Criterion 2 - Integrity: Ethical and responsible conduct – The institution acts with integrity; its conduct is ethical and responsible.

Core Component 2.A: The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

2.A.1. – The institution develops and the governing board adopts the mission.

Cleveland State University (CSU) is an urban public research institution located in Cleveland, Ohio. As a state institution of higher education, CSU is governed by a Board of Trustees (BoT) and must adhere to Chapters 3344 and 3345 of the Ohio Revised Code, the rules of the Ohio Department of Higher Education, the Ohio Ethics Commission, and its own internal policies and procedures. As the governing body, the BoT provides ultimate oversight and approval of these principles that frame CSU's goals, objectives and values. On January 17, 2019, the CSU Board approved the current university mission, vision and value statements after extensive involvement and input from a broad campus community base, as well as the CSU leadership team.

The Ohio Ethics Commission (OEC) requires that, as public officials, voting members of CSU's BoT must file annual financial disclosure statements (FDS). The FDS reports sources of income, investments, real estate holdings, and other financial interests and reminds public officials of those financial interests that might impair their judgment on behalf of the public or constitute a conflict of interest. CSU policies and Ohio Ethics Law requires that Board members identified as having a conflict of interest are required to abstain from all discussion and voting on that matter. In addition, pursuant to Governor Executive Order 2019 – 11d, Trustees must complete annual ethics training coordinated by CSU's Office of General Counsel. Ethics training is also a part of new employee orientation and is conducted periodically for the university's leadership team.

To further ensure that its operations are conducted with the highest degree of integrity and honesty CSU's has codes of conduct applicable to different constituent groups: Board of Trustees, faculty, staff, and students. These policies and procedures collectively ensure fair and ethical practices, including, but not limited to policies on conflict of interest, drug-free workplace, safety, violence in the workplace, information technology, personal leave, disability/reasonable accommodations, and religious accommodations. Members of the CSU community must adhere to the highest standards of conduct in all university matters. CSU's Conflict of Interest Policy 3344-02-04 states that all "trustees, faculty and staff of Cleveland state university shall abide to Ohio's ethics laws and avoid any situation that creates a real or perceived conflict between their personal interests and interests of the university. This rule applies to all trustees, faculty and staff and is supplemented by other conflict of interest policies that address specific circumstances, such as sponsored research or procurement activities." This policy language is in alignment with ethics definitions for public officers set forth by Ohio Code of Ethics Law (Ohio Revised Code Chapter 102). As applications of the policy language to the

daily operations of the Board of Trustees, the 2019-2020 Board Handbook [VRR link], the BoT Resolution 2019-14 (Board Self-Assessment Instrument and Process) [VRR link], and the Board's Statement of Commitment and Responsibilities [VRR link] demonstrate the well-established guidelines and associated processes designed to ensure fair and ethical behavior on the part of the University's governing board.

2.A.2. – The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

The administration of CSU's financial, academic, personnel, and auxiliary functions stem from the Board's general powers. The Board's Bylaws delegate power to run the day-to-day operations of the University to the President. The website for the Office of the President names the members of CSU's Senior Leadership Team, which include the Senior Vice President for Academic Affairs and Provost; Interim Chief Diversity and Inclusion Officer; Senior Vice President for Research and Innovation and Health Strategy Chief; Director of Athletics; Chief Talent and Human Resources Officer; Vice President of Advancement and Executive Director of the CSU Foundation; Vice President for Enrollment Management and Student Success and Dean of Admissions; and General Counsel.

Each division maintains its own policies and procedures to fulfill its primary functions and maintain fair and ethical practices. CSU's policies and procedures are written, approved, and implemented in a system of shared governance that respects the expertise, experience, and contributions of the BOT, the Senior Leadership Team, administration, staff, faculty, and students. All University policies and procedures are housed on the website of the Office of University Compliance which serves as the institution's central repository. Board approved policies are filed with the Ohio Legislative Service Commission and found in Chapter 3344 of the Ohio Administrative Code.

Policy creation, review and revision is governed by the University's Policy on the formulation of policies, 3344-2-01. Based on this process, each policy has a designated "responsible official" who is charged with the implementation, training and oversight of a particular policy that falls within the scope of the university official's assigned responsibilities, as well as that rule's revision approval, or in the case of a new policy, its development. The policy distinguishes between interim policies, academic policies, university policies and procedures. All Board-approved University policies must be posted for a thirty-day comment period on the policy website before filing with the Ohio Legislative Service Commission. This system of policy formulation, revision and maintenance is currently under review for process improvement, and current policies and procedures will be reviewed and updated as a part of this process.

Academic and Faculty Affairs

The Provost is deemed the Chief Academic Officer for the university, and, in that capacity, he provides oversight to deans and their respective colleges. In keeping with the principle of shared governance, the faculty have authority over academic matters as reflected in university policies, AAUP [VRR link] and AAUP – Law [VRR link] collective bargaining agreements and faculty personnel policies. The websites for the Provost's office and the Faculty Senate office

provide valuable resources pertaining to tenure and promotion, academic honesty, conflict of interest, and rights and responsibilities related to teaching and research. The faculty collective bargaining agreement contains many of these provisions in contract form, including academic freedom, affirmative action, nondiscrimination, professional activities outside the University (conflicts of interest and commitment), tenure and promotion, disciplinary action, and grievance and arbitration, faculty recruitment manual, faculty professional development (also see the wide range of workshops offered by the Center for Faculty Excellence), retirement/resignation notification process, principles for the performance-based merit system, faculty leave pay-out policies, administrator return to faculty policy, and faculty contract definitions, among others.

The Faculty Senate has the final say on all matters related to the University's curriculum and instruction. The Senate initiates educational and academic policies of the University, adopt rules to effectuate the educational and academic policies of the University, brings up for consideration proposals on matters pertaining to the general welfare of the University, makes recommendations to the Administration relative to buildings, budget priorities, and new proposals and developments, acts upon all matters of routine faculty business in pursuance of already established University policies and elects members to the Equal Opportunity Hearing Panel. Most importantly, Faculty Senate is also the final approving body of all changes to courses and programs, and coordinating approval is run through a university tracking system called Curriculog. While proposals for change can be initiated by either faculty or by administration, changes to any course, or departmental or school program and/or degree begins with a review and approval by that department or school. The faculty who run the programs must describe and justify all changes, and only after their approval by the faculty committee and the chair or director are proposals uploaded to curriculog.

Once in the system, all proposals pass through extensive review, first through the curriculum committee of the college of that department or school to assess purpose, need, conformality to university rules and impacts to other programs or degrees outside the submitting department. Proposals then proceed through the office of the Dean as a working example of shared governance. Graduate courses or programs would add additional steps of the graduate council and dean of the graduate school.

All proposals approved at these college levels then move on to a university level review to provide an objective perspective and scrutiny of the impact changes may have in programs or colleges across the campus, and forwarding such proposals to any and all affected units for their discussion and approval. Once assessed by the university curriculum committee, that committee's chair brings all proposals to the Steering committee of Faculty Senate for approval to include on the next Senate agenda. Only after approval at the Faculty Senate level is the last faculty "circle" checked in Curriculog, and the proposal moves on to the Registrar's office for inclusion, modification or deletion, as applicable, within the University undergraduate or graduate catalogues.

The process of course and program changes is fluid, occurring continuously throughout the year although deadlines, set by the Registrar's office, must be met for inclusion in the catalogue of the subsequent year. As alluded to previously, the process is similar whether the action is to create a new course from scratch, although then a full syllabus and description are needed, to

simple name changes requiring no more than a cover form and explanation, to a deletion, which must assess impacts to students and their programs. General education courses also must describe how the meet the additional sets of criteria.

Often proposals pertain to a single course, although in 2013, when the university initiated the state required and administratively-driven, rushed timeframe for conversion of almost all 4-credit undergraduate courses to meet a predominant 3-credit model, the faculty, despite having expressed opposition, took on the task, and within each unit, proceeded to produce the structural changes and new descriptions and syllabi that was by far the largest set of changes at CSU over the previous 10 years, and an effort not matched since semester conversion in the late 1990s. Despite the demand on time, every course was processed through the same series of steps and committees, although Curriculog only became implemented a few years after.

Office of General Counsel

The Office of General Counsel seeks to advance the mission of the University by providing legal advice and representation to the University, its constituent units and affiliated entities, and to its trustees, officers, employees and student leaders who are acting on the University's behalf. Thus, the General Counsel's sole client is Cleveland State University itself. The primary client representatives are the President and the Board of Trustees, but includes a broader constituency depending on the circumstances. University faculty, staff, and students may be included when they require legal services related to their functions on behalf of the University.

The materials on the OGC website address the structure of the Board of Trustees, legal services provided by that office to the university community, procedures for contracting with the university, records retention, FERPA, HIPAA, free speech on campus, gifts and giveaways, public records requests and political and campaign activities. It also has oversight of the Office for Institutional Equity (OIE) and the Office of Internal Audit (Audit). OIE investigates allegations of discrimination, harassment, bias and sexual assault. Ongoing training, support, resource materials and reporting options are made available to students and university employees to increase awareness and accountability in these critical areas. CSU also has an Internal Auditor that manages CSU's Ethics Compliance Hotline. CSU contracts with an independent vendor to administer EthicsPoint, a toll-free hotline service available around the clock, that provides the University community a simple and anonymous way to report fraud, waste, and abuse. Reports may be made via telephone or online. When a person goes to the online reporting site, he or she finds links to make a report and the university follows-up in a reasonable time period. The University received a summary of incidents [VRR link] grouped by categories of incidents, which allows the appropriate actions to be identified and implemented.

Department of Athletics

The Athletics Department has a comprehensive website that covers guides to NCAA rules and regulations, eligibility, financial aid, and recruiting. The program has a dedicated Compliance Officer that provides coaches, staff and student athletes with ongoing compliance education for NCAA, league and University rules, as outlined in the Student Athlete Handbook. The CSU Athletics program is administered with the highest level of integrity, respect, and regard for all

rules and regulations that govern its operation. All athletics staff are required to attest to ethical conduct and certification of compliance. Everyone associated with the CSU Athletics Department shall be responsible for maintaining full compliance with all NCAA, Horizon League, Mid-American Conference and institutional regulations. This includes prospective student-athletes, current student-athletes, coaches, staff members, and fans. It is expected that anyone associated with the aforementioned groups demonstrate:

A. Knowledge of NCAA and conference regulations and CSU policies including, but not limited to, recruiting, eligibility, amateur status, benefits and conduct of sport.
B. Observance of all NCAA and conference regulations and CSU policies.
C. Self-reporting of all known violations to the CSU Athletics Compliance Office.
D. Full cooperation with the NCAA, conference and CSU in all investigations and provision of any of these entities with truthful and complete information concerning involvement of any violation of NCAA and conference regulations.

Moreover. to enter a team or individual in an NCAA championship or for an individual to serve on an NCAA committee, the president and director of athletics must attest annually that the obligations to control and monitor athletics programs have been met.

Finance and Administration

The Division of Business Affairs and Finance houses the Controller's office, Purchasing, Campus Police, Facilities Management and Campus Support Services. Collectively, they administer many policies and practices that maintain the ethics and integrity of their operations and the University as a whole. Critical operations that the Division oversees include the CSU student center, dining services, mail services, risk management, treasury office, the campus bookstore, residential dormitories and the recreation center.

The Controller's Office oversees the implementation of the University's financial policies (accounts payable, bursar, financial accounting and reporting, payroll, and restricted fund accounting (grants). It also houses the Risk Management department, which provides oversight of insurance and risk financing programs; damage protection for the University assets; third-party claims resolution; control and mitigation of various activities (events planning, outdoor education, vehicle use, facilities use, field trips, and international travel); hazard identification and analysis; emergency response assistance; contract review and analysis; driver training for employees driving university vehicles; and annual inspection by insurance carriers.

Each year the University undergoes an audit of its financial statements, conducted by a contracted external auditor approved by the Ohio State Auditor. The final report is presented to the BOT each year and is then filed with the Auditor of State. Final audits, including those that are available to the public at the State Auditor's site. As part of the audit, the external auditor performs tests to ensure compliance with OMB Circular A133, which encompasses Student Financial Aid. The most recent unqualified auditor report for the year ending June 30, 2019, noted no significant deficiencies or material weaknesses.

The Purchasing office organizes and administers procurement for the University in accordance with the responsibility and authority delegated by the President and BOT. Pursuant to CSU's Purchasing Policy, the office provides buying services to University offices, departments, and programs; administers purchasing agreements for materials, equipment, supplies, and designated services; executes leases and contracts for equipment, material, services, repairs, and property; and conducts research to maintain the most effective purchasing practices and procedures.

The Cleveland State University Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and consists of 24 sworn, full-time police officers. In addition, part-time officers are utilized for special event assignments. The Ohio Revised Code (ORC) empowers CSU Police Officers with full police authority on the property of Cleveland State University. This authority is expanded to an area surrounding CSU in accordance with ORC Section 3345.04 and a mutual aid agreement with the City of Cleveland. Every CSU Police Officer completes the state-mandated police academy training requirements and is certified as a Police Officer by the Ohio Peace Officers Training Council. The Department encourages its members to attain the highest levels of education and training. Most officers have received advanced OPOTA certification in areas such as criminal investigation, line supervision, and crime prevention. Virtually every officer has attended college. Many have completed baccalaureate degrees and several have achieved post graduate degrees. Higher education enables an efficient and professional delivery of services to the CSU community.

Research & Innovation

The Office of the Vice President for Research and Innovation is leading CSU's evolution into a first-in-class research university by overseeing the management and growth of the research enterprise at CSU as well as education, outreach and scholarship in health care and medical innovation. The office publishes and enforces several policies designed to encourage professional, ethical, and legal practices in research.

The University supports full research freedom for faculty and staff, with a corresponding obligation to maintain the highest standards of professional ethics. When required on rare circumstances, the Office of Research oversees research misconduct inquiries and investigations. CSU's research misconduct policy is administered by the Office of Research and applies to all individuals engaged in academic research at Cleveland State University including faculty members, professional staff, scientists, trainees, technicians and other staff members, students, fellows, volunteers, guest researchers, or collaborators. The Senior Vice President for Research and Innovation serves as the Research Integrity Officer for the University.

The Office of Sponsored Programs and Research Services (SPRS) oversees grant award fund expenditures, CSU's conflict of interest policy and other related policies and procedures, such as supplemental pay policy, and other financial compliance matters for research programs. To protect the integrity of the researcher, the institution, and the research enterprise, the university has a conflict-of-interest policy and reviews individual conflicts of interest (COI) in research. To protect the university from risks resulting from institutional conflicts of interest where the financial interests of the institution or an institutional official, acting within his or her authority

on behalf of the institution, may affect or appear to affect research activities,
policies, procedures, and safeguards are in place. The safety and welfare of human subjects will
not be compromised by the existence or even the reasonable appearance of a conflict of interest.

The Technology Transfer Office collaborates with the Office of General Counsel to manage
patent policy, copyright policy, and export controls.

CSU is committed to producing ethical and relevant research. The Institutional Review Board
(IRB) reviews all research protocols that include human subjects to ensure that researchers take
appropriate steps to protect the rights and welfare of human participants in research. CSU
provides free of charge, and highly encourages all investigators and co-investigators to complete,
Responsible Conduct of Research (RCR) training through the Collaborative IRB Training
Initiative (CITI).

CSU's Institutional Animal Care and Use Committee (IACUC) oversees all aspects of CSU's
animal care and use programs for teaching and research. IACUC reviews all animal use
protocols, ensures compliance with federal regulations, performs semi-annual internal
inspections of all animal facilities and laboratories where animals are either housed or utilized
and oversees training and educational programs. The Institutional Biosafety Committee (IBC) is
the administrative and decision-making body having responsibility for review and approval of
research involving recombinant or synthetic DNA.

Enrollment Management and Student Success

All Student Affairs matters come under the umbrella of Enrollment Management and Student
Success. That office provides extensive materials and guidance for students, staff, faculty, and
parents on the Division of Student Affairs website on topics such as FERPA, HIPAA, grievance
procedures and counseling services. The Division handles student-focused administrative
procedures, including grade disputes. Fairness in grading and academic review is outlined in
faculty policies. Students may challenge a grading decision according to CSU's grievance
process, as outlined in the 3344-21-01 Grade Dispute "If an instructor and a student disagree on
a grade issued the student may request a meeting with the faculty member and his or her superior
whether it be chairperson or dean. If the matter is not resolved the issue, then follows collegiate
procedures and may come before a review committee. Finally, a recommendation is made to the
university admissions and standards committee of the faculty senate by the college. The burden
is on the student to prove that a computational error has been made or that non-uniform standards
have been applied." The process for handling non-grade related grievances starts with an
informal process that moves into a voluntary mediation or formal hearing can be pursued by the
student and the University Ombudsperson may also be involved. A recent procedural
recommendation for addressing student academic-related complaints (excluding grade disputes)
[VRR link] demonstrates how the Office of Academic Affairs is involved in student-focused
processes intended to enhance their experiences at CSU. Additionally, the Division of
Enrollment Management and Student Success oversees the administration of the University's
admission policies, which are established by the Faculty Senate. Similarly, the Division monitors
the implementation of the Student Conduct Code and the proper functioning of the Office of

Judicial Affairs, thus demonstrating CSU's ethical principles governing a wide range of issues pertaining to members of the student community.

Human Resources

Human Resources (HR) administers CSU's collective bargaining units, including the American Association of University Professors (AAUP), the Service Employees International Union (SEIU) [create link to VRR], AFL-CIO [create link to VRR], FOP [create link to VRR], FOP Dispatch [create link to VRR], IATSE [create link to VRR], and IATSE Treasurers and Ticket Sellers [create link to VRR]. HR also handles employment actions, benefits and training. Training is centralized and involves new employee orientation, annual training and special training assigned to provide professional development or in response to employee discipline. For instance, new employee orientation [create link to VRR for Supervisor Checklist] is structured in a manner designed to maximize deploying human capital as an asset central to fulfilling the University's mission. During new employee orientation, employees are reminded of Ohio Ethics Law and are provided with a copy of the Ohio Ethics Law. New employees are also reminded that as a state institution, we must hold ourselves to the highest ethical standards. Similarly, performance evaluation is developed along employee-centered principles that support a positive and productive workplace. CSU utilizes Blackboard as its learning management platform and either develops the content in-house or uses commercial training content. In terms of faculty searches, the Office of Faculty Affairs, one component of the Provost's portfolio, offers guidance related to the proper design and implementation of the process.

Equity and Diversity

Equity and diversity, as deeply held values, belong to all members of the CSU community. The Director of the Office of Equity and Diversity was elevated to a Cabinet-level position to strengthen the presence and practice of equity and diversity at the University.
With the guidance of that office, CSU has taken a definitive stand against racism and discrimination on the basis of sex, including sexual harassment, sexual violence or retaliation. In June 2020, the University issued a statement expressing its institutional position in response to widespread civil unrest following the high-profile cases of police brutality. It also implemented five-step action plan to address the concerns at both a university and community level. The Chief Diversity and Inclusion Officer monitors CSU's compliance with federal and state equal opportunity and nondiscrimination laws and regulations. This includes monitoring institutional employment practices and procedures, as well as investigating and resolving discrimination and harassment complaints. CSU's policies that cover equity, discrimination, civil rights, anti-harassment, anti-violence, equal educational opportunity, and equal educational opportunity are housed on the university policy web site. Both the Diversity office and OIE conduct training programs and presentations on affirmative action, sexual and racial harassment, and a wide range of diversity programs and workshops in order to assure the most wholesome and productive learning and work environment for students, faculty, and staff. The 2019-2020 Diversity Action Plan relies on an earlier document (Pursuing Inclusive Excellence) issued in 2016, aimed at enhancing the impact diversity has on the campus community as well as the larger community served by CSU. The University's Diversity Statement defines Engaged Learning based on a common understanding of inclusive excellence, which allows for the full

range of academic programming, community service, and outreach initiatives to be developed and implemented effectively.

A recent example of CSU's commitment to the promotion of diversity, equity, and inclusion across campus stems from a comprehensive review of the practices, policies, and procedures employed by the Police Department. Prompted by the killing of George Floyd and the ensuing protests across the country, President Sands set up a special task force that would review the Department's "use of force and bias-free policing." Co-chaired by the Interim Chief Diversity and Inclusion Officer and the Dean of the Cleveland-Marshall College of Law, the Task Force issued a report that made recommendations based on four areas of interest, as follows: a) use of force policies and training; b) community engagement and oversight; c) critical incident encounters; and d) data analysis to drive decision-making.

Yet another relevant example relates to work undertaken by the Interim Chief Diversity and Inclusion Officer, based on which to strengthen the principles of diversity, equity, and inclusion in faculty searches. To that effect, the academic deans received highlights from the CSU Faculty Diversity Plan [VRR link], coupled with the CSU Diversity Rubric for Search Committees [VRR link], a facilitation guide focused on how to interrupt bias in faculty searches [VRR link], and faculty and student diversity data from the College of Education and Human Services [VRR link].

Core Component 2B: The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representation it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

2.B.1. – The institution ensures the accuracy of any representation it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.

The University provides comprehensive information to its students and their families, alumni, faculty, staff, and the general public. The homepage provides easily accessible information that allows interested parties to access extensive information and resources regarding the academic matters, student services, institutional resources, faculty and staff information, accreditation information, and financial costs and aid for students. CSU at a Glance includes information related to institutional history, campus map, community partnerships, news, academic organizations and programs, athletics, student organizations and student demographic information. The variety of links featured on the University websites are helpful for individuals who are new to the University as well as returning students, and CSU personnel.

Admissions Requirements

 Information for potential students specifically, admissions requirements is easily accessed by using the Admission tab located on the CSU homepage. Specially, information regarding admission requirements for undergraduate, graduate, honors, law school, transfers, international students, student orientation, scholarship information, and tuition and fees is presented and linked to individual pathways for further information. Specific college admission requirements are available on individual websites for all the colleges or at the second level pages located off the Admissions tab on the main University website. The links and information provide logical pathways which the user may quickly access. The pathway design allows for individuals seeking the necessary information and requirements for admission to the university and the individual programs by a simple "click" on the designated link. The information regarding admissions is continually updated to reflect the most recent programs and processes for admission to CSU.

Academic Programs and Requirements

CSU presents itself clearly and with earnest integrity to the public, prospective students and the CSU community through its information presented in the University Catalog. The website represents a repository of information related to academic policies, programs, majors, minors, certificates, degree requirements, course descriptions, university and college core requirements, special programs, accreditation information, financial aid and service student services. The Undergraduate and Graduate Catalogs are easily available for preview to the public and students. Current undergraduate and graduate catalogs are made available to the public as well as archived catalogs for easy referrals for all students, transfers, and public. In addition to the requirements and programs listed previously, University regulations, the academic calendar, diversity, inclusion and university engagement information, student affairs information are presented for internal and external access. The catalogs provide a comprehensive description of programs and requirement of the academic and support services offered at CSU.

Student Support Programs

The motto of the Division of Student Affairs is focused on "students first" and, as such, can be substantiated by its commitment to supporting students for matriculation. Student support resources that are offered through Student Affairs are: the Maryjoyce Green Women's Center, the LGBTQ+ Student Services, Fraternity and Sorority organizations, the Center for Student Involvement Organization, the Community standards and Advocacy Office, and leadership training. Student Affairs is dedicated to the wellness of students through its programs such as the Health and Wellness Center, Counseling Center, and the Lift Up Vikes program. Enrollment Services includes a one stop centralized office, Campus 411, designed to assist students regarding questions about admission, records, financial aid, registration, student account and referrals for other students' concerns and questions. The Student Affairs website also includes links concerning parking, dining, bookstore, and obtaining a Viking card.

Academic calendar is easily accessible on the Registrar's website. Staff in the Office of the Registrar maintains and monitors the calendar. Included in the calendar are important dates for registration, financial payments, observed holidays, late add and withdrawal dates for courses,

and final examination dates. Specific calendar information for each area also can be obtained by using the search tool located on the homepage. The academic calendar allows students to access information that assists them in planning for the academic year, which is particularly helpful to students who are working while attending classes.

Financial Information

The [Office of Financial Aid](#) presents policies, practices, and assistance in searching for various types of aid and scholarships. Information regarding [cost of attendance](#), [eligibility](#) and [verification processes](#), federal financial code compliance and [CARES Act Emergency Funds](#) is described and appropriate links to financial issues are provided. Within the Office of Financial Aid link are secondary pathways that facilitate easy navigation of issues regarding grants, scholarships, as well as other funding sources.

CSU Organization: Faculty and Staff

The organizational structure is readily available starting with the [Board of Trustees](#) link, which includes members' names and contact information, bylaws information, meetings schedule, and visiting committee listings. The organizational chart provides an overview of the internal structure diagram showing the different relationships and functions of divisions, departments and individuals. In the same vein, the website of the [Provost's Office](#) lists all ten academic units as well as a wide range of policies, procedures, initiatives and any other pertinent information. Cleveland State University utilizes its website to share information about its faculty and staff to the public as well as the campus community. The CSU website contains a directory listed under the [A-Z index](#) tab. Academic colleges, programs, departments and schools maintain and publish pertinent information regarding their faculty and staff. [Faculty Expertise Database](#) is located under the Research tab on the CSU webpage. This alphabetized database is readily accessible and includes faculty profiles that include degrees earned specializations, research interests, and publications. One may also simply use a faculty member's name in the search tab for information in addition to that located in the faculty profiles link.

Information regarding specific university and college committees is regularly updated and posted on the college webpages, such as the [Standing Committees in the Washkewicz College of Engineering](#), the [Board of Visitors in the Cleveland-Marshall College of Law](#), the [Visiting Committee in the College of Sciences and Health Professions](#), the [Faculty Senate](#), and individual offices, such as the [Diversity Councils](#) featured by the Division of Inclusion and Community Engagement. The committee descriptions and current members facilitates an understanding regarding the processes for how CSU conducts its processes and procedures to ensure a level of integrity as a higher learning institution. Additional information about setting up visiting committees and relevant examples of such committees is included in Criteria 2 and 4 below.

University Regulations

The public as well as the university community may access [procedures and policies](#) that outlines the full range of documents that support the various aspects of the University's daily operations. These guiding documents are updated regularly. [Policies](#) regarding academic and

faculty related issues, business and finance compliance, governance, human resources, student life, and health and safety, are pathways are provided. Information regarding public comment process, misconduct actions, and conflict of interest policies and procedures are located on the Office of University Compliance webpage.

Financial Operations

CSU's fiscal operations include fiscal and operational oversight, as implemented and monitored by the Division of Business Affairs and Finance. The Guiding Values of this unit relate to serving "as financial stewards of the University's resources". Moreover, the Division relies on "the principles of integrity and respect, our business and operational activities strive to provide superior value to our students." The Division includes finance and budget, controller, facilities services, the office of the CFO, police and campus services. Details about CSU's financial operations are included in Criterion 5.

Accreditation

As a valuable ensemble of external sets of quality assurance structures, CSU is committed to accreditation processes based on which to engage in continuous improvement. Accreditation information is presented on the Academic Planning website as well as individual college websites, such as that of the Monte Ahuja College of Business or that of the College of Education and Human Services.

2.B.2. – The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

CSU has various processes in place by which to ensure that all the information provided to the full range of public and private constituent groups have access to accurate information pertaining to the educational experiences the Univeristy has to offer by way of research, community engagement, experiential learning, religious or spiritual purpose and economic development. To that end, University Marketing has processes and guidelines in place to maximize coherence and consistency in terms of messaging. Central and unit-specific websites publicize information that details processes, policies, and structures used to bring to life the various aspects of CSU's daily operations. As case in point, the University Registrar follows a well-established process by which the academic catalogs get revised on an annual basis. Similarly, the Division of Business Affairs and Finance engages in regular budget-building processes that are clearly and promptly communicated to leaders and budget managers at the unit level so that data-driven decision-making processes can ensue, as documented in Criterion 5. Every academic unit across campus maintains websites and marketing materials that detail their respective curricula, internal structure, research and service components as well as community engagement initiatives/programming that contribute to CSU's fulfillment of its mission to the public good. The Office of Institutional Research is the main administrative unit on campus that verifies the accuracy of all institutional data for various reporting purposes, as captures by the Book of Trends, as one relevant example. The document, published yearly and available to the public, represents historical and current data on a wide range of aspects of institutional organization and

operation. The [Office of Research](#) maintains the main repository of specialized rules, regulations, processes, policies, and achievements that undergird CSU' growing profile as a public research university in NE Ohio. The [Division of University Engagement](#) lists all the structures, initiatives, and events that support the University's commitment to diversity, equity, and inclusion. Last, but not least, the Division of Student Affairs provides accurate information to all students related to processes, policies, and events that support them from the moment they enroll at CSU to graduation. Graduates of CSU have access to a wealth of relevant information, maintained by the [Division of Alumni Affairs](#), that allows them to engage with the University as a way to give back and pay it forward at the same time.

Core Component 2.C: The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to assure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

2.C.1. – The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.

[Chapter 3345](#) of the Ohio Revised Code outlines the general powers of public universities in the state and includes authorizations and restrictions on the following activities: expenditure of tuition, fees, and other funds; provision of housing and dining facilities; building and maintenance of auxiliary and education facilities; establishment of competitive bidding procedures; purchase, grant, or transfer of land; creation and function of an investment committee; allocation of rights and interests in inventions and patents; suspension and dismissal of students; administration of faculty improvement programs; declaration of financial exigency; and the hiring and evaluation of the President. [Chapter 3344](#) is the statutory authority establishing CSU and sets forth the powers of its Board of Trustees. One of the key responsibilities of the BoT is to review the institution's mission and vision statements. The CSU Board of Trustees (BoT) is comprised of nine (9) voting members and two (2) non-voting student trustees, all of whom are appointed by the Governor of the state of Ohio with the advice and consent of the State Senate pursuant to [Ohio Revised Code §3344.01](#). Voting trustees are appointed for a nine-year term, but may be appointed for a shorter term if filling a vacancy on the Board. The student trustees are appointed for two-year staggered terms and are not permitted to vote or attend executive sessions of the board. Students are vetted through an application process that is governed by the Office of Student Affairs, in partnership with the Office of the

Board of Trustees. The process includes an application and an interview, as well as an internal review procedure to ensure that applicants meet the requirements to serve as a student trustee. The applicants are ranked and interviewed, after which the top five students are sent to the Governor's office for final selection and appointment. Pursuant to §3344-1-01(N) (1) of the board's bylaws, the Faculty Senate is permitted to name its president and one other faculty member to sit on the Board of Trustees in an advisory capacity; however, these faculty representatives are non-voting members and do not attend executive sessions. Per bylaw §3344-1-01(N) (3), the chair may appoint other community members as non-voting advisors to serve on the board and standing or special committees of the Board. Community members may attend executive sessions at the discretion of the chair. Per bylaw §3344-1-01 (N) (5), the chair of the University's Foundation Board serves on the Board of Trustees as a non-voting member for the duration of his or her tenure as chair.

Pursuant to the governing statutes, the CSU BoT is responsible for employing, fixing the compensation of, and removing the president and such number of professors, teachers, and other employees as may be deemed necessary. The Board is charged with doing all things necessary for the creation, proper maintenance, and successful and continuous operation of the university. The Board may accept donations of lands and moneys for the purposes of such university. The BoT is also empowered to receive and hold in trust, for the use and benefit of the university, any grant for devise of land, and any donation or bequest of money or other personal property, to be applied to the general or special use of the university, unless otherwise directed in the donation or bequest. The Board may also make and enter into all contracts and agreements necessary or incidental to the operation of such university.

The Board holds five (5) regular meetings annually, in addition to special meetings as needed. To provide for engagement and effective governance, the Board has four standing committees: Academic Affairs and Student Success; Athletics; Financial Affairs; and Governance. These committees meet prior to the regularly scheduled Board meetings and present recommendations and resolutions for approval by the full Board. The chair may appoint ad hoc committees and the board officer's may meet and act on behalf of the Board provided that any action taken by the Board's officers is published in the minutes of the next regular board meeting. Regular, special and committee meetings of the Board are all held pursuant to Ohio's Open Meetings Act after proper public notice has been disseminated.

2.C.2. The governing board's deliberations reflect priorities to preserve and enhance the institution.

The deliberative processes of matters pertinent to the institution's internal and external constituencies are reflected in the Board's minutes. Board agendas are approved by the Board or committee chair and are set after receiving materials for review and approval by the University administration and other stakeholders from various sectors across the campus. The University is committed to the shared governance model of inclusive decision-making which relies in large part on input and proposed actions by various constituencies, including faculty senate. Per Board By-law §3344-1-04, the university faculty may delegate any or all of its authority to a representative Faculty Senate in accordance with bylaws adopted by the university faculty and approved by the Board.

2.C.3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.

As noted previously, the Faculty Senate appoints two faculty members (one being the Faculty Senate President) to serve on the Board of Trustees as non-voting members. The faculty representatives contribute valuable perspective and insight during board deliberations. Similarly, the Governor-appointed student trustees are often asked to weigh in and comment on matters before the board for decision or approval. Students are often asked to present to the Board on their courses of study, programs and organizational activities. Of equal importance is the fact that the Chair of the CSU Foundation is a permanent, not statutory, member of the Board.

Each college and school within the University has a visiting committee comprised of external parties who advise and support the activities and programs of their respective colleges or schools. Visiting committees are generally under the oversight of the Board and are required to provide annual reports to the Board reflecting their activities.

Under the Policy on Formulation of Policies, as Board-approved policies are filed with the Ohio Legislative Services Commission and published in the Ohio Administrative Code, each policy is posted for a public comment period of thirty (30) days prior to submission for Board approval. This process provides for internal and external constituents to comment on important governance policies, rules and regulations.

2.C.4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.

The Board sets the tone for ethical behavior and transaction of business at the university, and in 2014 passed a conflict of interest policy that is based on the Ohio Ethics Chapter 102 and Sections 2921.42 and 2921.43 of the Ohio Revised Code, to which all trustees and university employees must adhere. Board members have received ethics training each year by the University General Counsel as the University's chief ethics officer under gubernatorial executive orders and certifies such training with the governor's chief legal counsel, as illustrated by confirmation documents for 2016 [VRR link], 2017 [VRR link], 2018 [VRR link], and 2019 [VRR link]. In 2019, the Board began to receive virtual training from the Ohio Ethics Commission, which provides sessions throughout the year to ensure that all members have an opportunity to receive such training. The Board Bylaws require that members act with integrity and ethically to avoid even the appearance of impropriety. In 2019, the Board approved a Statement of Commitment and Responsibilities [VRR link], which reinforces the ethical tone at the top required of Board members and recognizes that, as the ultimate fiduciaries of the university, Board members must oversee its strategies, policies and programs in good faith and with reasonable care. The Statement also creates a commitment to a culture of respect and collaboration in carrying out their responsibilities. The Board also approved a self-assessment tool in 2019 [VRR link] as a valuable best practice. An orientation is held for each new trustee and the Governance Committee developed a comprehensive Board Handbook [VRR link] for all new trustees and offers updates for continuing trustees.

2.C.5. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Pursuant to Board Bylaw §3344-1-03, the Board designates the university president as the chief executive officer, thus delegating responsibility for regular operation and administration of the University, based on policies and procedures established by the Board. The Provost is deemed the Chief Academic Officer for the university and provides oversight to the deans and colleges within the university. As mentioned previously, in keeping with the principle of shared governance, the faculty has authority over academic matters as reflected in university policies, AAUP and AAUP – Law collective bargaining agreements and faculty personnel policies.

Core Component 2D: The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

The CSU Viking Creed both sets and reflects a tone on campus where members of the CSU community respect the freedom of opinion and expression of others. Similarly, the Faculty Personnel Policies contain extensive provisions guaranteeing academic freedom for faculty members, as demonstrated by the following selections:

1. In Policy 3344-11-03," Standards and procedure for faculty appointments, continuation, promotion and tenure," Section (D) on Tenure notes that: "Tenure is the university's most effective guarantee of academic freedom and embraces the reciprocal obligation of the faculty member to maintain the highest standards of the profession."

2. Article 12 of the Collective Bargaining Units and 3344-11-03 - " Standards and procedure for faculty appointments, continuation, promotion and tenure" describe diverse faculty appointment types, information on notification, hearing, joint appointments, and divided recommendations. "Any candidate who believes that the denial of promotion and/or tenure in their case was: arbitrary, discriminatory, or based on an inadequate consideration of their qualifications; in violation or disregard of the established standards for promotion or tenure; or in violation of their academic freedom, may request a hearing after January fifteenth from the formal hearing committee as provided in the bylaws of the faculty senate. In such hearings the burden of proof rests on the faculty member. The formal hearing committee shall forward its report and recommendations to the provost."

3. Both bargaining agreements and 3344-11-05 discuss academic freedom. "Cleveland state university subscribes to the 1940 'Statement of Principles on Academic Freedom and Tenure' of the American association of university professors and the association of American colleges as stated in rule 3344-11-13 of the Administrative Code." The rights granted by this provision specifically include (A) The right to demonstrate and protest on university property, (C) Institutional due process protections from arbitrary or discriminatory treatment, (D) freedom to address any matter of institutional policy or action, whether or not that faculty member is or can be considered a member of any agency of institutional governance without fear of punishment.

4. These documents also explicitly endorse the 1940 statement of principles on academic freedom and tenure as well as Attachment B to Chapter 3344-11 of the Administrative Code - A statement on professional ethics and academic responsibility.

5. 3344-12-02 stipulates protections of the academic freedom of instructors without tenure. "Tenure status is not conferred upon any persons who have special faculty status (i.e. those designated in paragraph (A)(1) to (A)(5) of rule 3344-12-01 and rule 3344-12-06 of the Administrative Code. They shall, nevertheless, be entitled to full academic freedom in such teaching and research as they may be doing under the aegis of the university.

6. Paragraph 3344-13-03, Section G, establishes a CSU Faculty Senate standing committee responsible to study, evaluate and make recommendations to the Faculty Senate or the AAUP on all policies related to academic freedom [paragraph 2(e)].

7. Article 8 of the Collective Bargaining Agreement and paragraph 3344-11-15 contain Attachment C to Chapter 3344-11 of the Administrative Code – 1958 - statement on procedural standards in faculty dismissal proceedings. They supplement the 1940 American Association of University Professors' statement of principles on academic freedom and tenure by providing a formulation of the "academic due process" that should be observed in dismissal proceedings.

Freedom of expression and pursuit of truth are furthermore protected by the [CSU Chapter of the American Association of University Professors](#) (AAUP). More specifically, here are some relevant details:

1. The [constitution of the CSU Chapter of the AAUP](#) establishes a standing committee on academic freedom and tenure charged with continuously studying matters relating to the academic freedom of the faculty and to the tenure and professional ethics of the faculty members.

2. Article 10 of the [Agreement Between CSU and the CSU Chapter of the AAUP](#), which is about Academic Freedom, ensures that faculty members have academic freedom in research, publication, and teaching. It also provides guarantees that they should be free from institutional censorship or discipline when speaking, writing or communicating as citizens outside their university roles.

3. Article 11 of the [Agreement Between CSU and the CSU Chapter of the AAUP](#), which is about Academic Rights and Responsibilities, in paragraph 11.2, on Professional Ethics, stipulates that "The primary responsibility of the faculty is to their subject and to seeking and stating the truth."

Numerous other official and readily available documents testify to the CSU community's commitment to freedom of expression and the pursuit of truth in teaching and learning. These include:

1. The joint faculty-administrative commitment to freedom of expression and the pursuit of truth in teaching and learning is evident in the [2019 Joint Faculty Senate and Administrative Resolution on Free Speech](#).

2.   The [Foundation for Individual Rights in Education](#) (FIRE), a group whose mission is to defend and sustain the individual rights of students and faculty members at America's colleges and universities, awarded CSU the speech code rating [Green](#). Green light institutions are those colleges and universities whose policies nominally protect free speech. FIRE also awarded CSU the rating of Green for the [Policy against Discrimination, Harassment, Sexual Violence and Retaliation](#), [Residence Hall Policy on Harassment](#), and [Acceptable Use Policy](#).

3. In 2017, a CSU [Bias Incident Response Team](#) was created partially to ensure that institutional responses to bias incidents, including speech, are fair, reasonable, and carefully considered both in terms the dignity and free speech rights of all members of the CSU community.

4. CSU sponsors events that provide opportunities for diverse ideas and divergent views on free speech to get expressed on campus. For example, in 2019, two former CSU Presidents and the General Council for the ACLU of Ohio spoke about campus free speech at a "[Forum on Deliberative Democracy and Campus Free Speech](#)" in the Maxine Goodman Levin College of Urban Affairs.

5. CSU has an [Expressive Activity Policy](#) designed for purposes clarifying and safeguarding the free speech rights afforded to its students, faculty, employees, customers and visitor under the First Amendment.

6. CSU's [Research Misconduct Policy](#) is evidence of the community's commitment to the pursuit of truth in teaching and learning. It begins by saying, "Cleveland state university endorses the principal that its faculty and staff are entitled to full freedom in research and to full freedom in the publication of the results of those research endeavors. Corresponding with this principle of full freedom in research is the obligation to maintain the highest standards of professional ethics. Membership in the academic community imposes on faculty, staff, and students the commitment to foster and to defend intellectual honesty in research and scholarship. The primary responsibility of the faculty is to their subject and to seeking and stating the truth."

7. In 2019, the Faculty Senate passed a "[Resolution on Freedom of Expression and Tenure](#)."

In summary, Cleveland State University's commitment to freedom of expression and the pursuit of truth in teaching and learning is unwavering, and it serves as a bedrock foundation for our work.

Several examples of training/workshops for faculty, staff, and students focuses on teaching/learning/working at CSU come from Conference Services [VRR link] based on records of attendance for events organized by the Office of Diversity and Multicultural Affairs, Office of Inclusion and Multicultural Engagement, Student Life, Student Affairs, College of Liberal Arts

and Social Sciences (CLASS) , Human Resources, University Engagement, and the History department in CLASS. A similar record going back to 2012 shows the wide spectrum of workshops offered by the Center for Faculty Excellence [VRR link] as a demonstration of its commitment to supporting full- and part-time instructors refine their student-centered pedagogical and technology-enhanced skills in the classroom. The Division of Student Affairs maintains a Student Conduct Code that emphasizes the fact that CSU, as a public institution of higher education "seeks to advance knowledge, promote scholarship and create an environment conducive to the intellectual and personal growth of all its students" (p. 3) by being fully able exercise their rights to non-discrimination, freedom of expression, freedom of assembly, due process, participation, and redress of grievances. One example provided by the Office of Inclusive Excellence [VRR link] relates to CSU's commitment to student groups' right to free speech applied to an outside speaker invited to campus. In response to a hate speech incident on campus in Fall 2017, the President's office, in collaboration with the Office of University Engagement held a series of events initiated by a panel discussion [VRR link] focused on applying the 1ˢᵗ Amendment to combat bias and discrimination. That event was built on a series of preliminary planning meetings [VRR links] Finally, a recent example from the College of Education and Human Services focuses on a wide range of topics proposed for consideration by faculty and staff as part of a Waking Up to Issues of Diversity, Equity, and Inclusion workshop series [VRR link] to be offered during the Spring 2021 semester.

Core Component 2.E: The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

2.E.1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.

2.E.2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.

Academic honesty and integrity at CSU are central to the enterprise and comprise protection of human and animal subjects in research activities and sanctity of knowledge generation by faculty and students. No less important is dedicated support for active, funded research among faculty and students. Sponsored Programs and Research Services (SPRS) goal is to promote and advance the research, scholarship and creative activity of faculty, staff, and students by helping to obtain external funding; and forming internal and external partnerships that furthers the scholarly mission. SPRS maintains an expansive online grants database encompassing government, industry and philanthropic sources. The unit circulates a respected newsletter that showcases

faculty, student and center research in addition to highlighting possibilities for cross-disciplinary collaboration. A key tool for the unit is hosting events that network faculty across various disciplines. SPRS also provides assistance on proposal preparation and submission. Sponsored research is also encouraged through the CSU Research Corporation (CSURC) which supports the University by advancing research, technology transfer and commercialization activities. A primary purpose of CSURC is to assist industry who need faculty expertise. The CSURC serves as a single point of contact for industrial partners seeking promising technologies and research projects from Cleveland State University.

The Office of Research and its sub-division, Sponsored Programs and Research provide readily accessible rules and regulations to faculty, students, postdoctoral fellows and staff at our applied research centers to ensure that research is conducted in an ethical manner. CSU IRB actions are based on the Belmont Report and in compliance with the Revised Common Rule, enacted January 21, 2019, as well as all applicable State laws. The CSU IRB process is Web-based. The primary investigator completes the proposal application and submits it, along with consent forms, attachments and letters of permission. The IRB administrative coordinator processes the submission and assigns it to staff reviewer(s). A determination is then made regarding which type of review (Exempt, Expedited, Regular) is most appropriate. The reviewer(s) typically respond within 10 business days with a preliminary/final decision on the submission. If it is determined by the preliminary reviewer(s) that a regular (Full Board) review is indicated, the submission will be placed on the schedule for the next regularly scheduled (monthly) meeting. Research, classified by the reviewers as involving protected populations as participants or includes activities that are deemed to be greater than minimal risk, are scheduled for a full board (regular) review.

The Institutional Animal Care and Use Committee (IACUC) oversees all aspects of CSU's animal care and use programs for teaching and research. The IACUC serves as a resource for faculty, investigators, technicians, students, staff, and administrators by providing scientific, humane, and ethical guidance for the conduct animal use in research. The committee, composed of animal husbandry experts, reviews all animal use protocols, certifies compliance with federal regulations, perform semi-annual internal inspections of all animal facilities and laboratories where animals are housed and oversees training and educational programs.

2.E.3. The institution provides students guidance in the ethics of research and use of information resources. & 2.E.4. The institution enforces policies on academic honesty and integrity.

Matters of student academic dishonesty, such as (but not limited to) plagiarism, falsification of research data, and falsely claiming work are covered under CSU's Policy on academic misconduct. Any member of the university community can bring a charge of academic misconduct and is first handled by the instructor of record if the infraction is connected to the classroom. The department chair, then dean, and a university-wide committee can be part of an escalating chain reviewing a misconduct charge depending on the how far the student wishes to appeal. Academic misconduct, or sanctioning a faculty member happens when there is evidence of:

(a) Professional incompetence

(b) Substantial, willful, and persistent neglect, without justification or excuse, of an essential institutional duty, validly prescribed by the university
(c) Conviction of a crime involving moral turpitude
(d) Fraudulent credentials
(e) Violation of proscribed behavior under rule 3344-11-14 of the Administrative Code.

Specific definition and reference to faculty misconduct can be found in the Faculty Personnel Policies manual under section Faculty Personnel Policies, 3344-11-01 through 3344-16-13. The chief academic officer initiates a sanctioning procedure through written notification of cause. Based on the nature of cause, the matter can be resolved informally (without a formal hearing) or the complaint can be adjudicated through a formal hearing "following which the appropriateness of a sanction shall be determined by the chief academic officer with the advice and consent of the university faculty affairs committee (3344-11-06-2). If dismissal is recommended, the faculty can engage in a series of appeals. The burden of proof, that dismissal is warranted, rests with the University.

Incoming students receive substantial exposure to the rules governing academic misconduct through the Introductory to University Life curricular sequence. The University's Writing Center offers a helpful guide to students on what constitutes plagiarism and offers periodic workshops on the subject. To the same end, the Michael Schwartz Library regularly offers an online plagiarism workshop [VRR link] for students. The workshop is offered asynchronously through Blackboard and can be easily integrated into any course at an instructor's request, or students can self-enroll. After completing the workshop students should be able to demonstrate an understanding of what constitutes plagiarism in order to avoid accidentally plagiarizing and cite a source in MLA or APA style. This workshop has been offered every semester since 2015. Pre- and post-test scores have consistently demonstrated that students improve their understanding of this topic after successful completing the workshop. The workshop is open to all, but participants commonly come from the First-Year Writing Program and 100 - 200 level courses. In 2019, the Center for International Students and Programs (CISP) adopted the workshop as part of their orientation for new international students. The library collaborated with CISP to modify the existing workshop to better meet the needs of international students. The data collected show improvements (by percentage points) for international students who participated in the orientation workshop by 13.65% (64.61% as average post-test score compared to 50.94% as average pre-test score) for Fall 2019/Spring 2020, 10% (62.50% as average post-test score compared to 52.50% as average pre-test score) for Summer 2020 and 20% (56% as average post-test score compared to 36% as average pre-test score) for Fall 2020. Additionally, librarians frequently address plagiarism and sound practices for citing sources during in-person/virtual information literacy instruction sessions. Via the library website, students have access to several research guides that specifically address plagiarism and explore the use of any of these citation tools: Citation Management Software @ CSU; Citing Sources and Avoiding Plagiarism; Don't Be a Copycat: Avoiding Plagiarism Workshop; EndNote Basic; Mendeley: A Quick Guide; MLA Citation Tutorial; and Zotero. Librarians also work closely with faculty from various academic units to refine the meaning and applications of plagiarism in different disciplines, such as Social Work or Psychology. The syllabus template posted on the Faculty Senate's website includes language pertaining to course policies on plagiarism, as they can be elaborated upon by individual faculty members, in accordance with their pedagogical practices.