and allocation of teaching spaces, rehearsal spaces, and resources of time and money towards curricular and extra-curricular activities of faculty, staff and students.
FACULTY AND STAFF MEETINGS
The faculty meets a minimum of once per month, and more frequently, as needed. Faculty meetings are overseen by the Department Chair, who establishes the agenda along with the Department Administrative Coordinator. Meetings are customarily on the last Friday of each month during regular term. Meetings are attended by all regular faculty- including all full time and part time instructors, and student representatives. Meetings begin with reports from the student representatives and then adjourn into meetings of the “executive council,” at which time students are required to leave. Minutes will be kept and then published by the Department Administrative Coordinator.

Student Representatives
Students are represented by an individual elected to do so by the assembled student body. The representative serves as the voice of the students at faculty meetings and in private consultation with the Department Chair. The selection process for identifying student representatives is a democratic one in which students nominate and elect the representatives.
APPENDIX
The following pages contain various application forms.

Major Field Requirements Check Sheet – Theatre Major (1 of 2)

Theatre majors are required to complete a total of a minimum of 41 credit hours consisting of the core curriculum (23 hours) and one specialization track (19-23 hours).

Core Curriculum to be completed by graduation:
- THE 101 Scenic Studio Practicum 2-4 Cr
- THE 102 Main Stage Prod Practicum 2-4 Cr

(2 hours minimum must be taken in each THE 101 and THE 102 with a total of no less than 6 hours combined between the two)
- THE 211 History of the Theatre I 3 Cr
- THE 212 History of the Theatre II 3 Cr
- THE 213 History of the Theatre III 3 Cr
- THE 225 Principles of Acting 4 Cr
- THE 491 Comprehensive Exam / Senior Capstone 4 Cr

TOTAL CORE HOURS - 23 Credit Hours

Acting Track
- THE 200 Principles of Technical Theatre 4 Cr
- THE 325 Intermediate Acting 4 Cr
- THE 326 Voice and Movement 4 Cr
- THE 331 Principles of Directing 4 Cr
- THE 381 Theatre Organization and Management or THE 451 Theatre Criticism 4 Cr
- THE 425 Advanced Acting 4 Cr

TOTAL ACTING TRACK HOURS - 24 Credit Hours

Directing Track
- THE 200 Principles of Technical Theatre 4 Cr
- THE 300 Stage Management 3 Cr
- THE 301 Lighting Design 3 Cr
- THE 351 Theatre Makeup 3 Cr
- THE 325 Intermediate Acting 4 Cr
- THE 425 Advanced Acting 4 Cr
- THE 461 (ENG 305) Playwriting 4 Cr
- THE 331 Principles of Directing 4 Cr
- THE 332 Advanced Directing 4 Cr

TOTAL DIRECTING TRACK HOURS - 19 Credit Hours

Updated 01/07/13
MAJOR FIELD REQUIREMENTS CHECK SHEET – THEATRE MAJOR (2 of 2)

**TECHNICAL THEATRE TRACK**

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<tr>
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<th>Credits</th>
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<tr>
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<td>THE 301 Lighting Design</td>
<td>3 Cr</td>
</tr>
<tr>
<td>THE 331 Principles of Directing</td>
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**Technical Theatre Subtotal - 11 Credit Hours**

a. **Costuming sub-track:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 391 Costume Design &amp; Construction</td>
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</tr>
<tr>
<td>THE 496 Construction and Drafting (Independent Study)</td>
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</tr>
<tr>
<td>THE 499 Millinery and Accessories (Independent Study)</td>
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**Costume Subtotal - 9 Credit Hours**

b. **Scene Design sub-track:**
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>THE 371 Scene Design I</td>
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<tr>
<td>THE 372 Scene Design II</td>
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**Scene Design Subtotal - 8 Credit Hours**

**TOTAL SCENIC DESIGN TRACK HOURS – 19-20 Credit Hours**

**PLAYWRITING TRACK**

<table>
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<th>Course</th>
<th>Credits</th>
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<td>THE 200 Principles of Technical Theatre</td>
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<tr>
<td>THE 300 Stage Management</td>
<td>3 Cr</td>
</tr>
<tr>
<td>ENG 303 Creative Writing</td>
<td>4 Cr</td>
</tr>
<tr>
<td>THE 321 (ENG 351) Contemporary Drama</td>
<td>4 Cr</td>
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<td>THE 331 Principles of Directing</td>
<td>4 Cr</td>
</tr>
<tr>
<td>THE 461 (ENG 305) Playwriting</td>
<td>4 Cr</td>
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</tbody>
</table>

**TOTAL PLAYWRITING TRACK HOURS - 23 Credit Hours**

Updated 01/07/13
Department of Theatre and Dance Requirements – Theatre Minor

Minimum Total
22 credit hours total (minimum):

- THE 101 Production Practicum (2 credits)
- THE 200 Principles of Technical Theatre (3 credits)
- THE 211 History of the Theatre I (3 credits) or
  THE 212 History of the Theatre II (3 credits) or
- THE 213 History of the Theatre III (3 credits)
- THE 225 Principles of Acting (4 credits)

From the following groups (at least one from each group) for a total of 12 hours:

Group A

- THE 300 Stage Management (3 credits)
- THE 301 Lighting Design (3 credits)
- THE 351 Theatre Makeup (3 credits)
- THE 371 Scene Design I (4 credits)
- THE 391 Costume Design & Construction (4 credits)

Group B

- THE 216 African American Theatre (3 credits)
- THE 321 Contemporary Drama (4 credits)
- THE 381 Theatre Organization and Management (4 credits)
- THE 451 Theatre Criticism (4 credits)

Group C

- THE 325 Intermediate Acting (4 credits)
- THE 326 Voice and Movement (4 credits)
- THE 331 Principles of Directing (4 credits)
- THE 461 Playwriting (4 credits)

Updated 01/07/13
DANCE MINOR - Requirements

A. **TECHNIQUE** (majority of credits focused in modern)

   **Choose 12 or more credits:**
   (each course may be repeated four times for credit)
   
   - DAN 141 Modern II
   - DAN 240 Modern Dance III (must be taken a min. of 2 semesters)
   - DAN 340 Modern Dance IV
   - DAN 151 Ballet II
   - DAN 250 Ballet III (must be taken a min. of 2 semesters)
   - DAN 350 Ballet IV
   - DAN 473 Contemporary Technique

   **Choose 2 Credits:**
   - DAN 146 Jazz Dance
   - DAN 154 African Dance
   - DAN 147 Tap I
   - DAN 148 Tap II

B. **PERFORMANCE/PRACTICUM (6 or more CREDITS)**

   - DAN 300 Modern Dance Repertory (Company)
   - DAN 100 Performance Practicum (minimum of 2 times)
   - DAN 496 Independent Study
   - DAN 410 Teaching Dance
   - DAN 301 Dance Composition

C. **THEORY (CHOOSE a minimum of 3 CREDITS)**

   - DAN 201 Introduction to Dance
   - DAN 499 Seminar (minimum of 2 times)
   - DAN 424 Somatics

D. **DANCE ELECTIVES (3 CREDITS)**

   All DAN level I classes, and others approved by dance advisor

(Updated 01/03/13)
Cleveland State University  
College of Liberal Arts and Social Sciences  
Four Year Degree Map 2011-2012  
THEATRE & DANCE ACTING TRACK

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>FRESHMAN YEAR*</th>
<th>Semester 2</th>
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<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<td>THE 225 (SPAC)</td>
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<td>Math/QL Gen.Ed.</td>
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<td>Natural Science Lab</td>
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<tr>
<td>THE 216 (Social Diversity)</td>
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<td>THE 111 (Arts and Humanities)</td>
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<td></td>
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<table>
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<th>Semester 3</th>
<th>SOPHOMORE YEAR*</th>
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<tbody>
<tr>
<td>THE 211 (WAC)</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>THE 326</td>
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<td>(non-US or ALAAME)</td>
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<tr>
<td>Social Diversity (AA or USD)</td>
<td>3</td>
<td>THE 212 (WAC)</td>
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<td>Foreign Language (if needed)</td>
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<td>THE 101</td>
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<td>Foreign Language (if needed)</td>
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<th>Semester 5</th>
<th>JUNIOR YEAR</th>
<th>Semester 6</th>
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| Arts & Humanities  
(non-US or ALAAME) | 3            | THE 213 (WAC) | 3     |
| THE 200    | 4            | THE 325    | 4       |
| THE 331    | 4            | THE 102    | 2       |
| THE 101    | 2            | Upper Division Major Course | 4     |
| Upper division Major Course | 3          | Elective   | 3       |
|            |              | 16 credits  | 16 credits |

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<td>THE 491</td>
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<tr>
<td>Upper Division Major Course</td>
<td>4</td>
<td>THE 381 or 451</td>
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<td>Upper Division Major Course</td>
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</table>

* Most Freshmen and Sophomore courses represent University General Education requirements.  
Upper division credit (300 & 400 level credits) required: 42 credits  
Total minimum academic credit requirement for degree: 128 credits

September 29, 2011

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Cleveland State University  
College of Liberal Arts and Social Sciences  
Four Year Degree Map 2011-2012  
THEATRE & DANCE TECHNICAL TRACK

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<th>Semester 1</th>
<th>FRESHMAN YEAR*</th>
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<tr>
<td>ENG 101</td>
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<tr>
<td>THE 216 (Social Diversity)</td>
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<td>THE 111</td>
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<td>THE 371 (Scenic Design)</td>
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<td>(non-US or ALAAME)</td>
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<tr>
<td>Social Diversity (AA or USD)</td>
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</tr>
<tr>
<td>Foreign Language (if needed)</td>
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<td>THE 225 (SPAC)</td>
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<td>THE 331 (Directing)</td>
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<td>Social Science</td>
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<td>THE 102</td>
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<tr>
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<td>4</td>
<td>THE 491</td>
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<tr>
<td></td>
<td><strong>15 credits</strong></td>
<td><strong>16 credits</strong></td>
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</table>

* Most Freshmen and Sophomore courses represent University General Education requirements.  
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September 29, 2011

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Cleveland State University  
College of Liberal Arts and Social Sciences  
Four Year Degree Map 2011-2012  
THEATRE & DANCE DIRECTING TRACK

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>FRESHMAN YEAR*</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<td>THE 200</td>
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<td>Math/QL Gen.Ed.</td>
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<td>Natural Science Lab</td>
</tr>
<tr>
<td>THE 111 (Arts and Humanities)</td>
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<td>THE 216 or 217 (Social Diversity)</td>
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<td>16 credits</td>
<td>15-16 credits</td>
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<th>Semester 3</th>
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<td>(non-US or ALAAME)</td>
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<td>(non-US or ALAAME)</td>
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<td>THE 225 (SPAC)</td>
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<td>Natural Science</td>
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<td>Social Diversity (AA or USD)</td>
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<td>Foreign Language (if needed)</td>
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<td>15 credits</td>
<td>16 credits</td>
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<th>JUNIOR YEAR</th>
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<td>Arts &amp; Humanities</td>
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<td>Major Course</td>
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<td>THE 325 or 425</td>
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<td>Upper Division Elective</td>
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<td>THE 491</td>
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<tr>
<td>THE 300 or 301 or 351</td>
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<td>THE 381 or 451</td>
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<td>Upper Division Major Course</td>
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<td>15-16 credits</td>
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</table>

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September 29, 2011
Equipment Loan/Rental Sign Out

Name:  
Title / Year in School:  
Dept / Organization:  
Phone:  
Email:  

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<tr>
<th>Date Requested</th>
<th>Item</th>
<th>Dates Needed</th>
<th>Fee</th>
<th>Purpose</th>
<th>Date Returned</th>
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I understand that I am responsible for the loaned/rented equipment or item(s), and that if it is damaged or lost while in my possession that I am responsible for the entire cost of replacing the equipment or item(s). I also understand that if the equipment or item(s) are not returned by the return date, that I may be subject to a late fee.

Borrower:  
Authorized By Chair:  
Date:  

Date:  

Date:  

Date:
CSU Department of Theatre and Dance Service Hour Time Sheet

Student Name: ____________________________  Academic Year: ____________________

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<thead>
<tr>
<th>Date</th>
<th>Type of Service</th>
<th>IN</th>
<th>OUT</th>
<th>Total Hours</th>
<th>Signature of Faculty/Staff (In Ink)</th>
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</table>
CLEVELAND STATE / DEPARTMENT OF THEATRE AND DANCE
Activity/Space Request Form/ Middough Building

Requestor name or organization:
e-mail address:
primary phone number:

Activity Title:

Date of Activity:
Please make all requests at least two {2} weeks before activity.

Expected number in attendance:

Activity Type: check all that apply.
___Rehearsal/ Set-up
___Performance
___Meeting
___Master Class/ Workshop
___Reception/ Party
___Other:

Space or spaces requested: check all that apply.
___Performance Lab/ M547- RKA ≤ 2
___Acting Studio/ M548 - RKA ≤ 19
___Make-Up Rooms/ M517
___Dance Studio I/ M523
___Dance Studio II/ M530
___Seminar Class Room/ M255
___Design Computer Classroom/ M254
___Lecture Class Room/ M252

Faculty Sponsor:

Support Requested: Requester is responsible for all set-up, take down &
strike and restoration of items/spaces used.

All activities must meet approval of Chairman Dr. Michael Mauldin.
Space and support must be processed by Russ Borski/
russborski@gmail.com
Cleveland State University  
THE CODE OF STUDENT CONDUCT

Includes:

Student Conduct Code  
Academic Regulations and Procedures  
Student Grievance Procedure

A publication of  
The Department of Student Life  
Student Center Building - Room #319  
(216) 687-2048  
www.csuohio.edu/studentlife  
The Division of Student Affairs  
THE CODE OF STUDENT CONDUCT

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<td>7</td>
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<tr>
<td>APPEAL PROCESS</td>
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<td>AMENDMENT</td>
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STUDENT CONDUCT CODE

In order to carry out its mission, the University community shall promulgate and enforce appropriate rules, regulations and policies and take action when violations of such rules, regulations and policies occur.

Students voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, objectives, processes and functions.

STUDENTS ACCEPT THE RIGHTS AND OBLIGATIONS SET FORTH IN THIS CODE AND OTHER UNIVERSITY RULES, REGULATIONS, AND POLICIES WHEN THEY ARE ADMITTED TO THE UNIVERSITY. STUDENTS ARE ALSO SUBJECT TO THE LAWS OF THE STATE OF OHIO AND THE REGULATIONS, CODES OF HONOR AND CONDUCT AND ACADEMIC STANDARDS OF ANY UNIT WITHIN THE UNIVERSITY TO WHICH THE STUDENT BELONGS.

The President of the University shall have the final responsibility and authority for the discipline of all students at the University. The President may delegate responsibility and authority to appropriately designated University officials. Duly constituted student judicial bodies and appellate bodies (as defined in the Student Conduct Code) are authorized to conduct student or student organization disciplinary hearings and appeals and to impose University disciplinary action as set forth in this Code. Disciplinary action may be taken on the basis of University rules, regulations, policies and procedures and may include counseling, admonition, sanctions or separation from the University community.
This Code has been approved and adopted by the Board of Trustees of the University on May 26, 2000, and may be amended at any time by the Board of Trustees.

I. RIGHTS OF STUDENTS

As a public institution of higher education, Cleveland State University seeks to advance knowledge, promote scholarship and create an environment conducive to the intellectual and personal growth and development of all its students. In keeping with these aims, the University recognizes the following rights of students.

NONDISCRIMINATION - Students have the right to be free from discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age, disability, disabled veteran or Vietnam era veteran status.

FREEDOM OF EXPRESSION - Students have the right of expression to the extent permitted by law and University rules and regulations.

FREEDOM OF ASSEMBLY - Students have the right to assemble, provided that the operation and functioning of the University is not disrupted, the movement of individuals is not restricted and the activity complies with applicable laws, and University rules and regulations.

DUE PROCESS - Students have the right to be treated in an impartial and judicious manner by the University, as provided for by law and University rules and regulations.

PARTICIPATION - Students have the right to establish and elect a democratic student government, to organize and join student organizations, and to be selected or appointed as members of appropriately designated University committees, in accordance with University rules and regulations.

REDRESS OF GRIEVANCES - Students have the right of access to copies of University rules and regulations directly affecting them and to petition for the redress of grievances, within the University's grievance procedures.

The Student Conduct Code can also be accessed at www.csuohio.edu/studentlife and click on Code of Student Conduct or pick up a copy in MC 106. In addition, the Student Organization Policies and Procedures may now be found in the Student Organization Involvement Guide Book.

All of the above rights can be exercised only in accordance with University rules and regulations and federal, state and local laws.

II. Definitions

When used in this Code:
A. "University" and "Institution" shall mean Cleveland State University and, collectively, those responsible for its operation.
B. "Student" shall mean any person who is currently registered or has been registered at the University any time during the last academic year.
C. "University Official" shall mean any member of the University community acting in an official capacity, upholding and enforcing rules, regulations, and policies of the University.
D. "Appropriate Party" shall refer to any member of the University who is authorized to have access to a student’s academic record, or the alleged victim of any crime of violence or a nonforcible sex offense.
E. "Eligible Party" – shall refer to any member of the University community who has a right of appeal.
F. "Members of the University Community" shall mean students and employees of the University, including faculty, professional staff members, classified service staff members, and administrators, and shall also mean members of the Board of Trustees.
G. "Judicial Affairs Officer (JAO)" JAO shall mean the Judicial Affairs Officer who shall be the Administrative Liaison to the University Judicial Process.
H. "Student Conduct Officer (SCO)" SCO shall mean the Student Conduct Officer who is authorized to impose sanctions upon students found to have violated the Student Conduct Code.
I. "Vice Provost/Vice President" shall mean the administrative officer bearing such title, related title, or his/her designee.
J. "Authorized University Function" shall mean events and activities, which the University presents or authorizes.
K. "Student Organization" shall mean a University recognized or registered student organization which has complied with the formal requirements of official recognition or registration set forth in the Policy on Recognition and Registration of Student Organizations.
L. "Working day" refers to any day of the week excluding Saturdays, Sundays and official University holidays.
M. "University premises" shall mean (1) any University owned or controlled property or (2) non-University property during the period of time when it is used for authorized University functions including, but not limited to, registration, classroom or laboratory instruction, lectures, concerts, receptions, assemblies, intramural activities or intercollegiate athletic events. University premises do not include off-campus property used for student organization events or activities.
N. The term "reckless" shall mean conduct which one knows or should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with authorized University functions.
O. All other terms have their natural meaning unless the context otherwise dictates. Singular terms may be read as plural when appropriate. "And" shall mean "or" and visa versa when appropriate.

III. Violations
The following actions or behaviors on University premises (except where otherwise specifically stated) constitute violations of the Code for which a student or student organization may be subject to one or more of the sanctions described in Section VI of the Code.
A. DISRUPTION - Interrupting or disrupting an authorized University function which impedes the normal continuation of that activity; or interfering with the freedom of movement of any member of the University community, guest, or visitor of the University; or impeding or interfering with the rights of any person to enter, use or leave
any University facility or authorized University function or impeding or interfering with
the rights of any University Official to perform their normal functions and duties.
B. INFLICTION, ATTEMPTED INFLICTION, USE OR THREAT OF USE OF
PHYSICAL FORCE - The use or attempted use or threat of use of physical force upon
any person, including, but not limited to:
1. Inflicting bodily harm upon any person;
2. Taking any action for the purpose of inflicting bodily harm upon any person;
3. Taking any action without regard for bodily harm which could result to any person; or
4. Threatened use of force to inflict bodily harm upon any person.
C. HARASSMENT - Behavior directed at another person, including but not limited to,
stalking, physical force, or violence, that involves a deliberate interference or a deliberate
threat to interfere with an individual's personal safety, academic efforts, employment, or
participation in authorized University functions and causes the person to have a
reasonable apprehension that such harm is about to occur.
D. SEXUAL HARASSMENT - Unwelcome sexual advances, requests for sexual favors,
and other verbal or physical conduct of a sexual nature constitute sexual harassment
when:
1. Submission to such conduct is made either explicitly or implicitly a term or
condition of instruction, employment or participation in any University activity.
2. Submission to or rejection of such conduct by an individual is used as a basis for
evaluation in making decisions affecting instruction, employment, or other University
activity;
3. Such conduct has the purpose or effect of unreasonably interfering with an
individual’s academic or work performance or creates an intimidating, hostile or
offensive university environment.
E. UNWANTED SEXUAL CONTACT - Any touching of another for the purpose of
sexual arousal, gratification, or stimulation when:
1. Sexual contact is uninvited or unwanted; or
2. The victim's ability to appraise the nature of or resist the offender's conduct is
substantially impaired; or
3. The offender knows or reasonably should have known that the person does not
resist because his/her ability to appraise the nature of or resist the offender's conduct is
substantially impaired.
F. HAZING - Any conduct, act, method of, or coercion of another to do an act of
initiation or admission into any organization which occurs on or off University premises
and which willfully or recklessly causes or creates a substantial risk of causing physical
or mental harm to any student or other person. Examples include, but are not limited to,
extended deprivation of sleep or rest; forced consumption of food, liquor, other
beverages, or drugs; beating or branding; forced exclusion from social contact; or forced
conduct which could result in embarrassment to any person. Any activity or behavior
meeting the definition as described above shall be considered to be a forced activity,
notwithstanding the willingness of the individual involved to participate in such activity.
G. THEFT OF PROPERTY - Theft or attempted theft of University property or the property of any person or other entity, including possession or use of stolen property. This shall also include theft of University property while off University premises.

H. UNAUTHORIZED ENTRY INTO A UNIVERSITY FACILITY - Attempted or forcible breaking or unauthorized entry into any room, building, or facility.

I. FAILURE TO VACATE UNIVERSITY PREMISES - Failure to vacate University premises at the closing hour or at the request of a University official, unless prior approval is obtained to remain on the premises.

J. CREATION OF SAFETY HAZARD(S) - Endangering the safety of persons or property by creating a fire hazard, including the setting or attempted setting of a fire, or the improper use or possession of inflammable or hazardous substances.

K. FALSE REPORTING OF AN EMERGENCY - Intentionally making a false report of a bomb, fire, or other emergency in any room, building, or facility by means of activating a fire alarm or in any other manner.

L. UNAUTHORIZED USE OR ALTERATION OF EMERGENCY OR SAFETY EQUIPMENT - Unauthorized use or alteration of fire-fighting equipment, safety devices or other emergency or safety equipment.

M. INTERFERENCE WITH EMERGENCY EVACUATION PROCEDURE - Interference with emergency evacuation procedures, including failure to evacuate, prescribed for any room, building, or facility.

N. POSSESSION, USE, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES OR DRUG RELATED PARAPHERNALIA - Knowingly possessing, using, distributing or selling drug related paraphernalia or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines, except as authorized by law.

O. ILLEGAL USE OF ALCOHOLIC BEVERAGES - Knowingly possessing, keeping, consuming, allowing to consume, serving, purchasing, selling, making available to another person or directly providing funding for alcoholic beverages in violation of state or local statutes, or ordinances, or University rules and regulations.

P. FALSIFICATION OF RECORDS, FRAUD AND FALSE TESTIMONY - Furnishing false or misleading information or identification to a University official, office, investigation or proceeding; or without proper authorization, reproducing, copying, forging, tampering, altering, falsifying, misusing, or attempting to do the foregoing to any record, document, or identification used or maintained by the University.

Q. DESTRUCTION OR MISUSE OF PROPERTY - Damaging, destroying, defacing, abusing, tampering, misusing, or attempting to damage, destroy, deface, abuse, misuse or tamper with University property or property of any person or other entity on or off University premises. This includes any attempt to alter the function or performance of University equipment or property, including, but not limited to, University computers.

R. BRIBERY - Offering money, or any item or service of value to a student, administrator, faculty, staff member, or member of the Board of Trustees so as to receive University property or services for one's self or another or to gain an advantage or special treatment for one's self or for another.

S. UNAUTHORIZED ACCESS TO RECORDS - Gaining or attempting to gain unauthorized access to University records, including, but not limited to, paper records, computer files or systems.
T. UNAUTHORIZED USE OF UNIVERSITY COMPUTERS - Gaining use or attempting to gain use of University computers without proper authorization, including, but not limited to, unauthorized:
  — Use of computer or data processing equipment;
  — Access to computer systems;
  — Possession of computer software or data;
  — Copying or use of computer software or data;
  — Use of computer accounts; or
  — Use of computer-related equipment

U. POSSESSION OR USE OF WEAPONS - Unauthorized possession or use of any type of firearm, explosive, other weapon, or fireworks. "Weapon" shall mean any instrument, device, substance or item capable of causing or inflicting injury or death and designed or specifically adapted for use as a weapon or possessed, carried or used as a weapon. Weapons used legitimately on campus for martial arts or similar practice shall be permitted provided they are transported and stored in a manner which makes them functionally inaccessible.

V. MISUSE OF IDENTIFICATION - Refusing to present identification when requested by a University Police Officer or other University officials who identify themselves; using or attempting to use any means of identification or other document or card not rightfully issued to the individual; or altering, tampering with or misusing a University identification card or other University-issued means of identification.

W. IMPROPER USE OF KEYS - Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building or room without proper authorization; or failure to return University-issued keys to the proper University officials.

X. MISUSE OF UNIVERSITY TELEPHONE OR COMMUNICATIONS DEVICES OR ELECTRONIC FACSIMILE - Charging any long distance telephone call, telegraph message or electronic facsimile to any University telephone without proper authorization or using any University telephone without proper authorization.

Y. GAMBLING - Violation of applicable gambling laws.

Z. FAILURE TO FOLLOW DIRECTIONS OF UNIVERSITY OFFICIALS - Failure to follow reasonable directions of University officials, made in the performance of their duties, that are necessary for the proper conduct of authorized University functions.

AA. ABUSE OF THE STUDENT CONDUCT CODE PROCEDURES – Any abuse of the Student Conduct Code Procedures, including, but not limited to:
  — Falsification, distortion or misrepresentation of information to the Judicial Affairs Officer or before the Student Conduct Officer, the University Judicial Board, or the Appeal Board;
— Disruption or interference with the orderly conduct of a proceeding under this Code;
— Institution of a proceeding under this Code knowingly without cause;
— Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Code Procedures;
— Attempting to influence the impartiality of the Student Conduct Officer, or a member of the Judicial or the Appeal Board prior to, or during the course of, a proceeding under this Code;
— Harassment (verbal or physical) or intimidation of the Student Conduct Officer, or a member of the Judicial or the Appeal Board prior to or during the course of, a proceeding under this Code;
— Failure to comply with any sanction imposed under the Student Conduct Code; or
— Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code Procedures.

BB. UNAUTHORIZED SALES AND SOLICITATION OF FUNDS - Unauthorized sale or solicitation of funds including unauthorized solicitation of funds off University premises.

CC. MISUSE OF UNIVERSITY NAME, LOGO, OR SEAL - Use of the University's name without the express authorization of the University except to identify institutional affiliation in the authorized manner. University approval or disapproval of any political or social issue may not be stated or implied by an organization; or use of official letterhead stationery, envelopes, logo or seal as part of any publication, correspondence or other printed material without prior submission of the material to, and written permission received from, the appropriate University official.

DD. MISUSE OF UNIVERSITY FUNDS/STUDENT ORGANIZATION FUNDS - The misuse or unauthorized use of University funds or student organization funds administered through the University.

EE. UNAUTHORIZED POSTING OR DISTRIBUTION OF MATERIALS ON UNIVERSITY PREMISES - Failure to abide by University policies, rules, and regulations on posting and distribution of materials on University premises.

FF. VIOLATIONS OF UNIVERSITY RULES AND REGULATIONS Violating other University rules and regulations or policies which have been posted or publicized, for example, the Smoke Free Environment Policy.

GG. FAILURE TO COMPLY WITH UNIVERSITY SANCTIONS - Failure to comply with sanctions imposed pursuant to University rules and regulations or policies.

HH. REPETITIONS OF MISCONDUCT – More than one violation of this Code for which a sanction has been previously imposed.

II. PARTICIPATION AS AN ACCOMPLICE - Knowingly participating in any action or event that constitutes violation of this Code.
IV. Residence Hall Resident Behavior
Students residing on campus in the residence hall are also held to the policies set forth in the Residence Hall (RH) policies and procedures handbook. Violations of RH policies will be reviewed by the Director of Residence Life or the designee of the Director and adjudicated within the residence hall judicial system. In instances where RH residents violate the Student Conduct Code, formal judicial charges will be forwarded to the Office of Judicial Affairs.

The Director of Residence Life has the authority to take responsible actions in maintaining a safe living environment for all student residents. This authority may include immediate suspension of housing privileges. This authority may be exercised whether or not a formal charge has been filed with the Office of Judicial Affairs and this authority may be exercised prior to the rendering of any decision in the judicial process.

V. Student Organizational Behavior
A. Students are encouraged to organize and join associations and organizations to promote their common interests. Student organization activities, events or programs held off University premises are the responsibility of the sponsoring student organization and not the University. However, it is expected that members of organizations individually and collectively will act consistently with the provisions of the Code, the organization's constitution, University rules and regulations and applicable laws. The presiding officer of an organization is responsible for informing members that the organization and its members are governed by the terms and conditions of the Code and University rules and regulations.

B. If the actions set forth below occur on University premises, the student organization can be subject to the University judicial system set forth in Sections IX, X, and XI of the Code and may incur one or more of the sanctions described in Section VI of the Code. For actions on or off University premises, a University official may bring charges of failure to follow University policies to the Student Life Committee of the Faculty Senate which may suspend or revoke recognition of a student organization or dictate conditions by which a student organization may maintain or re-establish recognition in accordance with the Committee's procedures set forth in the Student Organization Involvement Guide.

C. An organization may be held responsible, as set forth in Section V.B, for violations under any of the following conditions:

When the act is in violation of the Code, the organization's constitution, or applicable University rules and regulations and is committed by one or more officers or members of an organization and is supported by the organization’s: constitution, by-laws, regulations, policies, practice, custom, or tradition;

When the act is in violation of the Code, the organization's constitution, or University rules and regulations and was: authorized, requested, ordered, encouraged, or tolerated by one or more officers or members of the organization acting on behalf of the organization and within the scope of their office or membership;
When the act is in violation of the Code, the organization's constitution, or applicable University rules and regulations and was committed by one or more officers or members of the organization acting on behalf of the organization or within the scope of their office or membership, when they knew or reasonably should have known that the act was committed on behalf of the organization;
When the organization, through one or more of its officers or members fails to take an action or discharge a duty expressly imposed upon such organizations by the Code, the organization's constitution, or University rules and regulations.

**VI. Sanctions**

In the event that a student or student organization is found to have violated the Student Conduct Code by the appropriate hearing body, one or more of the following sanctions may be imposed.

- **RECOMMENDATION OF EXPULSION** - Recommendation to the President for a permanent separation of the student from the University, preventing readmission to the institution. This sanction must be recorded on the student's academic transcript if it is upheld by the President. If the President does not support the recommendation for expulsion, the President may impose an alternate sanction. The President shall respond to the recommendation within 5 working days after the conclusion of any appeals process.

- **RECOMMENDATION OF SUSPENSION** - Recommendation to the President for separation of the student from the University for a specified period. This sanction must be recorded on the student's academic transcript if it is upheld by the President. If the President does not support the recommendation for suspension, the President may impose an alternate sanction. The President shall respond to the recommendation within 5 working days after the conclusion of any appeals process.

- **DISCIPLINARY PROBATION** - Formal written warning that the student's or student organization’s conduct violated University rules and regulations and that continued enrollment of the student or continued recognition of the student organization depends upon the maintenance of satisfactory behavior during the specified period of probation.

- **REPRIMAND** - A written statement placed in the disciplinary file of the student or student organization, to be kept in the Department of Student Life, or an oral statement of the violation of University rules and regulations.

- **RESTITUTION** - A requirement that the student or student organization reimburse the University or another person or entity for damages.

- **RESTRICTION** - Temporary or permanent loss of privileges for the use of any or all University facilities or services.

- **COMMUNITY SERVICE** - A requirement that the student or student organization render a designated amount of specified service to the University or the community.

- **COUNSELING** - A requirement that the student meet with a professional staff member of the University's Counseling Center and comply with the recommendations of the Counseling Center professional staff.

- **HOLDS** - Annotations on student records indicating that the student is not in good standing due to a Student Conduct Code violation. When a hold is placed on a record, the
Registrar may prohibit the student from registering, or receiving an official transcript or a diploma unless the appropriate University official releases the hold in all or part.

- RECOMMENDATION OF SUSPENSION OF STATUS - Recommendation to the Student Life Committee of the Faculty Senate for suspension of the recognized or registered status of a student organization for a specified or indefinite period of time.
- RECOMMENDATION OF TERMINATION OF STATUS - Recommendation to the Student Life Committee of the Faculty Senate for termination of the recognized or registered status of a student organization.
- OTHER - Other sanctions may be imposed as appropriate instead of or in addition to those specified above, as deemed necessary by the hearing body.

VII. Interim Suspension
Prior to the holding or completion of a hearing by the University Judicial Board or the Student Conduct Officer (SCO), or the rendering of a decision by either, the status within the University of the student or student organization should not be altered except in exceptional circumstances involving the likelihood of serious danger to the health or safety of persons or property or disruption of the educational process. In such extraordinary circumstances, the President or the President's designee may order an interim suspension of the student or student organization.

Within twenty-four (24) hours of such suspension, or as soon as possible prior to such action, the President or President's designee shall cause notice of the suspension, explaining why the suspension cannot await a hearing, to be mailed by certified mail to the last known address of the student or student organization and to the University Appeal Board. Within three (3) working days of any interim suspension, the University Appeal Board shall review the facts and the reasons for the suspension, and shall make recommendations to the President as to whether or not the suspension under this provision should remain in effect prior to the final determination of the case by the University Judicial Board or SCO.

VIII. Judicial Jurisdiction
When a student or student organization has been charged in a criminal or civil action with committing an act that also violates the Student Conduct Code, the University reserves the right to proceed with disciplinary actions regardless of the criminal or civil outcomes. In addition, in cases of criminal charges involving certain offenses of violence, a student faces possible immediate suspension or probation and ultimate dismissal in accordance with the Ohio Revised Code sections 3345.22 and 3345.23 (Refer to University web site).

IX. University Judicial Procedures
A. Procedures for filing charges
1. Any member of the University community may file a written charge alleging the following:
a. Violation of the Student Conduct Code by any student or student organization;
b. Disputes between student organizations;
c. Disputes between individuals and student organizations;
d. Disputes involving student organizations' constitutions; or
e. Disputes involving student publications.

1. The charge shall be filed with the Judicial Affairs Officer (JAO) in the Department of Student Life. Charges filed against student organizations will be reviewed by the JAO in consultation with the Dean of Students and the Chairperson of the Student Life Committee of the Faculty Senate (SLC) to decide whether the charge is to be referred to the SLC or processed through University Judicial Procedures. In the event that the JAO has filed a charge, will be a witness in a proceeding, or otherwise has a conflict of interest, the Vice Provost/Vice President will appoint a temporary replacement to serve as the JAO on that matter.

2. Any charge or complaint involving behavior or action that would be prohibited by Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (such as harassment or sexual harassment) will be reported to the Affirmative Action Office, which will conduct an investigation before the charge will be heard in the judicial process. In the event the Affirmative Action Officer does not support the charge, the student making the complaint retains the right to be heard by the Student Grievance Board.

B. Notice of Charge
Upon receipt of a written notice the JAO shall send notification to the charged student at the last address on file with the Registrar, or to the presiding officer of the student organization and its advisor at the address on file with the Department of Student Life. The notification shall set forth:

1. The charge and the name of the charging party;
2. The violation with which the student or student organization is charged;
3. The right of the charged student or student organization to choose between an administrative hearing before the SCO or a University Judicial Board hearing; and
4. An explanation that the charged party must respond to the notice within five (5) working days or the matter will be automatically referred to the University Judicial Board.

“That students who are charged with Conduct Code Violations during the Summer Semester have the option to have their case heard by the Student Conduct Officer (administrative hearing) or wait until the Judicial Board convenes in the Fall.”

C. Response to Notice of Charge
Whether the student or student organization selects an SCO or University Judicial Board hearing, the JAO will set the hearing date for no more than fifteen (15) working days from the receipt of the written response to the notice of the charge.

A student responding to the JAO with an admission of guilt for the alleged violation may waive the option for a formal hearing and the JAO can apply appropriate sanctions.

D. Hearing Procedures
1. Notice of Hearing
   a. Written notice of the hearing and the name of the charging party shall be sent by the JAO, not less than ten (10) working days before the hearing, to the parties and shall include the date, time and location of the hearing. The notice shall be sent by certified mail to the last address on file with the Registrar, or in the case of student organizations, it shall be sent to the presiding officer and the advisor of the organization to the address on file in the Department of Student Life. The notice shall indicate that the judicial procedures are set forth in the Student Conduct Code; and, the notice shall also include the following information:
   1) The charge, the name of the charging party, and the violation with which the student or student organization is charged.
   2) That all parties must notify the JAO no later than three (3) working days prior to the date and time of the scheduled hearing of any witnesses who will be participating, any other parties who will be attending, or of a request for a postponement of the hearing, and must provide copies of any materials that will be presented;
   3) That requests for postponement will be granted by the JAO only for good cause which is beyond the control of the requesting party; and
   4) That each party shall have equal access to all witnesses and materials and shall receive a list or copies of materials from the JAO no later than 24 hours before the hearing.

2. Hearing
   a. After consultation with University Legal Counsel, the JAO may require, limit and/or postpone actions or activities to prevent danger to health or safety of persons or property or the disruption of the educational process until the administrative hearing decision is presented to the parties;
   b. Both the charged student or student organization and the charging party have the right to seek assistance from members of the University community and have one such member of the University community present at the hearing. Additional members of the University community may be permitted to be present at the hearing at the discretion of the JAO after consultation with the involved parties. Only the charged student, or student members of the student organization, or the advisor of the charged organization, and the charging party shall be permitted to make any presentations during the hearing. This restriction does not apply to witnesses.

   The same person may not serve as a member of the University community and a witness simultaneously; nor can the advisor of the charged student organization serve as a witness and an advisor simultaneously.

   The name of the University member of the community who will be attending the hearing must be submitted to the JAO no later than three (3) working days prior to the date and time of the scheduled hearing.

   Witnesses will be sequestered until needed to make presentation;
   c. Hearings shall be closed and will be tape recorded to provide an accurate record of the proceedings;
   d. In hearings involving more than one charged student or student organization, separate hearings may be held at the discretion of the JAO.
e. The SCO or Chairperson of the University Judicial Board will present the charge(s) filed against the student or student organization;
f. The party who filed the charge will explain the circumstances of the alleged violation and present witnesses in support of the charge. The hearing body may ask appropriate questions regarding the incident;
g. The charged student or student organization will respond to the charge(s) presented. In doing so the student or student organization may present witnesses in support of the student's or student organization's actions in connection with the alleged violation. The hearing body may ask appropriate questions regarding the incident;
h. The charged party may refrain from testifying at the hearing; such refusal will not be considered against the charged party;
i. If either party fails to appear, the hearing will be held in the party's absence. If both parties fail to appear, the hearing body will make a decision based on the materials submitted;
j. Departure from the procedure described in this section (IX. University Judicial Procedures) will result in an automatic appeal filed by the JAO.

3. Decision

Within ten (10) working days of the completion of the hearing, the JAO will forward the decision and any sanction(s) to the appropriate University official(s) and notify every appropriate party of the decision. The JAO will provide a copy of the decision to every appropriate party and will discuss the outcome and appeal process with them.

E. Enforcement of Sanctions

A student who does not comply with sanctions may be subject to charges against the code for non-compliance with University sanctions. The JAO will monitor all sanctions and initiate appropriate actions to ensure compliance. These actions may include holds on records, increases in sanctions, and formal judicial charges.

F. Records

All materials relating to the hearing, including the final decision and the tape recording of the hearing, will be secured in the Department of Student Life, Office of Judicial Affairs.

G. Parent/ Guardian Notification

The Dean of Students will notify the parent(s)/guardian(s) of a student under the age of 21 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular and certified mail at the student’s permanent address on file in the Registrar’s Office.

X. The University Judicial Board

A. Jurisdiction - The University Judicial Board is an administrative hearing body charged with hearing:
   - Violations of the Student Conduct Code; and
   - Other cases specifically referred by the Faculty Senate or the Student Life Committee of the Faculty Senate.

B. Membership
1. The membership of the University Judicial Board shall be composed of seven (7) student members and two (2) faculty members. Student members shall be elected in the Spring Term all-campus student elections. Faculty members shall be appointed by the Steering Committee of the Faculty Senate;

2. Members of the University Judicial Board shall elect one (1) student member as the Chairperson and one (1) student member as the Vice Chairperson.

C. Candidate Qualifications
1. A candidate for the University Judicial Board must be a currently enrolled full-time student, with a cumulative grade-point average and the previous term average of not less than 2.50; first year law students who have earned, but not yet received, grades are eligible for election. Candidates must expect to be enrolled full time during their entire term of office;

2. Candidates for the University Judicial Board shall not simultaneously be candidates for other Student Government Association or Student Bar Association positions;

3. Candidates for the University Judicial Board shall otherwise abide by the rules and regulations established by the Student Government Elections Board for the Spring election.

D. Qualifications for Continuing Membership
1. Student members of the University Judicial Board must be full time students at Cleveland State University and must maintain full time status as defined by University regulations during their tenure on the University Judicial Board or they will be considered immediately inactive.

2. Student members must have and maintain a semester and cumulative 2.50 grade point average or they will be considered immediately inactive; currently enrolled first-year

3. Faculty members must have full time status as faculty and must have been at the University for a minimum of two contract years;

4. Interim suspension of a University Judicial Board member from the University Judicial Board shall occur when that member is charged with a violation of the Student Conduct Code. The suspension shall remain in effect until the decision is presented to the party following the hearing by the appropriate hearing body.

E. Terms of Office
1. Student members of the University Judicial Board shall be elected for one-year terms and may seek re-election. Student members may serve a total of two one-year terms. Faculty members of the University Judicial Board shall be appointed for two-year staggered terms and may be re-appointed;

2. The term of office begins the first day after the end of Spring Term and concludes the last day of Spring Term of the following year;

3. Student vacancies in the membership of the University Judicial Board shall be filled by appointments made jointly by the President of Student Government and the President of the Student Bar Association, which shall be ratified by a 2/3 majority vote of the Student
Senate; In case of an impasse recommendations will be submitted directly to the Student Senate for ratification
4. Faculty vacancies shall be filled by the Faculty Senate Steering Committee;
5. A student member shall be ineligible to continue his or her membership as a result of any of the following:
a. A finding of violation of the Student Conduct Code;
b. Unexcused absence from two (2) sessions of the University Judicial Board or excused absence from three (3) sessions of the University Judicial Board;
c. Failure to complete the orientation and training sessions;
d. Lack of discretion in maintaining confidentiality with regard to information involved in conduct cases and decisions of the University Judicial Board; or
e. Failure to maintain membership requirements (Section X.D.).
6. A member who is found ineligible to continue to serve on the University Judicial Board may appeal the decision to the University Appeal Board.

Quorum - Quorum for a University Judicial Board hearing shall be defined as a minimum of four (4) student members and one (1) faculty member; if vacancies exist on the University Judicial Board, the Board may function with no less than three (3) students and one (1) faculty member present at a hearing.

Conflict of Interest - Any member of the University Judicial Board who has a conflict of interest in any case shall not participate in hearing that case. This will not be considered an absence.

Compensation - Compensation for student members of the University Judicial Board shall be in accordance with the University's Stipend Policy.

I. Training and Orientation Sessions
   a. Members of the University Judicial Board are required to attend the training and orientation program prior to hearing any violations, disputes or appeals;
   b. The Chairperson and the Vice Chairperson shall be elected during the training and orientation program, according to Roberts Rules of Order.
   c. J. Judicial Affairs Officer

   The Judicial Affairs Officer (JAO) shall be the Administrative Liaison to the University Judicial Process. The JAO works with the general administration of the University Judicial Board and enforces compliance with the policies governing the University Judicial Board, including the qualifications for continuing membership. In order to maintain the continuity necessary for an effective University Judicial Board, the JAO shall also establish the procedures for the orientation and training of members of the Board; the same person shall not serve as the Administrative Liaison and the Student Conduct Officer simultaneously.
XI. Appeal Process

A. Rights - Rights of appeal are available to the charged party. Rights of appeal will be available to the charging party in cases of violation(s) of Section III.B, Section III.D and Section III.E.

B. Grounds for Appeal - Appeals may be heard to determine whether the stipulated procedures were followed, whether the facts were interpreted appropriately, whether the facts supported a finding of violation or non-violation of the Code, and whether the sanction was appropriate for the determined violation or decision.

C. Procedures - If a decision of any University hearing body specified in this Code is appealed by one of the eligible parties, notice of such appeal must be given within ten (10) working days of the receipt of the decision. Notice of appeal must be submitted in writing to the JAO by the appealing party. The written request for appeal must state the grounds on which the appeal is being made.

D. The University Appeal Board (UAB)

1. The membership of the UAB shall consist of the Chairperson of the Student Life Committee of the Faculty Senate, the Editor-in-Chief of the Law Review and the Vice Provost/Vice President who shall convene the Board, and two (2) student representatives to the Board of Trustees. If any member of the UAB is not available to hear an appeal, the Provost shall appoint a replacement for that appeal; a minimum of three (3) Board members are needed to hear an appeal.

2. The UAB shall hear appeals of:
   a. Decisions of the Student Conduct Officer;
   b. Decisions of the University Judicial Board;
   c. Decisions of the Judicial Affairs Officer; or
   d. Any grievance or complaint regarding questions of jurisdiction of the University Judicial Board.

E. Review Procedures

1. The UAB shall:
   a. Consider the grounds for appeal as stated in the written request for appeal; and
   b. Review all materials of the hearing, including the tape of the hearing. This review can include a review of the process and procedures of the hearing.

2. The tape of the hearing shall be released only to the UAB. The tape may be reviewed by an involved party for the purposes of preparing an appeal only under the supervision of the JAO or a designee of the JAO.

3. The UAB may hold a closed hearing to review a case on appeal at its discretion.

F. Decisions
1. The UAB may:
   a. Dismiss the appeal;
   b. Affirm or reverse the decision on which the appeal is based; or
   c. Alter the sanction imposed by the original hearing body:
      1) For appeals made by the party who has filed the charges, the sanction may be either
         increased or decreased;
      2) For appeals made by the party against whom the charges were filed, the sanction may
         be reduced; or
      3) If the UAB finds a party in violation who was previously found not in violation, the
         UAB may impose appropriate sanctions.

2. Decisions of the appeal body must be presented in writing to the parties involved
   within fifteen (15) working days of the receipt of the notice of appeal from the JAO.

3. The decision of the University Appeal Board may be appealed to the University
   President by any of the parties involved.

XII. Amendment

A. This document may be amended and revised only according to the following
   procedure:
      Any member of the University community, or any constituent body thereof, may
   propose amendments and revisions and submit them to the Student Life Committee of the
   Faculty Senate.
      The Student Life Committee of the Faculty Senate shall review all proposed
   amendments and revisions forwarded to them and may accept, reject, or amend them. It
   will thereafter send its proposed amendments to the Student Senate for its advice which
   shall be rendered within thirty days.
      The Student Life Committee of the Faculty Senate shall then submit any
   approved amendment or revision to the Faculty Senate. Upon approval, the Faculty
   Senate will submit the proposal to the President for referral to the Board of Trustees.
      The Board of Trustees shall review all proposed amendments and revisions
   forwarded to it. It may approve the proposal, at which time it shall become effective (or
   on any date specified for it to become effective), or reject the proposal and return it to the
   President.
      The University community shall be promptly informed of any new amendments
   or revisions.

B. Repeal of Contradictory Policies - This University Student Conduct Code
   shall supersede any existing disciplinary policies and procedures which are inconsistent
   with this document.

SMOKE FREE ENVIRONMENT POLICY
(March, 1993)
Academic regulations are discussed in both the Cleveland State University Undergraduate Bulletin and the Cleveland State University Graduate Bulletin. (Please refer to appropriate pages.)

3.1 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.

3.1.2 Policy on Academic Misconduct
Revised: April 1, 2000
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:

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.

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.
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.

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:

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.

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 3.1.2.A(2)(b)).

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. 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 3.1.2.C)).

A. Procedure
1. At the time of the incident, the faculty member or academic administrator weighs the evidence and determines the appropriate sanction as specified in the sanction section of this policy. However, academic suspension or expulsion shall be invoked only by recommendation to and confirmation by the Review Committee (see 3.1.2.B(2)(b, c)). 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. S/he 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 above (3.1.2.A(2)(b)).
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. S/he 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 above (3.1.2.A(2)(b)).

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 the sanction section of the University Academic Misconduct 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.

B. 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.

C. 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.

3.1.3 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.

A. Cleveland State University recognizes four different types of examinations for credit. Advanced Placement Program. 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.

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.

College Level Examination Program-General Examinations. 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.

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.

B. The following regulations apply to the Credit by Examination program:

Credit is available only to matriculated degree seeking students.
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. If a student does not receive a score high enough for credit, no entry is made on the student's permanent record.

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. 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.

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

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

The maximum amount of credit for each type of examination is listed below:
- Advanced Placement Program: no limit
- Departmental Examinations: 45 term hours
- CLEP-General Examinations: 44 term hours
- CLEP-Subject Examinations: 44 term hours

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

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

3.1.4 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.

3.1.5 Incomplete Grade
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.

There are two important conditions for giving an Incomplete:
1. the student can receive a passing grade if she or he completes all of the work of the course, and
2. failure to complete through no fault of the student.

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.

3.1.6 Releasing Information About Students
The Registrar's Office has available copies of the University policies dealing with the Family Privacy Act.

**STUDENT GRIEVANCE PROCEDURES**

3.2 STUDENT GRIEVANCE PROCEDURE
It is the policy of the University to provide students with an opportunity to seek redress of grievances, modifications of University policies, or amendments of University rules and regulations. No academic or disciplinary action shall result against any student who has filed a grievance in good faith in accordance with the procedure set forth below. In an effort to assist students in resolving their grievances, the University has established the following Student Grievance Board and process:

3.2.1 Student Grievance Board
Membership of the Student Grievance Board shall be constituted as follows:
A. Student Government President or his or her designee;
B. Student Bar Association President or his or her designee;
C. An undergraduate student appointed by the Student Appointments Board;
D. Dean of Students ex officio, non-voting;
E. Three faculty members to be appointed by the Faculty Senate Steering Committee to serve for two years;
F. If a Student Grievance Board member is a party to or could have a conflict of interest as a result of a complaint, that member shall not sit for that hearing. The remaining Student Grievance Board members shall select an individual from the same category (student, faculty, or administrator) for that hearing;

G. The Board shall elect its chair from among its members.

3.2.2 Jurisdiction
The jurisdiction of the Student Grievance Board shall include the following matters:
A. Any grievance or complaint alleging any policy, procedure, or practice that would be prohibited by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.
B. Any grievance or complaint regarding University administrative procedures, policies, or actions except:
   - Any matter concerning the awarding of a grade or the evaluating of performance on an examination (see individual college procedures);
   - Student employee grievance (see financial aid manual);
   - Academic misconduct (see Academic Misconduct Policy);
   - Appeals of decisions to the University Judicial Board;
   - Financial Aid Award decisions;
   - Appeals relating to academic program requirements;
   - Grievances against individuals.
C. Any grievance or complaint alleging illegal discrimination caused by any University policy, procedures or practice.
D. Any grievance or complaint alleging the deprivation of a right recognized in the Constitution or laws of the United States or the State of Ohio.

3.2.3 Procedure
A. Complaint: Any student may file with the Affirmative Action Officer or the Ombudsperson a written complaint, which shall include a statement of the grievance; the particular University regulations, policy, rule, or action at issue; the harm alleged to have been suffered by the complaining party; and the relief sought.
   - Discrimination grievances: Complaints alleging some kind of prohibited discrimination shall be filed with the University Affirmative Action Officer.
   - Other grievances: All other grievances covered by this section shall be filed with the University Ombudsperson.
B. Informal Resolution: Upon receipt of a written complaint, the University Ombudsperson or the University Affirmative Action Officer will see that the grievance is discussed informally (in an attempt to solve it) with the student and all involved parties, and subsequently with the appropriate supervisor, or vice president, if necessary, within three weeks. The University Ombudsperson or Affirmative Action Officer may inform the student that the case seems to have little merit. This opinion will not be forwarded to the hearing panel if the student wishes to proceed.
C. Hearing

In the event that the student’s grievance is not resolved informally, the grievance will be forwarded by the University Ombudsperson or the Affirmative Action Officer to the Student Grievance Board through the Office of the Dean of Students. Upon receipt of the grievance, that office shall forward it to the Student Grievance Board within three working days. The Student Grievance Board will hold a hearing within ten working days from the date of receipt of the complaint unless an involved party cannot be notified within the specified time frame (see 3.2.3.D.3) or unless all involved parties agree to an extension.

If the Grievance Board determines that the substance of the grievance has been essentially dealt with in an earlier grievance, it may vote not to hold a hearing. It will then forward its decision to the President.

D. Procedures: At their residence or by personal service, involved parties will be notified of the time and place for the hearing in writing, by means that require a return receipt or some other signed acknowledgment of the date and time of the addressee’s having received it. Such notice must be received at least five (5) working days before the date of the hearing.

The student shall have the right to have a member of the University community as an advisor at the hearing.

The hearing shall be closed to the public unless otherwise requested by one and agreed to by all involved parties. If, within three (3) working days of receipt of notice of the hearing, an involved party does not inform the Dean of Students of his or her desire to have an open hearing, the right is deemed to have been waived.

Request for postponement must be received by the Dean of Students within three (3) working days prior to the hearing date.

The student will have an opportunity to present his or her grievance to the Board.

The University and any faculty member, staff member, or administrator involved shall have an opportunity to respond to the student’s grievance, if desired, and shall have the right to have a member of the University community as an advisor at the hearing.

The Student Grievance Board shall deliberate and make a recommendation in writing to the President of the University within five working days. The recommendation shall include the vote and may include minority opinion(s) as well as the redress sought. Copies of the recommendation shall be sent to the Affirmative Action Officer or Ombudsperson, as appropriate, and to the concerned parties, and it shall be considered confidential.

E. Final Determination

The President of the University shall give written notification of her or his decision to the concerned parties, the Affirmative Action Officer or the Ombudsperson, and the Student Grievance Board within ten working days of receipt of the recommendation of the Student Grievance Board.
The President’s decision shall terminate this process within the University.

STUDENT CONDUCT CODE
Approved by the Student Life Committee of the Faculty Senate
March 2000

Approved by the Faculty Senate
April 2000

Approved by the Board of Trustees
May 2000
Effective: Fall 2000

Revisions Approved by:
Student Life Committee of the Faculty Senate
January 2001

Faculty Senate
February 2001

Parental/Guardian Notification
Approved by Board of Trustees
February 2002

Revisions Approved by:
Student Life Committee of the Faculty Senate
August 2004

Faculty Senate
September 2004

FERPA Revisions per Legal Affairs
April 2004

ACADEMIC REGULATIONS AND PROCEDURES
Revised April 2000

STUDENT GRIEVANCE PROCEDURE
Adopted March 1996

The University reserves the right to alter these policies and regulations as are necessary and appropriate. These policies and regulations do not constitute all of the University rules and regulations. Please consult the Department of Student Life for policy changes.
Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

12/23/10

**ADDITIONS**
Additional Definitions:
Section II. Definitions eff. April 2004

**REVISIONS**
Revised Language:
IX.D. Hearing Procedures
IX.D.3 Decision eff. April 2004

XI. Appeal Process
   XI.A. Rights eff. April 2004
   XI.C. Procedures eff. April 2004

SECTION IX. University Judicial Procedures
Change regarding the language of “72 hours” was approved by the Board of Trustees October 2004.