



# Graduate Catalog

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## A Message from President Michael Schwartz

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Welcome to Cleveland State University, and thank you for your interest in our graduate and advanced programs. Whether your interest is in one of our doctoral or master's degree programs, a graduate or professional certificate program, or you simply wish to take a few graduate courses on a non-degree basis, you will find your experience at Cleveland State University to be intellectually stimulating, as well as professionally rewarding.

We believe that we change lives at Cleveland State University and, in so doing, contribute to the intellectual and economic growth of our region. Our goal is to answer students' ever-changing intellectual and professional needs and prepare them fully for the workplace of the 21st century. This may be why we have the highest percentage of graduate and professional students of any of Ohio's public universities: fully one-third of our entire student body is enrolled in our challenging graduate programs.

Our graduate students contribute vast life experience and maturity, as well as cultural and ethnic diversity, to make our campus an exciting learning environment. In the breadth and depth of our graduate programs, you will meet a faculty that is first-rate by every academic standard. They will welcome you as partners into their projects and research. We also are committed to being the model for a modern urban university, relating to the surrounding region as classroom, laboratory, and field station. Faculty, students, and community work together to achieve the goal of excellence in performance and accomplishment.

In the pages that follow, you will find brief descriptions of our graduate and professional programs. If you have a career direction or academic goal clearly in mind, then I encourage you to apply to the graduate program most suited to your interests and to make an appointment to meet with that unit's graduate program director. If you are uncertain about your interests or about which program might best serve your academic needs, please contact the College of Graduate Studies. The Graduate Dean and the College of Graduate Studies staff are prepared to explore with you the best possible fit between your personal goals and our graduate offerings. Our faculty and staff

welcome the opportunity to discuss with you how our programs might best accommodate your interests in advanced study.

Best wishes for success in your graduate studies at Cleveland State University.

Michael Schwartz  
President

The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

## Academic Actions and Exceptions

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### Academic Warning and Dismissal

Optional dismissal from, or continued participation with academic warning in a graduate degree, certificate, or licensure program, are recommended by the graduate committee of the program.

#### Optional Dismissal

If, in 400- to 800-level courses, a student receives:

- a. one grade of F, or
- b. two grades of less than B, or
- c. two grades of NS,

then the individual **MUST** be reviewed by the Graduate Program Committee to determine his or her ability to continue in graduate school. If the Graduate Program Committee determines that dismissal is in order, this recommendation is made to the Dean of the College of Graduate Studies for review and notification of the student.

#### Academic Warning

If it is determined that the student may continue in the graduate program, the Graduate Program Committee will notify the Dean of the College of Graduate Studies and the student, in writing, regarding the grounds under which continuation is possible. In addition, an "Academic Warning" notice will be recorded on the student's official grade report for that semester.

#### Mandatory Dismissal

If, in 400- to 800-level courses, a student receives:

- a. two F grades, or
- b. accumulates a total of nine credit hours of B- or less grades and has a cumulative grade-point average below 3.0,

then the student will be dismissed automatically from the program by the Dean of the College of Graduate Studies.

#### Re-Admission

An academically dismissed student who is readmitted to the same graduate program, or enters a different graduate program, will again be dismissed by the College of Graduate Studies if the individual receives in 400-800 level courses:

- a. One or more grades of "F" or
- b. Two or more grades of "B-" or less

Programs may impose more stringent grade performance requirements on re-admitted students. Academic performance requirements must be stated clearly in readmission letters that are forwarded to the College of Graduate Studies for consideration.

**A graduate student who receives a second academic dismissal is not eligible for further graduate study at the University.**

### Degree-Seeking Students: Re-Admission Procedures

- An academically dismissed degree, certificate, or licensure student who has been separated from the University for twelve or more months may request permission to be re-admitted to his or her prior program. Such requests are reviewed and acted upon by the Graduate Program Committee of the unit.
- An academically dismissed student who has been separated from the University for less than twelve months may petition for early re-admission. Early re-admission petitions must provide an explanation of the factors responsible for the student's poor academic performance and present a convincing case for why he/she are now prepared to succeed in their studies. The petition should be submitted to the unit's Graduate Program Committee. The committee shall act on the petition and present a step-by-step academic "game plan" that will lead to the completion of the program. The plan presented must have the full support of the student's Graduate Program. The petition, recommendations and "game plan" will be presented to the College of Graduate Studies Petitions Committee, whose decision shall be final.
- Students who seek admission to a program other than the program from which they were academically dismissed are considered new applicants. To initiate consideration of admission to a new program, a student must submit an application for admission to the new graduate program. The Graduate Admissions Office will forward a copy of the student's admission file to the Program Director of the new program.

### Academic Reassessment Policy

A degree-seeking graduate student enrolled in the College of Graduate Studies may petition for academic reassessment for prior graduate course work taken at Cleveland State University. For individuals who wish to return to the same graduate degree program, there must be a three-year absence from the University before a reassessment petition can be submitted. The absence from the University can be voluntary on the part of the student or as the result of an academic dismissal. For students who wish to enter a different graduate degree program, and for former non-degree, certificate, and licensure graduate students who wish to enter a graduate degree program, there must be a one-year absence from the University before a petition for academic reassessment can be submitted. Academic reassessment is not available to students who are currently enrolled on a graduate certificate, licensure, or non-degree basis.

If academic reassessment is granted, all previous courses taken and grades received at Cleveland State University as a graduate student, and all transfer and transient credit granted while a graduate student at the University, will not be counted toward:

- 1) the number of credit hours taken and earned,
- 2) the cumulative grade-point average, and
- 3) the provisions for academic dismissal.

All previous academic work remains on the student's graduate transcript, followed by an "Academic Reassessment" notation.

Academic reassessment petitions must have departmental/program-level support in order to be considered by the College of Graduate Studies Petitions Committee. Academic reassessment

petitions that do not have departmental/program support are considered by the University Graduate Council. An academic reassessment petition may be granted only once during a student's graduate career at the University.

## Exceptions and Petitions

Students seeking exemption from program requirements and/or regulations must petition their Graduate Program Committee, which acts on such requests and informs the student, the University Registrar, and the Dean of the College of Graduate Studies of its decision. Petitions concerning University and College of Graduate Studies requirements and regulations should be initiated through the graduate program advisor and graduate committee for recommendation. They are then forwarded to the Petitions Committee of the College of Graduate Studies for action. Once the College of Graduate Studies committee makes a decision, the student, the program advisor, and the program director are notified, and a notation is placed on the student's academic record.

Before filing a petition with the College of Graduate Studies, the student should thoroughly review all applicable regulations, so that the presentation is complete and accurate.

## Petition Guidelines

The following guidelines must be followed so that petitions can be presented in a way most likely to correctly inform the College of Graduate Studies Petitions Committee. This body conducts the final review of graduate petitions.

When referring to a course, include the course number, title, semester taken, and the instructor's name. Any petition requesting an exemption from a course requirement, a late withdrawal, an extension of an Incomplete grade, or a change in grading status must include an instructor's dated statement. The instructor's statement **MUST** include:

- 1) information on the student's attendance and performance in the course;
- 2) whether or not the student's request is supported by the instructor; and
- 3) the instructor's rationale for supporting, or not supporting, the petition.

All requests for action on the grounds of medical, personal, legal, or work-related difficulties, either previous or ongoing, **MUST** include written documentation of the situation and a dated and signed statement on official letterhead from the appropriate person (attorney, doctor, dentist, employer, etc.). The documentation provided **MUST** address directly how the difficulties noted had an adverse effect on the student's academic performance. Without this information/documentation, petitions will be returned to the student without Petitions Committee action.

Please note that the University Graduate Council has determined that poor academic performance on a midterm examination or in other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.

If questions arise in preparing a petition, contact the College of Graduate Studies at (216) 687-9370.

## Late Registration

During the first eleven weeks of the fall and spring terms, graduate students may register late for

courses with instructor and program advisor approval, using the Graduate Student Late Registration/Late Add Form. After the eleventh week of the fall and spring terms, late registration requests will only be considered by the Graduate College Petitions Committee.

Students who have had their course schedule cancelled by the University due to non-payment of fees may reinstate their schedules through the eleventh week of fall and spring terms with course instructor and graduate program director approval on the Graduate Student Enrollment Reinstatement Request Form. After the eleventh week of the fall and spring terms, until the last day of each term, requests to restore a cancelled schedule will only be considered by the Dean of the College of Graduate Studies in cases in which students can demonstrate that the University was responsible for their registration being cancelled. After the last day of the term, students must petition the Graduate College Petitions Committee.

For the summer term, there are multiple sessions with different late registration and reinstatement deadlines. All deadline dates may be found on the forms required to process these requests.

Late Registration and Re-Enrollment forms are available at the Campus411 Office and the College of Graduate Studies. The forms also may be downloaded from <http://www.csuohio.edu/gradcollege/students/forms/index.html>



## Accreditation

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Cleveland State University is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For more information, contact the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

In addition, individual Cleveland State programs hold the following professional accreditations:



**Business Administration:** BBA, MBA, Master of Accountancy, Master of Labor Relations and Human Resources, and the Doctor of Business Administration programs of the Nance College of Business Administration are accredited by AACSB International, the Association to Advance Collegiate Schools of Business. The Accounting programs (BBA and Master of Accountancy) are among 168 institutions worldwide that have additional specialized accreditation in accounting.

**Chemistry:** The Department of Chemistry's undergraduate curriculum is approved by the American Chemical Society. Its clinical chemistry Ph.D. program is accredited by the Commission on Accreditation in Clinical Chemistry.

**Education:** Preparation programs offered by the College of Education and Human Services for prospective teachers and other school personnel are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Ohio Department of Education. The School Counseling and the Community Agency Counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs. The Psychology Specialist (School Psychology) program is approved by the National Association of School Psychologists and is included in the college's NCATE accreditation.

**Engineering:** The bachelor's degree programs in Chemical, Civil, Electrical, Industrial, and Mechanical Engineering are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. The Bachelor of Science in Electronic Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduate programs in engineering are reviewed through regular self-study and by other state/OBOR agencies.

**Health and Wellness Service:** The Health and Wellness Service program is accredited by the

Accreditation Association for Ambulatory Health Care.

**Law:** The College of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools.

**Music:** The graduate and undergraduate curricula in the Department of Music are accredited by the National Association of Schools of Music.

**Nursing:** The Undergraduate and Graduate Nursing curricula are fully accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036.

**Occupational Therapy:** Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. Phone number (301) 652-2682.

**Physical Therapy:** The Doctor of Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy Education.

**Psychology:** The Psychology Specialist (School Psychology) program is approved by the National Association of School Psychologists and the National Council for the Accreditation of Teacher Education. The School of Social Work curriculum is fully accredited at the undergraduate and graduate levels by the Council of Social Work Education.

**Public Administration:** The Master of Public Administration curriculum is accredited by the National Association of Schools of Public Affairs and Administration.

**Social Work:** The School of Social Work curriculum is fully accredited at the undergraduate and graduate levels by the Council of Social Work Education.

**Speech and Hearing:** The academic and clinical programs in Speech-Language Pathology are accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language and Hearing Association (ASHA)

**Urban Planning, Design, and Development:** The Master of Urban Planning, Design, and Development curriculum is accredited by the Planning Accreditation Board.

## Degree, Certificate, and Licensure Admission

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Individuals with a baccalaureate degree from a college or university with full academic accreditation and who present satisfactory evidence of the ability to pursue graduate study can be considered for admission. A baccalaureate degree earned outside the United States must be equivalent to a four-year United States degree. International student applicants should consult the admission requirements section for "[International Students](#)" in this Catalog for information on application procedures.

Masters degree applicants may be considered for regular degree admission if they meet one or more of the following conditions:

1. The individual has a grade-point average for the bachelor's degree of at least 2.75 (A = 4.0), with a higher average in the major field. Some graduate programs require a higher GPA. Consult individual program [admission requirements](#) in this Catalog.
2. The applicant scores at the 50th percentile or above on average across the areas of a standardized admission examination.
3. The person has completed twelve or more graduate credit hours at Cleveland State University as a non-degree or conditional graduate student and has a grade-point average of 3.0 or above. Please note that some programs require higher grade-point averages for admission (see program descriptions).

The institution from which the student received the bachelor's degree determines a student's undergraduate grade-point average. For those with post baccalaureate studies, both undergraduate and graduate grade-point averages are considered in determining eligibility for admission.

Admission requirements for doctoral students are higher. See individual program requirements.

Endorsement of the graduate program is necessary for admission to a graduate degree, certificate, or licensure program. The Office of Graduate Admissions finalizes acceptance of an applicant for admission after a recommendation for admission by the appropriate graduate committee.

### Admission to Multiple Graduate Degree Programs

Individuals may apply for admission to pursue simultaneously two graduate degree programs. Applicants must meet College of Graduate Studies admission requirements, and the admission requirements of each degree program.

Dual program students have six concurrent years to complete the two-degree programs. Extension of the six-year limit for either degree via petition requires the approval of the respective graduate program committee(s). With the approval of each program, dual degree students may apply up to a maximum of ten graduate credits taken to meet requirements for one program, to also meet degree requirements for the second program. The ten dual-counted credits do not need to be for the same courses. Dual-counted courses must carry a grade of B or above.

Dual-graduate students who wish to withdraw from one of their degree programs must notify, in

writing, both Graduate Program Directors and the College of Graduate Studies.

### **Graduate Certificate and Licensure Admission**

Acceptance of a graduate certificate or graduate licensure applicant for admission is finalized by the Office of Graduate Admissions after a recommendation for admission by the appropriate departmental or college graduate committee is received in the Graduate Admissions Office. Upon admission, graduate certificate and licensure students must meet with an advisor to prepare a program of study.

## Admission Classifications

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The academic status of a graduate degree-seeking, certificate, or licensure applicant is determined after a review of admission credentials. Graduate Program Committees, in concurrence with the Office of Graduate Admissions, may recommend admission of applicants as Regular graduate students or Conditional graduate students

### Regular Graduate Students

Regular Graduate Students have satisfied all requirements for admission to the College of Graduate Studies and to a graduate program, including [submission of all documents](#) (see the sections on Admission and Admission Procedures in this Catalog).

A Regular Graduate Student may also be a person who was previously admitted to the University as a Conditional, or Non-Degree graduate student and is in good academic standing (with a GPA of 3.0 or above) at the time of re-application for Regular degree-seeking, certificate, or licensure admission.

### Conditional Graduate Students

There are two types of Conditional Graduate Students:

1. International applicants who meet College of Graduate Studies and Program grade point and admission examination (GRE, GMAT, MAT, etc.) requirements, but fall short of meeting College of Graduate Studies English Language proficiency requirements. These requirements, and test scores that are typically expected, are detailed under the Admission Requirements for [International Students](#) and Permanent Residents section of this Catalog. For such applicants, the University ESL Coordinator will evaluate the student's English language skills, and when appropriate, prescribe an ESL program of study for a maximum of two semesters. Depending upon the English language skill level of the applicant, a program of ESL and academic course work may be created, in consultation with the involved Graduate Program Director. By the end of the student's second semester of study, all ESL requirements for Regular Admission must be met. Otherwise, such students will not be allowed to continue their graduate studies.
2. Applicants who fail to meet all College of Graduate Studies and program requirements for Regular Admission (GPA, test score performance, etc.), but still show strong promise of being successful in their chosen graduate program. A Conditional Admission may be proposed by a Graduate Program Director for a maximum of one year and cannot exceed 12 graduate credit hours, during which time the student will be given the opportunity to demonstrate that he or she can complete a graduate program.

The involved Graduate Program Director must propose Conditional Admission, in writing, to the Graduate Dean. The request must present a compelling case for why the applicant should be admitted and propose an academic plan for the student to achieve Regular Admission Status. If conditionally admitted students meet the terms of their admission within the one year, their status will be changed to Regular Student. The Graduate Program Director will forward a new admission

letter to the Office of Graduate Admissions. The Director of Graduate Admissions transmits the admission decision and supporting materials to the applicant.

Students who are not successful in meeting these conditions, they will be dismissed from the University.

### **Provisional Graduate Students**

A Provisional graduate student is one who has failed to submit all necessary application materials, but who meets the University's minimum grade point and/or admission test score requirements. An official transcript showing receipt of a baccalaureate degree must be provided to qualify for Provisional admission. The Student admitted provisionally is not permitted to register for classes until outstanding materials are received in the Office of Graduate Admissions. Upon receipt of outstanding admission credentials, the graduate program concerned will consider the student for Regular Graduate Student status.

Upon being accepted for graduate study on a Regular, Conditional, or Provisional basis, the graduate student should confer with the appropriate departmental advisor to plan a program of study. Subsequent changes to the plan of study should be made only with advisor approval.

## Admission Examinations

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Many graduate programs require a standardized admission examination (e.g., GRE, GMAT, MAT). Consult individual [program descriptions](#) in this Catalog for specific admission examination requirements. The applicant may be exempt from the admission examination requirement by the program if:

- a. The baccalaureate degree is less than six years old at the time of application AND the undergraduate cumulative grade-point average was at least 2.75; OR
- b. The baccalaureate degree is more than six years old at the time of application AND the undergraduate cumulative grade-point average is at least 3.0; OR
- c. The student has completed twelve or more semester hours of Cleveland State University graduate course work AND received a grade of B or better in each course, OR
- d. The student has successfully completed a master's or doctoral degree from an accredited U.S. institution; OR
- e. For Graduate Certificate applicants only: The student provides written documentation of requisite professional experience and professional

When an admission examination is required by the College of Graduate Studies, applicants must score on average at the 50th percentile or above across the sections of the examination to qualify for degree, certificate, or licensure admission. Importantly, some graduate programs require higher admission examination scores to qualify for admission. All applicants should consult individual program descriptions in this Catalog for specific admission examination requirements.

Only examination results (which are not more than six years old at the point of application) received directly from the appropriate testing service are considered official and valid. Admission examination information is available from the Office of Graduate Admissions, Parker Hannifin Hall, Room 227, and the University Testing Center Rhodes Tower , Room 1237.

## Domestic and Permanent Resident Applicants

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### Admission Procedures

To complete admission procedures, graduate degree applicants must submit the following:

1. **Application:** A completed application should be submitted not less than six weeks prior to the term of desired entrance. Consult the admission requirements in individual program descriptions in this Catalog for further information.

**To facilitate the admission process, it is strongly recommended that applicants use the Apply NOW online application system <http://www.csuohio.edu/gradcollege/admissions/apply.html>.**

An application form may be downloaded from [www.csuohio.edu/gradcollege/](http://www.csuohio.edu/gradcollege/). The processing time for paper application forms is longer than that for online applications. For a listing of programs with earlier application deadlines, consult the [Admission Deadline Chart](#).

2. **Official Transcripts:** At the time of application, applicants should request that every college or university previously attended send one official transcript to the Office of Graduate Admissions (the Graduate Admissions Office will obtain official Cleveland State University transcripts). Some departments may require only degree granted transcripts. For graduate applicants who earned their undergraduate degree from Cleveland State University, and those who received undergraduate transfer credit for work taken at another institution, the Graduate Admissions Office will secure the applicant's undergraduate transcripts from the Cleveland State University Registrar, if the transfer credit was awarded since 2002. The Registrar cannot guarantee the availability of undergraduate transfer credit transcripts from prior to 2002. Graduate applicants who were granted Cleveland State University undergraduate transfer credit prior to 2002 need to request that all Colleges and Universities attended previously send official transcripts to the Office of Graduate Admissions. For applicants who have not yet been awarded their baccalaureate (or higher) degree, a second official transcript with the degree posted also must be submitted to the Graduate Admissions Office before an admitted student will be permitted to register for classes. Transcripts must be received in the Graduate Admissions Office directly from the originating institutions.

3. **Letters of Recommendation:** Applicants to the Doctor of Business Administration (DBA) program and the Master of Social Work (MSW) program, and those pursuing initial licensure in Curriculum and Instruction—Urban Secondary Teaching must submit three letters of recommendation (download from <http://www.csuohio.edu/gradcollege/students/forms/index.html#prospect>)

When required, most programs require two letters of recommendation.



The following master's degree programs do not require letters of recommendation:

- . Accountancy (MAcc)
- . Business Administration (MBA)
- . Chemistry (MS)
- . Civil Engineering
- . Economics
- . Education (MEd) (except Counseling programs)
- . Engineering Mechanics (MS)
- . Environmental Engineering
- . Health Sciences
- . Industrial Engineering
- . Labor Relations and Human Resources (MLRHR)
- . Mathematics (MA and MS)
- . Mechanical Engineering (MS)
- . Occupational Therapy
- . Physical Therapy (DPT)
- . Software Engineering (MS)

4. **Official Test Scores:** Submit results of the appropriate admission examination, as required by the College of Graduate Studies and/or the graduate degree program. Examination results over six years old at the time of application are not considered valid and will not be accepted. Only official test scores received directly from the testing service will be accepted.

5. **English language Proficiency: All,** All non-native English speakers must demonstrate proof of English language proficiency. The options for doing so and test score reporting requirements are detailed under the sub-heading "[English Language Proficiency](#)" Individuals who have earned a bachelor's (or higher) degree from a United States institution, in which the primary language of instruction is English, are not required to take an English-language proficiency examination..

6. **Application Fee:** A \$30 non-refundable application fee is required for degree, licensure, or certificate applicants. The Master of Occupational Therapy, Master of Physical Therapy and Nursing programs have a \$55 application fee. Admission decisions will not be rendered until the fee is paid. No application fee is required of applicants who have paid an application fee earlier for admission as a graduate degree, certificate, or licensure student.

## Affirmative Action

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### Nondiscrimination Policy and Procedure

A. 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 other protected veteran status.

B. Inquiries concerning implementation of the above policy and compliance with relevant statutory requirements, including, inter alia, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 may be directed to Maria J. Codinach, Director, Affirmative Action Office, Administration Center, Room 236, (216) 687-2223.

C. Students who wish to seek accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 must request such accommodations and should contact either the Office of Admissions or the Office of Disability Services, Main Classroom, Room 147, (216) 687-2015, for information or to request accommodations.

D. Complaints of discrimination may be addressed through the Affirmative Action Office and the Student Grievance Procedure outlined in the Cleveland State University Student Handbook, copies of which are available through the Cleveland State University Department of Student Life, Main Classroom, Room 106, (216) 687-2048.

### Affirmative Action Policy

Cleveland State University is committed to the principles of equal employment and educational opportunity for all individuals and to the development and implementation of results-oriented procedures and programs to enhance access and opportunity for minorities and women, persons with disabilities, Vietnam-era veterans, disabled veterans, and other protected veterans. The Board of Trustees has charged everyone associated with the University to support and implement these procedures and programs and to participate in achieving their maximum success.

The Affirmative Action Office is responsible for the administration of the University's equal opportunity and affirmative action policies and procedures. Through formal and informal procedures, the Affirmative Action Office is primarily responsible for the investigation and resolution of all complaints of unlawful discrimination, including complaints of sexual, racial, and any other types of unlawful harassment. The Affirmative Action Office seeks to achieve a fair and prompt resolution of discrimination complaints and takes appropriate action when necessary. The Affirmative Action Office works cooperatively with departments and other units to provide training and information on unlawful discrimination and affirmative action issues to increase awareness throughout the University community. The office promotes the full participation, well-being, and

equitable treatment of all students, faculty, and staff, regardless of age, race, color, religion, national origin, ancestry, sex, sexual orientation, disability, or protected Veteran status.

The Affirmative Action Office is located in the Administration Center, Room 236; telephone (216) 687-2223. Maria J. Codinach, JD, currently serves as the Director of the Affirmative Action Office.

### **Sexual Harassment Policy**

It is the policy of the University that no member of the University community shall engage in sexual harassment. Sexual harassment is a form of sex discrimination that is both reprehensible and unlawful. It is contrary to the most fundamental ethical canons of the academic community. The University will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment.

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 a decision 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.

Copies of the University policy, including complaint procedures, may be obtained from the Affirmative Action Office, the Office of Minority Affairs and Community Relations, the Department of Student Life, and the Department of Human Resources Development and Labor Relations. Maria J. Codinach, JD, Director of the Affirmative Action Office, has primary responsibility for the investigation and resolution of sexual harassment complaints.

## Campus Map

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<http://www.csuohio.edu/aboutcsu/campusmap.pdf>

## Campus Support Services

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### Campus411

<http://www.csuohio.edu/enrollmentservices/campus411/>

Campus411 provides information and assistance with registration, academic records, student billing, and financial aid. Cleveland State's comprehensive approach to providing student services is based on a "one-stop" philosophy: provide a central office to serve the University community effectively and efficiently. Campus411 is located in Main Classroom, Rm. 116.

### VIKINGCARD

To obtain a card, students must present their current semester class schedule and government issued ID. The VIKINGCARD Office is located in the Main Classroom Plaza (216) 875-9888. Updates are available on the Web site at <http://www.csuohio.edu/services/vcard/>.

### Counseling and Testing Center

<http://www.csuohio.edu/offices/counselingtesting/>

The Department of Counseling and testing provides a wide range of services to students, faculty, and staff. They offer academic, career, and personal counseling, consultation and outreach programming, training, group facilitation, and other services aimed at helping individuals and groups who are members of the campus community meet their respective personal and professional goals.

The Counseling Center is accredited by the International Association of Counseling Services Incorporated (IACS). The CSU Counseling Center is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) and offers professional psychology internships that adhere to APPIC guidelines.

To find out more about the services of the Department of Counseling and Testing please contact them at 216.687.2277 or stop by the Counseling Center, RT 1235.

### Students with Disabilities

The Office of Disability Services (ODS) at Cleveland State University serves students with a variety of disabilities, including, but not limited to: learning disabilities, chronic health issues, psychological conditions, hearing impairments, mobility impairments, Attention Deficit Disorders and visual impairments.

Students who wish to request accommodations through ODS must have a documented disability and be registered through the office. Accommodations are individualized and depend upon student needs and course requirements. Some common accommodations include note-takers, recording lectures, extra time and separate quiet rooms for exams. Students registered through ODS are able to utilize the Assistive Technology Lab and may request alternative text for their books.

Cleveland State University's campus is accessible and significantly barrier-free. For information, call (216) 687-2015 (V/TTY)

## Health and Wellness Services

Convenient ambulatory health care is available for Cleveland State University students, faculty, and staff. Nurse practitioners and University physicians provide services. Appointments are required and can be made by calling (216) 687-3649. The Health and Wellness Center is located in the Science and Research Building, Room 153. Hours are Monday and Tuesday from 8 a.m. to 5: 30 p.m., and Wednesday through Friday from 8 a.m. to 5 p.m. during the academic year. During the summer and during semester breaks, hours are Monday through Friday from 8 a.m. to 5 p.m.

The Health and Wellness Center provides the following services:

- Physical examinations and treatment for common illnesses such as sore throats, upper respiratory infections, urinary tract infections, and conjunctivitis.
- Laboratory testing for cholesterol levels, anemia, throat cultures, pregnancy, sickle cell, HIV, Chlamydia, sexually transmitted infections, and more.
- Health prevention and promotion, education, and counseling to support individuals and groups in maintaining wellness.

There is no charge for most office services. There is a minimal charge for complete physical examinations, laboratory tests, and medications. For additional information, visit <http://www.csuohio.edu/offices/health/> .

Viking Hall and Fenn Tower are Cleveland State's on-campus housing communities. Both communities cater to graduate students through private accommodations, a great location, quiet graduate areas, and other wonderful amenities that create the right environment for academic success.

The historic **Fenn Tower** features a restored entry lobby and several remodeled ballrooms and common areas. Each apartment is fully furnished and equipped with kitchenettes, cable television, and high-speed internet. Outside the units, community amenities, such as a game room with billiards and big-screen television, fitness center, theater room, laundry center, and retail space, merge the building's classic design with modern-day function.

**Viking Hall** is located in the heart of the campus and can accommodate 475 students in large, spacious, furnished units with carpeting, high-speed internet, cable television, and much more. The community offers private or shared rooms. Different floors are designated for graduate and law students. Community amenities include a computer lab, fitness center, 24-hour security, laundry facilities, television lounge, on-site convenience store, and more.

All residents participate in a food service plan, which provides a variety of options. Both communities provide a convenient, full-service, meal plan program.

Requests for information and applications for on-campus living are available in the Department of Residence Life Office. For more information, call (216) 687-5196, e-mail [reslife@csuohio.edu](mailto:reslife@csuohio.edu), or visit <http://www.csuohio.edu/services/reslife/> or [www.fenntower.com](http://www.fenntower.com) .

## Off-Campus Housing

<http://www.csuohio.edu/services/reslife/offcampus/>

The university provides an off-campus housing listing service to connect students interested in living off-campus with property owners who are interested in attracting students as tenants. We maintain an online list of properties that are for rent such as houses, apartments, rooms in a house, roommate situations, etc. In addition, the list is available in paper form in the Office of Admissions (RW 204), the Department of Student Life (MC 106), the Division of Institutional Diversity (RT 1106), and Campus 411 (Main Classroom, Rm. 116). This is a free service for students/faculty/staff as a source of information only. Listings are updated every month.

Cleveland State University does not recommend one rental property over another and is not responsible for any decision that is made to enter into a rental agreement on the part of students/faculty/staff or any person who accesses this Web site.

### Banking Service

Full-service ATMs are available on the first floor of Main Classroom and in the College of Business lobby.

### Dining on Campus

CSU Dining is committed to serving a variety of food at various locations across campus.

**Dining locations central to campus:** Main Classroom is home to The Midway CafÃ© which offers pizza, burgers, BBQ, grab-and-go sandwiches and salads, sushi and more. Elements Bistro on Euclid is a full service sit down restaurant featuring American classic cuisine. Rhodes Tower CafÃ© is a full service coffee bar also featuring grab-and-go sandwiches and salads, and soup. The Viking Marketplace in Viking Hall features a salad bar, hot entrees, pizza, burgers, and a made to order deli.

**Dining locations on the *eastside* of campus:** Fenn Shoppe in Fenn Tower showcases Habaneros southwestern cuisine, Avenue Deli specialty sandwiches and paninis, grab-and-go sandwiches and salads, sushi, soup, coffee, and convenience items. Glenn's Energy Oasis at the Recreation Center offers fresh smoothie and performance shakes as well as coffee, grab-and-go items, and sushi.

**Dining locations on the *westside* of campus:** At the College of Business, Wheat Street Deli serves gourmet sandwiches, salads, and wraps, soup, sushi, and a full line of coffee drinks. The Link Coffee Lounge is located in the Law Innerlink serving coffee and grab-and-go sandwiches and salads.

For more detailed menus, information, and hours of operation, log on to [www.dineoncampus.com/csu](http://www.dineoncampus.com/csu) .

### Safety at Cleveland State

The University Police Department works to prevent crime through vehicular, bicycle, and foot patrol, surveillance operations, investigations staffed with plain-clothes officers, and community-based crime prevention programs. For general information concerning the Police Department and services, telephone (216) 687-2020.

**Safety Escort Service:** The University Police Department maintains a 24-hour escort service for the security of students, faculty, and staff. To request an escort to or from any location on or near campus, telephone (216) 687-2020. The Escort Service also may be reached by dialing 2020 on any campus phone.

**CAMPUS WATCH Program:** CAMPUS WATCH, founded in 1981, is a community-based crime prevention program tailored to meet the needs of the campus community. It is an innovative application of the highly successful block watch program. Campus Watch members attend a one-hour training session on safety issues, actively participate in quarterly business meetings with speakers on safety, and receive *The Watcher*, a monthly newsletter that provides information on campus crime incidents, as well as crime prevention. Campus Watch members are eligible for training seminars and routinely receive information on campus safety via the broadcast system.

### **Emergency Phone System:**

Cleveland State University is a designated 911 Public Safety Answering Point. Persons should dial 911 in on-Campus emergencies (police, fire, medical), or as an alternative use the “*Police*” button on all CSU desk phones. Emergency “*blue light*” telephones are located throughout the campus and in parking facilities. By picking up the receiver or pushing the large red button on these phones, the caller is in immediate contact with the University Police Dispatch.

**Campus Awareness and Security Act of 1990:** Cleveland State is in compliance with the Campus Awareness and Security Act of 1990. Updated annually, published statistics on crimes committed at Cleveland State University are distributed to all students, faculty, and staff.

## **Parking**

Parking is available to day and evening students who obtain a parking hangtag. The hangtag entitles students to park in designated lots or garages. With the daily hangtag, students pay a daily fee each time they park. With the prepaid hangtag, students prepay for parking for the entire semester at a discounted rate. To obtain a parking hangtag and information about parking lots and garages, students must register at the Office of Parking Services, located in the Chester Building Annex, Room 128. The student’s license plate number, a photo ID, and a computer printout of the individual’s schedule are required in order to register a vehicle. Students are responsible for observing the regulations governing parking on campus. A parking guide and campus map are issued to each person when registering his or her vehicle.

The Office of Parking Services also provides emergency road service for vehicles that are legally parked on campus. By calling the department at extension 2023 from any campus telephone, students can

1. have a car jumpstarted;
2. temporarily repair a flat tire with an aerosol can;
3. use a department gas can to get gas at the nearest service station, with free transportation provided;
4. get into a locked car, by special arrangement with the University Police, upon proof of ownership.

The Parking Services office maintains hours from 8 a.m. to 5 p.m. Monday through Friday. Office hours are extended the first week of each semester.



## Bookstore

[Go to Bookstore Web site](#)

The CSU Bookstore is located at 2400 Euclid Avenue, on the southeastern corner of campus. It is the official bookstore for the university, selling used and new textbooks based on faculty book requests; reference books in professional fields; bargain books; general reading books (bestsellers are discounted); school and office supplies; Cleveland State gear; stamps; greeting cards; gift items; and a full range of snacks and soft drinks.

The bookstore buys textbooks back at the end of each semester. If the book will be used for a class during the following term, the student can receive as much as 50% of the original purchase price. Books are re-purchased at higher prices until the term's estimated demand is filled. Once the demand is filled, textbooks are re-purchased at wholesale prices.

The bookstore accepts VikingCash, cash, checks made payable to the CSU Bookstore, Visa, MasterCard, Discover, American Express, and most debit cards. Picture IDs are necessary for all noncash transactions, refunds and book buyback. Online service includes textbook purchases, faculty assistance, and an online CSU Gear shop.

Call (216) 687-2128 for more information.

## Recreation Center

<http://csunew.csuohio.edu/services/recreationcenter/>

The much anticipated 100,000-square-foot **Cleveland State University Recreation Center**, located at 2420 Chester Avenue, opened fall semester, 2006. The building houses a main gym, a multipurpose gym, a fully equipped weight training area, a fitness area outfitted with a variety of cardio equipment, multipurpose rooms, racquetball and squash courts, and a 1/7 of a mile indoor running track. A juice bar, pro shop, and an underground 50-space garage for metered, short term parking are also a part of the facility's amenities.

The new Recreation Center is connected to the current Physical Education Building, providing convenient access to the swimming pool in Busbey Natatorium. All CSU students (taking 8 credits or more) who have been assessed and paid the activity fee to support the Recreation Center automatically have membership without any additional charge. All other students will be charged for membership.

Cleveland State faculty and staff may purchase a Recreation Center membership, and membership options for alumni and the community are also available. The center is home to all university intramural programs such as flag football, basketball, volleyball, dodge ball, kickball, soccer, tennis, badminton and table tennis. Sports clubs may also use the facility for their events.

Operational management is provided by a company under contract to the university.

## Intramural Sports

<http://csunew.csuohio.edu/services/recreationcenter/intramural/>

The Intramural Sports Program at Cleveland State University provides a variety of leagues and tournaments throughout the year. These contests emphasize mental, social and physical well-

being. The Intramural Sports Program is an all-inclusive operation. Every student registered for classes is eligible to participate. The program is also available to CSU faculty and staff as well as any other Recreation Center member. Intramurals seek to build community amongst CSU students, faculty, and staff through friendly competition. Good sportsmanship is valued above all else. For more information, contact the Intramural Sports Program at (216) 802.3200 or e-mail [intramurals@csuohio.edu](mailto:intramurals@csuohio.edu).

Come. Stay. Play.

## Athletics

<http://csuvikings.cstv.com/>

Cleveland State University Viking sports teams compete in the National Collegiate Athletic Association (NCAA) Division I. The University sponsors programs for seventeen intercollegiate sports — nine for women and eight for men. The Vikings are members of both the Horizon League and Eastern Wrestling League, which gives Cleveland State student athletes the chance to regularly compete against some of the best athletes in the country. Student athletes represent the university community at local, regional, national, and international competitions, including the NCAA Championships and the Olympics. More than forty Viking student athletes have been selected as All-Americans in their respective sports.

Viking student athletes learn some of life's most valuable lessons — sacrifice, preparation, teamwork, competition, and resiliency — while representing Cleveland State in the classroom and the community. In the classroom, the cumulative grade point average for Cleveland State's more than 250 student athletes is consistently near 3.0. University teams regularly rank among the nation's academic best, with many having been named Academic All-Americans. Cleveland State's Athletic Academic Advising Office coordinates an extensive support system, including study halls and tutoring.

## CHILD DEVELOPMENT CENTER

<http://csunew.csuohio.edu/services/childcare/>

### **Now open, at 2428 Chester Avenue housed within the University's Recreation Center**

The CSU Child Development Center has been providing high-quality, affordable, on-site child care since the grand opening in August. Full- and part-time child care services are available to CSU students, faculty and staff who are parents or legal guardians of children ages six weeks to 12 years. Enrollment preference will be given to CSU students. The Center has expanded hours of operation to also include evening class care from 5:30pm-10:00pm. The program offers care, supervision and early education of children, and will ensure the optimal physical, social, emotional and intellectual development of each child based on the standards set forth by the National Association for the Education of Young Children accreditation system.

## Catalog Rights

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Degree candidates are responsible for meeting university graduation requirements stated in the Cleveland State University Catalog for the academic year in which they are admitted to Cleveland State University. These graduation requirements are known as catalog rights. Colleges reserve the right to alter the content of courses, add and delete courses, and change required curricula. It is the student's responsibility to remain informed about such changes through regular interaction with their adviser in monitoring progress towards graduation. No university official can relieve students of this responsibility.

Students who interrupt their enrollment in the university for one full academic year or longer, consecutively, including summer, must meet the university graduation requirements of the catalog in effect when they return.

In all instances, students who return to Cleveland State University after enrolling at another college or university (except with transient or cross-registration permission) must follow the university graduation requirements of the catalog in effect at the time of their readmission.

# Cleveland State University

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## The University

Cleveland State University is a state-assisted, metropolitan university whose mission is to recruit and instruct a diverse student population, provide strong arts and sciences programs, support excellence in education, reaffirm its commitment to basic and applied research, and provide a supportive and nurturing educational environment for members of the community.

Cleveland State has some 16,000 students enrolled in more than 1,000 courses and 200 major fields of study at the undergraduate and graduate levels as well as professional certificate and continuing education programs. These include: seventy undergraduate programs, forty master's-level programs, two law degree programs, three specialist degrees (two in education and one in school psychology), six doctoral programs, and joint programs in law-business, law-public administration, and law-environmental studies. The University also offers over a dozen graduate certificate programs. Approximately one-third of Cleveland State's students are enrolled in graduate or professional programs and about half attend on a part-time basis.

The University's eight colleges are the College of Liberal Arts and Social Sciences, the College of Science, the Nance College of Business Administration, the College of Education and Human Services, the Fenn College of Engineering, the Maxine Goodman Levin College of Urban Affairs, the Cleveland-Marshall College of Law, and the College of Graduate Studies. Descriptions of the University's baccalaureate programs are contained in the Cleveland State University Undergraduate Catalog, which can be found at <http://www.csuohio.edu/undergradcatalog/>. Programs in the College of Law are described in the Cleveland-Marshall College of Law web site at <http://www.law.csuohio.edu/admissions/>.

Other important academic divisions of the University are Continuing Education, which offers a variety of special, non-credit learning opportunities; the English as a Second Language Program, and the Division of University Studies, which provides comprehensive academic and student support services, including orientation programs, academic advising, tutoring, assistance to students with disabilities, mentoring services, and career development and planning.

Project 60/Active Minds offers senior citizens the opportunity to take undergraduate and graduate courses on a tuition-free, non-credit, and space-available basis. Students can sample undergraduate and graduate courses without being admitted formally to a degree program.

Cleveland State's faculty is among the best anywhere, with more than ninety-three percent holding the highest degree in their field. Four out of five hold the Ph.D., a figure unmatched by any other Ohio university. And faculty have received fifty-five prestigious Fulbright Scholar Awards, including twenty awards over the last four years. Our faculty members create an atmosphere that promotes intellectual growth, the creation of new knowledge and an engaged learning experience.

The University has more than 90,000 alumni, most of whom have remained in the Northeast Ohio area to establish careers, give back to the community, and raise their families. Recent research shows that at nearly 1,000 businesses across the country, a Cleveland State graduate is at the helm as founder, chairman, CEO, president, or top executive.

Cleveland State is a metropolitan university that provides a rich environment for engaged learning in an exciting and dynamic location. Our students are fond of claiming that the entire city is their campus for study, practical experience, and recreation. And our pledge to each student is an engaged learning experience in the real world, for the real world, among a diverse and engaged student body.

## University Mission Statement

### University Vision Statement

We will be recognized as a student-focused center of scholarly excellence that provides an accessible and exceptional education to all. We will be a place of opportunity for those who seek truth, strive toward excellence, and seek a better life for themselves and for their fellow citizens. As a leader in innovative collaboration—both internally and externally—with business, industry, government, educational institutions, and the community, the University will be a critical force in the region's economic development. We will be at the forefront of moral, ethical, social, artistic, and economic leadership for the future and embrace the vitality that comes with risk. We will be the strongest public university in the region and be known for our scholarship in service to students and to our community.

## History

Established as a state-assisted university in 1964, Cleveland State was created out of the buildings, faculty, staff, and curriculum of the former Fenn College, a private institution of 2,500 students that was founded in 1929.

Cleveland State University's historical roots go back to the 19th century. During the 1880s, the Cleveland YMCA began to offer day and evening courses to students who did not otherwise have access to higher education. The YMCA program was reorganized in 1906 as the Association Institute, and this in turn was established as Fenn College in 1929. A significant contribution of Fenn College was its pioneering work in developing internships for students in engineering and business. These internships, as joint ventures between the College and local businesses and industries, provided students with professional contacts and experience, as well as an affordable education. Historic Fenn Tower, now student housing, stands as a reminder of these early years, when the University already had a strong commitment to equal access to higher education.

The Cleveland-Marshall College of Law traces its origins to 1897 when the Cleveland Law School was founded. It was the first evening law school in the state and one of the first to admit women and minorities. Another evening law school, John Marshall School of Law, was founded in 1916. In 1946, the two schools merged to become the Cleveland-Marshall School of Law. Cleveland-Marshall became part of Cleveland State University in 1969.

## Evening and Weekend Classes

Most graduate programs are available in the evening. During a typical term, more than 5,500 undergraduate and graduate students attend the hundreds of classes offered during the late afternoon and evening hours. Many classes meet once a week or on Saturdays, thus providing multiple scheduling alternatives.

## A Dynamic Campus Environment

Strategically located in downtown Cleveland, the University sits in the midst of major businesses and institutions that provide students with internships and other career opportunities. Nearby neighbors include The Plain Dealer (Ohio's largest newspaper), Playhouse Square Center (home of the Cleveland Opera, the Great Lakes Theater Festival, and touring Broadway productions), Tower City Center, Progressive Field, Quicken Loans Arena, and the North Coast Harbor, which is the home of the Rock and Roll Hall of Fame and Museum, the Great Lakes Science Center, and Cleveland Browns Stadium.

The Cleveland State campus consists of 85 acres—the largest footprint in downtown Cleveland—with forty buildings used for teaching, research, housing, administration, and recreation. "Building Blocks for the Future," the University's \$200-plus million campus master plan, is changing the face of both campus and downtown Cleveland while creating a vibrant living and learning community in the heart of the city. New or renovated buildings include a recreation center; apartment-style student housing; a restaurant; an administration center, a College of Graduate Studies building; and more. Soon to come: a new student center and a College of Education and Human Services building. Cleveland State also has extended campuses in Westlake and Solon, where students have access to the same quality education as they have downtown.

Within easy reach of the University are the Cleveland Clinic, Severance Hall (home of the Cleveland Orchestra), the Cleveland Museum of Art, the Cleveland Museum of Natural History, the Cleveland Play House (the oldest repertory theater company in the country to have a continuous existence), Karamu House (America's oldest African American community theater company), and the Western Reserve Historical Society.

We believe that a first-class education benefits not only the graduates of Cleveland State but the rest of society, as well. Public and private institutions, corporations, and businesses have joined as our partners in a dynamic and engaged learning experience. With their help, the University has created an environment in which the individual, the curriculum, and the community interact to achieve the highest levels of learning.

## Extended Campuses

We've expanded our horizons so you can expand yours. Cleveland State now has campuses in Westlake and Solon – close to where you live or work.

Higher education is now at your doorstep, allowing you to pursue a graduate degree in a number of fields such as education, business and diversity management.

Each extended campus has

- v well equipped classrooms
- v instructional computer lab
- v study area with computers
- v comprehensive student services including library delivery
- v on-site academic advising
- v free parking

### EAST CENTER

34055 Solon Rd.  
Solon, Ohio 44139,

[eastcenter@csuohio.edu](mailto:eastcenter@csuohio.edu)

[www.csuohio.edu/eastcenter](http://www.csuohio.edu/eastcenter)

### WEST CENTER

26202 Detroit Rd.  
Westlake, Ohio 44145  
216-802-3000

[westcenter@csuohio.edu](mailto:westcenter@csuohio.edu)

[www.csuohio.edu/westcenter](http://www.csuohio.edu/westcenter)

216-875-9600

## Student Learning Assessment Policy

All academic programs and student service units on campus assess student learning outcomes in order to improve the quality of our curricula, instruction, support systems, and the overall campus life. Systematic, ongoing assessment efforts focused on student learning are coordinated by the Office of Student Learning Assessment. There are several measures used to determine whether the University's expectations and goals for learning are being achieved. In this light, we evaluate a combination of theses, papers, projects, portfolios, pre-and post-tests, licensure, and other formal examinations. Additionally, current and former students' views about the learning process are also solicited through questionnaires, interviews, and focus groups. Upon completion of the process of reviewing all academic program as well as student service unit assessment reports, the Office of Student Learning Assessment provides constructive feedback to the reporting programs and units as a way for the University to continuously meet the needs of our diverse student population.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

Cleveland State University is required to give annual notice to students, or parents of students, of the rights granted by the Family Education Rights and Privacy Act (FERPA) of 1974. In accordance with this act you are notified of the following:

### Right to Inspect

You have the right to inspect and review information contained in educational records maintained by Cleveland State University.

### Right to Request Amendment

You have the right to request an amendment of an educational record that you believe to be inaccurate, misleading, or

otherwise in violation of your FERPA rights. This includes the right to a hearing should the university decide not to alter a record according to your request.

## Right to Prevent Disclosure

You have the right to restrict the release of information that may be disclosed on an unlimited basis by university personnel in response to oral or written requests. Certain exceptions to this rule are specified in the Act. See also [Student Rights Regarding the Release of Directory Information](#).

## Right to File a Complaint

You have the right to file a complaint with the U.S. Department of Education concerning any belief you have that Cleveland State University has failed to comply with the provision of FERPA. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4604. Phone: (202) 260-3887. Fax: (202) 260-9001.

A copy of Cleveland State University's institutional policies on access to student records may be obtained by request from the Office of the University Registrar in UC 400 or viewed on the Web at <http://www.csuohio.edu/enrollmentservices/registrar/privacy/ferpa.html>. These policies set forth the procedures for inspection and amendment of educational records.

## Student Rights Regarding the Release of Directory Information

The Family Education Rights and Privacy Act of 1974 (FERPA) as amended, prohibits Cleveland State University from disclosing or releasing a student's "education record" or personally identifiable information contained in that record without the student's consent. FERPA defines "education records" as "those records, files, documents and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution."

One of the exceptions to FERPA permits the university to release or disclose "directory information" about students without their consent. The university will release the following as "directory information" unless otherwise instructed by the student:

- Name
- Participation in officially recognized activities and sports
- Height and weight for members of athletic teams
- Dates of attendance
- Degrees earned and awards (honors) earned

Students who wish to restrict the release of the foregoing information can do so by submitting the Directory Information Restriction Request form to Campus411. The form can be found on the University Registrar's Web site under Downloadable Forms at <http://www.csuohio.edu/enrollmentservices/registrar/forms/>, or by coming in person to the Campus411. This restriction will remain in effect until you request in writing that it be removed. However, even if you file such a request, the university will release information as necessary if it is determined that disclosure is permitted by FERPA without prior consent (e.g., response to a subpoena, health or safety emergency, etc.). Refer to the University Registrar's Web site at <http://www.csuohio.edu/enrollmentservices/registrar/> for more information on FERPA. Please be aware that if a student requests that the foregoing information be withheld, it will be withheld from a variety of sources, including friends, relatives, prospective employers, insurance agencies, honor societies, and the news media. Students should carefully consider the consequences of withholding such information before they do so.

## Student Records

### Right to Review Records

Students attending Cleveland State University have the right to review educational records which consist of official records, files, and data directly related to themselves which are maintained by department, college, or university offices. Personal files maintained by faculty or staff are excluded from coverage under this policy.

Medical and counseling records maintained by professional or paraprofessional physicians or counselors which are used

in treatment or counseling with a student are deemed confidential and need not be shared with a student. Such records may be reviewed by a physician or other appropriate professional of the student's choice.

- Admissions Offices (Graduate and Undergraduate)
  - Admissions File

(Records submitted by applicants are not available for inspection until admittance and registration of the student.)

- Alumni Office
  - Degree information for alumni
  - Names and addresses of alumni
- College Dean's Office
  - Student File
- College Departmental Offices
  - Student File
- College of Education--Student Personnel Service
  - College of Education student records will be maintained in this office rather than in the Education College Dean's Office. Under the Family Education Rights and Privacy Act (FERPA) of 1974, confidential materials submitted prior to January 1, 1975, are not available. Records that are available include: (undergraduate) academic records, students' written objectives, speech and hearing test results, T.B. test results, and schedules; (graduate) application, transcript, GRE test results or Miller Analogies Test results, and letters of recommendation.
- College of Law--Dean's Office
  - Admission file
  - Placement file
  - Student file
- CO-OP Office
  - Education file
  - Employer file
- Division of Collegiate Studies
  - Admission information
  - Diagnostic Test Information
- Judicial Affairs--Department of Student Life
  - University Judiciary Reports and Conduct Records
- Placement Office
  - Placement folders submitted by students for employment purposes
- Treasury Services
  - Student Financial Record
- University Police
  - Incident Report/ Crime Log
- University Registrar
  - Academic Record
  - Student Schedule
  - Residency Petition
  - Change of Name Record
  - Transcript Request File
  - Transient Record
  - Graduation Application File
  - Registration/Enrollment Materials
  - Veterans' Certification File





## Disclaimer

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This publication is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this publication, the University reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the University expressly disclaims any liability which may otherwise be incurred.

## Educational Resources

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### Research Facilities

Basic and applied research is central to the University's mission and is an integral part of graduate and professional education. The purpose of research is to advance existing knowledge in a discipline, subject area, or field; to fill significant gaps in such knowledge; to devise new modes or means of expression; and to develop new perspectives in the sciences, arts, and humanities. Faculty members at Cleveland State University have built and continue to expand a solid reputation for quality research by attracting highly qualified graduate students and by garnering significant new external research funding. The University maintains that research and teaching are not only symbiotic but are also the focus of quality graduate education.

To encourage student and faculty research, the University provides a complete range of support facilities, including a University Library with a strong emphasis on computerized information services, microcomputer and computer-access laboratories, access to the Ohio Supercomputer Center, animal care facilities, and specialized research facilities within academic departments. Descriptions of other specialized equipment and major analytical instrumentation facilities are included under the respective graduate programs.

### Research Collaborations

The University maintains a variety of research links with the Northeast Ohio community. Local and regional businesses and institutions share financial resources, personnel, and/or facilities with Cleveland State faculty and students for the purpose of research. The University's ties to the institutions below are important examples of partnerships that enhance specific graduate degree programs:

- **The Cleveland Clinic Foundation's Lerner Research Institute** is an equal partner in the research offerings and administration of three Cleveland State University doctoral programs: the Ph.D. in Regulatory Biology, the Ph.D. in Clinical-Bioanalytical Chemistry, and the Doctor of Engineering specialization in Applied Biomedical Engineering. This strategic inter-institutional partnership provides doctoral students with access to major analytical instrumentation facilities in biochemistry, immunology, and molecular biology, as well as to the federally funded laboratories of world-renowned scientists.
- **The NASA-Glenn Research Center** annually sponsors millions of dollars of basic and applied research at Cleveland State, while the University provides off-campus graduate programs in engineering and computer and information science at the Center.
- **The Cleveland MetroHealth Medical Center** is a partner with Cleveland State University in the education of graduate students in the speech pathology program, as well as in the Clinical-Bioanalytical Chemistry Ph.D. program.
- **Case Western Reserve University's** formal agreement allows for collaboration in the areas of biomedical research, development of cooperative doctoral and professional graduate programs, and faculty enrichment opportunities. The agreement includes reciprocal library privileges for faculty and students at both universities.
- **The Ohio Urban University Program.** Cleveland State University is the flagship member of the Northeast Ohio Research Consortium which is a cooperative initiative of Northeast Ohio's public universities, providing research and technical assistance to the region, as well as numerous opportunities for graduate student research in public administration and urban studies programs.

### Research Centers

For a complete listing go to: <http://www.csuohio.edu/research/centers.html>

### Environmental Institute

Cleveland State University places a high priority on providing leadership in the area of environmental education and research in Northeast Ohio. In keeping with this institutional focus, in 1995, the Institute was established under the name, Center for Environmental Science, Technology and Policy (CESTP) to help position the University as a critical regional resource in support of environmental education, research, and service for Cleveland, Northeast Ohio, and the Midwest

region.

The staff and faculty of the Environmental Institute play important roles in the coordination and implementation of many environmental educational and research activities. For example, the Environmental Institute coordinates several environmental degrees under the Environmental Academic Studies Program (EASP), including a BS in Environmental Science, a BA in Environmental Studies, an MS in Environmental Science, an MA in Environmental Studies, an MS in Environmental Engineering, and both a JD/MAES and a JD/MSES. In addition, environmental research and course work options are offered in several doctoral programs.

Another major activity of the Environmental Institute involves the Woodlake Environmental Field Station in the Cuyahoga Valley National Park (CVNP). The Station represents a unique partnership among Cleveland State, John Carroll University, and the National Park Service. The field station facilitates environmental and ecological research, particularly research utilizing the ecosystems in the CVNP. It also is used for teaching undergraduate and graduate field courses, special summer courses, and workshops.

The Environmental Institute's primary mission is to improve the region's problem-solving capabilities regarding environmental questions by:

1. Facilitating the development of multidisciplinary research teams;
2. Coordinating the development of environmental curricula available to Cleveland State students, including environmental systems, science, engineering, technology, policy, law, ethics, and management;
3. Improving the effectiveness and coordination of teaching of environmental issues at all levels; and
4. Increasing collaboration among industry, government, and universities.

The Institute strives to be the main regional resource and focal point for information and research on environmental issues for government, industry, and the general public. Additional information is available at <http://www.csuohio.edu/ei/>.

## **Center for Research in Electronics and Aerospace Technology**

The Center for Research in Electronics and Aerospace Technology (CREATE), housed in the Fenn College of Engineering, is a collaboration among universities, government, industry, and other organizations with the purpose of advancing the state of the art of power technology and introducing this technology into the private sector. The goals of CREATE are to:

1. Assist in maturing aerospace technologies to levels that show potential for commercialization or application for space exploration or national defense;
2. Develop the means for capturing and disseminating the knowledge produced during technology-development activities in a productive and efficient manner so as to effectively transfer the technology to the private sector;
3. Integrate CREATE activities with the educational program so students gain hands-on experience through these projects.

Faculty from the Electrical and Computer, Mechanical, and Industrial and Manufacturing Engineering Departments participate in a variety of research projects under the auspices of CREATE. Numerous opportunities exist for graduate students to conduct master's and doctoral research on CREATE projects.

## **Research and Public Service**

The Maxine Goodman Levin College of Urban Affairs provides applied research and outreach services to the community through a number of integrated centers and initiatives. The collective mission of these research centers is to serve as a source for the investigation of issues and challenges facing urban communities and to apply College resources to solutions.

Students have opportunities to work with faculty and staff in the research and public service, centers, programs, and related initiatives of the Levin College. These include major programs in economic and neighborhood development, public finance, public management, and capacity-building training. These activities support the academic programs of the Department of Urban Studies by providing opportunities for graduate and undergraduate students to participate in ongoing research, training, technical assistance, and database development projects.

## **[Center for Civic Education](#)**

The Center for Civic Education positions the College as a leader in state-of-the-art civic education and engagement programs. Through public forums, applied research and outreach services, the center explores key issues and challenges facing Northeast Ohio.

### **Center for Economic Development**

The Center for Economic Development conducts research and offers technical assistance on urban and regional economic issues of interest to local, state, and national policymakers. Primary focus areas include regional economic analysis, regional indicators, economic impact analysis, innovation and entrepreneurship, manufacturing competitiveness, and the role of urban universities in regional development.

### **Center for Health Equity at Cleveland State University**

The mission of the Center for Health Equity at Cleveland State University is to provide leadership to advance the understanding of health disparities and their resolution through interdisciplinary research, community partnerships, and multidisciplinary education; and to develop and implement strategies that promote health and well-being for residents of Greater Cleveland.

### **Center for Housing Research and Policy**

The Center for Housing Research and Policy promotes studies of critical housing supply-and-demand issues. In addition to undertaking a comprehensive inventory and analysis of the region's housing stock and its conditions, the program identifies and analyzes housing directions and trends useful for neighborhood and regional revitalization.

### **The Center for Leadership Development**

The Center for Leadership Development manages a number of leadership development programs for policy makers, elected officials, public administrators, local ward leaders, and community leaders. Whether you are a neighborhood leader who wants to motivate and mobilize community residents or a newly elected official who wants to develop effective governing skills, the Levin College has a leadership programs that will help you be a more effective, responsible, and educated leader.

### **Center for Neighborhood Development**

The Center for Neighborhood Development provides assistance to nonprofit, neighborhood-based development organizations, helping them implement a broad range of housing and economic development projects. The center also directs Neighborhood Leadership Cleveland, a program to enhance the effectiveness of volunteer neighborhood leaders.

### **Center for Nonprofit Policy and Practice**

The Center for Nonprofit Policy and Practice supports and fosters the health of the nonprofit sector in the region through training and technical assistance. It supports the role of non-profits in civil society, scholarly and applied research, and undergraduate and graduate education in the leadership and management of nonprofit organizations.

### **[Center for Planning Research and Practice](#)**

This mission of the Center for Planning Research and Practice is to strengthen the practice of planning in the Ohio Lake Erie basin through research, education, service and technical assistance to local communities and to the planning profession. Our emphasis is on creating sustainable, resilient communities through good planning practices.

### **Center for Public Management**

The Center for Public Management is a multi-disciplinary applied research center that provides technical assistance, policy analysis, research, organizational and staff development, and training services to a broad clientele of federal, state, and local government and not-for-profit clients. The mission of the center is to serve as a resource for Ohio's state and local governments and not-for-profit organizations by providing services to increase the efficiency and effectiveness of governance and public policy. The center addresses its mission through work in five substantive areas—Economic and Fiscal Analysis; Performance and Efficiency Measures; Tax and Revenue Strategy; Organizational Development; and Economic Development Strategy.

## **Center for Sacred Landmarks**

The Center for Sacred Landmarks provides information about Cleveland's religious structures and organizations and their past and present roles in strengthening and maintaining communities within the Cleveland metropolitan area.

## **Great Lakes Environmental Finance Center (GLEFC)**

The Great Lakes Environmental Finance Center (GLEFC) is one of nine university-based applied research and technical assistance centers established by the United States Environmental Protection Agency to help create sustainable environmental systems in the public and private sectors. The mission of the GLEFC is to assist communities in building innovative, cost-effective and high-quality strategies for environmental improvement and sustainable economic development. GLEFC services include providing financial and economic analysis and strategies, policy analysis and planning, brownfields community advisory services, and research and information services.

## **Levin College Forum**

The Levin College Forum is a focal point and catalyst for thoughtful public debate, innovative thinking, new ideas, and timely action addressing the critical urban issues that impact Northeast Ohio, the state, and the nation. All Forum programs are open to the community and Cleveland State University students, faculty, and staff.

## **Northern Ohio Data Information System**

The Northern Ohio Data Information Service (NODIS) is a Census Bureau affiliate. It provides census and other data resources to the public. It also provides mapping and GIS services, data, and training. Services include standard and customized community profiles, demographic analysis, census tract look-up guides, demographic and environmental mapping, geocoding, and database and Web site development. GIS training includes ESRI certified instruction, as well as MapInfo workshops and customized training. Named as one of the three regional data centers in the state by the State of Ohio and the U.S. Bureau of the Census in 1981, NODIS has more than twenty-five years experience in demographic and geographic data dissemination and analysis.

## **Ohio Center for the Advancement of Women in Public Service**

The Ohio Center for the Advancement of Women in Public Service is an initiative founded to promote the advancement of careers of women in public service within the executive, legislative, and judicial branches of government at the national, state, and local levels. Key functions of the center include research on the state of women's careers in public service, identifying barriers to the movement of women into positions of authority and leadership, and devising strategies to address these barriers.

## **Unger International Center for Local Government Leadership**

The Unger International Center for Local Government Leadership responds to the training, research and educational needs of local government leaders in emerging democracies. Its goal is to strengthen the management of public organizations and NGOs, to promote local governments that are transparent, accountable, responsive, innovative, efficient, and characterized by reliance on the rule of law and active citizen participation. The center is committed to facilitating sustainable government reforms that result in long-term impact and systemic change. The center works with university faculties and local government leaders in emerging democracies to develop and implement academic and continuing education programs in public management for future and incumbent officials and managers in local governments and non-government organizations.

## **Urban Child Research Center**

The Urban Child Research Center engages in research and policy analysis on matters that affect families and children in urban communities. Urban households, particularly those in central cities, are uniquely affected by economic, social, and political trends. The work of this center is to provide information and consultation that will enable policy-makers and community leaders to respond to the impacts of these trends.

## **Educational Centers**

## Writing Center

<http://www.csuohio.edu/writingcenter/>

The Writing Center is located in the Library in Rhodes Tower 105. The Writing Center provides assistance to all members of the university community, including graduate students. Through consultations, tutoring, and workshops, the Center can respond to any questions about writing, including generating ideas, drafting and revising papers, improving writing styles, and handling technical details of grammar, documentation, and formatting.

## Center for Teaching Excellence

<http://www.csuohio.edu/cte/>

The Center for Teaching and Learning provides training and assistance to faculty and teaching assistants to bring improved and innovative teaching methods to the classroom. Goals of the Center include helping instructors achieve effective teaching styles, incorporating innovative technologies into classrooms, and improving student learning and comprehension by means of more participative and interactive teaching methods. The Center conducts workshops on various topics and administers the Teaching Enhancement Award Program. For additional information, contact William A. Beasley, Director of the Center for Teaching and Learning, BU321; telephone (216) 687-5583.

## Continuing Education

[conted@csuohio.edu](mailto:conted@csuohio.edu)

The Division of Continuing Education provides learning opportunities for individuals who seek to improve their careers and further their personal development. Each year, more than 10,000 adults from throughout Northeast Ohio enroll in the Division's seminars, workshops, short courses, and conferences. The Division offers non-credit programs in such fields as business and management, computers and information technology, engineering and construction, hazardous materials management, emergency preparedness, and nursing and health/human services. These programs enable adults to keep current in their work, develop new skills, acquire new knowledge, and enter new careers.

Designed and scheduled to meet the needs of adult learners, continuing education programs are offered on- and off-campus; during the day, evening, and on weekends; and online. The Division also offers customized training programs for business, industry, government, health, and community organizations at their choice of locations.

The Division also is responsible for the University's English as a Second Language Program. The program offers graduate courses in English as a Second Language for non-native English speakers. It also offers a noncredit Intensive English Language Program that serves conditionally admitted international students and others who are preparing for full admission as graduate students. The Joseph E. Cole Center for Continuing Education offers state-of-the-art education and conference facilities. The Cole Center features hands-on computer laboratories, seminar rooms, an 850-seat auditorium, and a 150-seat lecture hall, all specifically designed to meet the needs of the adult learner. Spacious lounges, meeting rooms, and dining areas supplement the educational facilities, making the Cole Center an ideal conference location, available for use by outside groups.

Continuing education programs are open to all adults. The Division awards Continuing Education Units (CEUs) for participation in its programs. In addition, the Division offers certificate programs in several specialty areas. Program brochures and catalogs are published throughout the year. For further information, call the Division of Continuing Education office at (216) 687-4850, e-mail [conted@csuohio.edu](mailto:conted@csuohio.edu), or visit the Web site at [www.csuohio.edu/ce/](http://www.csuohio.edu/ce/).

## University Library

<http://www.ulib.csuohio.edu/>

The Library strives to provide the best traditional and innovative library services to assist in classes and research. Here is some information about the Library and some of the resources available.

- [Library Hours](#)

- [Borrowing Books](#)
- [Services for Graduate Students](#)—Click here for more resources available specifically for graduate students.
- [Scholar](#)—The Library's online catalog.
- [OhioLINK](#)—Borrow books and materials from 86 other colleges and universities in Ohio.
- [InterLibrary Loan](#)—Request materials owned by other libraries in Ohio, the country, and the rest of the world.
- [Electronic Course Reserves](#)—Access course reading materials online twenty-four hours a day.
- [Research Databases](#)—Find articles on a specific topic.
- [Subject Portals](#)—Find subject specific research help.
- [Subject Librarians](#)—Contact a subject librarian for information about the library's policies, collections and services or to make an appointment for individual research assistance.
- [E-mail Reference Service](#)—E-mail a librarian for research assistance.
- [Special Collections](#)-- Focuses on primary research materials for the study of the economic, cultural, social, and political history of Cleveland, Northeastern Ohio, and the Great Lakes region.
- Archives <http://www.ulib.csuohio.edu/archives/index.html#contents> -- The University's official repository for records, publications, audio-visual materials, and artifacts pertinent to Cleveland State's history and development.

*We bring people and information together!*

## Law Library

<http://www.law.csuohio.edu/lawlibrary/>

The Law Library has a strong tradition of service designed to meet the research and instructional needs of students and faculty. The Law Library's service mission is supported by a collection of over 525,000 volumes, a federal government document depository, 3,100 periodical subscriptions, and an array of online research tools, including numerous legal and general databases, CD-ROM titles, the OhioLINK catalog and database sources, and Internet resources. These resources, with interlibrary loan arrangements and cooperative resource sharing through the Ohio Regional Consortium of Law Libraries, provide Law Library users with access to a wide spectrum of legal research materials.

## CampusNet

CampusNet is a user-friendly student information system available for students. CampusNet is available from any computer with an Internet connection, including home computers, on-campus kiosks, and campus networked computers. The Internet address for the CampusNet system is <https://campusnet.csuohio.edu/index.jsp> .

Using CampusNet, students can register for classes, add and drop classes, and pay their tuition and fees. In addition, CampusNet provides commonly requested student information. A student may view and print his or her tuition and fees balance, registration schedule and course list, financial aid award amount, student record information, unofficial transcript, and personal information, such as address and e-mail address.

CampusNet is accessible with the student's Cleveland State ID and CampusPass password. Students who do not know their ID or CampusPass password can contact the Call Center at (216) 687-5050.

## Electronic Mail (E-mail)



Every applicant and registered Cleveland State student—part-time, full-time, graduate, undergraduate, and law—has an account on the campus e-mail system. Students who prefer to forward their Cleveland State University e-mail to another e-mail address can do this in CampusNet or by contacting the Call Center at (216) 687-5050. Since many student-specific announcements are sent via e-mail, students are encouraged to check their Cleveland State University e-mail regularly or forward their Cleveland State University e-mail to another e-mail address.

For help accessing e-mail, call the Call Center at (216) 687-5050 or follow the links on the Web site at [www.csuohio.edu/ist](http://www.csuohio.edu/ist).

E-mail is available from any networked PC. Access to e-mail is available from a link on the Cleveland State home page or by visiting [www.csuohio.edu/ist/email.shtml](http://www.csuohio.edu/ist/email.shtml). E-mail also can be accessed via Outlook, Outlook Express, Eudora, or other POP mail clients. The student labs also provide access to student e-mail. Instructions for using Eudora and Outlook are available from the Cleveland State University IS&T Web page at [www.csuohio.edu/ist](http://www.csuohio.edu/ist).

## Information Services and Technology

The Department of Information Services and Technology is an educational and research facility for faculty, staff, and students; additionally, it supports the data-processing requirements of the administrative offices at Cleveland State.

### Services for Students

Through the use of technology, students can explore faster and better ways to find books, do research with the help of the Internet, and communicate with others around the world. The following is a brief description of the many services that are available to students.

### Cleveland State University Web Site

The Cleveland State University Web site at [www.csuohio.edu](http://www.csuohio.edu) is full of useful information. Anyone who has a personal computer and access to the Internet has access to information about the University. General data about the University is available to everyone. In addition, each student can use CampusNet, a secured system that provides grades, unofficial transcripts, course offerings, and more.

A wide variety of information is available on the Web site, including an international student guide, a student admissions guide, a campus map with photos of all buildings, directories on how to reach Cleveland State and where to park, and even weather information. In addition, each college has its own home page, which includes a general description, course offerings, information about faculty members and special programs, and more. Many individual departments and professors also have Web pages.

### Useful Web Sites:

Resources for classes, research, and other academic pursuits: [www.csuohio.edu/ats/stu.html](http://www.csuohio.edu/ats/stu.html)

Cleveland State University Call Center for computer-related questions/issues: [www.csuohio.edu/ist/](http://www.csuohio.edu/ist/)

Computer Labs, equipment and hours, and other useful information: [www.csuohio.edu/ats/campuslabs](http://www.csuohio.edu/ats/campuslabs)

IS&T Information/Services: [www.csuohio.edu/ist/](http://www.csuohio.edu/ist/)

### Free Internet Access

Cleveland State University provides students with an Internet-access account that provides 320 hours per month of free dial-up Internet access from home. To use the Internet account, a dial-up connection needs to be added to the student's home computer. Instructions are available online at [www.csuohio.edu/ist](http://www.csuohio.edu/ist) and on paper from Rhodes Tower, Room 1104. Students also can contact the Call Center for instructions at (216) 687-5050.

The Internet Access account logon name is the student's Cleveland State ID number. The password is the student's CampusPass. Students who do not know their ID or CampusPass can contact the Call Center for assistance.

### Free Virus-Scanning and Internet-Related Software

IS&T provides free virus-scanning software on CD and access to free weekly updates. The CD is available from Rhodes Tower, Room 1140 and includes instructions for set-up and use. In addition, IS&T provides several freeware and shareware packages through IAP (Internet Access Pack). Students can download IAP for free from the Web site at <http://www.csuohio.edu/iap/>. A copy of the software also is available on a free CD in Rhodes Tower, Room 1104.

## Computer Use on Campus

**Laptop loaners through the Mobile Campus:** More information, including open hours, is available at [www.csuohio.edu/ist](http://www.csuohio.edu/ist) .

**Student laptop use on campus:**

Students may use their own laptops on campus or may borrow a wireless laptop from the Mobile Campus.

**Wireless:** A student who wants to use his or her own laptop and a wireless connection will need a Cisco or compatible wireless card (available in the bookstore) configured for Cleveland State University, and the Cleveland State University ID number and CampusPass, which are available from the IS&T Call Center at (216) 687-5050. Students who do not have Cisco wireless cards should check the IS&T Web site for compatibility. The entire campus is wireless. A map and more information about WoWnet, the Cleveland State wireless network, is available online at [www.csuohio.edu/ist](http://www.csuohio.edu/ist) .

**Network requirements:** A student who wishes to connect his or her laptop to the Internet on campus, using an Ethernet card, will need:

- 1 An Ethernet card set up for the Cleveland State University environment. Instructions are available in campus computer labs and Rhodes Tower, Room 1104.
- 2 A Cleveland State University ID number and CampusPass, which are available from the IS&T Call Center at (216) 687-5050.
- 3 A plug-in port, available in each General Purpose Lab, the Library, the Law Library, and areas of Urban Studies.
- 4 A network cable.

**Campus Connection Lounge:** A list of locations, and schedule of hours is available at [www.csuohio.edu/ist](http://www.csuohio.edu/ist) .

**General Purpose Labs:** A list of locations, hours, software, and equipment is available at [www.csuohio.edu/ist](http://www.csuohio.edu/ist) .

To use the labs, students will need to sign in, using their Cleveland State University ID number and CampusPass, available by calling (216) 687-5050.

**College Computing Labs:** A list of college labs and information about equipment and hours may be found at [www.csuohio.edu/ats/campuslabs/](http://www.csuohio.edu/ats/campuslabs/) .

**Software Training:** An extensive library of free online courses and books on a large variety of computer topics is available at [www.csuohio.edu/training](http://www.csuohio.edu/training). Use your CSU ID and CampusPass to access courses and books, chat with an expert, prepare for certification, etc. Topics range from Word and PowerPoint to Rational Rose and Dreamweaver. In addition, graduate assistants are available in BU 24 for help with Word, PowerPoint, and Excel.

**IS&T Call Center:** The IS&T Call Center at (216) 687-5050 provides technical and software assistance to students, staff, and faculty. The IS&T Call Center can assist with Internet access, e-mail, and many other problems.

Contact the IS&T Call Center by:

- Accessing the Web site at [www.csuohio.edu/ist](http://www.csuohio.edu/ist),
- Visiting Rhodes Tower, Room 1104,
- E-mailing a question to [call.center@csuohio.edu](mailto:call.center@csuohio.edu), or
- Calling (216) 687-5050.

The IS&T Call Center's hours are posted on the Web site: <http://www.csuohio.edu/ist/callcenter.shtml>

## System News

IS&T also maintains a phone line with a recording that lists any current system outages. The System News line is updated each weekday; telephone (216) 687-5252.

## Distance Learning

Some classes use Blackboard to enhance or replace traditional classrooms instruction. Each professor using Blackboard or other Web-accessed course materials will provide students with directions for access and use. Once students have accessed Blackboard, they can contact the Call Center for password changes.

## IS&T Communications

IS&T provides a monthly newsletter online at <http://www.csuohio.edu/ist/whatshappening.shtml>.

Students can e-mail specific questions to [ask.vp@csuohio.edu](mailto:ask.vp@csuohio.edu).

General questions can be directed to [call.center@csuohio.edu](mailto:call.center@csuohio.edu).

### **Campus Mailbag**

Students can view special events and other announcements by selecting Campus Mailbag at [www.csuohio.edu](http://www.csuohio.edu).

### **Discounts on Computer-Related Purchases**

Students may purchase computers at significant discounts by following the links at [www.csuohio.edu/ist](http://www.csuohio.edu/ist). Apple computers also are available at an educational discount rate from this Web site.

**Microsoft Office:** For information about available products, contact the IS&T Call Center at (216) 687-5050. The Microsoft products include Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Front Page, as well as other specialized products.

The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

## Enrollment Regulations

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The Office of the University Registrar's web page <http://www.csuohio.edu/enrollmentservices/registrar/> should be referenced for complete up-to-date information for registration information, course schedules, and procedures.

### Enrollment Deadlines

Students are responsible for adhering to specific enrollment deadlines and procedures each term. This information is located on the University Registrar's Web site. Enrollment/withdrawal deadlines vary by term.

### Credit Hour Load

In order to qualify as full-time graduate students, individuals must register for at least eight graduate credit hours. For the summer term, a full-time load is six credit hours per six-to-eight-week session, with a maximum of eight credit hours. All students who wish to take more than sixteen credit hours may do so only by completing an overload request approved by their program advisors and their Graduate Program Directors.

### Attendance Requirement

Students are expected to attend class. If a student expects to be absent for an extended period of time, notification should be given to the course instructor. Non-attendance does not constitute a withdrawal.

### Grades

The grades for graduate courses are as follows:

**A** Superior graduate attainment. Valued at 4.0 quality points.

**A-** Valued at 3.7 quality points.

**B+** Valued at 3.3 quality points.

**B** Acceptable graduate attainment. Valued at 3.0 quality points.

**B-** Attainment below graduate standards. Valued at 2.7 quality points.

**C** Attainment below graduate standards. Valued at 2.0 quality points.

**F** Failure. Valued at zero quality points.

**U** Unsatisfactory performance by a graduate student in selected courses. Grades of U do not influence a graduate student's grade-point average, nor are U grades considered in the University's academic warning and dismissal regulations for graduate students.

**I** Incomplete. A non-credit grade indicating course work has not been completed. An "I" grade must be removed within a maximum of one semester (by the last day of instruction of the next semester) or it converts to a grade of F, whether or not the student enrolls the next term. An instructor may require course work to be completed earlier. Incomplete deadline dates are

noted on the University Registrar's Web page.

An "I" grade may be assigned by the instructor when the following conditions are met:

- 1 The student has the potential to pass the course.
- 2 The student has not completed all requirements for reasons deemed justified by the instructor.

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.

**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. T grades are not included in the calculation of the grade-point average.

**S** May be used only for courses authorized by the Dean of the College of Graduate Studies. S grades indicate satisfactory completion of a course at the grade level of B or better. Although credit is granted for all courses with an S grade, the S grade is not included in the calculation of the grade-point average.

**N/C** No Credit audit grade for graduate courses. Not included in the calculation of the grade-point average.

**NS** Progress that is Not Satisfactory in a thesis, dissertation, or alternate exit project. This grade may be given only in courses authorized by the Dean of the College of Graduate Studies. NS is a permanent grade designation. No credit is given for this grade, and it is not included in the calculation of grade-point average.

**W** Authorized Withdrawal. A grade of W is recorded when a student withdraws from a course following the University Registrar's procedures or those outlined in the Withdrawal Policy section below, during the period extending from the beginning of the third week of the semester to the final date for withdrawal.

**X** A grade assigned by an instructor when a student has not completed all assignments for reasons that cannot be determined. An X also will be assigned by the University Registrar when no grade is submitted by an instructor. If a grade change is not submitted by the end of the following semester, the X becomes an F.

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

### Withdrawal Policy

During the academic year, a student may withdraw from a course through the end of the tenth week of the semester. Withdrawal deadlines can be found online at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>.

After the final date for withdrawal, a student may officially withdraw from a course only by means of a petition approved by the College of Graduate Studies Petitions Committee (see the [Exceptions and Petitions](#) section of this Catalog).

Please note that the University Graduate Council has determined that poor academic performance on a midterm examination or in other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.

Withdrawal from a course without approval, as indicated above, constitutes a failure, and a grade of F will be recorded on the student's record.

### **Administrative Withdrawal**

The University has the authority to withdraw students from classes. Such withdrawals can occur upon the request of instructors or academic departments for various reasons, including lack of prerequisite course work or inappropriate placement results. Additionally, the University may cancel a student's enrollment for lack of payment or payment arrangements.

### **Grade-Point Average**

The academic standing of a graduate student is expressed as a cumulative grade-point average. This is determined at the end of each semester by dividing the total quality points (the summation of the credit hours multiplied by the point value for each class) by the total credit hours attempted in courses in which the student has received a grade of A, A-, B+, B, B-, C, or F. All grade-point averages are carried to two decimal places (unrounded). After being admitted to a graduate program and registering as a graduate student, grades for all 400- to 800-level courses taken are computed into a student's grade-point average.

### **Academic Standing**

To be considered in Good Academic Standing, a graduate student must maintain a graduate grade-point average of 3.0 or above.

### **Change of Grade**

Once the Office of the University Registrar receives a letter grade, a faculty member may change the grade

- 1) because of an error in computation;
- 2) due to a recording error; or
- 3) because of circumstances he or she deems "extraordinary" which bears on the appropriateness of the grade awarded.

A change of grade request for a graduate course requires the approval of the Dean of the College of Graduate Studies.

### **Repeating a Course**

Repeating a graduate course does not eliminate an earlier recorded grade on the student's transcript. With the exception of courses designed to have variable content from semester to semester, a repeated course will not count more than once in meeting graduate degree requirements. When a student repeats a course, both grades are counted in computing the graduate cumulative grade point average.

### **Audit of Courses**

The grade of No Credit (N/C) is given when a student audits a course. A student who audits a course pays regular tuition but does not receive a letter grade or credit for the course. Only a student registered in the course may audit it.

An Authorization to Audit form must be presented when registering. It must include the signature of the student's program advisor. A student may not change his or her grading status in a course from audit to a regular grade basis, or vice versa, after the first week of classes.

### Academic Support Courses

The courses listed below are graded on an S/U basis. Graduate students do not receive credit toward meeting degree requirements. A grade of U does not influence a graduate student's grade-point average, nor are U grades considered in the University's academic warning and dismissal regulations for graduate students.

### English as a Second Language

ESL 095 ESL 096 ESL 097

Descriptions of these courses can be found at <http://www.csuohio.edu/undergradcatalog/courses/courindex/esl.htm>

### Credit by Examination

A graduate degree, certificate, or licensure student may request to receive credit by examination for a course with departmental approval and with the permission of the Dean of the College of Graduate Studies. The grading of such examinations is conducted by a faculty member or committee from the department in which the student takes the examination. Performance must be at the B level or better to receive credit by examination. The student must pay a \$20 fee for each examination. Graduate Credit by Examination forms are available online at <http://www.csuohio.edu/gradcollege/students/pdf/creditbyexam.pdf> or in the College of Graduate Studies Office (Parker Hannifin Hall, Room 218).

### Cross Registration

In June of 1998, Cleveland State University, The University of Akron, Kent State University, and Youngstown State University approved an agreement that allows graduate degree-seeking students to cross register for graduate courses at these Northeast Ohio universities. Cross registration is not permitted for certificate, licensure, or non-degree Cleveland State University graduate students.

In order to cross register for a course, a student must be in good standing, with a grade-point average higher than 3.0, and be within the time limits for completion of the degree program.

Cleveland State University students must use the Approval for Acceptance of Graduate Course Work at Northeast Ohio Public Universities form that may be downloaded at <http://www.csuohio.edu/gradcollege/students/pdf/crossregistration.pdf> to apply to take graduate-level courses at one of the other universities in the program. The student attends the course at the host university but still registers at Cleveland State University for a Special Topics course with a title and course number corresponding to the course at the host institution [e.g., a special topics listing might be SOC 685 KSU Multivariate Time-Series Analysis (4-0-4)].



A student must receive approval at Cleveland State University for cross registration from the department chair, the Dean of the College of Graduate Studies, and the student's academic advisor, who determines whether or not the course work is appropriate to the student's degree program. The student must demonstrate that the course at the host institution is necessary for his or her program of study **and** that the course is not available at Cleveland State at a reasonable stage in the student's degree program. The student also must receive approval at the host institution from the course instructor, department chair, and the Dean of the College of Graduate Studies.

Students may not cross register for thesis, research, and dissertation credits.

### Transfer Credit

Transfer credit is subject to departmental regulations and is not permitted without the approval of the Graduate Program Committee concerned. Departments may limit transfer credit to less than the maximum permitted by the College of Graduate Studies.

1. All transfer credit must be earned at an accredited graduate college or university and not have been utilized to fulfill a requirement for any other degree.
2. Transfer credit cannot exceed nine graduate hours for master's degree students, and one-third of the total graduate hours required for certificate, licensure, and doctoral degree students. Requests for an extension of the limit on transfer credit must be approved by the department/program graduate committee. Such requests do not require review and approval by the College of Graduate Studies Petitions Committee.
3. All credits requested for transfer must carry a letter grade of A, A-, B+, or B in graduate courses. No S/F graded courses may be transferred. Petitions are not considered for an exemption from this requirement.
4. All transfer credit must be within the six-year statute of limitations on course work applicable to fulfillment of graduate degree, certificate, or licensure requirements at the time of program completion. Requests for an extension of the six-year limit on transfer credit must be approved by the departmental/program graduate committee. Transfer credits taken ten or more years previous to the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.
5. Students seeking transfer credit must have Regular Graduate Student Status and be in good academic standing at both Cleveland State University and the school at which the credits were earned.
6. Students admitted to Cleveland State must receive prior approval to take courses elsewhere as Transient Students for transfer into their programs.
7. Credit awarded in transfer is not recorded on a transcript until the student has completed twelve hours of graduate (500- to 800-level) course work at Cleveland State University and has achieved a graduate grade point average of 3.0 or better.

Graduate Credit Transfer forms may be downloaded at <http://www.csuohio.edu/gradcollege/students/pdf/graduatecredittransfer.pdf> . They are also available in the College of Graduate Studies and program offices.

### Application of Credits Toward Multiple Advanced Degrees

A student who has earned either a master's or Juris doctorate degree at Cleveland State University may apply toward a subsequent advanced degree a maximum of ten credits of graduate or law school course work earned toward the first degree under the following conditions:

1. The department granting the second degree has determined the acceptability of the credits;
2. The credits were earned with a grade of B or better; and
3. The credits were earned within the six-year statute of limitations on course work applicable to fulfillment of graduate degree requirements at the time of graduation from the second degree program. Work over ten years old at the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.

Petitions to extend the time period to complete the second degree at Cleveland State University must receive the approval of the departmental/ program graduate committee. If approved by the departmental/program graduate committee, petitions to extend the time period to complete the second degree do not require review and approval by the College of Graduate Studies Petitions Committee unless the work is ten or more years dated at the anticipated point of degree completion.

### **Undergraduate Courses Taken for Graduate Credit**

With program approval, a registered graduate student may use a maximum of eight 400-level credits taken to meet master's degree requirements. These courses may not be offered by the department/program in which the graduate degree would be awarded. No 400-level courses taken by a student as an undergraduate may be used for graduate credit.

A graduate student may not use courses below the 400 level to meet graduate degree, certificate, or licensure requirements, although the student may take such courses for remedial purposes or to remove deficiencies.

### **Undergraduate Students Taking Graduate Courses**

An undergraduate student who is pursuing a baccalaureate degree at Cleveland State University may take one or more (maximum of nine credit hours) graduate courses, at the 500 level only, if the student meets all of the following conditions:

1. The student must be within thirty credits of graduation;
2. The student must have an overall grade-point average of 2.75 or better through the preceding semester;
3. The student must have a 3.0 or better grade-point average in the major field.
4. The student must obtain permission from his or her advisor, the instructor of the course, and the department chair, via signatures on the Undergraduate Request for Graduate Course form which can be found at <http://www.csuohio.edu/gradcollege/students/pdf/undergradstudentpermission.pdf>

An undergraduate student who is deficient in any of the above conditions may not take a graduate course unless the request is approved by the Dean of the College of Graduate Studies.

Credit for these courses—up to a maximum of nine credits for courses in which 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 transfer credit regulations and procedures.

Post-baccalaureate students who are enrolled at the undergraduate level but are not pursuing a second bachelor's degree may not register for graduate-level classes. Post-baccalaureate students who are pursuing a second bachelor's degree at Cleveland State University may register for 500-level courses as long as the above four noted conditions are met.

Course registration will be canceled for students who do not meet these requirements.

### **Graduate Program Transfer**

An admitted and enrolled graduate student may request to transfer to another graduate degree program. The individual should meet with his or her current graduate advisor and Graduate Program Director, and the Graduate Program Director of the “new” graduate program, before submitting a Program Transfer Request Form to the Graduate Admissions Office (for domestic students) or the Center for International Programs and Services (for international students).

After consulting with his or her advisor and the two Graduate Program Directors, the student should complete this form fully and submit it. The form should be submitted at least six weeks before the desired term of transfer. Once the form is received, a copy of the student's admission file will be submitted to the Graduate Program Director of the “new” program. The transfer is not effective until the “new” program renders a favorable decision, and the Graduate Admissions Office or the Center for International Services and Programs approves admission to the new program. The Graduate Program Transfer Request form is available at <http://www.csuohio.edu/gradcollege/students/pdf/programtransfer.pdf> .

## Frequently Called Numbers

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### Main number - 216-687-2000

Admissions, Graduate	216-687-5599	Graduation Services	216-687-3700
Admissions, International	216-687-3910	Office of Diversity - & Multicultural Affairs	216-687-9394
Admissions, Law	216-687-2304	Ombudsperson	216-687-5320
Admissions, Undergraduate	216-687-3754	Parking Operations	216-687-2023
Affirmative Action	216-687-2223	Payroll	216-687-3611
Campus411	216-687-5411	Residence Life	216-687-5196
Cashier (Treasury Services)	216-687-4835	Student Life	216-687-2048
Conference Services	216-527-7203	University Library	216-687-2478
Counseling and Testing Center	216-687-2277	University Police	216-687-2020
Disability Services	216-687-2015	VikingCard	216-875-9888
Financial Aid	216-687-3764	Women's Comprehensive Program	216-687-4674
Health and Wellness Services	216-687-3649		

### Academic Colleges

College	Dean	Phone Number
<b>College of Graduate Studies</b>	Vera Vogelsang-Coombs, Ph.D.	216-687-9370
GA Contracts, Dissertations, Cross-Registration, Graduation Applications		216-687-5228
Thesis, Petitions, Transfer Credit, Academic Warning and Dismissal		216-687-5230
<b>Cleveland Marshall College of Law</b>	Geoffrey S. Mearns, JD	216-687-2344
<b>College of Education and Human Services</b>	James McLoughlin, Ph.D.	216-687-3737
Education Student Services Center Rhodes Tower 1401		216-687-4625
<b>College of Liberal Arts and Social Sciences</b>	Gregory Sadlek, Ph.D.	216-687-3660
<b>College of Science</b>	Bette Bonder, Ph.D.	216-687-5580
<b>Fenn College of Engineering</b>	Bahman Ghorashi, Ph.D.	216-687-2555

**Maxine Goodman Levin College of Urban  
Affairs**

Urban Student Services

Edward Hill, Ph.D.

216-687-2136

216-687-3884

**Nance College of Business Administration**  
Business Advising Office

Robert Scherer, Ph.D.

216-687-3786

216-687-3730

## Graduate Admission Application Deadlines

In general, the Application for Graduate Admission to degree, certificate, and licensure programs, and all supporting materials (e.g., official transcripts, test scores, letters of recommendation) should be on file in the Office of Graduate Admissions at least six weeks prior to the start of the academic term of desired admission.

2008-2009 Academic Year			2009-2010 Academic Year	
Intended Enrollment	Application Deadline	Classes Start	Application Deadline	Classes Start
Fall	July 14, 2008	August 23, 2008	July 13, 2009	August 22, 2009
Spring	December 8, 2008	January 17, 2009	December 7, 2009	January 16, 2010
Summer	April 14, 2009	May 23, 2009	April 12, 2010	May 22, 2010

### Programs with Earlier Application Deadlines

Program	(Completed files)	Comments
Business Administration, DBA	February 1	Fall admission only
Business Administration, MBA, Accelerated	June 1 & November 1	Fall and spring admission respectively
Business Administration, MBA, Executive	June 15	Fall admission only
Chemistry (Ph.D., MS)	January 15	
Computer and Information Science (MCIS)	March 15 & May	International applicants summer and fall respectively
Education Counseling Specialization, M.Ed.	January 21st August 31 <sup>st</sup>	Summer & Fall admission Spring Admission
Nursing	March 1	Consult Nursing section of Catalog
Occupational Therapy (MOT)	March 15	Fall admission only
Physical Therapy (DPT)	April 1 July 1	Early admission International Regular Admission
Physics	April 1	
Psychology:		
Clinical/Counseling Psychology	February 15	Fall admission only
Consumer/Industrial Research	March 15	Fall admission only
Diversity Management	May 31	Fall admission only
Experimental Research	March 1	Fall admission only
Psychology Specialist (PsyS)	February 10	Fall admission only
School Psychology	February 10	Fall admission only
Public Health (MPH)	January 15	Fall admission only
Social Work (MSW)	February 28	Fall admission only
Speech Language Pathology	February 1	Fall admission only
Urban Education (Ph.D.)	First Monday in February	Fall admission only
Urban Studies and Public Affairs (Ph.D.)	January 15	Fall admission only

## Graduate Catalogs 2002 - 2004

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- [Graduate Catalog 2002 - 2004](#) (note: this Guide is a pdf file that requires Adobe Reader; [get Adobe Reader here](#))

## Graduate Catalogs 2004 - 2006

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- **Graduate Catalog 2004 - 2006** (note: these Guides are pdf files that requires Adobe Reader; [get Adobe Reader here](#))

[Regulations, Resources, and General Information](#)

[Course Descriptions](#)

[Program Descriptions](#)

[Addenda](#)



## Graduate Catalog 2006 - 2008

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- [Graduate Catalog 2006-2008](#) (note: this Guide is a pdf file that requires Adobe Reader; [get Adobe Reader here](#))  
[Graduate Catalog 2006-2008 Addenda](#) (Updated 01/2008) (note: changes after the printing of the catalog)

## **Before the start of a semester the current online catalog is archived**

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- **Graduate Catalog 2008 as of August 18, 2008 - Fall Semester 2008**
  - [Regulations, Resources, and General Information](#)
  - [Course Descriptions](#)
  - [Program Descriptions](#)
  
- **Graduate Catalog 2008 as of May 1, 2008 - Summer Semester 2008**
  - [Regulations, Resources, and General Information](#)
  - [Course Descriptions](#)
  - [Program Descriptions](#)

## International Students

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An international student is an individual who holds a visa while enrolled at Cleveland State University. These students must submit applications for graduate study to the Center for International Services and Programs, Keith Bldg 1150

A permanent resident is a person who has been granted permanent resident status in the U.S. or refugee status.

**Permanent residents should apply through the Graduate Admissions Office, Parker Hannifin Hall, Room 227.**

### Admission Requirements for International Students and Permanent Residents

**Academic:** Baccalaureate degrees earned outside the U.S. must be equivalent to baccalaureate degrees earned in the U.S.

**Examinations:** In general, a standardized admissions examination (e.g., GRE, GMAT, Miller Analogies Test) is required for any applicant who does not hold a bachelor's degree (or higher) from a U.S. institution.

**English Language Proficiency:** The University requires all non-native English speakers to demonstrate proof of English-language proficiency. Any individual who has earned a bachelor's (or higher) degree from a U.S. institution, in which the primary language of instruction is English, is not required to take an English language proficiency examination. The options and minimum score requirements are as follows:

1. TOEFL (Test of English as a Foreign Language) score of at least 17 in Reading, Speaking, and Listening and a minimum score of 14 in writing on the internet-based TOEFL (iBT), or 197 for the computer-based TOEFL (525 on the paper-based test ). Please note that the Educational Testing Service (ETS) will not provide test takers or third parties (including Cleveland State University) with TOEFL reports for test scores that are over two years old. If required, the TOEFL must be taken again if the applicant's most recent scores are over two years old, OR
2. Pass the IELTS test (International English Language Testing System) with a minimum score of 6.0; OR
3. Pass the MELAB (Michigan English Language Assessment Battery) with a minimum score of 77; OR
4. Achieve a score of C (Pass) or better on the A and O levels of the General Certificate of Education (GCE or GCSE ) Test; OR
5. Achieve a score of C (Pass) or better on the Cambridge Certificate of Advanced English (CAE); OR
6. Complete English language studies (Level 112) from any of the ELS Language Centers; OR
7. Complete course work at a C or better level for the equivalent of the CSU freshman English requirements at a U.S. regionally accredited college or university, OR

8. Receive a Program Certificate of Completion from Cleveland State University's Intensive English Language Program, indicating successful completion of the Advanced level with a grade of B or better and a COMPASS ESL score of 80 or higher.

### **Submission of Materials**

International applicants must submit:

- 1 Application form,
- 2 All official original-language transcripts,
- 3 Official translation of non-English language transcripts,
- 4 Proof of all degrees earned (diplomas),
- 5 TOEFL or alternative English Language Proficiency test score report,
- 6 Appropriate standardized admission examination,
- 7 Financial verification documentation, and
- 8 Application fee (non-refundable).

Submit all documents to:

Center for International Services and Programs (CISP)  
Cleveland State University, Keith Building, Room 1150  
1621 Euclid Avenue  
Cleveland, Ohio 44115-2214 USA

Phone: (216) 687-3910

FAX: (216) 687-3965

E-mail: [appstatus@csuohio.edu](mailto:appstatus@csuohio.edu)

<http://www.csuohio.edu/offices/international/admissions/>

The Center for International Services and Programs (CISP) assembles admission files for all international graduate degree applicants. Once an admission file is complete and decision-ready, the file is reviewed by CISP staff to determine degree equivalency and a grade-point average conversion is calculated. The original file is sent to the Graduate Admissions Office, and a copy of the file is forwarded to the appropriate graduate program director. (CISP also keeps a copy of the file.) After review by the appropriate faculty body, the graduate program director submits an admission or denial recommendation to the Graduate Admissions Office for consideration. The Director of Graduate Admissions reviews the request, and when there is agreement, the admission/ denial recommendation letter is sent to the CISP office, which communicates the admission action and supporting material to the applicant.

### **Application Deadlines for International Students**

Fall Semester—May 15

Spring Semester—November 1

Summer Term—March 15

### **Financial Requirements:**

All international students must supply to the Center for International Services and Programs proof of adequate financial resources before I-20 (F-1) or IAP-66 (J-1) documents can be issued to obtain the appropriate visa to enter the United States to study. For further details, contact the Center for International Services and Programs at (216) 687-3910 or go to its website at [http://www.csuohio.edu/offices/international/admissions/financial\\_requirements.html](http://www.csuohio.edu/offices/international/admissions/financial_requirements.html).

The only financial aid for which international students may qualify are graduate assistantships and graduate tuition grants. Students should contact their academic departments directly for details.

### **Health and Medical Requirements:**

International students attending Cleveland State University are required to present results of a tuberculosis test before being permitted to register at the University. All international students on an F-1 or J-1 visa must show proof of adequate health insurance before they are allowed to register. For further details, please contact the Center for International Services and Programs at (216) 687-3910 or visit its website at <http://www.csuohio.edu/offices/international/>.

## Non-Degree Students

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### Non-Degree Admission

The University provides an opportunity for individuals who hold a baccalaureate (or higher) degree to enroll in graduate courses without admittance to a graduate degree, certificate, or licensure program. Non-Degree status is designed for those who want to take graduate courses for professional growth and/or personal enrichment, or who wish to take a limited amount of course work to explore the possibility of later entering a graduate degree, certificate, or licensure program. (Note: Students with graduate Non-Degree status are not permitted to enroll in Cleveland State University graduate certificate or licensure programs.)

### Admission Requirements for Non-Degree Students

1. Applicants must hold an earned baccalaureate degree from a fully accredited academic college or university. All non-degree applicants are required to provide proof of degree conferral. Proof may take the form of an official or a copy of the official transcript where the highest posted degree was earned. Proof of degree conferral for applicants that graduated from Cleveland State University will be retrieved internally. Licensed teachers may submit a copy of the teaching license or certificate.
2. Baccalaureate degrees earned outside of the United States must be equivalent to baccalaureate degrees earned in the United States. International applicants and Permanent Residents of the United States who received their undergraduate (and graduate) degrees outside of the United States must submit official transcripts and diplomas for evaluation to be considered for Non-Degree graduate admission.
3. The University requires all nonnative English speakers to demonstrate proof of English-language proficiency. Any individual who has earned a bachelor's (or higher) degree from a U.S. institution, in which the primary language of instruction is English, is not required to take an English- language proficiency examination. English-language proficiency test options and score requirements appear in the [International Students](#) section of this Catalog.
4. Submit a completed application form and proof of holding a baccalaureate (or higher) degree to the Graduate Admissions Office. Applicants are strongly advised to submit an online application to facilitate processing their requests for Non-Degree admission. Applicants submitting paper application forms must allow additional processing time for their requests.
5. Non-Degree applicants are not required to pay an application fee. However, if the Non-Degree student later requests admission to a graduate degree, certificate, or licensure program, a \$30 application fee is required. The student must submit an updated application for the degree, certificate, or licensure program and all required admission materials to the Graduate Admissions Office before an admission decision will be rendered.

### Application Deadline

For Non-Degree graduate admission, the application deadline is ten business days prior to the start of the term. However, Non-Degree applicants are encouraged to apply well in advance of the deadline to avoid possible delays.

## Submitting Non-Degree Application Materials

Office of Graduate Admissions  
Parker Hannifin Hall, Room 227  
Cleveland State University  
2121 Euclid Avenue  
Cleveland, Ohio 44115-2214  
Telephone (216) 687-5599  
Fax (216) 687-5400  
E-mail: [graduate.admissions@csuohio.edu](mailto:graduate.admissions@csuohio.edu)  
Web address: <http://www.csuohio.edu/gradcollege/students/nondegree/>

## Financial Aid for Non-Degree Students

Non-degree graduate students may qualify for the Federal Stafford Loan Program if their course work is required as a prerequisite to qualify for admission to a graduate degree program. Eligibility for these loans continues for one consecutive twelve-month period. The maximum eligibility amounts are \$5,500 in the Subsidized Loan Program and \$5,000 in the Unsubsidized Loan Program. Students are required to register for at least six credit hours in order to be eligible for the loan. A non-degree verification form must be completed by the Graduate Program Director in the department where the courses are offered each semester to determine eligibility. The Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office in order to be considered for the Federal Stafford Loan programs. A student who has not been admitted as a Regular Graduate Student before the conclusion of the twelve-month period will not be eligible for additional Stafford Loan assistance.

## University Regulations

Cross registration is not permitted for certificate, licensure, or non-degree Cleveland State University graduate students.

An academically dismissed non-degree student must petition the College of Graduate Studies Petitions Committee for re-admission consideration. Petition forms may be downloaded from the College of Graduate Studies Web site at <http://www.csuohio.edu/gradcollege/students/pdf/petitionform.pdf>.

- For an academically dismissed Non-Degree Student seeking readmission after one calendar year (12 months) has elapsed, or seeking early readmission before one year has elapsed from the time of dismissal, a recommendation from the Director of the Graduate Program in which the student wishes to take classes is required before action will be taken by the Graduate College Petitions Committee. Re-admission petitions must provide an explanation of the factors responsible for the student's poor academic performance and present a convincing case for why the person is now prepared to succeed in his/her studies. The petition should be submitted to the unit's Graduate Program Committee. The committee shall act on the petition and present a step-by-step academic "game plan" that will lead to the completion of the program. The plan presented must have the full support of the student's Graduate Program. The petition, recommendations and "game plan" should be submitted to the College of Graduate Studies Petitions Committee, whose decision is final.

Academic reassessment is not available to students who are currently enrolled on a graduate certificate, licensure, or non-degree basis.

## Enrollment Conditions for Non-Degree Students

The following conditions must be met by non-degree graduate students:

1. Students must meet course prerequisites unless waived by the instructor. In some cases, program authorization is also required.
2. Students are permitted to enroll in classes on a space-available basis. Priority is given to graduate degree, certificate, and licensure students when enrollment is limited. A list of restricted course can be found at: <http://www.csuohio.edu/gradcollege/students/nondegree/restricted.html>

A copy of the Non-Degree Course Permission slip can be found at: [http://www.csuohio.edu/gradcollege/students/pdf/nondegree\\_permission.pdf](http://www.csuohio.edu/gradcollege/students/pdf/nondegree_permission.pdf)

3. Non-degree students are graded on a letter-grade basis. Exceptions are made only if the student requests Audit (N/C) or Satisfactory/Fail (S/F) status at the time of registration or within the first week of classes. Students must perform at the B or better level to receive a Satisfactory grade.
4. Non-degree students may not earn a graduate degree, certificate, or license awarded by the University.
5. Non-degree graduate students are permitted to register for a total of twelve (12) credits. After reaching the twelve credit limit, non-degree graduate students must inform the Graduate Admission office if they
  - a. wish to be considered for admission to a graduate degree, certificate, or licensure program, or
  - b. they wish to continue their studies on a non-degree basis. An indication of the intentions of a non-degree graduate student after reaching the twelve credit limit must be submitted by the student to the Graduate Admissions office in writing.
6. Non-degree graduate students are not eligible for Graduate Assistantship or Graduate Tuition Grant awards.



The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

## Research, Theses, and Dissertations

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### Academic and Scientific Integrity

Cleveland State University is committed to maintaining academic and scientific integrity. It is the duty and responsibility of both faculty and students to conduct themselves, their educational pursuits, and their research in a manner consistent with the highest standards of honesty and professionalism. This commitment includes honesty in such tasks as taking examinations, writing papers, theses, and dissertations; recording research data; submitting proposals for external funding; and publishing the results of research. The ethical conduct of all members of the Cleveland State University community ensures the honor of the University and the trust of those within this academic community. The Graduate Dean is responsible for administering the University's Policy for Responding to Allegations of Academic Research Misconduct that was approved by Cleveland State University's Board of Trustees on February 12, 1997, as well as the University's Policy for Managing Conflicts of Interest, which was revised and approved by the Cleveland State University Board of Trustees on May 27, 2003.

### Research Involving Human Subjects

Students planning to conduct research involving human subjects must submit a proposal to the Institutional Review Board (IRB), prior to project commencement, through the IRB Coordinator at the Office of Sponsored Programs and Research (OSPR). The proposal must include, at a minimum, an application for project approval, a project description, and an informed consent statement. Proposal submission instructions, a proposal requirement checklist, and an application for project approval can be obtained from the OSPR in Parker Hannifin Hall, 3rd Floor, or online at <http://www.csuohio.edu/offices/spr/>.

- Title 45, Code of Federal Regulations, Part 46— <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>.
- The Belmont Report, Ethical Principles and Guidelines for the Protection of Human Subjects of Research— <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.htm>.

Questions concerning the IRB review and approval process should be directed to the OSPR/IRB staff at  
(216) 687-3630.

### Thesis/Dissertation

Degree programs determine whether or not a thesis/dissertation is required for a graduate degree. A thesis/dissertation may take any of several forms, such as a scholarly essay, research report, or a creative artistic work. The format of such presentations does not need to conform to traditional standards of style where such standards are not appropriate. However, theses/ dissertations that take the form of traditional research reports should follow standard manuals of style, with any supplementary guides used by the various disciplines acceptable to the departmental graduate committee. A copy of the Thesis and Dissertation Format Guidelines is available at <http://www.csuohio.edu/gradcollege/students/pdf/proposalform.pdf> and from the College of Graduate

Studies. Students are strongly encouraged to review the guidelines before preparing their theses or dissertations. A copy of the guidelines are available in the College of Graduate Studies, or accessed on line at: <http://www.csuohio.edu/gradcollege/students/thesis/>

A student cannot be admitted to degree candidacy, or register for thesis/dissertation work, until the student is a Regular Graduate Student. Doctoral and master's students must complete the Thesis/ Dissertation Proposal Approval form (download from the College of Graduate Studies Web site) and obtain the required signatures **prior to thesis/dissertation registration**. Once a student registers for thesis/dissertation credit, he or she must register for thesis/dissertation credit each semester during the academic year (fall and spring terms) until the completion and defense of the project. (See T Temporary noncredit grades, under Grades.) The number of thesis/ dissertation credits required is a departmental matter. However, the student must register for a minimum of one thesis/dissertation credit each semester until the completion of the thesis/ dissertation, acceptance by the program committee, and submission for final approval to the College of Graduate Studies.

Acceptance of the thesis/dissertation requires that the signatures of the advisor and at least two other Graduate Faculty committee members appear on the document. Master's thesis committees must be composed of at least three members. The chairperson and at least two other members must hold Graduate Faculty status. Doctoral dissertation committees must consist of at least three members. The chairperson and at least two other members must hold Graduate Faculty status. At least one member of the dissertation committee must be from outside of the unit awarding the degree. The outside member must hold Graduate Faculty status; or be approved by the Graduate Dean. Both master's thesis and doctoral dissertation committees may have additional members beyond the minimum of three persons. To be a voting member, the additional person(s) must have Graduate Faculty status. Committee members not holding Graduate Faculty status may serve as non-voting members of the committee. To determine if a faculty member holds Graduate Faculty status, consult the College of Graduate Studies' website at: <http://graduatestudies.csuohio.edu/graduate/rosters/facultyroster.html> .

All doctoral dissertations require a public defense, announced to the University community with sufficient notice.

Once the thesis/dissertation has been approved by the committee, the student must submit the final draft of the thesis/dissertation for format review and approval to the College of Graduate Studies (all corrections mandated by their committee must be done prior to the draft submission). The submission for format approval should take place not less than one week prior to the last day of instruction in the semester in which the student plans to graduate. A preliminary format examination is mandatory for the thesis/dissertation prior to printing of the final deposit copies. However, a preliminary check does not guarantee the acceptability of the final copy. To allow ample time for completing the final copies, students are advised to schedule a format check well in advance of the deposit deadline. The final unbound copies of the thesis/dissertation, a copy of the signed Notice of Completion form and receipt of payment for microfilming (doctoral students) are deposited to the College of Graduate Studies for final approval. Delivery of the final copies to the University Library, for binding and retention in the Archives and the Circulation Department will be done by the College of Graduate Studies. The last step in completing the thesis/dissertation requirements is to submit the approved copy to OhioLINK per the instructions of the College of Graduate Studies. Prior to binding, all doctoral dissertations are forwarded to University Microfilms

International for publication in Dissertation Abstracts International.

### **Discontinuation of a Thesis, Dissertation, or Alternate Exit Project**

Should a student wish to discontinue a thesis/dissertation or an alternate exit project after receiving one or more T grades for previous registrations, the individual may request of the College of Graduate Studies Petitions Committee that W grades replace the T grades.

Students who decide to switch from the thesis option to an alternate exit project, or vice versa, are not permitted retroactively to change, via petition, their registration in previous thesis or project course work.

## Student Career Services

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### Career Services Center

The Career Services Center, located on the second floor of Rhodes Tower West, provides graduate students and alumni with a full range of services in the career development process, including the programs listed below. For more information, visit the Career Services Web site at [www.csuohio.edu/career/](http://www.csuohio.edu/career/).

#### Career Preparation Workshops for Graduate Students

Career workshops are specifically designed for graduate students. The workshops provide career insight, job readiness, and fulfill the requirements for participation in the Cooperative Education Program. A schedule of workshops is available in the Career Services Center.

#### The Career Resources Library

The Career Resources Library contains reference materials that include industry and corporate directories; information and literature on local, national, and international companies; a videotape collection on career and professional development; a collection of publications concerning career assistance; and computer access to career and employer data. The library also contains a reference section featuring recently posted job notices and internships.

#### Job Location and Development

Job Location and Development is a federally funded program designed to help all Cleveland State students find part-time and seasonal work while still in school. A Career Services Coordinator can assist students in locating these opportunities.

#### Career Counseling

One-to-one career exploration and career development counseling is available to all graduate students at Cleveland State. Career Coordinators are assigned to specific majors, for which they have developed competencies. Students should call the Career Services Center to make appointments with Career Coordinators who specialize in their majors

### Cooperative Education

<http://www.csuohio.edu/career/co-op/colleges.htm>

Graduate students may elect to participate in the Cooperative Education Program. Students in the Co-op Program can choose either part-time semesters or full-time alternate semesters of paid, career-related employment that allows them to apply academic theory to on-the-job problems. In addition to enabling students to gain practical, career-related experience in a field, the co-op experience can assist in financing graduate studies. Students interested in this program should contact the Career Services Center, located on the second floor of Rhodes Tower (West Wing); telephone (216) 687-2233.

#### Campus Employment

Excellent opportunities exist for part-time student employment on campus. Students employed on campus can develop valuable skills and have the convenience of working flexible hours. Both federal work-study and non-workstudy positions are available. Jobs are posted at <http://www.csuohio.edu/financialaid/employment/oncampus.html>

## Student Activities

### Student Life

<http://www.csuohio.edu/studentlife>

The Department of Student Life is committed to supporting and enhancing the University's educational mission. We seek to create and sustain a learning environment that: supports a community in which students are involved and have a sense of belonging; provides support for students in need; encourages students to become leaders; offers a wide range of exciting social opportunities; and fosters respect for the dignity and worth of all persons. In short, we seek to challenge and support our students to become responsible, engaged citizens of the campus community, Greater Cleveland, and global society.

A highly trained staff of professionals is available to support students from their first day on campus to the completion of their academic goals. Services include leadership training and service experiences, support of recognized university student organizations, fraternities and sororities, student media organizations, judicial affairs, student activities, and many other programs and services that support the successful matriculation of all students. Visit us in Main Classroom 106, call (216) 687-2048, e-mail at [studentlife@csuohio.edu](mailto:studentlife@csuohio.edu), or online at <http://www.csuohio.edu/studentlife>.

### Student Activities

The entire campus community, including students, faculty and staff, is provided with an array of campus-wide programs to attend throughout the year. These activities, sponsored by Student Activities, the Campus Activities Board, and other sponsoring groups throughout campus, include social events, lectures, dances, holiday celebrations, and food and music activities. Events include Welcome to CSU Week, Springfest, Chilifest, Dinner and Dialogue, and many more. If you are interested in volunteering to help plan these events, or if you want more information about attending them, contact the Student Activities staff at (216) 687-2048 or e-mail at [activities@csuohio.edu](mailto:activities@csuohio.edu). Most events are free and open to the entire campus.

### The City is Our Campus Ticket Program

The city is your campus. So, take advantage of it and have some fun. Through developing partnerships with a variety of organizations, the Department of Student Life offers opportunities for CSU students to experience all that Cleveland has to offer -- often at a discounted (sometimes free) price. To get the latest information about The City is Our Campus Ticket Program, sign-up to receive e-mail updates by e-mailing [activities@csuohio.edu](mailto:activities@csuohio.edu), or visit the Web site at <http://www.csuohio.edu/studentlife/tickets>.

### Campus Activities Board

The Campus Activities Board (CAB) is a student organization whose primary function is to plan and facilitate cultural, social, recreational, and educational events. CAB is responsive to student interests, with a primary goal of fostering campus community and unity. CAB offers leadership opportunities in event planning, promotions, budget management, and team development. CAB features five student officer positions (Director, Assistant Director, Budget Manager, Events Coordinator, and Marketing) and a variety of intern volunteer and committee opportunities for those interested in campus event planning.

**CABSquad** is the events and marketing committee for the Cleveland State Campus Activities Board. Joining **CABSquad** is a great way to meet new people and to become connected with the CSU campus. Through **CABSquad**, members gain experience in recruiting, planning, organizing and promoting events.

To join **CABsquad** visit [www.csuohio.edu/cab](http://www.csuohio.edu/cab) or call 216.687.2244

## Center for Student Involvement

### Student Organizations

More than 150 student organizations are recognized by Cleveland State University. They provide students with opportunities for co-curricular involvement, leadership development and social networking. Organizations invite students to participate in academic, professional, recreational, service and social activities hosted on campus for their benefit. Organizations are open to all students, and the Department of Student Life will assist in establishing new organizations. Other exciting developmental opportunities for involvement are available through our Student Leadership Scholarship program, which provides scholarship funds for various leadership positions in some of our General Fee organizations (i.e. Student Government Association, Student Bar Association, Student Media Publications [Cauldron, Vindicator, WCSB 89.3] to name a few). Stop by the Student Organization Involvement Fairs, scheduled for both Fall and Spring semesters. Pick up a Student Organization Directory in the Department of Student Life or view our Web site at [www.csuohio.edu/studentlife/csi/](http://www.csuohio.edu/studentlife/csi/).

### Fraternities & Sororities

Cleveland State is home to eight nationally recognized fraternities and seven sororities as well as local fraternities and sororities. These Greek-letter organizations are advised by faculty and chapter advisers. The Coordinator of Greek Affairs also provides assistance with Fall recruitment for the sororities, Greek Week, Greek Fest, Greek Council, Greek Alumni Council and Homecoming activities in which the members participate. Greek-letter organizations provide opportunities for sisterhood/brotherhood, philanthropic events, social activities, scholarship and leadership. Joining a Greek-letter organization provides you, the student, with a wide array of transferable skills useful in your life and future career.

### Student Bar Association

The Student Bar Association represents and advocates the interests of the student body in matters pertaining to the Cleveland-Marshall College of Law by allocating funds to duly recognized student organizations of the College of Law and coordinating and promoting programs and activities for students of the College of Law. SBA consists of a Senate of five executive officers and Student Senators from each of the law divisions. Student Bar organizes activities such as the annual Barrister's Ball, fundraisers such as the T-shirt Sale and Book Sale, and various educational and social opportunities for the law student body. Elections are held annually at the end of the spring semester. The Student Bar Association is located in the Law Building. Its phone number is 216-687-2339.

### Student Government Association

The Cleveland State University Student Government provides an open forum for students to formulate their beliefs and voice their concerns to the University Board of Trustees, administration and faculty. SGA also offers funding to CSU student organizations, selects students to serve on university committees, and runs the Print Shop (copy center) located in Main Classroom #123 and #124. Student Government exists as two branches: the executive and the legislative branches. The Senate (legislative branch) is composed of more than 25 elected student delegates, each enrolled in eight or more credit hours, who represent each class and each college at Cleveland State. The Executive Branch consists of the president, vice president, treasurer, and secretary. Elections are held in the spring term. Student Government offices are located in Main Classroom #123 and #124. Phone (216) 687-2262.

### Student Media

Student publications provide students with excellent opportunities for experience in writing and editing a

literary magazine or newspaper. These publications are financed in part by general fees and are edited by students who are selected by the publication staff members. Publications include:

**[The Cauldron](#)**, a weekly newspaper offering news, sports, culture, and opinions that impact CSU students and the surrounding community. Students are needed as writers, editors, photographers, advertising reps, and more (687-2270), [www.csucauldron.com](http://www.csucauldron.com).

**[The Vindicator](#)**, a monthly multicultural magazine presenting in-depth articles, news and opinions about our diverse campus and Cleveland community. Students are needed as writers, editors, photographers, advertising reps, and more (687-2118) [www.csuohio.edu/vindicator](http://www.csuohio.edu/vindicator).

**[Whiskey Island Magazine](#)**, a literary publication featuring poetry, prose, graphic arts, and photography. Students are needed as editors and readers (687-2056). [www.csuohio.edu/whiskey\\_island](http://www.csuohio.edu/whiskey_island)

**[The Gavel](#)**, Cleveland-Marshall's award-winning newspaper covering the issues that affect law students at CSU. Students are needed as writers and photographers (687-4533) <http://www.law.csuohio.edu/currentstudents/gavel/>.

In addition to the publications, CSU also boasts **[WCSB 89.3 FM](#)**, the student-run radio station. For over 30 years, WCSB has offered the Cleveland community a wide variety of alternative music programming, ranging from indie rock to classical, reggae to fusion and anything else not found on commercial radio. In addition to music, WCSB airs a variety of public affairs shows offering insight into the issues of the day. Students interested in alternative programming are encouraged to apply, (687-3523) [www.wcsb.org](http://www.wcsb.org).

### **List of Recognized Student Organizations**

An up-to-date Student Organization Directory of recognized student organizations is available in the Department of Student Life (MC 106), online at [www.csuohio.edu/studentlife/csi/orglist](http://www.csuohio.edu/studentlife/csi/orglist), and in the Viking Planner. To contact our student organizations, you are welcome to use their student organization mailboxes located in the Department of Student Life or you may contact the organization via email or phone. Contact information is available within the Student Organization Directory, online or within your Viking Planner.

### **Center for Leadership & Service**

Students get involved with Student Leadership & Service for many reasons. They want to develop career-oriented skills; benefit the community through service projects; broaden their awareness of social issues and contribute to workable solutions; develop the practice of good citizenship; reflect on experiences for personal growth and build understanding and respect for other perspectives. The Student Leadership Academy/ Leadership Development Seminar is a great way to begin your exploration of leadership and service over the course of several Saturdays throughout the semester. Major leadership and service events are offered each semester as are a wide variety of leadership workshops and service opportunities. The center offers free leadership self-assessments, helps match students to community service opportunities, and works with students one on one to help them develop personalized development plans. Advanced leadership opportunities are also available. More information, including a listing of upcoming events, can be found online at <http://www.csuohio.edu/studentlife>, by e-mailing either [leadership@csuohio.edu](mailto:leadership@csuohio.edu) or [service@csuohio.edu](mailto:service@csuohio.edu), or by calling (216) 687-2048.

### **Judicial Affairs**

The Judicial Affairs Office helps to support a safe environment for the entire campus community,



through the Board of Trustee-approved policies called the Student Conduct Code. The Student Conduct Code thoroughly explains the due process procedures for incidents that violate University policies. A copy of the Code is available in the Department of Student Life, located in Main Classroom, Room 106, or at [www.csuohio.edu/studentlife/conduct/scc.html](http://www.csuohio.edu/studentlife/conduct/scc.html)

## Women's Comprehensive Program

Cleveland State University's Women's Comprehensive Program (WCP), located in Main Classroom, Room 142, enriches campus life through a series of lectures and cultural events pertinent to women. Each semester, the Re-Entry Women's Project offers a series of orientation sessions for students interested in returning to complete educational goals that have been delayed or deferred, as well as a range of other services for women.

The WCP administers an undergraduate interdisciplinary major and a minor in Women's Studies, as well as offering a course on Women in Corporate America in conjunction with the Cleveland business community. A list of Women's Studies courses that can be taken for graduate credit is available from the WCP Office.

## Study Abroad Programs

Cleveland State University offers a number of international educational activities for Cleveland State students through the Center for International Services and Programs (CISP). CISP is located in the Keith Building, Room 1150; telephone (216) 687-3910; e-mail: [studyabroad@csuohio.edu](mailto:studyabroad@csuohio.edu) .

Study abroad activities include the following:

### CSU Sponsored Short-Term Programs

Throughout the year, CISP facilitates study abroad opportunities offered by several Cleveland State academic departments in different areas of the world. Programs include study in India (Social Work); Costa Rica, France, Spain, and Mexico (Modern Languages); China (Political Science); England and Paris (Marketing); and Germany (Computer and Information Sciences). Interested students should contact the relevant department or CISP's study abroad staff for more information.

### International Internships

CISP offers paid internships in Germany for Social Work, Business, and Engineering majors. German-language competency is preferred. Unpaid internship opportunities are available around the world. Additional information is available from CISP.

### Non-CSU Programs

CISP provides two study abroad resource areas on campus featuring current study abroad program materials. The first is located in their main office on the 11<sup>th</sup> floor of the Keith Building. The second site is inside the university library entrance.

After perusing the materials and reading about study abroad on the CISP website, students should make an appointment with the CISP study abroad staff to discuss their plans and learn about requirements for the transfer of credit, financial aid, and registration. Because study abroad

credit will be transferred into a student's CSU academic record, all courses must be approved by an academic adviser.

### **Scholarships and Fellowships**

Students can apply through CISP for study abroad scholarships. Awards range from \$200 to \$1,000. The Office of Diversity and Multi-Cultural Affairs also offers study abroad scholarships of up to \$500.

Annual competitions are held for Fulbright Grants and NSEP Fellowships. These fellowships facilitate research and study abroad in a variety of fields and countries. Planning should begin at least six months before the campus application deadline. Information on this and other scholarship competitions is available on the CISP Web site at [www.csuohio.edu/internat/studyabroad.html](http://www.csuohio.edu/internat/studyabroad.html) . Students should contact the Cleveland State study abroad manager for campus deadlines and advising.

### **Alumni Association**

The Department of Alumni Affairs and the Cleveland State University Alumni Association provide services to Cleveland State University alumni. Approximately 85 percent of the 98,000 Cleveland State graduates live in the Northern Ohio area. Located in Mather Mansion, the Department of Alumni Affairs assists the Alumni Association Board of Directors and its constituent organizations in the development and implementation of professional and continuing education programs, career networking opportunities, endowment of student scholarships, and recognition of outstanding alumni, as well as a varied blend of social, athletic, and student-related activities. For more information, call the Department of Alumni Affairs at (216) 687-2078, e-mail [alumassoc@csuohio.edu](mailto:alumassoc@csuohio.edu) , or visit [www.csuohio.edu/alumni](http://www.csuohio.edu/alumni).

## Submission of Materials

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Graduate degree-seeking applicants who are U.S. citizens and permanent residents should submit all application materials and a check or money order drawn on a U.S. bank for the graduate admission application fee, directly to:

Office of Graduate Admissions  
Parker Hannifin Hall, Room 227  
Cleveland State University  
2121 Euclid Avenue  
Cleveland, Ohio 44115-2214  
Telephone: (216) 687-5599  
Toll Free: 1-888-CSU-OHIO (ask for the Graduate Admissions Office)  
Fax: (216) 687-5400  
E-mail: [graduate.admission@csuohio.edu](mailto:graduate.admission@csuohio.edu)

International degree, certificate, or licensure applicants should consult the "[International Students](#)" section of this Catalog for instructions on submitting application materials.

The Graduate Admissions Office maintains a central admissions system for all domestic (U.S. citizens and Permanent Residents of the U.S.) graduate applicants. As admission materials are received in the Graduate Admissions Office, copies of the documents (application form, official transcripts, letters of recommendation, official score reports, and related materials) are forwarded to the appropriate graduate program director, who forms a departmental file for the applicant. Once the departmental file is decision-ready, the graduate program director submits an admission recommendation to the Graduate Admissions Office. The Director of Graduate Admissions transmits the admission decision and supporting materials to the applicant.

Applicants are encouraged to contact the Graduate Admissions and/or their Graduate Program Director to check on the status of their applications. Contact information for graduate program directors may be found at the beginning of each [program description](#) in this Catalog.

## The College of Graduate Studies

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### History and Mission

Cleveland State University has been authorized by the Ohio Board of Regents to offer graduate programs since the fall of 1967. In October of 1968, the Cleveland State University Board of Trustees created the College of Graduate Studies to facilitate the operation of graduate degree programs and to assist in the development of new programs.

As a metropolitan institution, Cleveland State University has special obligations and opportunities. First and foremost, however, Cleveland State is a university. Its basic mission—central to all universities—is to preserve existing knowledge, seek new knowledge, and profess both. This is accomplished through the triad of teaching, research, and service. The University's urban location imposes an obligation to reach out to all citizens in the community with the offer of educational opportunities and services.

Within this context, the mission of the College of Graduate Studies is to provide service and support to graduate students, faculty, and academic programs that promote high quality and diverse advanced study opportunities for the betterment of Cleveland State University, the citizens of the State of Ohio, and the world.

The Dean of the College of Graduate Studies, in collaboration with the elected faculty members of the University Graduate Council, reviews all graduate programs, provides leadership in the development of new graduate offerings, maintains a centralized graduate admissions system, and monitors standards for graduate student admission and graduation.

### College of Graduate Studies

The College of Graduate Studies is located on the second floor of Parker Hannifin Hall; telephone (216) 687-9370. The address is 2258 Euclid Ave. The Graduate Dean's office is room 205. Graduate Student Services where graduate students can obtain assistance with petitions, graduate assistantship contracts, transfer credit requests, transient applications, and thesis/dissertation format instructions and approvals is in room 218. For additional information on the College of Graduate Studies see the web site at <http://www.csuohio.edu/gradcollege/>.

### Office of Graduate Admissions

The Office of Graduate Admissions maintains a central admissions file system for graduate applicants for all graduate degree, certificate, licensure, and non-degree applicants. As admission materials are received by the office, photocopies of the documents (application forms, transcripts, letters of recommendation, tests scores, and related materials) are forwarded to the appropriate Graduate Program Director, who creates a departmental file for the applicant. Once the department file is decision-ready, the Program Director submits an admission recommendation to

the Office of Graduate Admissions. The Graduate Admissions Director transmits the admission action and supporting materials to the applicant. Applicants are encouraged to contact the Office of Graduate Admissions and their Graduate Program Director regarding the status of their application for graduate admission.

The Office of Graduate Admissions is located in Parker Hannifin Hall, Room 227, telephone (216) 687-5599. At this location, graduate students may obtain information about admission examinations, and assistance with admissions. For additional information see the web site at <http://www.csuohio.edu/gradcollege/admissions/> .

## Graduate Faculty

Most graduate courses are taught by faculty who are members of the University Graduate Faculty. These faculty hold terminal degrees in their fields (usually the doctoral degree) and meet the College of Graduate Studies' standards of sustained scholarship or creative activity or, alternatively, are recognized for their accomplishments as practitioners in their disciplines. An up-to-date roster of the University Graduate Faculty may be found at <http://graduatestudies.csuohio.edu/graduate/rosters/facultyroster.html> .

Cleveland State University, Kent State University, the University of Akron, and Youngstown State University observe a reciprocal Graduate Faculty agreement where by members of the Graduate Faculty at each of the other three institutions may, with appropriate approvals, teach graduate courses and serve on thesis and dissertation committees for Cleveland State University graduate students.

## Transient Student Admission

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There are two categories of transient students: 1) those enrolled in a graduate program at another college or university who wish to undertake a limited amount of graduate work at Cleveland State University; and 2) those enrolled in a graduate degree program at Cleveland State who wish to do a limited amount of graduate work at another institution. At Cleveland State University, a transient student is subject to the same academic regulations that govern Cleveland State degree, certificate, and licensure students.

1. Students enrolled in a graduate program at another college or university who wish to undertake a limited amount of graduate work at Cleveland State University must complete the home institution's Graduate Transient Application form and receive approval from the home institution to enroll for specified courses. The approval form and the completed [CSU Enrollment Services Transient Student Enrollment Request Form](#) should be forwarded to the Cleveland State University [Office of the University Registrar](#). Admission as a transient student is valid for one semester only. A new application is required prior to registration if the student wishes this status to be extended for another academic term.
2. A student enrolled in a graduate degree program at Cleveland State who wishes to do a limited amount of graduate work at another institution is required to consult with his or her program advisor and/or department chair and complete a Cleveland State University Graduate Student Transient Approval Form. Only students who are in good academic standing in their degree programs qualify for transient student status. A transient student is subject to the same academic regulations that govern Cleveland State degree, certificate, and licensure students. Forms may be downloaded at <http://www.csuohio.edu/gradcollege/students/guest/> and are available from the College of Graduate Studies, Parker Hannifin Hall, Room 218, and the Office of Graduate Admissions, Parker Hannifin Hall, Room 227.

The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

# University Graduate Program Completion Requirements

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## University Graduate Degree Requirements

### *Years to Complete Degree*

1. A student has a period of six years from date of entry into the College of Graduate Studies to complete requirements for a master's degree. Only course work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward the master's degree. Petitions to extend the time period to complete a master's degree must receive the approval of the departmental/program graduate committee. Petitions to extend the time period to complete a master's degree up to ten years do not require review and approval by the College of Graduate Studies Petitions Committee. However, if a petition for an extension to up to ten years is denied at the departmental level, the student may appeal the denial to the College of Graduate Studies Petitions Committee for review and disposition. A petition to extend a master's degree period beyond ten years must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension, and must document course-by-course the currency of the work beyond the ten-year statute of limitations.
2. A student entering a doctoral program, either having received a master's or professional degree from another institution or having interrupted his or her studies at Cleveland State University upon receipt of the master's degree for more than one year, must complete doctoral degree requirements within ten calendar years from the date of entry into doctoral studies. Petitions to extend the ten-year period to complete a doctoral degree must receive the approval of the departmental/program graduate committee and must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension, and must document course-by-course the currency of the work beyond the statute of limitations.
3. A student who enrolls consecutively in a master's then doctoral program without interruption of at least one academic year following receipt of the master's degree must complete doctoral requirements within ten calendar years from the date of admission to the doctoral program. Petitions to extend the ten-year period to complete a doctoral degree must receive the approval of the departmental/program graduate committee and must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension, and must document course-by-course the currency of the work beyond the statute of limitations.

### *Course Requirements*

4. A student who is a candidate for a master's degree must fulfill the College of Graduate Studies' residence requirement of having earned at least sixteen credit hours of acceptable graduate credit (with course grades of B or better) while enrolled in the College of Graduate Studies at Cleveland State University.
5. Of the minimum thirty credit hours required for graduation with a master's degree, only eight credit hours of 400-level courses can be used to meet graduation requirements. The 400-level courses may not be offered by the department or program in which the master's degree would be awarded. No 100- to 300-level courses may be applied toward a graduate degree.



The remainder of the course requirements must be graduate-level (500-to-800-level) courses.

6. Subject to departmental approval, nine graduate credit hours of transfer credit may be applied toward the requirements of a master's degree, and no more than one-third of the total graduate hours required for the doctoral degree may be transfer credit for doctoral students. (See Transfer Credit and Credit by Examination policies earlier in this section of the Catalog.) Petitions to extend transfer credits should be submitted to the departmental/ program graduate committee. If approved by the departmental/ program graduate committee, such requests do not require review and approval by the College of Graduate Studies Petitions Committee. However, petitions for acceptance of more than nine hours of transfer credit, which are not approved at the departmental/program level, may be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Not more than one-half of a student's total graduate degree program may be a combination of transfer credit and credit by examination.

### *GPA Requirements*

7. Achievement of at least a 3.0 cumulative grade-point average for all courses taken as a graduate student, including 400-level undergraduate courses, is required for graduation. All grade-point averages are carried to two decimal places (unrounded). The University Graduate Council has determined that the minimum 3.0 grade-point average required for graduation cannot be waived via petition.

8. A maximum of six credit hours of 500- to 800-level work graded on an S (satisfactory) basis may be used to meet degree requirements. Excluded from this requirement are courses that are graded only on an S/U or S/F basis.

9. A maximum of eight credit hours of work at the C-level for 400-level and above courses may apply toward graduate degree requirements. If permitted by program.

### *Graduation*

10. A graduation application must be on file for the term the student intends to graduate for the posting of the degree to occur. There is no backdating of degrees. An application received after a term ends will be processed for the next term and the student is responsible for adhering to all requirements of the final term of graduation.

In general, degree candidates should apply for graduation two semesters before their expected graduation date. Specific graduation application deadline dates may be found at <http://www.csuohio.edu/enrollmentservices/registrar/graduation.html>. Graduation applications can be obtained from Campus411.

## **Participation in Commencement**

The University holds a Commencement ceremony in May for individuals who have completed all degree requirements by the end of the spring semester, and in December for those who have completed all degree requirements by the end of the summer and fall semesters.

Students are encouraged and expected to attend Commencement. Those choosing not to attend should notify the University Graduation Office.

Doctoral students may not participate in the University commencement ceremony unless they have completed all of their required course work and have successfully defended their doctoral dissertation prior to the commencement exercise.

In order for a Master's Degree student to participate in the University commencement ceremony, he or she must have completed all course work required to fulfill degree requirements and have defended the thesis or completed any required exit project, capstone course, or other exit requirement for the degree.

## Completion of Certificate and Licensure Programs

1. A student has a period of six years from date of entry into the College of Graduate Studies to complete requirements for a graduate certificate or graduate licensure program. Only course work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward program completion.
2. A maximum of one-third of graduate certificate or graduate licensure program requirements may be satisfied with Cleveland State University course work taken at the 400-level. Only 400-level courses taken from a department or program other than the one awarding the certificate or licensure may be used to meet completion requirements. No 400-level courses taken by a student as an undergraduate may be used to meet graduate certificate or licensure requirements.
3. Subject to departmental/program approval, a maximum of one-third of the requirements for a certificate or licensure program may be satisfied via transfer credit. (See the Transfer Credit Policy earlier in this section of the Catalog.)
4. Subject to departmental/program approval, not more than one-third of the requirements for a graduate certificate or licensure program may be satisfied via Credit by Examination. (See the Credit by Examination Policy earlier in this section of the Catalog.)
5. No 400-or-above-level course work with a grade of C may be used to meet graduate certificate program requirements. A maximum of six credits of 400-or-above-level course work with a grade of C may be used to meet licensure program requirements.
6. Not more than 50 percent of the required credits for a graduate certificate or licensure program can be satisfied by a combination of:
  - a. 400-level courses;
  - b. graduate transfer credit; and
  - c. credit by examination for 500and-above-level courses.
7. No course work taken on an S/F, S/U, or audit basis may be used to satisfy graduate certificate or licensure program requirements.
8. A minimum grade-point average of 3.0 for all 400-and-above-level work is required to satisfy licensure program requirements. A minimum grade-point average of 2.75 is required to be awarded a graduate certificate. Individual graduate certificate programs, however, may set the minimum GPA requirement at a higher level for the completion of their particular graduate certificate programs.

### Licensure Students:

College of Education and Human Services graduate licensure students must submit a completed State of Ohio Licensure packet to the Cleveland State University Education Student Services Center. Licensure packets are available from the Education Student Services Center, Rhodes Tower, Room 1401; telephone (216) 687-4625. Completed packets should be submitted upon

completion of program.

**Graduate Certificate Students:**

Graduate Program Directors complete and submit to the College of Graduate Studies [telephone (216) 687-9370] Graduate Certificate Completion forms. Forms should be submitted at the beginning of the semester of the anticipated date of program completion. Graduate Certificate Completion forms may be downloaded from the College of Graduate Studies Web site at <http://www.csuohio.edu/gradcollege/students/forms/index.html#certificate>. They are also available from the College of Graduate Studies.

The College of Graduate Studies will notify the Graduate Program Director and the involved student when Certificate program requirements are met, as well as instructing the University Registrar to record the Certificate award on the student's academic record.

The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

## University Regulations for Student Conduct

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Cleveland State University has adopted policies concerning the rights and responsibilities of all students. The Cleveland State University Student Handbook, available through the Department of Student Life (Main Classroom, Room 106), outlines these policies under the heading "Student Conduct Code." The handbook provides an overview of the role of the student as a participating member of the University community, defining students' responsibilities, while protecting their right to pursue legitimate educational goals.

### Student Academic Responsibility

Each graduate student is personally responsible for completing all University, College, and department degree requirements. It is the student's responsibility to be informed of these requirements. A student's advisor may not assume this responsibility, nor may the advisor substitute, waive, or exempt the student from any established requirement or academic regulation.

### Academic Misconduct

The University Policy on Academic Misconduct exists to resolve problems such as plagiarism, cheating on examinations, papers completed by someone other than the registered student, theft, mutilation of library materials, etc. The Policy, which details procedures for resolution of matters of conflict, channels of appeal, and penalties imposed, can be found in the Cleveland State University Student Handbook. Copies are available from the Department of Student Life, Main Classroom, Room 106.

### Plagiarism Policy

Plagiarism is the act of presenting, as one's own the ideas, opinions, writings, or work of another person without appropriate scholarly attribution. This act is a form of academic dishonesty and is a serious incident of academic misconduct.

Ideally, situations of plagiarism should be handled between the faculty member and the student. Any student who disagrees with the instructor's decisions should follow standard channels of communication, going first to the department chairperson and then, if still not satisfied, writing to the academic dean of the college in which the course is offered. The Review Committee of the Faculty Senate decides the matter if it cannot be settled within the college. The committee is composed of two faculty members of the University, nominated by the Faculty Senate Steering Committee and elected at large by the faculty, and one student member of the University Judiciary, elected by the members of the body. The decision of the Review Committee is final. If the student is found guilty, the instructor or the committee informs the appropriate academic dean. A record of the decision is placed in the student's academic file until the student graduates or separates from the University. A second infraction shall be cause for further action by the academic standards committee in the appropriate college.

### Grade Dispute Procedure

In disputing a course grade, the burden is on the student to demonstrate that an error has

occurred or that a non uniform standard was applied in the assignment of the course grade.

If a student feels that an instructor's assignment of a course grade is improper, the student should discuss the matter with the instructor within forty-five days following completion of the semester in which the course was taken.

If resolution does not result from this meeting, the student should promptly write to the chairperson of the instructor's department (or an appropriately designated substitute), stating the nature of the dispute and its justification. The chairperson will provide the course instructor with a copy of the student's statement and any additional documents submitted. The instructor should promptly respond, in writing, and a copy must be provided to the student. Further statements and documentation may be collected, if necessary, by the chairperson.

Once the written record is complete, the chairperson meets with the student (and instructor if possible in a three-way conference) to try to resolve the dispute. Any student who is not satisfied with the outcome of the meeting with the instructor and the department chairperson may continue the dispute by petitioning the College of Graduate Studies Grade Dispute Committee. In such cases, the chairperson must promptly transmit a copy (paper or electronic) of all submitted documents, including the chair's recommendation concerning the dispute, to the College of Graduate Studies Grade Dispute Committee. The Committee will:

- 1) inform both the student and the instructor of the Committee's membership;
- 2) send both parties copies of all written documents received and any additional materials gathered by the Committee;
- 3) allow both parties to respond in writing to any new materials assembled; and
- 4) schedule a hearing inviting both the student and instructor to present their positions on the dispute. Both the student and the involved faculty member are expected to be present at the hearing.

The recommendation of the College of Graduate Studies Grade Dispute Committee, along with a copy of the entire grade dispute file, is forwarded for final decision to the University Admissions and Standards Committee, which limits its review to the determination of the following of due process. The decision of the University Admissions and Standards Committee is transmitted in writing to both the student and the instructor. There is no further appeal within the University from the Admissions and Standards Committee's decision.