

Student Code of Conduct

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Section I-Purpose

The primary mission of the Office of Student Judicial Affairs is to support the larger mission of both the University and the Division of Student Affairs. Student Judicial Affairs seeks to promote student learning, growth and development by increasing student awareness of the University's expectation(s) of behavior and collaboratively working with other departments in an effort to create a safe, secure, and civil environment conducive to learning. Additionally, the area exists to administer a fair student disciplinary process that adheres to prescribed standards.

The Code applies to Central State University undergraduate, graduate, and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension is not permitted. All policies, processes and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

A student organization shall be responsible for the conduct of its members from the time of application for recognition until such time as they are no longer recognized by the Office of Student Activities. Organizations and/or its individual members shall be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension is not permitted. The Code shall apply to an organization even if the organization disbands while a disciplinary matter is pending.

An organization may be held responsible for a violation of University policy or rule when:

1. One or more of its officers, members, or authorized representatives acting as a member of the organization commit the violation;
2. The misconduct occurs at an event that is sponsored, financed, or endorsed by an organization where it is reasonable to believe that the organization's members knew or should have known that one or more of the participants engaged in conduct that is in violation of this Code;
3. The misconduct occurs on the premises owned, leased, or operated by the organization where it is reasonable to believe that the organization's members knew or should have known that one or more of the participants engaged in conduct that is in violation of this Code.

Section II - Jurisdiction

The Code of Student Conduct and discipline system outline the rights and responsibilities of

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students and student organizations. This Code addresses misconduct that takes place on University premises and addresses off-campus conduct when the behavior may have or has had an adverse impact upon the University community. Procedural rights of students and student organizations, as well as possible sanctions are also enumerated within the Code.

The Code also applies to University sponsored events, activities, trips, etc., which may occur off campus. A student who violates the Code and breaks the law is subject to University, civil, and/or criminal authorities. The University, at its sole discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The University reserves this right even if criminal charges are pending, reduced, or dismissed.

The Central State University conduct system is the responsibility of the vice president for student affairs. The director or designee of the Office of Community Standards and Student Conduct has specific responsibility for the day-to-day operation and administration of the conduct system. The director or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of any hearing or conference that are not inconsistent with provisions of the Code. The director or designee, in consultation with appropriate University officials and students, will revise and update all regulations and processes; conduct training sessions for hearing officers and bodies; and manage and maintain all student disciplinary records. Under the oversight of the director or designee, other members of the University's staff may also have responsibilities within the conduct system.

Section III-Definitions

When used in this Code the definitions of the following terms are provided for clarity and understanding:

1. "Administrative Appeals Board" refers to the appellate body authorized by the University to consider an appeal from a judicial board determination that a student or organization has violated the Code of Student Conduct.
2. "Appeal" refers to the process for reviewing a decision made of a prior administrative or judicial hearing
3. "Behavioral Standards" refers to the policies, rules, regulations, directives, resolutions, and standards approved and/or issued by the president of the University and the Board of Supervisors for Central State University as well as local, state and federal laws.
4. "Business days" refers to those days that faculty and staff are required to work, generally Monday through Friday
5. "Code of Student Conduct" refers to conduct standards set forth in writing in order to give students general notice of prohibited conduct and notice of how the Code shall be enforced
6. "Judicial board" refers to any person or persons authorized by the Dean of Students to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.
7. "Judicial officer" refers to a University official authorized on a case-by case basis to impose sanctions upon student(s) or organization(s) found to have violated the

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- Student Code. The Director may serve simultaneously as a judicial officer, and the sole member, or one of the members, of a judicial board. Nothing shall prevent the same judicial officer to impose sanctions in all cases
8. "May" or "Possible" is used in the permissive sense.
 9. "Policy" refers to the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Residential Life Handbook, and the CSU Catalog.
 10. "Sanction" refers to the penalty or punishment for any violations of the rules and regulations set forth in the Code of Student Conduct Handbook.
 11. "Shall" is used in the imperative sense.
 12. "Student" refers to a person taking or auditing courses at the University either on a full or part-time basis or any person on the University premises or University-leased premises; registering as a student, camper, or special awards program attendee (i.e., auxiliary camps, sports camps, etc.).
 13. "University" refers to Central State University or any division thereof including extension courses over which the Board of Supervisors for the University System has control and responsibility.
 14. "University Community" refers to any administrator, faculty, staff, or student of the University, including all land, buildings, facilities, adjacent streets, sidewalks, and other property in the possession of or owned, used, or controlled by the University and the physical surroundings within close proximity of the campus.
 15. "University Official" refers to any person employed by the University (including students) performing administrative, teaching, paraprofessional responsibilities (i.e., administrators, faculty, staff, Graduate Assistants, Resident Assistants in residence halls, etc.).
 16. "University Premises" refers to all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University.

Section IV-Judicial Coordinator Responsibility

Each person involved in the administration of the student conduct system at Central State University will set as a goal the fair, objective, and humane approach to all cases. While consistent and equitable treatment in the disciplinary process is another goal, each case must be dealt with based on the circumstances of that particular situation. Those involved in the conduct system should also be aware that their efforts are directed toward:

- Protecting the integrity and order of the institution.
- Preserving the health and safety of the University community.
- Educating the students involved so that they may gain insight into the reasons and consequences of their behavior, learn self-discipline, and accept the responsibilities of membership in the University community.
- Determine which judicial panel shall be authorized to hear each case.

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- The Director of Student Judicial Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
- The Judicial Board has RECOMMENDING authority in terms of sanctions. Each board has the responsibility of determining if a student is responsible or not responsible of violating the Code of Student Conduct. The board's recommendations are made to the Director of Student Judicial Affairs.
- The Judicial Board is the primary judicial body of the University. It has original jurisdiction over all student cases involving alleged violation(s) of the Code of Student Conduct referred to it by appropriate University officials. It also has jurisdiction over all student cases from immediate interim suspension.
- The presence of a majority of panel members shall constitute a quorum; and with a quorum present, the board may hear the case. The chairperson may accept substitute representatives for regular members when it is necessary for regular members to be absent. The chairperson shall vote in the case of a tie vote. Proxy voting shall not be permitted.
- When any board member is involved in or associated with a case, that person must be excused from participation in the hearing procedures.
- Decisions made by the Director of Student Judicial Affairs shall be final, pending the normal appeal process. Unless the Dean has heard the case then the VP of Student Affairs hears the appeal letter
- The technical rules of evidence applicable to civil and criminal cases shall not apply.

Judicial Affairs Process

1. Report file ("Initial Entry") entered into Conduct Coordinator (Coco)
 - Police, Resident Hall Coordinator, or Faculty or Staff
2. Report received "In progress" reviewed by the Coordinator for Judicial Affairs
 - Contact involved parties
 - Update case details
 - Violations
 - Narrative/Witnesses
 - Judicial Checklist
 - Schedule administrative conference
 - Hard copy sent to address on file with registrar: Student signature required for verification
 - Soft copy emailed to MYCSU account.

Student Conduct Rules and Regulations

Any student(s) engaging in behavior that interferes with the safety and well-being of any member of the University and/or that interferes with the mission, purpose, function and process of the University will be subject to disciplinary sanctions

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Alcohol/Underage Drinking (1.01)

1.01a. Persons under the age of 21 who purchase or attempt to purchase, consume, possess or transport any alcoholic beverages

1.01b: the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University's activities (whether on or off-campus).

1.01c. selling or giving alcoholic beverages to a minor (under 21 years of age)

1.01d. Appearing in public on the University premises while intoxicated or under the influence of alcohol.

Arson/Fire Setting (1.02)

1.02a: The malicious, fraudulent, intentional or unintentional burning of property on University premises. Such acts included, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials

1.02b: Willfully starting a fire in University building or on University property, which includes but is not limited to, bonfires and cookouts, without the proper authorization of the Dean of Students and/or without being in compliance with local and state fire codes

Setting a fire, igniting any material inside a facility (including candles and incense), arson, false activation of fire alarms, tampering with fire equipment, contributing to a fire or failing to report a fire or someone involved in setting a fire are prohibited.

Any student that fails to vacate a University building during a fire alarm or scheduled fire drill, or fails to vacate the general vicinity of a fire is in violation.

Breaching Campus Safety or Security (1.03)

1.03a: unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior residence hall doors.

1.03b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment

1.03c: Placement of equipment or vehicles so as to obstruct the means of access to or from university building or intentional obstruction of the free flow of pedestrian or vehicular traffic on university premises or at University sponsored or supervised functions.

Contempt of Hearing/ Judicial Process (1.06)

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1.06a: Failure to appear at a Pre-Administration Conference Hearing or Judicial Board Hearing after receiving proper and timely notification

1.06b: Willful disobedience to, or displaying open disrespect for a University judicial board member or administrative hearing officer such as the use of profanity, threatening behavior, derogatory remarks, comments, and/or gestures.

1.06c: Attempting to discourage a person's proper participation in, or use of, the conduct process

1.06d: falsifying, distorting or misrepresenting information at a conduct meeting or hearing, or knowingly imitating a false.

Dangerous, Threatening and/or Unsafe Behavior (1.07)

Any conduct or behavior is prohibited which threatens or endangers the health or safety of any person in the University environment.

1.07a: Participation in a campus demonstration which distrust the normal operations of the University or infringers on the rights of other members of the University community. Student Affairs officials of the University of the Campus Police are authorized to declare groups who are in violation of this policy as an unlawful assembly and order the individuals to disperse. If, after a reasonable interval announced by the Student Affairs officials, members of the group have not dispersed, they will be issued arrested by Campus Police, issued an interim suspension ordered to be immediately removed from the University premises

1.07b: Leading or inciting others to disrupt scheduled or normal activities within any campus building or area.

Disorderly Conduct (1.08)

1.08a: engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud or otherwise disorderly conduct under any circumstance including, but not limited to, intoxication due to the consumption of alcohol, in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the University.

1.08(b) Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of/or physical harm to public or private property

Disruptive Classroom Behavior (1.09)

1.09. Ant conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, talking texting playing music or listening to headphones

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Drugs/Possession, Use or Sale (1.10)

1.10 (a) The possession, use, sale, or manufacturing of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other addictive substance which are illegal according to federal and/or state law is prohibited on the campus of the University and at any University related or sponsored activities held off-campus. This includes buying, selling, possessing, or using any drug paraphernalia. A criminal conviction for violation of federal and/or state law governing the possession, use or sale of controlled substances by a University student constitutes a violation of this policy. This will adversely affect a student's ability to matriculate at the University and to apply for and be awarded Federal financial aid

Any of the illegal addictive according to federal and/or state law over the five ounces constitutes a second offense

Furnishing False Information/Fraud/Forgery (1.12)

1.12a Forgery of an administrative staff person, faculty member, or student's name; alteration or misuse of University documents, records, identification; or possession of documents and records belonging to another.

1.12(b): deliberate misrepresentation of facts and/or knowingly furnishing false information to University departments and/or officials.

1.12 (c): Use of the University's name, image, or logo without proper authorization or with intent to misrepresent or defraud.

Misrepresentation

Lying, misrepresenting of facts or giving false testimony to any University official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID.

Misrepresentation includes but is not limited to any misuse of University funds, using the University logo or name without appropriate permission and/or to falsely attribute an activity to the University.

Representing oneself as Central State University in signing a contract or agreement, falsification of any University record or use of any computer to gain unauthorized access to an existing University record is not permitted

Gambling or Scalping (1.13)

1.13a: Gambling or shooting dice on University premises.

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1.13b: Re-selling of tickets to a recognized University function for a price higher than the listed price on the ticket is prohibited.

Harassment/Intimidation (1.14)

1.14a: Harassment (verbal or physical) or intimidation of a University official, Judicial Officer, or Residence Life Conduct panel members.

1.14b: Intimation or harassment on the basis of race, religion, national origin, age, sex, sexual orientation, handicap, or veteran status.

1.14c: Verbal harassment, abusive and/or threatening language directed towards another student, faculty, staff or guests.

- Rape.
 - Forcing or coercing another to engage in the act of sexual conduct without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent.
- Sexual Battery.
 - The intentional engaging in sexual misconduct (physical contact) with another without that person's consent or when such sexual contact is deemed offensive to the victim.
- Sexual Assault.
 - Forcing or attempting to force another person to participate in sexual conduct and/or other sexual activities against his/her will. Such misconduct includes verbal coercion, threats, and physical restraint.
- Peer-Sexual Harassment.
 - Unwelcomed and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. The University's policy on "Sexual Harassment" and "Sexual Assault and Abuse" strictly prohibits such behavior and provides optional services for any victim of such misconduct.
- Sexual Intercourse.
 - All consensual sexual activity and/or sexual intercourse (copulation) on the University premises is strictly prohibited. The presence or absence of others will not negate the seriousness of the offense
- Hazing (1.15)
 - Central State University prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's

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initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Vice President of Student Affairs and Enrollment Management or the Dean of Students.

- 1.15a the threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.
- 1.15b the forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited. 1.15c the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.
- 1.15d the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.
- 1.15e Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.
- 1.15f Illegal pledging or intake activity into an organization that is currently under suspension or otherwise not legally recognized by the University is prohibited.
- 1.15g illegal recruiting of any female in a court or auxiliary organization is prohibited.
- 1.15h Paddling in any form, creation of excessive fatigue, creation of fear, physical or psychological shock, creation of pain or injury, harassment, and moral embarrassment. 1.15i any inductee (pledgee) who willingly participates in any acts of hazing will also be in violation of the University's hazing policy, and subject to disciplinary proceedings.
- 1.15j All other activities, which violate fraternal, local, state, or federal laws or the regulations and policies of Central State University.
- Inappropriate Dress Attire (1.16)
- Inappropriate dress attire (1.16a)

Includes, but is not limited to, violation of the appropriate dress attire policy published within this document. Students may be issued a warning by University officials for violation of the policy and those who repeatedly violate said policy will be subject to disciplinary action.
- Off-Campus Misconduct (1.17)

The Central State University Student Code of Conduct applies to off-campus conduct when such conduct adversely affects the CSU Community, or the offense committed is of such a serious nature as to adversely affect the alleged violator's suitability as a member of the University community. Central State University reserves the right to conduct

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disciplinary investigations, file charges and impose discipline for off-campus conduct which does any of the following:

- constitutes a violation of local, state or federal law,
- Indicates the student may present a danger or threat to the health or safety of the student or others;
- Interferes with the educational interests of the University. The Dean of Students, or his/her designee, in his/her sole discretion, will decide on a case by case basis, whether the Student Code of Conduct shall be applied to conduct occurring off campus.

Physical Altercation/Violent/Threatening Behavior (1.18)

1.18a the intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.

1.18b Offenses of violence as set forth in Section 2901.01 of the Ohio Revised Code, as amended, including but not limited to, menacing, stalking, intimidation, intimidation of crime victim or witness, domestic violence, inducing panic, and/or inciting violence.

Theft/Burglary (1.19)

1.19a theft, attempted theft, or possession of stolen personal or University property.

1.19b Acts of larceny, burglary, or robbery

Unbecoming Behavior (1.20)

1.20a any conduct or behavior that is disrespectful, absurd, and/or rude. This includes, but is not limited to, public obscenities, lewd gestures, etc.

1.20b Inappropriate sexual behavior, including sexual intercourse or any activity involving the sexual organs of males and/or females in locations on university property deemed inappropriate (i.e., buildings, grounds, vehicles, lounges, halls, etc.)

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Weapons/Firearms/Explosives

The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on University premises or during University activities are prohibited. Students who violate this policy will be referred to the Office of Judicial Affairs. The penalty for possession weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.

Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

- a. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- b. Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- c. Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- d. Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
- e. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- f. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

Note: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section

Physical assault and weapons policies

Assault/Battery/Fighting Assault and battery or other altercations involving physical contact endanger the health and safety of members of the university community. Prohibited behavior includes, but is not limited to; beatings; muggings; physical torture; or any bodily injuries inflicted upon a person. Students who violate this policy will be referred to the Office of Judicial Affairs. If found responsible, students are subject to the following sanctions

Cellular Telephones and Pagers in the Classroom (2.1)

The use of cellular phones and pagers are expressly prohibited in academic classrooms and laboratories, unless permitted by the instructor. All such telephones and pagers, audible or silent, must be kept in the "Off" position while students attend classes. Students in non-compliance may be asked to leave the classroom immediately upon discovery of phone and/or pager use.

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Computer Misuse (2.2)

The University considers any misuse of its computer systems to be a serious offense. A student may not attempt to degrade the performance of the computer systems, to seek to penetrate its security, or in any way deprive other users of resources or access to the computer systems.

Computer and Internet - Theft/Abuse (2.3)

Theft or other abuse of computing facilities includes but is not limited to:

- Entry into a file to use, read or alter the contents, or for any other unauthorized purpose.
- Reproduction or use of a copyrighted file(s).
- Inspecting, modifying or copying programs or data without authorization from the owner.
- Using the systems for commercial or other unauthorized purposes.
- Use of software or programs that will intentionally or unintentionally alter the configuration or established format.
- Use of another's identification or password.

Duplication and Use of Keys (2.4)

The unauthorized duplication of keys or swipe cards to any building, laboratory, facility, or room of the University is prohibited. No student may lend or borrow a key to a University residence hall.

False Report of an Emergency (2.5)

Intentionally initiating or circulating a false report or warning of an alleged or impending fire, explosion, crime, or other catastrophe is prohibited. This includes intentionally causing a false alarm, fire or any other emergency; or causing the evacuation of any University building, knowing that the report or warning is false and likely to cause public inconvenience, alarm, or injury.

[Internet, Website and Social Network Usage Policy \(2.6\)](#)

Pictures and information posted on the internet are considered public information (including Webpages such as Facebook, Twitter, Instagram, etc.). The University does not routinely monitor these sites. Pictures and information from these sources brought to the attention of University officials reasonably suggesting a violation of University policy that has taken place on campus or at a University-sponsored function off-campus will be subject to further investigation and verification by the University. Any Central State University policy violations documented as a result of such an investigation will result in appropriate disciplinary action by the University. In addition, all students using the Internet will be responsible to be familiar with Central States' policy, "Responsible Use of Information Technology Resources" which is given

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to them when they receive their access codes. Additional copies of this policy can be obtained in the Information Technology department

Interference with Emergency Evacuation Procedures (2.7)

Intentionally interfering with emergency evacuation procedures announced for any building on University-owned or controlled property is prohibited.

Merchandising and Fundraising (2.10)

Any merchandising activity should not interfere with the educational mission of the University. Individual residents of University housing facilities should realize that certain individual freedoms must be sacrificed in the interest of the larger community. Therefore, the University reserves the right to determine those activities consistent with the stated mission of the University which may or may not take place in the residence facilities. Student organizations and University facility residents are eligible to apply for a permit allowing them to engage in a merchandising activity on the CSU campus. Students not affiliated with a residence facility or student organization are prohibited from engaging in unless authorized by the Director of Residence Life. University residence facilities may not serve as a center of commercial activity. 5. Telephone and mail addresses of University residence facilities may not serve as telephone or addresses for a business office. University residence facilities may not be used to store inventory. Holders of merchandising permits may advertise in any of the campus media with these same restrictions. Residence hall food sales which involve only the sale of food and non-alcoholic beverages are not considered an inter-hall matter since this activity primarily involves a service provided by members of a given hall. Students involved in hall food sales should contact the Coordinator of their respective hall to discuss their particular situation. Failure to comply with the Merchandising Policy will result in disciplinary sanctions that may include a fine, revocation of the vendor's permit, and/or suspension or probation of the student organization.

Misuse of Safety Equipment (2.11)

Unauthorized use or alterations of firefighting equipment, safety devices, or other emergency or safety equipment may result in expulsion.

Obscenity/ Vulgarity (2.12)

The demonstration and/or use of offensive behavior, not limited to, but including indecency and expression or acts which are repulsive and/or unacceptable are prohibited in University buildings or on University grounds. This includes posters, emails, and any other communication.

Smoking (2.14)

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The University buildings and grounds are smoke free. Smoking is not permitted anywhere on campus, including inside of personal vehicles while on campus property. The sale of tobacco in any form is prohibited.

- Any other illegal drug constitutes for a second offense
- Five ounces and more constitute as a second offense

Telephone Misuse or Abuse (2.15)

Any student who accepts collect calls or makes third party billed calls to or from a Central State University number will be subject to judicial action for fraudulent expense of University funds. All charges incurred will be assessed to the student's account. Any student, who damages, alters or removes any part of a telephone instrument or wiring will be subject to judicial action for telephone abuse, and will be required to pay for damages incurred. No student shall make a telephone call to harass, abuse, or annoy another person.

Use of the University's Name (2.16)

The name of Central State University may not be used in support of or against any issue or advertisement by any student, group of students, or student organization without the authorization of the General Counsel Office. Prohibited items will be confiscated, and those individuals may be referred for discipline. It is the student's responsibility to obtain information on what items are prohibited. Individuals refusing to allow such searches will be prohibited from entering the event, and no refunds will be provided.

Self-Balancing Personal Scooter Ban

Recent events have demonstrated that some batteries and chargers for self-balancing personal scooters, popularly called hover boards, are prone to explosion. Given that these devices are a serious risk to health and safety, effective immediately, the University bans these devices from campus.

The use, possession or storage of hover boards and similar self-balancing devices on the Central State University campus is prohibited. This includes all Central State outdoor areas, facilities, buildings, residence halls, and apartments. This ban applies to all faculty, staff, students, and visitors.

These devices may not be brought to campus. If one of these devices is already on campus, the owner must contact the Central State University Police Department, 937-376-6368 for assistance in removing it from campus.

This ban will remain in place until such time as safety standards for these devices are improved as determined by the Consumer Protection Safety Commission. The University Police and

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Emergency Management Departments will bring forward any policy change recommendation. Anyone requesting an exception to this policy should contact University Police.

The university has made this decision based on the ongoing investigation by the Consumer Protection Safety Commission.

Stalking

Any repeated conduct directed specifically at another person that causes that person (or a member of that person's family or household) to fear for that person's safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household or an offense being committed against that person's property.

Recording without knowledge

Using electronic or other means to make a video, audio, or photographic record

Of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video, audio, or photographic records in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Recording a violation(s) of the code of conduct and posting it on social media and/or not reporting the matter to Public Safety or the Judicial Coordinator.

Social Media/Cyber bullying

Take place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites

Examples of cyber bullying include mean text messages and threats or emails, rumors sent by email or posted.

Pet Policy:

Bringing animals and pets onto the University premises is prohibited. Service animal, when accompanied by their owners, are permitted.

Loud Noise:

Includes but is not limited to loud music without the proper authorization and excessively loud dialogues

Use of Alcohol Off-Campus

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The University accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students' off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also pursue student conduct charges upon the student for such behavior.

Guests

Statement of Policy

Students are responsible for the behavior of their guests and must ensure that guests comply with University regulations, including the standards in this Code of Conduct. Students in residence halls are responsible for abiding by the Rules for Hosting Visitors in the Residence Halls

Student Rights and Responsibilities

Students at Central State University have all the rights and privileges expressed in the constitutions and laws of the United States and of the State of Ohio. Basic to these rights is the guarantee of freedom of speech and assembly. However, these rights and freedoms must be exercised in a manner that neither disrupts nor interferes with the academic programs and administrative processes of the University.

Student Rights

- **Assembly and Demonstration:** Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place, and manner restrictions for the maintenance of order, safety and security and is applicable to local, state and federal laws. Approval from the President or Vice President for Student Affairs is required for a designated area for demonstrations.
- **Publication and Distribution:** Students shall be free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions identified by the President or Vice President for Student Affairs.
- **Discrimination:** Students have the right to be free from all forms of discrimination on the basis of race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- **Privacy:** Students have the right to be secure in their possessions against invasions of privacy and unreasonable search and seizure. However, the University reserves the right to enter occupied residence halls with a warrant or under other special circumstances. Conditions for

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entry by University authorities/officials into occupied rooms in residence halls are divided into three categories: maintenance, emergency, and health and safety standards. (See "GSU-Residential Life Bulletinl.)

- **Confidentiality:** Students have the right to confidentiality of official records, transcripts, personnel records, and disciplinary records. Students also have the right to confidentiality of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in the course of their work. (See Family Educational Rights and Privacy Act -- www.FERPA.com)
- **Redress of Grievances:** Any time a student's rights as outlined herein are contravened; the student shall have the right to petition for redress of such a grievance through procedures as promulgated within this cover.

Students Responsibilities

Each student at Central State University is expected to become familiar with all published policies, rules, and regulations of the University. The vice President for Student Affairs/Dean of Students will make every effort to ensure that these policies are available to each student. The student is responsible for any violation of the policies, rules, and regulations. The University requires each student to be responsible for the following.

- **Identification Cards-** All CSU students are required to carry a CSU I.D. card at all times and be willing to produce it promptly upon request of any University official acting within proper authority. CSU I.D. cards are not transferrable, and lost cards must be reported to the campus police and the Office of the Vice President for Student Affairs/Dean of Students office within 24 hours of the student's first awareness of loss. Students failing to comply with this directive will be held accountable for any abuse of the I.D. card and must bear the cost of replacement.
- **Correct Current Address-**Every CSU student is required to have a current local and permanent home address on file in the registrar's office. Students are held accountable for any communication sent by the University to the student's address of record. Every student is required to file an address through which close relatives may be contacted in the event of any emergency. A campus or U.S. post office box mailing address is an insufficient local address for campus resident and must be augmented by the student's physical address.
- **Automobile Registration and Parking.** All CSU students operating motor vehicles and motor bikes on campus must register such vehicles with the University Police Department. Vehicles which are not registered and cited for violations are subjected to towing at the owner's expense.
- **Withdrawal from the University-** A students who voluntarily withdrawals from the University must surrender the CSU I.D. card to the registrar. Any student who is

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involuntarily separated from the University through the disciplinary process must surrender CSU I.D. card to the vice President for Student Affairs/Dean of Students.

A. Rights of the accused students

- The right to receive notification of the section(s) of the Code allegedly violated and the date, time, and place of any conference or hearing on the alleged violation.
- The right to challenge the objectivity or fairness of any of the persons serving on a hearing panel. The decision to uphold any challenge made by the accused rests with the chair of the proceedings.
- The right to consult an advisor before, during, and after any conference or hearing.
- The right to review a copy of each document pertinent to the alleged violation upon request.
- Upon request, the right to notification of the name of each person expected to testify at any conference or hearing.
- The right to introduce documents, to call witnesses, and present other evidence. The right to call witnesses is accompanied by the obligation to provide the name of each witness, in writing, two business days in advance of a conference or hearing to the conduct officer or director or designee.
- The right to be present at disciplinary hearings or conferences on the alleged violation and to make or refrain from making statements. (This right is not applicable to appeal hearings with the director or academic integrity hearings unless requested to appear)
- The right to ask questions of any person participating in or providing information at a conference or hearing. All questions asked by the accused are to be directed towards the chair of the proceedings. In certain circumstances, questioning may be done outside the physical presence of those participating in the conference or hearing.
- The right to receive written notification of any decision made.
- The right to appeal the decision of a hearing or conference in accordance with University procedures.
- The right to review the record that exists of any hearing in accordance with all state laws and the Family Educational Rights and Privacy Act.
- The right to request postponement of a hearing for good cause shown. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a conduct conference rests with the hearing officer. The decision to postpone a hearing rests with the director or designee of Community Standards and Student Conduct.

B. Rights of the complaint student

- The right to be kept informed of the status of proceedings throughout the process.
- The right, in all disciplinary proceedings to have the presence of an advisor. The advisor may consult with the student, but not address the conduct officer or hearing panel board or participate directly in the hearing.
- The right to request to answer questions posed by the accused outside of the physical presence of the accused. The director or designee will determine if such a request will be granted.
- The right to submit, orally or in writing, an impact statement to any conduct body.

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- The right to receive timely notification of any decision made (only in instances of sexual misconduct/harassment, physical assault domestic violence, stalking, and dating violence).

Disciplinary Guidelines

Purpose

- To make sure the student(s) sanctioned has learned from the experience.
- To educate the student(s) or so he/she does not commit the violation again.
- To offer the student(s) the opportunity to make good on a mistake.
- To ensure that University expectations regarding appropriate behavior are clear.
- To educate the student(s) concerning how his/her behavior impacts others in the community.
- To protect the University community from people who may harm others in the community or who may substantially interfere with the educational mission of the University.

Sanctions

- **Expulsion:** Permanent dismissal from the University.
- **Suspension:** Dismissal from the University for a specified period of time.
- **Interim Suspension:** Temporary suspension with a hearing to follow.
- **Revoked Suspension:** A suspension is revoked if a student agrees to remain at the University under certain conditions or as long as the student does not violate certain prescribed conditions.
- **Hold on Registration/Hold on Transcript:** A sanction used until all monies, fines and such owed to the University have been paid.
- **Fine:** A student may be assessed a reasonable monetary sanction for violating certain Code of Student Conduct rules. All fines received in the academic semester must be paid in the same academic semester. Fines will not be carried over
- **Alcohol Education On-line Course:** In addition to other sanctions, all alcohol violators are required to take the Alcohol Education on-line course required of incoming freshmen. Any student who has taken (or re-taken) the Alcohol Education course as a sanction for the first offense, and is later found to have committed further violations of the alcohol policy, may be subject to more severe sanctions.

Students who fail to complete the Alcohol Education on-line course by the sanctioned time will be fined \$200 as an additional penalty for the violation. If the student fails to complete the course, the fine will double (\$400) and additional sanctions imposed, including suspension from living on the residence hall and a hold placed on the student's registration for the following semester.

*3rd Millennium Classroom:\$35 Registration fee will apply.

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- **Campus/Community Service:** A student(s) may be required to provide services on the campus, without pay, for a specific period of time for violating the Code of Student Conduct rules.
- **Probation:** A student(s) is subjected to a time period of restrictions or conditions, after which the University authorities will determine if his/her behavior has improved.
- **Restitution:** A student(s) or organization(s) is held accountable for public or private damage that he/she has damaged or destroyed.
- **Counseling/Educational Assignment:** A student(s) is given behavioral counseling, either on a regular basis or by appointment. An educational assignment may include but is not limited to, attendance and/or participation in alcohol/drug education programs, workshops, panel discussions, letters of apology, and reflective essays.
- **No Trespass Order:** An order by the President or the President's designee prohibiting a student from entering the University premises except public streets or roadways.
- **Written Reprimand:** A student is warned, in writing, that further misconduct may result in more severe disciplinary action.
- **Loss of Privilege:** The withdrawal of a privilege, use of a service, or participation in an activity for a specific period of time consistent with the offense committed and the rehabilitation of the student. The withdrawal of participation in official extracurricular activities. This includes, but is not limited to prohibiting the student from joining a registered student organization and/or attending its meetings or functions and/or from participating in official athletic or non-athletic extracurricular activities. –
- **Suspension from University Housing:** The student is suspended from living in any University housing for a minimum of one full semester. The person may remain a student and continue regular matriculation. The student is not entitled to a refund of any University housing fees but may be refunded unused boarding fees.
- **University Housing Expulsion:** Permanent separation of the student from any University housing
- **Temporary Suspension from the University:** A suspension made pending full due process to maintain safety
 - **Administrative Withdrawal:** A student is officially withdrawn from the University for Various Reasons. In such cases as the student posing a significant threat to self or others of the University community; failing to pay all financial obligations to the University by a designated date; failing to answer University summons or to address allegations of violations; failing to perform assigned University community service; failing to complete mandatory counseling; and/or failing to abide by the Code of Student Conduct. A student administratively withdrawn after the census date shall be assigned the grade of “W” in all courses. Students who withdraw on an involuntary basis are subject to the same refund policies as other students.

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- **Disciplinary Probation:** Probation may be imposed with or without loss of designated privileges for a definite or indefinite period of time. Disciplinary probation, when imposed in lieu of more serious sanctions, may also include other conditions such as required counseling sessions, community service, educational workshops and restitution. When probation involves loss of privileges, it will usually preclude participation in:
 - Varsity or non-varsity intercollegiate events
 - Debating teams
 - Plays (unless participation is a course requirement)
 - Any recognized club or organization
 - Any other University program or activity
 - Representing the University/holding elective positions or appointment of responsibility
 - Selection of desired residence hall or room
- **Interim Suspension**

Whenever students are disruptive or dangerous to themselves, including threatening or attempting suicide and are dangerous to others, to property, or to the stability and continuance of normal University functions, the President or the President's designee may suspend students immediately on an interim basis without providing the NORMAL HEARING NOTICE. The letter from the Director of Judicial Affairs will constitute Normal Hearing Notice. If the facts and evidence suggest that the student's continued presence on University premises constitute imminent or clear and present danger to themselves, to others, to property, or to the stability and continuance of normal University functions, the Dean of Students or Vice President for Student affairs may issue a No Trespassing Order against the students restricting them from the University premises prior to the NORMAL JUDICIAL HEARING and AFTERWARDS, if he/she deems it necessary.

The following processes represent the protocols for campus security in conjunction with other appropriate University officials in the immediate removal of students from the university:

- If students are involved in a fighting incident both student will be apprehended by Campus Police and will be placed on interim suspension immediately
- If a student is involved in a sexual assault incident the alleged suspect(s) will be apprehended by Campus Police and will be placed on interim suspension immediately
- Campus Security retrieves the perpetrator and remands him/her to the campus security location
- Campus Security conducts a preliminary investigation as required for processing and completing the initial report

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- Campus Security processes the violator, including but not limited to contacting SAEM, photographing the violator and verifying whether the violator has a FERPA on file
- Campus Security will retrieve campus ID, and residential keys and issue a “no trespass” order prior to removal or transport. In cases of interim suspension Campus Security should provide to the student a standard SAEM interim suspension document and the interim suspension notice of possible
- Campus Security contacts the official representative from SAEM to provide and update and police report.
- If SAEM recommends interim suspension and no arrest is made, then Campus Security will the student one call to make arrangements for pick up within 30 minutes from campus security location. If the pickup cannot arrive with the required time, the student can choose to remain at campus security or other designated location. Alternatively the student can be chose to be escorted to their personal vehicle or off the campus to a public location (within ten miles of campus). Whatever the arrangement, the student must sign a statement of the selection the option.
- While on interim suspension students must leave the campus at a time disclosed to them while in custody of the police and cannot return to campus until their judicial hearing date.
- Students found on campus while under interim suspension will be arrested immediately
- If the violator is arrested he/she will be transported to Green County Jail.

Next day:

- Campus Security and SAEM will discuss final dispositions and aftermath of the campus removal
- If interim suspension order was not delivered at the time of removal it will be delivered to the violator.

APPEAL/REVIEW PROCESS

An appeal regarding the outcome of an administrative or judicial hearing may be made by a charged student on the grounds of

- 1) There was a procedural error which substantially affected the outcome of the hearing;
- 2) There was no evidence in the record to support a finding of violation of this code;
- 3) There is new or newly discovered evidence which may substantially affect the outcome of the hearing; and/or
- 4) The sanction(s) imposed is excessively severe. The following procedures must be followed for consideration

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- Request for appeal/review must be submitted in writing within five (5) business days after receiving notification of the decision from a formal hearing.
- Request for Appeal/Review must be submitted in writing to the Vice President of Student Affairs and Enrollment Management located on the 2nd floor of the Ward Student Center. A student may also e-mail the appeal to the Vice President of Student Affairs and Enrollment Management.
- At the Vice President's discretion, student may be asked to report in person for consultation.
- The Vice President may also request the attendance of the Chair of the Judicial Council or the Dean of Students.
- The Vice President will submit a determination within ten (10) business days of receipt of the appeal/review request.

Appeal/Review Procedures for Expulsions Only

- The President of the University is the final authority for an expulsion appeal. A student requesting the President to review a decision must do so IN WRITING, within five (5) business days after receiving notification of the decision from a formal hearing.
- At the President's discretion, student may be asked to report in person for consultation.
- The President may also request the attendance of the chair of the Judicial Council or the Dean of Students.
- The President will submit a determination within ten (10) business days of receipt of the appeal/review request.

Appeal/Review Scope of Response

- Uphold the Hearing Body decision.
- Increase the Hearing Body sanction(s).
- Decrease the Hearing Body sanction(s).
- The Appeal/Review process may not change the finding of responsibility.

ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY

Central State University has a —Zero Tolerancel policy for Aggressive Behavior. The purpose of this policy is to address incidents of unacceptable behavior which create fear, bodily harm to another, or damage to property. Aggressive Behavior is defined as intimidating gestures, threatening, abusive language, fighting or physical actions which create fear, intent of bodily harm, bodily harm to another person or damage to university or personal property. Additional definitions of aggressive behavior maybe identified in the student handbook, which may include, but are not limited to the following:

- Sexual Assault;
- Arson/Setting Fire

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- Battery;
- Dangerous, Threatening Unsafe Behavior;
- Destruction/Damage to Property.

Any student found in-violation of an aggressive behavior act may result in immediate suspension up to expulsion from the University. The University has jurisdiction over all behavioral infractions which occur in University facilities or on University property. University charges and criminal charges are totally independent of each other

FERPA: Family Educational Rights and Privacy Act

“FERPA” means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of Student education records. The law applies to Georgia State University as a recipient of funds under an applicable program of the U.S. Department of Education. (For more information: <http://www.gsu.edu/registrar/FERPA.html>)

Student conduct records are educational records governed by the Family Educational Rights and Privacy Act (FERPA). As educational records, student conduct records are generally not subject to release without written authorization by the Student or a lawfully-issued subpoena. However, in cases of Sexual Misconduct and crimes of violence, FERPA permits Georgia State University to release the final results to the alleged victim without written authorization by the Referred, regardless of whether the Student is found responsible. For cases of Sexual Misconduct and crimes of violence which result in the Referred being found responsible, the final results may be disclosed to anyone. Student Organizational records are not education records and are subject to disclosure upon request under the Georgia Open Record Act. The Office of the Dean of Students permanently retains records of suspension and expulsion. All other student conduct records are retained on file by the Office of the Dean of Students in accordance with Board of Regents policies.

Parental/Guardian Notification of Alcohol and Other Drug Offenses As permitted by the Family Educational Rights and Privacy Act (FERPA), the Office of the Dean of Students sends written notice to parents/guardians of students under the age of 21 who are found responsible for alcohol or other drug violations of the Code