Greetings from Student Experience!

Dear Students,

Welcome to Youngstown State University, we hope that your experience here is filled with life long memories, lasting friendships and a spirit of tradition that will solidify your existence as a true penguin. Within the Division of Student Experience, our goal is to provide the best experience that is humanly possible. We work to achieve this goal by staying true to the Division’s core values of helping students find their Passion, developing a sense of Belonging, learning to Respect the point of view of others, appreciating the importance of Service and always showing Integrity when dealing with others.

The Penguin Student Handbook is designed to provide you with all of the rules, regulations, guidelines and policies governing the behavior of students, their organizations and activities. Whereas every policy, procedure and guideline may not be listed, we hope you understand that some policies and procedures may be changed, added or revised when appropriate. When these changes are made, updates will be made to the online version of this document. I would ask that you use the printed version as well as the on-line version to guide your activities be it on or off campus.

The Division of Student Experience will always be here to help you along that way. Your college years will go fast, so take the time to savor every moment.

Sincerely,

Eddie J. Howard, Jr.
Vice President for Student Affairs
Youngstown State University

Vice President for Student Affairs
Youngstown State University
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This handbook is intended to convey information about university policies and procedures to our students. Students should also refer to other university documents like the YSU catalog, class schedules, or university officials for additional information. Updates and changes are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Vice President of Student Experience. All proposed changes will be reviewed by the Director of Student Activities and the Vice President for Student Experience. The university reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Youngstown State University Mission Statement

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

Youngstown State University Core Values

We—the faculty, staff, administrators, and students of Youngstown State University—hold the following values essential to achieving the University’s mission:

CENTRALITY OF STUDENTS

We are a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

EXCELLENCE AND INNOVATION

We value excellence and innovation inside the classroom and out. Thus, we strive to integrate curricular and co-curricular activities; to offer outstanding academic programs; to foster intellectual inquiry, exploration, and
discovery; to transcend traditional boundaries; to apply and perfect knowledge; to encourage creativity; to provide effective tools, technologies, and facilities for learning; and to excel in research and scholarly activity, including the “scholarship of teaching and learning”—an area of research that explores how individuals teach and learn.

**INTEGRITY/HUMAN DIGNITY**

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors; believe in the dignity and worth of all people; strive to foster an appreciation of, and respect for, differences among the human race; and celebrate the diversity that enriches the University and the world.

**COLLEGIALLY AND PUBLIC ENGAGEMENT**

As scholar-citizens of many extended and interconnected communities, we pledge to work collegially and cooperatively to enrich the cultural environment; establish productive partnerships; provide responsible leadership; address community and workforce needs; foster sustainability; and bring about the greater good of the collective whole—be it the University, the city of Youngstown, the state of Ohio, the region, or beyond.

**YSU Vision Statement**

Youngstown State University will become a national model for university-community engagement that enhances teaching and learning, student and faculty research, and community well-being. The University will expand its regionally focused mission to include national and international emphases, while working with other colleges and universities, business and industry, and the K-12 community to stimulate the economic, technological, and cultural rebirth of Ohio.

This Vision will be supported by:

- Leading scholars and practitioners using multidisciplinary approaches to address societal challenges;
- Engagement of undergraduate and graduate students in research;
- Strategic development of undergraduate and graduate programs;
- Curricular and co-curricular integration of professional and liberal education, problem-solving, critical thinking, and communication skills;
- An emphasis on applied learning and community engagement; and
- Respect for the deep and rich diversity of the communities we serve.

**YSU Non-Discrimination Statement**

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit www.ysu.edu/ada-accessibility for contact information for persons designated to handle questions about this policy.

**Accreditation**

Youngstown State University is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Association was founded in 1895 as a membership organization for educational institutions. It is committed to developing and maintaining high standards of excellence.
The Student Code of Conduct

PREAMBLE

Youngstown State University is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors; believe in the dignity and worth of all people; strive to foster an appreciation of, and respect for, differences among the human race; and celebrate the diversity that enriches the University and the world.

As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the University's purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the University and is held responsible for compliance with them. All members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University.

The policies and regulations in The Student Code of Conduct have been established to ensure a positive educational experience for every student. The Student Code of Conduct serves as an official University document that outlines conditions and regulations considered essential to the effective functioning of the University.

The student conduct process at Youngstown State University adheres to procedural due process and is intended to be part of the educational process at the University. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the University community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the University's commitment to developing integrity, respect, and responsibility among all students.

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ARTICLE I. RIGHTS AND RESPONSIBILITIES

Section A. Basic Rights
The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:

The right of free inquiry, expression, and/or assembly.

1. The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and on-line.
2. The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
3. The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by the Revised Code, Section 3345.14.

Section B. Basic Responsibilities
Students, as members of the University community, shall have the following responsibilities which are inherent in the basic rights delineated above:

1. To maintain standards of academic performance as established by their faculty.
2. To be responsible for acting in such a manner as to ensure other students the rights declared in Section A. of this article.
3. To be responsible for their actions with respect to, and to follow, all University regulations and policies.
4. To be responsible for their actions with respect to provisions of local, state, and federal law.
5. To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. To have in their possession a valid University Identification Card when on University premises.
7. To be responsible for adhering to the Drug-Free Environment Policy.
8. To ensure adherence to all University Board of Trustees policies that apply to students.

ARTICLE II. STUDENT CONDUCT AUTHORITY

The President has delegated the authority for the University student conduct system to the Associate Vice President for Student Experience. The Associate Vice President for Student Experience, or designee, serves as the Student Conduct Administrator responsible for the administration and operation of The Student Code of Conduct and the student conduct process. Members of the University seeking formal disciplinary action for alleged student misconduct should make referrals to the Office of Student Conduct.

The Student Conduct Administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of The Student Code of Conduct. The Student Conduct Officer shall be the Associate Director for Student Conduct. The Student Conduct Administrator may also appoint one (1) or more Deputy Conduct Officers to review reports of violations of The Student Code of Conduct and to conduct investigation. Deputy Conduct Officers shall be under the supervision of the Student Conduct Officer and/or the Student Conduct Administrator.

Section A. Jurisdiction of The Student Code of Conduct

1. The Student Code of Conduct shall apply to conduct which adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on University premises, at
University sponsored activities, or on non-University premises. It is important to note that a student and/or group/organization will be subject to the University student conduct process where the conduct has occurred on non-University premises when the conduct adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs.

2. Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from the University while an investigation into alleged misconduct is pending.

3. An incident that results in a charge under The Student Code of Conduct may also lead to a proceeding outside of the University for a violation of local, state, or federal law. In these instances, University proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The University will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the University will be held according to the procedures set forth in this policy. Since the University student conduct process is educational in nature, differing judgments may result.

Section B. Campus Student Organizations
Registered student organizations may exist for any appropriate purpose that does not conflict with University policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the Associate Vice President for Student Experience or designee. The policies and regulations that apply to student groups/organizations are outlined in the Penguin Student Handbook which houses student organization policies. Student groups/organizations that violate any of the student organization policies may be charged with violating The Student Code of Conduct and be subject to the student conduct procedures outlined in ARTICLE IV.

Section C. Student Conduct Authority
1. The enforcement of regulations, policies, and guidelines that apply to students and student organizations/groups are within the jurisdiction of the Associate Vice President for Student Experience, or designee.
2. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
3. Student groups and registered student organizations may be charged with violations of The Student Code of Conduct in the following circumstances:
   a. An organization is responsible for its actions and shall be held responsible when the organization fails to comply with student organization policies, and/or University policies or regulations.
   b. An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
   c. A student group (as defined in the Glossary of Terms in this document) or registered student organization and its officers may be held collectively or individually responsible for violations of The Student Code of Conduct.

ARTICLE III. STUDENT CONDUCT STANDARDS
The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section provides a set of expectations regarding student conduct in support of the University community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be
Youngstown State University

held responsible— in addition to the student— when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under The Student Code of Conduct.

1. Academic Integrity
Violations of academic integrity include:

a. Plagiarism, which includes the use, by paraphrase or direct quotation, of the published or unpublished ideas, words, data, or work, of another person without full and clear acknowledgment; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or the misrepresentation of another person's work as one's own.
b. The use of any unauthorized assistance or tools
   i. In taking quizzes, tests, or examinations.
   ii. When completing assignments, solving problems, or carrying out other assignments.
c. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
e. Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
f. Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
g. Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
h. Bribes, threats, or intimidation, which includes the exchange of payment for assignments or parts of assignments, and threats to entice others to engage in academic dishonesty.
i. Impersonation, including pretending to be another person in the completion of a quiz, exam, or other assignment.
j. Altering or destroying the work of others unless given permission.
k. Lying in order to obtain an academic advantage, which includes falsification of documents or other information used to request make-up work.
l. Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
m. Asking others to engage in any of the behavior described above is academic dishonesty.
n. Attempting to engage in any of the above behaviors is academic dishonesty.

2. Alcohol
a. Use or possession of alcoholic beverages, except as permitted by law and University policy.
b. Public Intoxication.
c. Manufacturing, or distribution of alcoholic beverages to any person under twenty-one (21) years of age except as permitted by law.

3. Bullying and Harassment
Unwelcome or unreasonable behavior that harasses or intimidates people either as individuals or as a group and is sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see University policy 3356-2-03 “Discrimination/harassment” and Administrative Code Rule 3356-2-03 “Discrimination/harassment” for prohibited conduct based on individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law).
4. **Complicity**
Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting, or encouraging a violation or an attempted violation.

5. **Student Conduct System**
   a. Failure to obey the summons of a Student Conduct Body or University official to appear for a meeting or hearing as part of the student conduct process.
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Body.
   c. Institution of a student conduct proceeding knowingly without cause.
   d. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   e. Attempting to influence the impartiality of a member of a Student Conduct Body prior to or during the student conduct process.
   f. Harassment (verbal or physical) or intimidation of a member of a Student Conduct Body, participants, or witnesses prior to, during, or after a student conduct proceeding.
   g. Failure to comply with the sanction(s) imposed by a Student Conduct Body.
   h. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
   i. Disruption or interference with the orderly conduct of a student conduct proceeding.

6. **Disorderly Conduct**
Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research, administration, or University activities or functions.

7. **Drugs**
   a. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
   b. The misuse of materials as an intoxicant.
   c. Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.

8. **Failure to Comply**
Failure to comply with directions and/or oral or written instructions which are given by any University official, student, faculty member, or staff who is acting in an official University capacity and/or failure to identify oneself to these persons when requested to do so.

9. **Financial Obligations**
Failure to meet all financial obligations to the University.

10. **Gambling**
Gambling or wagering of any form except as expressly permitted by law and/or University policy.

11. **Hazing**
Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

12. **Information Technology**
Theft or other abuse of information technology and resources, including, but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
e. Use of computing facilities and resources to send obscene or abusive messages.

f. Use of computing facilities and resources to interfere with the normal operation of the University computing system originating from an on-campus or off-campus source.

g. Use of computing facilities and resources in violation of copyright laws.

h. Any violation of the Responsible Use of University Technology Resources Policy (4009.01).

13. Dishonesty

a. Furnishing false information to any University official, faculty member, or office.

b. Forgery, alteration, or misuse of any University document, record, credit card, or instrument of identification.

c. Tampering with the election of any University recognized student organization.

d. Deliberately misleading or intentionally failing to maintain correct address and telephone information with the Registrar.

e. Misrepresenting enrollment status and/or achievement at the University to non-University officials and/or on non-University documents.

14. Obstruction of Traffic

Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

15. Endangering Behavior

a. Intentionally, knowingly or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person including one’s self.

b. Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.

16. Property Damage

Any action which damages or could reasonably damage property of the University, or property of a member of the University community, or other personal or public property, on or off campus, or acts of vandalism even if this behavior does not cause damage.

17. Published University Policies

Violation of published University policies, rules, or regulations including those available electronically on the University website.

18. Sexual Misconduct

A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation or coercion. Please see University Policy 3356-2-03.1/Sexual Misconduct for further information.

a. Sexual Assault: Any intentional, non-consensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.

b. Consent. Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability. Consent may be withdrawn at any time.

c. Coercion: Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.

d. Stalking: Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
e. Dating Violence: Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.

f. Domestic Violence: Violence or abusive behavior (sexual, physical or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
   i. A current or former spouse or intimate partner of the victim.
   ii. A person with whom the victim shares a child in common.
   iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
   iv. By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (See Revised Code 2919.25 Domestic Violence).

g. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.

h. Sex Offenses: See Chapter 2907 of the Revised Code which defines “Sex Offenses” under Ohio Law.

19. Theft
Attempted or actual theft, including possession of stolen property.

20. Unauthorized Entry
   a. Unauthorized entry to or use of University premises, including access to residential spaces other than one’s own assigned space.
   b. Unauthorized possession, duplication, or use of keys to any University premises.

21. Unauthorized Recording
   a. Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on University premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
   b. Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person’s consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.

22. Violation of Law
   a. Behavior which would constitute a violation of federal, state, or local law that adversely affects the University community or interferes with the University’s mission or its educational objectives and programs.
   b. Since the University student conduct process is educational in nature and differing judgments may result between University action and outside legal action, the University in its sole discretion may pursue student conduct and impose sanctions against a student for a violation of law:
      i. Regardless of where the behavior occurs;
      ii. When a student is charged with a violation of law but not with any other violation of The Student Code of Conduct;
iii. When a student is charged with a violation of law which is also a violation of The Student Code of Conduct;

iv. While the student is also subject to criminal proceedings, arrest, and or prosecution or civil litigation.

c. University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

d. The University will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.

23. Weapons
Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

ARTICLE IV. STUDENT CONDUCT PROCEDURES

Section A. General
This overview gives a general idea of how the University’s campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not exactly the same in every situation.

1. These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.

2. Any member of the University community may report alleged violations of The Student Code of Conduct by a student or student group/organization. The report shall be prepared in writing and directed to the Office of Student Conduct. A report of a violation of The Student Code of Conduct shall be submitted as soon as possible after the incident occurs, but not later than thirty (30) days following the University becoming aware of an incident. Exceptions to this limitation period will be reviewed by the Student Conduct Administrator and may be granted at their discretion.

3. The Student Conduct Officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of The Student Code of Conduct to determine if the charges have merit. In reviewing the reports, the Student Conduct Officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to University suspension or expulsion shall automatically be provided a Student Conduct Board hearing.

4. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

Section B. Student Conduct Conference
Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the Student Conduct Standards of The Student Code of Conduct will first be scheduled for a conduct conference with the Conduct Officer assigned to review the allegation. The respondent will be notified in writing via their official University email address of the date, time, and location of the conduct conference. Written notification will include:

1. The specific charges pending against the respondent.

2. A brief summary of the referral.

4. If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.

The conduct conference is the first step in the student conduct process, and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information, as well as a range of potential sanctions for the violation(s) in question should the charge(s) be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

If the respondent accepts responsibility for the charge(s), the Conduct Officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct agreement, which will outline the sanction(s) offered to the respondent. While the respondent may sign the agreement immediately, they have up to three (3) University working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s), or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process.

If the respondent denies responsibility for one (1) or more of the charges, the Conduct Officer will refer the case for a Student Conduct Board hearing.

Section C. Student Conduct Board Hearing
The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The Student Conduct Board hearing panel in each case will decide by the preponderance of evidence whether or not the respondent is found responsible for the charge(s). All hearings are closed to the public, with the exception of advisors for the complainant, respondent, and hearing panel. All parties directly participating in the hearing (the respondent, complainant, and Conduct Officer) may remain present the entire time, excluding deliberations.

Student Conduct Board hearing panels consist of three members of the Student Conduct Board. Each Student Conduct Board hearing will have a hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

If the respondent fails to appear at a scheduled Student Conduct Board hearing and the absence is not excused, the hearing may proceed in the respondent’s absence or may be rescheduled at the discretion of the chair.

Each Student Conduct Board hearing panel may have a hearing panel advisor, at the discretion of the chair or the Student Conduct Administrator. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor may be summoned by the hearing panel members during deliberations to answer questions and provide guidance as necessary.

Section D. Hearing Procedures
1. Guidelines
   a. The chair will explain the rights and responsibilities of the respondent and complainant.
   b. The chair and hearing panel advisor are responsible for assuring that these rights, as well as the process described in this section, are adhered to during the hearing.
   c. The respondent or complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair, who will determine whether it is valid. If the charge of bias is against the chair, the hearing panel advisor shall decide whether it is valid. If bias is found, or unable to be determined, the hearing will be rescheduled.
d. The Conduct Officer may ask questions of any party at any time throughout the hearing.

e. The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing, and may deem certain questions irrelevant and not allow them to be answered.

f. The chair may exclude persons from the hearing if they are disruptive, or postpone the hearing because of disruptive behavior by participants or observers.

2. Introduction

a. Each party in the room will introduce themselves and explain their role in the hearing.

b. The chair will then explain the process and procedures for the hearing.

c. All witnesses will then be dismissed from the room.

3. Presentation of Information

a. Following the introduction, the chair will present the respondent with the charge(s) listed against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.

b. The Conduct Officer will explain why the case was referred for a hearing, and will provide a detailed summary of the incident and any subsequent investigation undertaken.

c. If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident. The complainant may be represented by the Conduct Officer.

d. The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.

e. The Conduct Officer will then present any relevant witnesses or documentary information. The hearing panel, respondent, and complainant will each in turn have the opportunity to ask questions regarding the information presented by the Conduct Officer to this point.

f. The respondent will then present any relevant witnesses or documentary information to the hearing panel. The hearing panel and the Conduct Officer will each in turn have the opportunity to ask questions regarding the information presented by the respondent to this point.

g. The Conduct Officer will have an opportunity to make a summary statement, including any sanctioning recommendations.

h. The complainant will have an opportunity to make a summary statement, including any sanctioning recommendations.

i. The respondent will have an opportunity to make a summary statement, including any sanctioning recommendations.

4. Deliberation and Finding

a. The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student Conduct Board hearing panels determine findings by majority vote.

b. If the respondent is found responsible for a violation of one (1) or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent’s prior student conduct cases and sanctions.

c. The hearing will reconvene for the announcement of the findings and any subsequent sanction(s). In Student Conduct Board hearings, the sanction(s) are recommended to the Associate Vice President for Student Experience or designee, who will make the final decision. While normally the recommendation will be the sanction imposed, the Associate Vice President for Student Experience or designee may impose a different sanction.

d. Written notification of the decision will be sent to the respondent and complainant via their official University email addresses.
Section E. Student Rights and Responsibilities

The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process.

1. Rights of Respondent – All respondents in the student conduct process have the following rights:
   a. Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
   b. In matters that could result in a sanction of suspension or expulsion, the above mentioned notification will alert the respondent to the possible severity of the outcome.
   c. The right to an advisor. It is the respondent’s responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the Office of Student Conduct to communicate directly with the advisor.
   d. To request reasonable accommodations due to disability, as explained in ARTICLE IV. F. of this document.
   e. To request a change of date for a student conduct proceeding, so long as the request is made no less than 48 hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three (3) University working days of the initially scheduled proceeding.
   f. Reasonable access to inspect and review their own case file, which includes all information that would be used during the conduct process, to the extent permitted by confidentiality laws.
   g. Explanation of the resolution options available to them through the student conduct process.
   h. To be presumed not responsible for any alleged violation until found responsible by a preponderance of the evidence.
   i. To speak or not speak on their own behalf.
   j. The opportunity to respond to information used as part of the decision-making process.
   k. To deny responsibility for the charge(s) facing them and to request that the case be referred to a Student Conduct Board hearing.
   l. To question any witness who participates as part of a hearing.
   m. The right to appeal.
   n. To waive any of the above stated rights provided that the waiver is made freely and in writing.

2. Rights of the Complainant – All complainants in the student conduct process have the following rights:
   a. To pursue criminal or civil charges where a legal case exists (without University assistance).
   b. Explanation of the resolution options available to them through the student conduct process.
   c. To be free from harassment and intimidation from respondents and others as they engage in this process.
   d. The right to an advisor. It is the complainant’s responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the Office of Student Conduct to communicate directly with the advisor.
   e. To request reasonable accommodations due to disability, as explained in ARTICLE IV. F. of this document.
   f. To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than 48 hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three (3) University working days of the initially scheduled proceeding.
   g. To provide information for consideration during the student conduct process, and to know the results of the process to the extent allowed under federal laws and University policies.
   h. The opportunity to appear at any hearing that may take place in order to provide relevant information.
   i. The opportunity to submit a written impact statement for use in a hearing, even if they choose not to attend the hearing.
3. Responsibilities of Respondents, Complainants, and Witnesses – All respondents, complainants, and witnesses in the student conduct process have the following responsibilities:
   a. To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of the Student Conduct Standards, as outlined in ARTICLE III. 5. (b) of this document.
   b. To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
   c. To refrain from disruption of the hearing process. Disruption of this process is a violation of the Student Conduct Standards, as outlined in ARTICLE III. 5. (i) of this document.
   d. Respondents have the responsibility to prepare and present their entire case, as well as secure the presence of any witnesses who will speak on their behalf.

Section F. Reasonable Accommodations for Students with Disabilities
Any student with a disability involved in the student conduct process has the right to request reasonable accommodations in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Center for Student Progress (CSP) Disability Services. Students do not have to disclose information about the complaint or charge to CSP Disability Services to request reasonable accommodations, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by CSP Disabilities Services staff and implemented in consultation with the Office of Student Conduct. Examples of reasonable accommodations include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

Section G. Sanctions
If the student or student group/organization is found responsible for a violation of a policy sanctions will be issued. A conduct sanction imposed or other action taken by any Student Conduct Body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official University email account. In cases involving a student group/organization notification will be sent to the official University email account for the President or student group/organization leader. The decision of a Student Conduct Body may be appealed, as outlined in ARTICLE IV. I. of this document. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

1. The following sanctions may be imposed upon any student who has been found responsible for a violation of The Student Code of Conduct. Sanctions are typically issued in a progressive fashion, however each situation differs, and many factors, including the severity of the violation and the impact of the violation on the campus community will be taken into consideration in determining sanctioning.
   a. Warning: A written notification statement that the student is violating or has violated The Student Code of Conduct. Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
   b. Conduct Probation: Notice in writing that the violation of The Student Code of Conduct is serious and that any subsequent violation of University regulations may result in imposition of additional restrictions or conditions, suspension, or expulsion.
   c. Conduct Probation with Restrictions: Notice in writing that the violation of University regulations is serious and that any subsequent violation of The Student Code of Conduct may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.
d. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service, or monetary or material replacement.

e. Educational Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, counseling, educational assignments, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.

f. Deferred Suspension: Separation of the student from the University and/or residence halls is deferred for a specified period of time. If the student is found responsible for any subsequent violations of The Student Code of Conduct, the suspension takes effect immediately and may not be appealed.

g. Residence Hall Suspension: Separation of the student from the residence halls for a specified period of time after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any University housing facilities. This may include residential dining facilities.

h. University Suspension: Separation of the student from the University for a specified period of time after which time the student is eligible to return. During the suspension period, the student does not have access to the University, including any campus facilities, any campus programs or activities, and any class sessions. This may include residential dining facilities.

i. Residence Hall Expulsion: Permanent separation of the student from the residence halls. An expulsion denies the student access to all University housing facilities on a permanent basis. This may include residential dining facilities.

j. University Expulsion: Permanent separation of the student from the University. An expulsion denies the student access to the University, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis.

k. Revocation of Admission and/or Degree: Revocation of admission to or awarding of a degree from the University for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

l. Withholding Degree: Withholding the awarding of a degree otherwise earned until the completion of the process set forth in The Student Code of Conduct, including the completion of all sanctions imposed, if any.

m. Fines: Fines for violations of The Student Code of Conduct will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the Associate Vice President for Student Experience, who will submit a list of the fines structure to the YSU Board of Trustees for approval on an annual basis. The fines structure must be included as a part of The Student Code of Conduct when published and presented to students.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. The following sanctions may be imposed upon student groups/organizations:
   a. Those sanctions as outlined in ARTICLE IV. G. 1. (a) through (m) of this document.
   b. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.

4. In each case in which a Student Conduct Body determines that a student or student group/organization has violated The Student Code of Conduct, the sanction(s) shall be determined and imposed by the same Student Conduct Body. The Student Conduct Administrator shall be responsible for ensuring that sanctions imposed by hearing panels and Conduct Officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.

Section H. Interim Measures

In certain circumstances, the Associate Vice President for Student Experience may impose an interim measure prior to a Student Conduct Board hearing or conduct conference. This includes University suspension or residence hall suspension.
1. Interim suspension may be imposed only:
   a. To ensure the safety and well-being of members of the University community or to preserve University property;
   b. To ensure the respondent’s own physical or emotional safety and well-being;
   c. If the respondent poses a threat of disruption or interference with the normal operations of the University; or
   d. If the respondent is charged with the commission of a criminal offense as defined in the Revised Code, Section 2901.01.

2. In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular US or certified mail of the cause for the interim measure. The respondent will also be notified via their official University email address. The interim measure becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in ARTICLE IV. D. of this document and may proceed before, during, or after any criminal proceedings.

3. In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the Student Conduct Administrator.

Section I. Appeals

1. The decision or sanction imposed by a Student Conduct Body may be appealed by the respondent or complainant ("the appellant") within five (5) University working days of notification of the decision. If a request for appeal is not received within this time frame, the decision reached by the Student Conduct Body will be final.

2. Requests for appeal shall be made in writing and shall be emailed or delivered to the Office of Student Conduct. The request for appeal should indicate the grounds on which the decision is being appealed referencing at least one (1) of the grounds for the appeal (see below) along with supporting information.

3. Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions, except any issued as interim measures, such as interim suspensions, will be held in abeyance.

4. Appellate hearings are not a re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one (1) or more of the following grounds:
   a. A claim that the original hearing was conducted in violation of procedural requirements set forth in The Student Code of Conduct, and to determine whether these violations could have affected the outcome of the hearing.
   b. A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
   c. A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of The Student Code of Conduct for which the respondent was found responsible.
   d. A claim that there is new information sufficient to alter a decision or other relevant facts not presented in the original hearing, because such information or facts were not known by the appellant at the time of the original hearing.

5. The burden of proof rests with the appellant.

6. The appellant may, in preparing the request for appeal, have access to records of the case, which must be reviewed in the Office of Student Conduct.

7. A request for appeal in a case adjudicated by a Conduct Officer will be reviewed by the Student Conduct Administrator. A request for appeal in a case adjudicated by a Student Conduct Board hearing panel will be
reviewed by an appellate hearing panel. An appellate hearing panel is composed of three (3) members from the Student Conduct Board, selected by the Student Conduct Administrator or designee.

8. Once a request for appeal has been submitted by a complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response, which will be considered alongside the request for appeal. Any written response must be submitted within five (5) University working days of notification of the submission of a request for appeal.

9. The appellate hearing panel or the Student Conduct Administrator will review the appeal to determine whether one (1) of the grounds listed above has been met.

10. If an appellate hearing panel or the Student Conduct Administrator determines that a request for appeal has met the grounds, the following options are available:
   a. Remand the case to the original hearing panel for reconsideration consistent with the granted grounds for appeal.
   b. Uphold the original decision.

11. If an appellate hearing panel or the Student Conduct Administrator determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.

12. The decision of the appellate hearing panel or Student Conduct Administrator after an appellate review is final.

Section J. Conduct Procedures for University Housing
Deputy Conduct Officers have been designated by the Student Conduct Administrator to assist in the review of alleged violations of policy originating within University Housing.

1. The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the Resident Handbook, is delegated by the Student Conduct Administrator to a Conduct Officer.

2. Any student, faculty member, or University official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.

3. Upon receipt of a report, the Conduct Officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of The Student Code of Conduct may have occurred. If the Conduct Officer believes that such a violation did occur, they will follow the procedures outlined in ARTICLE IV. D. of this document to address the alleged violation.

Section K. Student Conduct Record
The Student Conduct Officer shall maintain all student conduct records of information received and action taken by the respective Student Conduct Bodies.

1. Conduct sanctions shall not be made part of the student’s academic record but shall become part of the student’s conduct record. Student conduct records shall be expunged seven (7) years after final disposition of the case, excluding students who were sanctioned with residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, which shall be expunged fifteen (15) years after final disposition of the case resulting in such a sanction. Upon graduation, the student may petition the Student Conduct Officer for removal of all files contained in their student conduct records. The student may appeal a negative response of the Student Conduct Officer to the Student Conduct Administrator.

2. Records regarding University expulsion or University suspension of a student group/organization shall be kept indefinitely.

3. All material gathered from a substantiated conduct case (residence hall, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.

4. Student conduct records are maintained only in the names of respondents found responsible for violations of University policy, or local, state, or federal law.
Section L. Special Procedures
To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the President of the University is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of The Student Code of Conduct and shall ensure that all elements of procedural due process delineated in this article are observed.

ARTICLE V. ACADEMIC INTEGRITY

Academic honesty is essential to the educational process and serves to protect the integrity of the University community. Therefore, all members of the University community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of University policy, as outlined in ARTICLE III. 1. of this document. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.

Students suspected of violations of the academic integrity policy may be charged with a violation of University policy under the Student Conduct Standards, as outlined in ARTICLE III. 1. of this document. Cases of alleged violations of the academic integrity policy shall be resolved as outlined below.

The process outlined below is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify any impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, department, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

Section A. Academic Integrity Conference

1. After the faculty member has gathered evidence of a possible violation, they shall notify the student within 48 hours in writing, via University email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. The academic integrity conference shall occur within five (5) University working days of the written notification to the student.
   a. The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.
   b. In situations where the course is taught primarily online and/or where the student is unable to be physically present for the academic integrity conference, the meeting may be conducted via email, phone, or Skype, as appropriate. The faculty member may consult with the Judicial Chair of the Academic Grievance Subcommittee or the Office of Student Conduct for direction in such situations.

2. If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filing the Academic Integrity Form.

3. If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as outlined in ARTICLE V. 3. of this document, and will complete the Academic Integrity Form. While the student may sign the form immediately, they have up to five (5) University working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.
a. If the student signs the Academic Integrity Form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.

b. The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the Academic Integrity Form.

c. The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the Academic Integrity Form.

d. The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the Academic Integrity Form.

e. The dean will then forward the form and all documents to the Office of Student Conduct to be placed in the student's file.

f. The dean of the College of Graduate Studies will be notified and provided a copy of the form and all documents for cases involving graduate students.

4. No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the Judicial Chair of the Academic Grievance Committee for review.

Section B. Failure to Appear, Respond, or Sign

1. If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five (5) University working days of notice by the faculty member, the following will occur:

   a. The faculty member will complete and sign the Academic Integrity Form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.

   b. The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.

   c. The dean will then forward the form and all documents to the Office of Student Conduct to be placed in the student's file. The Office of Student Conduct will then forward the Academic Integrity Form and all documents to the Judicial Chair of the Academic Grievance Committee for further action, as outlined in ARTICLE V. C. of this document (below).

2. If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined above in ARTICLE V. B. 1. (a) to (c). The case will then be forwarded to the Judicial Chair of the Academic Grievance Committee for further action, as outlined in ARTICLE V. C. of this document (below).

Section C. Academic Grievance Committee Referrals

1. If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the Office of Student Conduct and forwarded to the Judicial Chair to initiate a hearing before the Academic Grievance Committee.

2. Regardless of whether the Academic Integrity Form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will referred to the Office of Student Conduct and forwarded to the Judicial Chair to initiate a hearing before the Academic Grievance Committee.

3. A representative from the Office of Student Conduct must be present at all such hearings to serve in an advisory capacity.
Section D. Academic Grievance Subcommittee Membership

1. Judicial Chair: Associate Provost for Academic Administration or designee appointed by the Provost.

2. Faculty members are appointed by the Academic Senate and serve a two (2) year term. One (1) faculty member shall be selected from each of the six (6) colleges. At least three (3) of these appointees will have graduate faculty status.
   a. In cases involving graduate matters, only graduate faculty will be appointed. Six (6) faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.

3. Undergraduate student members are appointed by the Associate Vice President for Student Experiences and serve a two (2) year term. In addition, six (6) graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
   a. Students must complete an application, available through the Office of Student Conduct.
   b. One (1) undergraduate member is selected from each of the six (6) Colleges.
   c. Students must have a minimum GPA of 2.5 for undergraduate students and 3.0 for graduate students.
   d. Students must not have a previous student conduct record.
   e. Students should be sophomore status or above.

Section E. Academic Grievance Committee Hearing Procedures

1. In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed Academic Integrity Form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the Academic Grievance Committee is initiated.

2. Within five (5) University working days of receiving the Academic Integrity Form and any supporting documentation or evidence from the faculty member, the Judicial Chair shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have five (5) University working days to submit these items to the Judicial Chair.

3. Within two (2) University working days of receiving the statement and evidence, the Judicial Chair shall distribute copies of the Academic Integrity Form and any documentation or evidence produced by the student and faculty member to the Academic Grievance Committee members, the student, faculty member, department chairperson, and appropriate dean. The Academic Integrity Form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the Academic Integrity Packet.

4. A date, time, and location for the Academic Grievance Committee hearing will be established by the Judicial Chair. Academic Grievance Committee members shall have a minimum of three (3) University working days to review all written materials in the Academic Integrity Packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. The parties directly involved include:
   a. Faculty/Student: The party who files the Academic Integrity Form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
   b. Department Chairperson: The chairperson of the department in which the faculty member resides. The chairperson’s attendance is optional. If the chairperson is in attendance, they will be brought in to speak to the hearing panel after the presentation of information by the faculty member and student, and without the faculty member or student present. The chairperson’s role in the hearing is to provide information on any knowledge they have of the case, as well as to provide insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.
c. **Dean:** The dean of the college in which the faculty **member’s department is housed.** The dean’s attendance is optional. If the dean is in attendance, they will be brought in to speak to the hearing panel after the presentation of information by the faculty member and student, and without the faculty member or student present. The dean’s role in the hearing is to **provide information on any knowledge they have of the case, as well as to provide** insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.

d. Academic Grievance Committee hearing panel members: Derived from the membership of the **Student Academic Grievance Committee of the Academic Senate.** At minimum each hearing panel consists of three (3) faculty members, three (3) students, and the Judicial Chair. In hearings involving allegations against a graduate student, the graduate college representatives shall be included as members of the hearing panel. The hearing panel conducts the hearing and renders a decision.

i. No member of a hearing panel will hear a case directly involving themselves.

e. Advisors: The student and the faculty member may each avail themselves of the services of an advisor throughout the process. An advisor may be drawn from within or outside the University community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. The advisor for the faculty member or student may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the Academic Integrity Form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

i. In cases where the student is a dually enrolled high school and YSU student (through Youngstown Early College or the College Credit Plus program) the student may have both a parent and a secondary advisor present for the hearing.

f. **Witness(es):** Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number that present repetitive testimony may be limited at the discretion of the Judicial Chair.

g. If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means in order to provide equal treatment to all parties. This may include either teleconference or Skype, as deemed appropriate by the Judicial Chair.

### Section F. Rights of Hearing Participants

1. The following rights are guaranteed to the student and the faculty member:
   a. The right to be present.
   b. The right to be accompanied by an advisor of their choice.
   c. The right to speak in support of their argument.
   d. The right to bring witnesses in support of their case.
   e. The right to present **any pertinent information directly supporting the** written items in the Academic Integrity Packet, including oral testimony.
   f. The right to refute information presented.
   g. The right to consult with the Judicial Chair or the Office of Student Conduct regarding the hearing, their testimony, or the presentation of any information in support of their case.

2. The Judicial Chair has the right to:
   a. Limit the amount of time testimony is presented by any given individual.
   b. Remove disruptive individuals from the room.
c. Ensure that only the members of the hearing panel, student, faculty member, and appropriate advisors are present in the room.
d. Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented.
e. Extend the timeline for the hearing process.

Section G. Deliberation and Findings
1. The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the Judicial Chair. The Judicial Chair will only vote in circumstances of a tie among the hearing panel members.
2. If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the Office of Student Conduct) involving the student when assigning an appropriate sanction. The Judicial Chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.
   a. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.
3. Both parties shall be informed of the hearing panel's decision in writing within three (3) University working days. This statement shall be prepared and signed by the Judicial Chair and forwarded to the Office of Student Conduct, Graduate School Dean when appropriate, Provost, and all parties directly involved in the hearing, except advisors and witnesses.
   a. Notice of the hearing panel's decision ends the Academic Grievance Committee's involvement in the disposition of the case.
4. A file of all pertinent documents for all hearings shall be kept by the Office of the Provost and the Office of Student Conduct.
5. Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five (5) University working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the Provost will do so.

Section H. Appeals
1. Only students may appeal the decision of the Academic Grievance Committee for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five (5) University working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the Judicial Chair.
2. The Judicial Chair will forward the written appeal to the Academic Senate Executive Committee within two (2) University working days.
   a. If the Academic Senate Executive Committee determines that no procedural violations occurred, or that any procedural violations were minor and did not affect the original hearing panel’s decision, the original hearing panel's decision is upheld and the case is closed.
   b. If the Academic Senate Executive Committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one (1) student and two (2) faculty members. This appellate hearing will take place within twelve (12) University working days of receipt of the written appeal.
3. Appellate Hearing Panel
   a. No member of the appellate hearing panel will hear a case directly affecting themselves.
   b. Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
c. The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, Office of Student Conduct, and the Office of the Provost within five (5) University working days of the decision via University email.

d. A file of all pertinent documents for all appeals shall be kept by the Office of Student Conduct and/or the Office of the Provost.

e. The decision reached by the appellate hearing panel is final and may not be appealed.

4. At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.

5. If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three (3) University working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the Provost will do so.

Section I. Sanctions

A list of possible sanctions and guide to selecting sanctions is available in the appendices. Sanctions for violations of the academic integrity policy may include, but are not limited to, the following:

1. Issuing an official warning.
2. Lowering the grade on the exam, paper, or assignment in question.
3. Lowering the final grade for the course.
4. Requesting additional action from the Academic Grievance Committee, including removal from a course, removal from an academic program, University suspension, or expulsion.
5. Other sanctions, as deemed appropriate by the faculty member. The faculty member may consult with the Judicial Chair, Office of Student Conduct, chairperson, or dean regarding appropriate sanctions.

Section J. Role of the Student Conduct Administrator

The Student Conduct Administrator or designee has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy:

1. To create/maintain a student conduct file containing the completed Academic Integrity Form and all supporting documents.
2. To expunge all records as outlined in ARTICLE IV. K. of this document.
3. In cases where the Academic Integrity Form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
4. In cases where the student already has been found responsible for a previous academic integrity violation, any additional violations will result in a review of all cases by the Office of Student Conduct for possible additional charges and sanctioning.

ARTICLE VI. OHIO REVISED CODE SECTION 3345.22: 1219 HEARING PROCESS

Section A. Background: Disruptive Behavior and the “1219” Procedure

The Ohio Campus Disruption Act, also known as Ohio House Bill 1219, is codified in Revised Code sections 3345.22 and 3345.23. The purpose of the law is to protect University students, faculty, staff, and other members of the campus community from crimes of violence committed in the vicinity of the University or upon people or property at the University.

A “1219” hearing is appropriate when a student is arrested for a crime of violence committed on or near the University. If a student is convicted of an offense of violence that occurred on or near the University, the student will be automatically suspended under Revised Code 3345.23. The purpose of the “1219” hearing is to remove students from campus who may be a threat to the safety and security of the student body or campus community.
Section B. Definition of a Crime of Violence
There are over 30 crimes of violence that would be considered violations of the “1219” law including, but not limited to, the following: Arson, Assault, Burglary, Domestic Violence, Discharged Firearm, Felonious Assault, Gross Sexual Imposition, Inciting to Violence, Inducing Panic, Intimidation, Kidnapping, Menacing, Murder, Rape, Riot, Robbery, Sexual Battery, and Voluntary Manslaughter.

Section C. Jurisdiction of the “1219” Hearing
1. If a student is arrested for a crime of violence listed in the law, they may be temporarily suspended from the University according to The Student Code of Conduct, ARTICLE IV. H., which is referred to as an interim suspension. The interim suspension will last during the process of the “1219” hearing and continues until the student meets with the Office of Student Conduct. The results of the “1219” hearing- discussed below- does not alter the student’s status under an interim suspension.

2. A “1219” hearing, which is distinctly separate from a conduct conference or Student Conduct Board hearing, will be held shortly after a student’s arrest for a crime of violence. The conduct conference or hearing can be continued for good cause. The purpose of the “1219” hearing is to determine by a preponderance of the evidence whether the student committed an offense of violence.

3. If the Referee, as appointed by the University (Office of the General Counsel), finds that the student did commit an offense of violence on or near the University, the Referee will then determine if the student should be under strict probation or suspended from the University pending the outcome of the criminal case. However, as noted above, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the Referee, until the conclusion of the student conduct process administered by the Office of Student Conduct.

4. Following the “1219” hearing, the criminal case outcome will determine the student’s status under Revised Code 3345.23. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the University for at least one (1) year.

5. Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates, and the student in question shall be reinstated and the record of the “1219” suspension expunged from the student’s University conduct record. The criminal process and “1219” hearing are separate. The outcome of the “1219” hearing has no bearing on the criminal case.

6. When a student is found not guilty, they may return to school but upon conclusion of the “1219” hearing and possibly while the criminal case is still underway, the University may, and in nearly all cases will, initiate the student conduct process. The student may also be under the restriction of an interim suspension. Unless the student is not under an interim suspension or has been found responsible of a violation of The Student Code of Conduct, the student would be permitted to return to school.

7. If the student is found guilty at the criminal trial for an offense of violence on or near the University, they will be suspended from Youngstown State University for the period of one (1) year. The student will receive a written notice of the suspension from the Office of Student Conduct. The student must receive approval from the Board of Trustees to be permitted to return to the University. This suspension will still be imposed even if the student is found not responsible for a violation of The Student Code of Conduct.

Section D. “1219” Hearing Process
The “1219” hearing will be an adversary proceeding. Unlike a Student Conduct Board hearing, a “1219” hearing will be conducted by a Referee appointed by the University. A University attorney will present the evidence at the hearing on behalf of the University. The student has the right to:

1. Be represented by an attorney.

2. To cross-examine witnesses called by the State.

3. Call upon their own witnesses.

4. To present evidence.

5. To give a statement (but not required to do so).
If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.

**Section E. Burden of Proof**
Preponderance of the evidence is the standard used for all “1219” hearings. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true. The Referee must find that the student committed the offense by a preponderance of the evidence.

**ARTICLE VII. PARENTAL/GUARDIAN NOTIFICATION POLICY**

Youngstown State University is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the University is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown State University to notify parents of students under 21 years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, in an effort to create a positive support network for students.

1. **Parameters**
   a. This policy will be applied in situations where students under the age of 21 have been found responsible for a violation of University policies regarding drugs or alcohol.
   b. The Office of Student Conduct shall be responsible for administering all procedures of the Parental/Guardian Notification Policy.

2. **Procedures**
   a. Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policy.
   b. The Associate Vice President for Student Experience or designee may make an exception to the Parental/Guardian Notification Policy if in their judgment it is determined that harm would come to the student as a result of parental/guardian notification.
   c. The notification will be provided in writing from the Office of Student Conduct and will be mailed to the student’s home address.
   d. The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Parents or guardians will be encouraged to discuss the incident with the student.
   e. The Office of Student Conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student’s conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case by case basis.

**ARTICLE VIII. INTERPRETATION AND REVISION**

Any question of interpretation or application regarding *The Student Code of Conduct* shall be referred to the Student Conduct Administrator for final determination.

*The Student Code of Conduct* shall be reviewed every three (3) years under the direction of the Student Conduct Administrator. Any member of the University community may recommend a change to *The Student Code of Conduct* to the Associate Vice President for Student Experience. The Associate Vice President for Student Experience shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the Associate Vice President for Student Experience, the change shall be presented to the Board of Trustees for adoption.

*The Student Code of Conduct* was adopted by the YSU Board of Trustees on September 7, 2017.
Glossary of Terms

When used in *The Student Code of Conduct*:

1. The term “Academic Grievance Committee” is a group of University students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the University. Each hearing has a hearing panel consisting of at least six members from the Academic Grievance Committee.

2. The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the Student Conduct Administrator to consider a request for appeal from a Student Conduct body’s determination that a student has violated *The Student Code of Conduct* or from the sanctions imposed by the Student Conduct Body.

3. The terms “can,” “may,” or “should” specify a discretionary provision of *The Student Code of Conduct*.

4. The term “complainant” shall mean any person who submits a referral alleging that a student violated *The Student Code of Conduct*.

5. The term “Deputy Conduct Officer” shall mean a University official authorized on a case-by-case basis by the Student Conduct Administrator to serve as a charging administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated *The Student Code of Conduct*.

6. The term “faculty member” shall mean any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances.

7. The terms “file” or “record” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.

8. The term “function” shall mean all student activities or events occurring at the University or sponsored by registered student organizations, groups, or members of the academic community.

9. The term “good standing” shall mean a student has no active status sanctions or other incomplete sanctions. If there has been a substantiated academic integrity violation, the student is considered in good standing six months after final dispensation of the case.

10. The term “group” shall mean a number of students who are associated with each other and who have not complied with University requirements for registration as an organization.

11. The term “hearing panel” and “hearing panel member” mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the Student Conduct Board and the Academic Grievance Committee, unless otherwise noted.

12. The term “hearing panel advisor” shall mean the Student Conduct Administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.

13. The term “may” is used in the permissive sense.
14. The term “member of the University community” shall include any person who is a student, faculty member, University official, any other person employed by the University, or any person lawfully present on University premises.

15. The term “organization” shall mean a University-registered student organization which has complied with formal requirements of official registration.

16. The term “policy” shall be defined as the written regulations of the University as found in, but not limited to, The Student Code of Conduct, Resident Handbook, Penguin Student Handbook, the University website, undergraduate/graduate catalogs, University policies, and Board of Trustees policies.

17. The term “respondent” shall mean any student alleged to have violated The Student Code of Conduct.

18. The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of The Student Code of Conduct.

19. The term “student” shall include all persons registered for courses, seminars, and workshops at the University, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the University.

20. The term “Student Conduct Administrator” is the Associate Vice President for Student Experience, or their designee, who shall be responsible for the administration of The Student Code of Conduct and the University student conduct process.

21. The term “Student Conduct Board” is a group of University students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated University policy. Each hearing has a hearing panel consisting of three members from the Student Conduct Board.

22. The term “Student Conduct Body” shall mean Student Conduct Officer, any Deputy Conduct Officer, or any hearing panel of the Student Conduct Board authorized by the Student Conduct Administrator to determine whether a student has violated The Student Code of Conduct and to recommend imposition of sanctions.

23. The term “Student Conduct Officer” is the Associate Director for Student Conduct who is the University official assigned to serve as the primary charging administrator by the Student Conduct Administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated The Student Code of Conduct.

24. The terms “University” or “institution” means Youngstown State University and collectively, those responsible for its operation.

25. The term “University premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets, sidewalks, and parking lots.

26. The term “University official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the University.

27. The term “University working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.

28. The term “weapon” shall have the same meaning as in the University Guidebook, Policy No. 7001.03, Possession of Weapons on Campus.

29. All other terms have their natural meaning unless the context otherwise dictates.
Youngstown State University

Sexual Misconduct, Dating Violence and Domestic Violence Concerns (Title IX)

As a recipient of federal financial assistance, the University complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Title IX is designed to insure that no person is discriminated against on the basis of sex in a program or activity educational setting which receives federal financial assistance. Initially the emphasis of Title IX was on girls’ and women’s access to athletics; however, Title IX is intended to be enforced much more broadly and prohibits all forms of discrimination based on sex including sexual harassment, sexual misconduct and sexual violence in federally funded programs and activities. Youngstown State University has a responsibility to prevent and address sexual discrimination in its programs and activities and the University takes this responsibility seriously.

Title IX of the Education Amendments of 1972 states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX Coordinator Responsibilities

Youngstown State University has appointed a Title IX Coordinator who serves as the designated University official with primary responsibility for coordinating Youngstown State University’s compliance with Title IX. The Title IX Coordinator provides leadership for Title IX activities and insures the prompt and effective investigation of and response to complaints. Additionally, the University has Deputy Coordinators who have specific responsibilities and work with various other staff on campus to insure Title IX compliance. The Title IX Coordinator and Deputy Coordinators are campus resources for Title IX information including reporting and resolution options.

Please Note: The Title IX Coordinator and Deputy Coordinators are not confidential sources of reporting and support. While they will address your concerns with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed.

Non-Retaliation

Retaliation against any individual in the University community either for alleging sexual misconduct or for cooperating in the review or investigation of a compliant is strictly prohibited by University Policy and federal law. Anyone who believes he/ she has been the victim of retaliation should immediately contact the Office of Equal Opportunity and Policy Development, the Title IX Coordinator, or the Office of Human Resources. Any person found to have retaliated against another for reporting, participating or cooperating in an investigation will be in violation of University Policy and will be subject to corrective measures independent of the merits of the underlying allegation.

ARTICLE IX. STUDENT DISCRIMINATION COMPLAINTS

Section A. Introduction

The purpose of this article is to inform students of their rights to secure equitable and expedient resolutions to student complaints of discrimination. As expressed in the Equal Opportunity Discrimination Complaint Procedure, the University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or veteran status. The complaint procedure is intended to provide assistance and guidance for those alleging some form of discrimination.
The University is committed to adhering to the state and federal laws, such as Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment, and other areas and Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in higher education, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 and Chapter 4112 of the Ohio Revised Code.

**Section B. Definition**

A complaint of discrimination is any claim of an injury, injustice, or wrong based on the person’s sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, handicap/disability, or veteran status. Discrimination includes acts of sexual violence. However, the procedures to be followed for filing a complaint of sexual violence differ from the procedures for filing a complaint of other types of discrimination.

**Section C. Procedure**

1. **Discrimination Complaints**

   The Office of Equal Opportunity and Policy Development (“EOPD”) is responsible for equal opportunity compliance. All claims of discrimination should be made to the EOPD Office. Complaints of discrimination will follow the procedures outlined in the Equal Opportunity Discrimination Complaint Procedure available in the EOPD Office and when applicable the Title IX Grievance Procedures.

   Students may contact the EOPD Office by calling 330-941-2340 or obtain additional information about report procedures and discrimination and harassment which is available on the University website. The University Guidebook also contains the reporting and investigating procedures for discrimination and harassment. See Policy No. 2001.03 – Discrimination/Harassment and Policy No. 2001.01 – Equal Opportunity Discrimination Complaint Procedure and the Guidelines for Investigating Complaints of Discrimination/Harassment.

   The EOPD Office will investigate and make a determination as to whether there is a reasonable basis to believe that discrimination has occurred and make a recommendation. If it is determined that The Student Code of Conduct has been violated, the EOPD Office will notify the Student Conduct Administrator to begin the student conduct process.

2. **Sexual Violence Complaints**

   Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sections 1681 et seq., and the regulations, 34 C.F.R Part 106, specifically prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Complaints of sex discrimination in education programs or complaints of sexual violence should be made to the University’s Title IX Coordinator, The Director of Equal Opportunity and Policy Development, by calling 330-941-2216.

   The Title IX Coordinator will commence an investigation and determine whether student discipline charges will be filed. If it is determined that The Student Code of Conduct has been violated, the Title IX Coordinator will notify the Student Conduct Administrator to begin the student conduct process.

**Section D. Sex Discrimination**

1. **Introduction**

   The information outlined below is designed to aid in the process of educating members of the University community, serve as a means of preventing sex discrimination, sexual harassment and violence, and to promptly and fairly respond to alleged incidents of sex discrimination.
2. Definition

A complaint of sex discrimination is any claim of an injury, injustice, or wrong based on the person's sex, sexual orientation, gender identity and/or expression.

3. Scope

a. Any individual in the University community may lodge a complaint against any other member of the University community.

b. The jurisdiction of The Student Code of Conduct encompasses behavior that occurs both on or off University premises, if the conduct impairs, obstructs, interferes with or adversely affects the mission, processes, or functions of the University, pursuant to the jurisdiction of The Student Code of Conduct.

Section E. Sexual Harassment

1. Definition

Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:

a. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's academic, employment, or other University-related activities.

b. Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or other University-related activities.

c. The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance, or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.

2. Examples of inappropriate conduct include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:

a. Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors.

b. Touching or grabbing a sexual part of an individual's body.

c. Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.

d. Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.

e. Writing sexually suggestive, harassing or discriminating notes, letters, e-mails, texts, or using other electronic or on-line media to communicate sexually suggestive, harassing, or discriminating content.

f. Referring to or calling a person a sexually oriented name.

g. Telling sexual jokes or using sexually vulgar or explicit language.

h. Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.

i. Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.

j. Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.
Section F. Sexual Violence

1. Introduction

Youngstown State University is an academic community dedicated to the advancement of learning and development of the individual student. Youngstown State University is committed to creating an environment that is safe and secure, where students have the right to receive an education free from discrimination, including sexual violence. It is a community that values the dignity of the individual. Any activity that may threaten its ideals, especially sexual violence, will not be tolerated.

2. Definition

Sexual violence includes, but is not limited to, rape and/or acquaintance rape, sexual assault or sexual coercion. Coercion is defined as the act of using pressure or force to have sexual contact with someone who has already refused or who is unable or incapable of consenting due to alcohol or drug consumption or any other reason. Sexual assault is defined as coercing a person physically, verbally, or by deception, into any type of sexual conduct or act with another person whether the assailant is a friend, acquaintance, or stranger.


Report to Police and/or Title IX Coordinator. Any person from the University who receives a report from an individual who experiences sexual violence should encourage the individual to file a report with the University Police. The University Police will encourage the collection of medical/legal evidence. This is essential should a person decide to pursue criminal prosecution. While the University Police are responsible for conducting an investigation, coordinating with appropriate University personnel, and keeping the victim informed, the University has an independent responsibility to investigate and issue discipline, if necessary.

The University Police will assist the victim with filing any appropriate charges.

Whether a victim files a report with the University Police or not, the University Police will advise the victim about the options available for filing student conduct charges. The University Police shall notify the Title IX Coordinator.

If the victim fails to file a report with the University Police, the person who initially receives the information shall inform the Title IX Coordinator. The student has the right not to file a report with the University Police or with the Title IX Coordinator. However, the Title IX Coordinator has a responsibility to investigate claims of sexual violence and determine whether immediate intervention is required, whether student conduct charges should be brought against the accused student, and/or whether any other action shall be taken.

4. Medical Treatment. A person who has been the victim of sexual violence should be encouraged to obtain medical attention immediately; ideally treatment and evaluation should occur within 72 hours. If the victim decides not to contact the University Police, the person who receives the information of an assault should encourage the victim to seek medical attention as soon as possible after the sexual violence occurs.

5. Obtain Information, Support and Counseling. Counseling resources are available to assist victims of sexual violence. The Title IX Coordinator is responsible for providing assistance and referral for counseling and other services, as necessary.

6. Student Code of Conduct Violation. Should the Title IX Coordinator determine that there is a reasonable basis to believe that a University student violated The Student Code of Conduct, the Title IX Coordinator will refer the matter to the Student Conduct Administrator to schedule a hearing.

7. Confidentiality. The University will preserve student confidentiality to the extent possible and allowed by law. Medical and counseling personnel have legally protected roles, and information provided and discussed with those individuals will be governed accordingly. University Police and other University personnel responsible for
security are required, pursuant to The Clery Act, to keep reports, statistics and to issue crime alerts when necessary. In addition, the Family Educational Rights and Privacy Act (FERPA) prohibits disclosure of conduct records to third parties without written permission from the student.

8. Duty to Report. Reporting sexual assault is critical to maintaining an atmosphere conducive to learning, respect and growth. These qualities are so important to the mission of the University that no one factor will be determinative of the outcome of a sexual assault matter. No instance of sexual assault should go unreported because a student has been involved in underage drinking or other violation of University policies. All circumstances and factors will be reviewed and weighed in determining outcomes for all parties involved.

**Undergraduate Student Academic Grievance Procedure**

1. Introduction.
   a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
   b. Grievances filed concerning academic matters must conform to the process described in this section.
   c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.

2. Academic matters that may be grieved.
   a. Academic matters that may be grieved are the following:
      1. Disposition and Sanctions imposed by faculty regarding academic dishonesty.
      2. Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.
      3. Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class.
   b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.

3. Parties directly involved in the grievance procedure.
   a. The parties directly involved in the grievance procedure are as follows:
      1. Student/Faculty. The party who files the grievance and the party against whom the grievance is filed.
      2. Associate Provost for Academic Administration, or designee.
      3. Department chair. The chairperson of the department in which the faculty member resides.
      4. Dean. The dean of the college in which the faculty member's department is housed.
      5. Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee
is composed of six (6) faculty members, with representation from each undergraduate college of the University; six (6) undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.

6. Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Grievance Hearing Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two (2) faculty members, two (2) undergraduate students, and the Judicial Chair.

7. Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs.

8. Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Appeal Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two (2) faculty members, two (2) undergraduate students, and the Chair of the Student Academic Affairs Committee.

b. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community. Advisors may not present testimony or speak on behalf of the grievant.

4. Overview of the grievance process.

a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.

b. The three phases are:
   1. Pre-Grievance hearing activities;
   2. Grievance hearing;
   3. Appeal.

c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.

5. Phase One: Pre-Grievance hearing activities.

a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.

b. If the matter is not resolved from any such student/faculty member discussion, the student may then initiate discussion with the department chair.

c. If the matter is not resolved from the student/chair discussion, the student may then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student’s discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.

d. If the matter is not settled following these discussions, the student may submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.
e. The Associate Provost for Academic Administration will assess the grievability of the complaint within fifteen (15) University working days of receipt of the Grievance Form.

   1. If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.

   2. If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process below.

6. Phase Two: Grievance hearing.

   a. Within five (5) University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party’s rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.

   b. Within six (6) University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party’s rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment/Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.

   c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two (2) University working days of receipt of all Acknowledgment/Response Forms.

   d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.

   e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. The Grievance Hearing notice shall be delivered by regular US mail delivery, certified mail, or hand delivery. The notice shall also be sent by e-mail to the student’s university e-mail address. If the faculty member cannot or refuses to participate in the hearing, the faculty member’s department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.

   f. Grievance hearing principles and procedures

      1. No member of a Grievance Hearing Panel will hear a case directly affecting him/her.

      2. Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.

      3. The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.

      4. During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented.

      5. After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.

      6. Both parties shall be informed of the Grievance Hearing Panel’s decision as soon as reasonably possible.
g. Documentation of Grievance Hearing Panel's decision
   1. A written statement of the Grievance Hearing Panel’s decision shall be prepared and signed by the Panel’s chair.
   2. This written statement of the Grievance Hearing Panel’s decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel’s decision.
   3. The forwarding of the written statement of the Grievance Hearing Panel’s decision ends the Student Academic Grievance Subcommittee’s involvement in the disposition of the grievance.
   4. A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.

h. At the discretion of the Chair of the Student Academic Grievance Subcommittee, the time lines stated under 6. a. through g. may be extended.

7. Phase Three: Appeal.
   a. There are three factors upon which a written appeal of the Grievance Hearing Panel’s decision may be based:
      1. New information. Information not available at the time of the original hearing is found by the student or faculty member.
      2. Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.
      3. Procedural violations. The student or faculty member alleges one or more violations of the procedures leading up to and including the Grievance Hearing.
   b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel’s decision. Such an appeal shall be filed at the Office of the Provost within six (6) University working days of receipt of the written notification of the Grievance Hearing Panel’s decision.
   c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two (2) University working days.
   d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee, or an Appeal Panel of the Student Academic Affairs Committee, within twelve (12) University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.
   e. If the basis of the appeal is alleged procedural violations as noted in item a. (3) above, within twelve (12) University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.
      1. If the Appeal Panel rules that no procedural violations occurred, or that any procedural violations were minor and did not affect the Grievance Hearing Panel’s decision, the decision of the Grievance Hearing Panel is upheld and the matter is closed.
      2. If the Appeal Panel rules that procedural violations occurred and were substantive, the case will be referred to the full Student Academic Affairs Committee for further deliberation. Within twelve (12)
University working days of the Appeal Panel’s finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.

f. Appeal Hearing

1. No member of the Student Academic Affairs Committee or the Appeal Panel will hear a case directly affecting him/her.

2. Prior to the hearing, members of the Student Academic Affairs Committee or Appeal Panel shall review all materials of the Appeal Packet.

3. Only information contained in the Grievance Packet and any materials submitted as part of the appeal shall be considered.

4. During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present during the testimony part of the hearing; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance or Appeal Packets, or their oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony except by permission of the chair of the Committee or Appeal Panel.

5. After hearing both sides, the Committee or Appeal Panel shall meet in closed session and reach a decision.

6. The chair of the Committee or Appeal Panel shall inform both parties of the decision as soon as reasonably possible.

7. A written statement of the decision shall be prepared and signed by the chair of the Committee or Panel, forwarded to the student and faculty member and to the Office of the Provost within five (5) working days of the decision. Delivery of the appeals decision shall be by regular US mail, certified mail, or hand delivery. The student shall also be notified by sending an email to the students University e-mail address.

8. A file of all pertinent documents of all grievances and appeals shall be kept by the Office of the Provost.

9. The decision reached by the Student Academic Affairs Committee or by the Appeal Panel is final and may not be appealed.

g. At the discretion of the chair of the Student Academic Affairs Committee, the time lines under b. through f. above may be extended.
Division of Student Experience Information & Policies

The Division of Student Experience Mission Statement

We enhance students’ collegiate experience by creating an inclusive environment which cultivates relationships, fosters a sense of belonging, encourages personal growth and responsibility, and strengthens their interpersonal and professional skills.

We will help students become their best selves by integrating these core values into the programs and services we offer:

BELONGING: Creating and maintaining connections to the YSU community

INCLUSION: Developing a campus community that fosters and celebrates differences and encourages cultural awareness

INTEGRITY: Aligning one’s values and actions, along with a willingness to hold others in the community accountable

AUTONOMY: Encouraging independence through promotion and education of healthy lifestyle choices

RESPECT: Valuing each member’s contributions towards our collective successes while treating others how you would like to be treated

PASSION: Helping students identify their passion as well as pursue it appropriately

SERVICE: Creating a sense of institutional pride that encourages community and civic engagement

The Division of Student Experience is composed of the following departments

Barnes & Noble YSU Bookstore
Campus Recreation
Housing & Residence Life
Kilcawley Center
Mercy Health Student Health Center
Student Activities
Student Conduct
Student Counseling Services
Student Government Association
Student Outreach and Support
Student Media
University Courtyard Apartments
Wee Care Day Care
YSU Dining by Chartwells

Kilcawley Center

Kilcawley Center is known as the heart of the YSU campus to our students, employees, and guests. This not only refers to its central location, but to the many services it provides to the university community.

The Center includes study lounges, computer labs, ATM and copy services, lots of dining choices, sixteen seminar rooms, and two computer training rooms. Over 5,000 events were held in the Kilcawley Center last year with 180,000 in attendance. Our conference service facilities and renowned customer service attract local, regional, and state events. YSU Dining Services by Chartwells provides catering for any event here in the Center or on the rest of campus. Menus can be customized to suit your event—large or small.

Kilcawley Center also houses important campus services including YSU Student Activities, the Center for Student Progress, Penguin Xing, Pete’s Treats, Student Government, Student Counseling Services, Rookery Radio, & The Jambar.
YSU Dining by Chartwells

Meal Plans for Everyone
Students, faculty and staff can purchase meal plans to make payment as easy as a swipe of their YSU ID. Find out about available dining plans at https://www.dineoncampus.com/ysu/.

Catering
Whether using Kilcawley Center, other YSU campus facilities, or an off-site location, the staff at YSU Dining by Chartwells will help you coordinate every detail to ensure your event is a success. For quick boxed lunches or elaborate buffets, we strive for the best quality food and service possible. A wide variety of options are available. See the catering link on the YSU dining homepage at https://www.dineoncampus.com/ysu/ for menu offerings and an online catering order form as well.

Housing & Residence Life

Mission Statement: Our dedicated staff is committed to supporting the mission of Youngstown State University and the Division of Student Experience by facilitating students' individual development through creating vibrant, inclusive communities where students can establish a sense of home and succeed academically.

A full set of policies which apply to students living in and visiting the residence halls can be found in the Resident Handbook, https://cms.ysu.edu/administrative-offices/housing-and-residence-life/

University Courtyard Apartments

University Courtyard Apartments is professionally managed by RISE: A Real Estate Co. as contracted by Youngstown State University.

Office: (330) 941-1999
Email: resident@ucyoungstown.com
Campus Police: (330) 941-3527 non-emergency
After hour emergency: 1-877-644-1366

Wee Care Day Care

Located in Fedor Hall on the campus of YSU, Wee Care Day Care is licensed to care for 164 children. Hours of operation are 5:00am- 11:30pm. For further information, please call 330.941.2936 or email: ysumgr@weecareohio.com.

Student Media

The University supports several student media organizations that provide an avenue for students to express their literary and artistic talents. Policies and procedures concerning student media are recommended to the Vice President for Student Affairs by the Student Media Committee.
Mercy Health Student Health Clinic

The primary function of the Student Health Clinic is to assist you in acquiring and maintaining a healthy lifestyle while pursuing your academic endeavors. In order to provide the highest quality of service, this may at times require us to refer you to other facilities or resources. The following organizations, phone numbers, and links are just a few that you may find to be of use. Please feel free to contact the Clinic for additional referrals and resources.

Mercy Health Student Health Clinic
330-941-3489

YSU Police
330-941-3527

Campus Emergency
911

Mercy Health St. Elizabeth Hospital Medical Center
330-746-7211

Valley Care/Northside Medical Center
330-884-1000

Youngstown City Health District
(Sexually transmitted infections)
330-743-3333 ext. 252

CVS Pharmacy
311 Park Avenue
330-743-9930
Open Monday - Friday 8:00am to 10:00pm
Saturday 9:00am to 6:00pm
Sunday 10:00am to 6:00pm

YSU Police
330-941-3527

Campus Emergency
911

Mercy Health St. Elizabeth Hospital Medical Center
330-746-7211

Valley Care/Northside Medical Center
330-884-1000

Youngstown City Health District
(Sexually transmitted infections)
330-743-3333 ext. 252

CVS Pharmacy
311 Park Avenue
330-743-9930
Open Monday - Friday 8:00am to 10:00pm
Saturday 9:00am to 6:00pm
Sunday 10:00am to 6:00pm

Walgreens Pharmacy
2560 Belmont Avenue
330-746-4814
Open Monday - Friday 8:00am to 10:00pm
Saturday 9:00am to 6:00pm
Sunday 10:00am to 6:00pm

Help Hotline
330-747-2696

Youngstown Fire Dept.
330-743-2141

Youngstown Police Dept.
330-747-7911

After Hours Care

If you should need care for an acute illness or injury after the Mercy Health Student Health Clinic is closed, you may elect to receive treatment at any of the area’s treatment facilities:

Prima Express Care
877-999-4662

Austintown Immediate Care
330-884-1500

Valley Care Northside Medical Center
330-884-1000

St. Elizabeth Boardman Campus
330-729-2929

Boardman Ready Care
330-729-8700

CVS Pharmacy Minute Clinic
330-758-4549

St. Elizabeth Hospital Medical Center
330-746-7211
Campus Recreation

Mission Statement:
The Department of Campus Recreation provides creative and innovative, instructed or self-led wellness, and recreational programming to meet the diverse needs of our students and the YSU community.

The department is committed to:

- Promoting a holistic approach to wellness, and developing healthier lifestyle choices that lead to personal and professional growth.
- Providing state of the art services and facilities.
- Integrating diverse learning, leadership opportunities and wellness perspectives with social, economic and global ideas from the Youngstown State community that compliments the academic mission of Youngstown State University.

Student Learning Outcomes

- Student will be able to practice a holistic approach to wellness and developing healthier lifestyle choices that lead to personal and professional growth.
- Students will learn short and long term benefits of having facilities and equipment that are cutting-edge, universally designed, and well maintained.
- Through diverse learning, wellness perspectives, and leadership opportunities, students will demonstrate civic, social, and cultural awareness and direction for betterment of the University, city, region, and world.

Campus Recreation General Policies

For a full set of area specific policies and up to date general policies, please visit the Campus Recreation website: [http://cms.ysu.edu/administrative-offices/campus-recreation-and-wellness/campus-recreation](http://cms.ysu.edu/administrative-offices/campus-recreation-and-wellness/campus-recreation)

Severe Weather Policy

Our department policy is the following: If the University is closed, we are closed. If the university is open but classes are cancelled, we are open (provided that adequate staffing is possible). Please call (330) 941-3488 for the most updated information.

Short Term Closing of the Andrews Student Recreation and Wellness Center Guidelines

To ensure continuity of services to students and the public, it is the policy of the university to remain open. If weather (or other short term emergency such as a power outage) warrants cancelation of classes or closing of campus, the Department of Campus Recreation will follow the University’s Severe Weather policy. However, during extreme conditions due to severe weather, major utility failure, extreme temperatures or other reasons, the Department of Campus Recreation may cancel programs, sections or all of the Andrews Student Recreation and Wellness Center.

General Policies and Procedures:

1. Only currently registered students have automatic access to Andrews Student Recreation & Wellness Center for the semester. Spring students that completed the full term or graduated have access for summer semester along with students registered for summer.
2. Faculty, staff and other identified groups are eligible for Rec Center memberships based on the membership guidelines found at http://cms.ysu.edu/administrative-offices/campus-recreation-and-wellness/memberships.

3. All individuals must present a valid YSU ID to obtain facility access and/or admittance into department sponsored programs. An ID presented by someone other than the rightful owner will be confiscated. Campus Recreation staff and Campus Police reserve the right to request additional identification at any time. Refusal to provide identification will result in disciplinary action and/or referral to the Office of Student Conduct.

4. The use of profanity and vulgar language is prohibited.

5. All students and guests must adhere to The Student Code of Conduct of Youngstown State University and the policies set forth by the Department of Campus Recreation. Violators are subject to disciplinary actions.

6. The Department of Campus Recreation reserves the right to suspend guest and member privileges and deny building access if department policies are not followed. Violators may also be referred to YSU Police and/or the Office of Student Conduct for further disciplinary action.

7. Harassment of other patrons and/or Campus Recreation staff is prohibited. Harassment of any sort is taken very seriously and disciplinary action will be taken!

**Denial or Loss of Registered Status:**

The Director of Campus Recreation may recommend to the Office of Student Experience that the registration of a group be denied, and organizations may lose registered status for any of the following reasons:

1. Non-compliance with University regulations;
2. Failure to provide the information required for registration prior to the deadline established by the Office of Campus Recreation for receiving such materials;
3. Providing false information in the application for registration;
4. The purpose of the group/organization is judged by the Director of Campus Recreation to be in conflict with University policies and regulations and/or state and federal regulations;
5. Misuse or abuse of University space;
6. Failure to adhere to stated purposes of the group/organization’s constitution and bylaws;
7. Failure to pay outstanding debts incurred by the group/organization;
8. Being under sanction of deactivation and/or suspension by the University or by the group/organization’s outside governing bodies;
9. Request by the organization/group that the ties with the University be severed; and
10. Failure to attend the organization workshop.

**Parking**

- Contact Youngstown State University Parking Services at 330-941-3546 for information about parking access options and to obtain designated student, faculty and staff space areas.

**Lost and Found**

- The Department of Campus Recreation is **NOT** responsible for lost or stolen items.
- Inquiries regarding lost items may be made at Equipment Issue (x-2246) and in the Administrative Office (x-2240). Items of value (wallets, MP3 players) will be turned over to YSU Police immediately.
- Found YSU ID’s will be returned to the YSU Registration office within 24 hours.
Tours

- Andrews Student Recreation and Wellness Center staff-escorted tours are available upon request or may be scheduled in advance. Please contact the administrative office (330-941-2240) to schedule a tour for five or more people.

Rec Center Dress/Attire

- Appropriate dress is required for personal safety and maintenance of equipment and facilities:
  - Closed-toe, rubber-soled athletic footwear (tennis shoes) required – no boots, flip flops, sandals, open-toe, or “Croc” type shoes are permitted.
  - Clothing free of buttons, rivets, zippers, metal studs and/or snaps, are required in the strength and conditioning area, sports forum, racquetball court, and aerobics studio.
  - Full-sleeved tee-shirts are required in the strength area. No tank tops or cut offs are permitted.
  - No mid-drifts, sports bras, or overly revealing shorts allowed in activity spaces.
  - Street clothes are prohibited in the strength and conditioning area, sports forum, racquetball courts, and aerobics studio.
  - Patrons must wear appropriate attire at all times; clothing must not be offensive, suggestive, or overly revealing.
  - Appropriateness of clothing will be held to the discretion of Campus Recreation staff members.

Food/Drink

- Water only is permitted in closed plastic bottles with lids (no protein shakes, sport drinks, pop, fast food containers, etc., are permitted).
- Chewing gum is prohibited.
- No food is permitted in the controlled access areas (past the ID check turnstile).
- Food and prohibited drinks will be confiscated and violators will face disciplinary action.

Bulletin Boards/Soliciting

- Signs, fliers or posters must be approved by the administrative staff. Stop by the Department of Campus Recreation administrative office to seek permission.
- Soliciting is not permitted inside the Andrews Student Recreation and Wellness Center.

Elevators

- In case of fire, please use the stairs.

Locker Rooms

- All patrons may use lockers on a daily basis. The daily lockers are for temporary storage while using the Andrews Student Recreation and Wellness Center.
- It is highly recommended that participants use a lock when storing personal belongings. Locks can be checked out at Equipment Issue and are free of charge for use on lockers with a valid YSU ID.
- Locks left on daily lockers will be removed nightly and locker contents (other than “valuables”) will be bagged and stored in equipment issue for two weeks; if unclaimed after two weeks, the items will be taken to the Kilcawley Center Lost and Found. Items of value (wallets, MP3 players) will be turned over to YSU Police immediately.
- Cell phone/cameras are not permitted in the locker rooms.
- Glass containers are not permitted in the locker rooms.
- Warning – Wet surfaces in the locker room may be slippery. Please watch your step.
Camera/Video

- Picture taking and/or videotaping is only permissible with written authorization from the Department of Campus Recreation administrative staff.
- Photographs may be taken of informal recreation and programs by the Department of Campus Recreation or YSU Marketing. These photographs are used for promotional purposes. If you prefer not to be photographed, please notify the photographer.

Music

- Only listening devices with headphones are allowed. Listening to personal listening devices without headphones is prohibited.

Program Policies

Our Program Policies

1. Registration – Sign ups for programs take place in the administrative office between 8:00 AM – 6:00 PM (Monday - Friday).
2. Cancelations - The Department of Campus Recreation reserves the right to adjust the schedules, program formats, and instructors when necessary. Please refer to our website for updated class and program schedules or cancelations.
3. No refunds will be given.
4. Program Refund Policy
   - Full refunds are given for any program cancelled by the Department of Campus Recreation.
   - Please allow two weeks for processing refunds.
   - No refunds are given for cancellation by participants.
   - All no-show appointments (personal training and nutrition appointments, etc.) will be billed the full amount of the visit.

YSU Special Event Policies and Procedures

- Student and/or Faculty/Staff members of the Andrews Student Recreation and Wellness Center must have a valid YSU ID.
- All guests must be accompanied by an adult sponsor throughout the facility at all times.
- Special event invited guest must have state issue or government photo ID to access facility.
- Student and/or Faculty/Staff members of the Andrews Student Recreation and Wellness Center bringing guests with children must have 1 adult present to every 3 children.
- Children under the age of 18 are not allowed on the equipment in the Strength and Conditioning Area.
- Waivers will need to be signed to allow access to the High Ropes Suspended Challenge Course. Children must meet required height (4ft).
- Appropriate dress is required for personal safety and maintenance of equipment:
  - Closed-toe, rubber-soled athletic footwear - no boots, flip flops, sandals, or open-toe shoes

Andrews Student Recreation & Wellness Center Waiver form url: https://cms.ysu.edu/administrative-offices/campus-recreation-and-wellness/andrews-student-recreation-wellness-center

Clothes free of buttons, rivets, or metal zippers
- Full-sleeved tee-shirts - No tank tops, mid drifts, sport bras, or cut off shirts are allowed in the strength area

- The Department of Campus Recreation is not responsible for lost or stolen items.
- No food or beverage may be taken past the lobby.
- Guests may only check out equipment by leaving a driver’s license or state photo ID and signing the binder located in Equipment Issue.
- No minors can be left unattended at any time. Parents/Guardians are responsible for supervision of their children.
- All guests participating in YSU Campus Recreation Special Events must wear wristbands at all times in the facility.
- All other policies and procedures posted in each area must be abided by.
- The Department of Campus Recreation reserves the right to ask guests and sponsors to leave if they are not adhering to policies and procedures.

Guest Passes
Guest passes - $10 daily guest passes can be purchased by sponsoring YSU students and members of the Andrews Student Recreation and Wellness Center. The Andrews Student Recreation and Wellness Center will accept a maximum of 10 approved guest pass applications on a daily basis.

The Department of Campus Recreation reserves the right to discontinue the guest pass program without notice and deny building access to any guest.
- Sponsors must provide a valid YSU ID while guests must provide a photo ID. Guest passes cannot be purchased for guests under the age of 18.
- All guest passes are $10 (cash only), and are non-refundable and non-transferable.
- Passes are valid for one (1) day and guests are not permitted to leave and re-enter with their pass.
- Sponsors and guests must be in proper attire (no jeans, boots, etc.) in order to participate in activities.
- All guests agree to abide by the policies and procedures governing the Andrews Student Recreation and Wellness Center.
- Sponsors are responsible to stay with their guest(s) during their entire visit.
- Guest passes may not be solicited.
- Misuse will result in termination of membership to the Rec Center.

Diversity and Cultural Consideration
It is our department’s goal for students and staff to develop an appreciation of the value of diversity in the YSU Community by displaying a respect for all participants. Here at the Department of Campus Recreation, we offer the following programs for you to enjoy:
- Group X class for all backgrounds (Tai Chi, Yoga, ect.)
- Universally designed exercise equipment
- Special orientation of exercise equipment
- Cardiovascular equipment that is able to be formatted in many different languages
- Safe Zone advocates and allies
- Meditation Room facility
Maps of the Meditation studio are available at the control desk with the northeast direction identified for prayer.

Basic policies have been translated into various languages as needed/requested (Korean, Spanish, Turkish, Vietnamese; see below for policies).

Expanded Intramural soccer league

Offer weekly informal table tennis program

Set badminton equipment weekly at request by international students

Workplace site for Rich Center

Offer a wheelchair accessible element on teambuilding challenging course

Climbing wall use to students at Rich Center

Created specific circuit workouts using adaptive equipment

Implemented the 9 Pillars of Wellness campaign

Changed single stall restrooms in lobby to gender neutral restrooms

Provide baby changing stations in lobby restrooms

The Department of Campus Recreation has previously supported the following programs:

- Kayak and Camping Trip, Safer Sex Week Events, Financial Wellness, Alcohol Awareness Week, Tunnel of Oppression, Relaxation Week, Healthy Weight Day, NIRSA Day, 9 Pillars of Wellness Day, International Student Coffee Hour

If you have additional needs in order to utilize services to the fullest, please contact Joy Polka Bla Byers at (330) 941-2242.

Student Activities

**Mission Statement:** The Office of Student Activities leads the development and implementation of ongoing campus programming which supports the engagement and co-curricular learning of students. Through social programming, student organization coordination, student leader training and support, and student award recognition activities, Student Activities fosters a sense of belonging, a connection to the YSU community, and the development of leadership, communication and organizational skills which prepare students for success after college.

Student Activities is the home-base for the following programs:

- Diversity Programs
- Emerging Leader Program
- Greek Life
- Penguin Productions
- Pete’s Planners
- Special Events & Themed Programming including Welcome Week and Homecoming
- Student Organizations
YSU Student Organization Policies

Student Participation in Institutional Governance

The University recognizes the importance of student involvement in the formulation of rules, regulations, and policies directly affecting student life. This involvement is fostered in the following way:

1. Two students are appointed by the Governor to serve a two-year term on the Youngstown State University Board of Trustees.
2. Fifteen students are annually elected by the student body to serve as members of the Academic Senate.
3. Students are designated as voting members of most administrative boards and advisory committees and standing committees of the Academic Senate.
4. Student Government comprises two branches, the executive and legislative, and is primarily responsible for conducting all student elections; enforcing Student Government rules, regulations, and legislative actions; nominating students to serve on University-wide committees; and budgeting and administering funds allocated to it. The Student Government Constitution and Bylaws and Financial Path provide the structure and procedures for the implementation of its responsibilities.

Section A. Provisional Registration

1. Groups wishing to become registered student organizations may be granted provisional registration for a period not to exceed thirty (30) days. Provisional registration is granted for groups with: an incomplete Constitution; less than five members; no advisor. Provisional registration shall only permit the student organization to use University facilities for a maximum of three (3) organizational meetings.
2. Groups may be granted provisional registration after submitting the online registration through the Office of Student Activities and providing the following:
   a. A statement of name and purpose of the proposed organization; and
   b. The name, student identification number, and phone number of the person(s) requesting provisional registration.

Section B. Registration of Student Organizations

1. Registration is available online through the YSU Portal. Go to your Portal main page; Select e-services for Students; scroll down to Get Involved; click on Student Organizations. The Registration process is available under the Student Organizations tab. If you need assistance, contact the Office of Student Activities (Kilcawley Center 2218; 330-941-3575).
2. A group will become registered with the University after the online registration has been reviewed and approved by the Office of Student Activities.
3. Organizations (except those listed by the University as honorary organizations) shall have a minimum of five currently enrolled YSU students as active members. Only active members are permitted to vote in issues pertaining to student organization governance.
4. Groups shall provide the following information in order to be considered for registration:
   a. Name of proposed group and a statement of purpose;
   b. Membership requirements;
   c. A constitution and bylaws and, for organizations affiliated with external groups, the constitution and
bylaws of their outside affiliate; an electronic copy of the constitution(s) and bylaws must be uploaded with the online application;

d. Listing of dues, initiation fees, and any other fees assessed by the group;

e. Names, student identification numbers, and phone numbers of all officers (including a treasurer, if use of Student Government funds is anticipated);

f. Officers must be registered for two-thirds of a full-time load (nine hours for undergraduates and six hours for graduates) and be in good academic standing. Students seeking officer status who are registered for less than the minimum number of hours required may submit a written appeal to the Director of Student Activities requesting permission to serve in the respective capacity. This request should include an explanation of the student’s current enrollment status (i.e. graduating in current semester and have fewer than 9 hours required to complete degree.)

g. Following confirmation of the organization’s registration the group will need to provide a current roster of members. This roster must be updated every time a change in membership occurs.

5. Organizations shall submit the name of at least one faculty or staff advisor. Appointed annually by the Associate Vice President for Student Experience, or designee, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. An advisor’s manual of specific responsibilities is available online at the Office of Student Activities website.

6. Student organizations register annually. Organizations must reregister during the Priority Registration Period of May 1 through May 31 in order to be afforded the full privileges made available to student organizations for the forthcoming year, i.e. Homecoming candidate nominations, campus space reservations, organization fair registration, and Student Government Association appropriation requests. Organizations submitting re-registration materials after September 15 may be ineligible to become active until the Spring Semester.

7. Organizations wishing to be reregistered shall provide annual reporting information as part of their Student Organization Re-Registration Form.

8. If a new Student Organizations completes all of the steps for registration after the above defined deadlines have passed, the organization may stay in Provisional status until the start of the next semester.

9. After becoming officially registered, a minimum of two organization officers must attend one of the two organization workshops conducted by the Office of Student Activities: the Student Leadership Summit at the start of fall semester, or the Student Leadership Retreat at the start of spring semester.

10. Registration may be withdrawn by the Office of Student Activities if the organization violates University regulations or engages in activities which are not consistent with University policies or procedures; adversely affects the University community; or interferes with the University’s pursuit of its educational objectives and programs. Notice of and opportunity for a hearing will be provided to the officers of the organization in question.

Section C. Re-Registration

All student organizations wishing to remain affiliated with the University for the following academic year will need to re-register during the month of May. Re-registration must be completed online through the YSU Portal to access the Symplicity System.

Club Sports may be required to submit additional registration materials to Campus Recreation in order to register.

Greek Letter Organizations which are social in nature and are represented by a council are subject to additional requirements based on national affiliation.
If officers change mid-semester, the new leadership must change the position on the roster on Symplicity by updating each member’s record. Once changes are made, Student Activities must be contacted via e-mail: studentactivities@ysu.edu. Students who do not have administrative access on Symplicity must call the Office of Student Activities to complete updates.

**Section D. Privileges of Registered Student Organizations**

Registered student organizations in good standing shall be permitted the following:

1. Apply for the use of University space as provided for in Section F., 17 & 18.
2. Use of University name as provided for in Section F., 16.
3. Assistance of a faculty/staff advisor appointed by the Vice President for Student Affairs.
4. Invite guests and speakers to the University as provided for in Section F., 19.
5. Apply for Student Government Association funds.
6. Solicit or generate funds for your organization go to: Student Activities > Student Organizations > Fundraising for the required process (Link: [http://cms.ysu.edu/administrative-offices/student-activities/fundraising](http://cms.ysu.edu/administrative-offices/student-activities/fundraising))
7. Have a mailbox in the Office of Student Activities (Kilcawley Center 2218).
8. Use of the services of the Office of Student Activities (Kilcawley Center 2218).
9. Use of University vehicles for travel purposes. Procedures and rules for University travel may be found at [http://cms.ysu.edu/administrative-offices/procurement-services/travel-services](http://cms.ysu.edu/administrative-offices/procurement-services/travel-services)

**Section E. Denial or Loss of Registered Status**

The Director of Student Activities may recommend to the Office of Student Conduct that the registration of a group be denied, and organizations may be placed on interim suspension or lose registered status for any of the following reasons:

1. Non-compliance with University regulations.
2. Failure to provide the information required for registration prior to the deadline established by the Office of Student Activities for receiving such materials.
3. Providing false information on the application for registration.
4. The purpose of the group/organization is judged by the Director of Student Activities, and supported by the Associate Vice President of Student Experience, to be in conflict with University policies and regulations and/or state and federal regulations.
5. Misuse or abuse of University space.
6. Failure to adhere to stated purposes of the group/organization’s constitution and bylaws.
7. Failure to pay outstanding debts incurred by the group/organization. Student Organizations with outstanding debt will not be allowed to complete the re-registration process.
8. Being under sanction of deactivation and/or suspension by the group or organization’s outside governing bodies.
9. Request by the organization/group that the ties with the University be severed.
10. Failure to attend an organization workshop (Section B. 9. above) either academic semester.
Section F. Regulations

1) Organizations/groups shall be responsible for complying with all University conduct regulations as outlined in The Student Code of Conduct.

2) Organizations/groups shall not restrict membership or eligibility to hold appointed or elected student officer positions in the organization/group on the basis of race, sex, color, age, religion, national origin, disability, sexual orientation, or identification as a disabled and/or military veteran, except as specifically exempted under federal law. Notwithstanding, a Student Organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs.

3) Officers of organizations (except those listed by the University as honorary organizations) must be registered for two-thirds of a full-time load (9 hours for undergraduates and 6 hours for graduate students) and remain in good academic standing. Students seeking officer status who are registered for less than the minimum number of hours required may submit a written appeal to the Director of Student Activities requesting permission to serve in the respective capacity. This request should include an explanation of the student’s current enrollment status (i.e. graduating in current semester and have fewer than 9 hours required to complete degree.)

4) Officers are responsible for guests attending an organization’s activities and for compliance with University regulations.

5) Organizations shall inform the Office of Student Activities of any changes in officers or other information submitted in the application for registration within fifteen (15) days after the change occurs. The officer submitting the changes is obligated to contact the Office of Student Activities by calling 330-941-3575 or by stopping by the office in Kilcawley Center 2218.

6) Officers shall keep the faculty/staff advisor(s) informed of the organization’s activities, operations, programs, membership, and bank accounts. Advisors are prohibited from having signature authority on student organization bank accounts.

7) All social fraternities and sororities shall maintain regular membership in Interfraternity Council, National Pan-Hellenic Council or Panhellenic Council.

8) Organizations that have probationary membership (e.g., fraternal organizations) shall not pledge, initiate, or activate any student who is not registered full-time and in good academic and conduct standing.

9) Organizations/groups shall take no action which involves hazing. Acts of hazing include, but are not limited to, coercion of any form, extended deprivation of sleep or rest; forced consumption of food, alcohol, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct that could result in embarrassment to any person.

10) Organizations/groups shall not hold any activity in the form of a lottery, raffle, or game of chance without securing permission from the Director of Student Activities or designee.

11) The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations.

12) Organizations/groups shall observe the University policies and regulations governing marketing, promotion, and sponsorship related to alcohol.

13) Alcoholic beverages are not permitted at any student organization/group program that involves recruiting new members. No student organization/group, collectively or individually, shall purchase, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

14) The use of alcohol at events sponsored by student organizations/groups is governed by University regulations and federal, state, and local laws which prohibits persons under twenty-one (21) years of age from possessing, ordering, purchasing, buying, sharing the cost of, or consuming alcoholic beverages.

15) Commercial Solicitations and sales on campus to generate funds, sponsored and conducted by organizations and/or groups, must be registered in advance with the appropriate office and carried out in designated areas.
Permission will be granted where the proposed activity aids achievement of the educational objectives of the University, does not unreasonably interfere with the operations of the University (e.g. teaching, studying, or create congestion on campus) and is not prohibited by law.

16) Use of University Name  
   a. Student organizations/groups may not use the University's name without the expressed authorization of the University except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by any organization.
   b. The official letterhead stationery, envelopes, logo, seal, or use of “Pete” or “Penny” trademarks of the University may not be used in, or for, any publication, correspondence, or other printed material prepared or distributed by the organization/group or its officers without prior submission of the material to and written permission received from the Director of Marketing and Communication (or designee) or Athletics (use of Pete or Penny).
   c. In the event that the name of the University is used in a letterhead on organizational stationery, it must appear in accordance with guidelines as set forth in the Visual Identity Guide published through University Marketing & Communications.

17) Use of University Space (outside Kilcawley Center)  
   In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. For athletic-related space, contact (330) 941-3671. For use of Williamson College of Business, contact (330) 941-3068. All other University facilities must be scheduled through University Events: (330) 941-2962.
   a. Institutional facilities may only be used by registered student organizations for regular business meetings or special programs. The University may develop policies that limit or restrict access to persons who are not currently enrolled students, faculty, or staff. Organizations’ use of space must be consistent with all policies of the University.
   b. Reasonable conditions may be imposed to regulate the timeliness of requests, determine the appropriateness of the space assigned, regulate time and use, and ensure proper maintenance and order. This may include staffing and security requirements.
   c. A rental fee may be assessed for the use of specifically designated University facilities.
   d. Security fees may be assessed for specific events.
   e. The organization requesting space must state the general purpose of any meeting.
      i) For all functions and meetings, the Director of Student Activities, or designee, may require other personnel to be present in a supervisory, advisory, or security role.
      ii) Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
      iii) The University may require presentation of a valid University ID Card for admission to events held on University premises and may limit functions to members of the sponsoring organization(s) and their invited guests.
      iv) Functions which are held in University facilities must end no later than the established closing hour of the facility concerned, unless prior arrangements are made through the Office of Kilcawley Center Reservations (for Kilcawley Center) or University Events (for other University facilities).
18) Use of all Kilcawley Center facilities must be scheduled through Staff Offices in Kilcawley Center.

a. Definitions and responsibilities of YSU registered student organizations for use of Kilcawley Center facilities are the following

1. Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University’s pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.

2. The organization requesting space must state the general purpose of any meeting or event.

3. An organization meeting is the use of a conference room for the purpose of promoting the organization and their core mission. In addition to weekly meetings, organizations can schedule activities such as recruitment, ceremonies, conferences, etc. for the purpose of advancing the organization mission.

4. An organization “social” event is any form of entertainment scheduled to end after 8:00 p.m. The event is defined by interactive activities including, but not limited to, social mixers, parties, dances, concerts, shows of any type, and other events that guests are active participants. Social events are for YSU students only.

5. An organization event may include, but is not limited to dinners, lectures, speakers, recitals and other reserved events.

6. Determination of the category an event falls into is made by Kilcawley Center staff.

b. General Guidelines for Reserving Rooms for Meetings and Events:

Guidelines must be adhered to by student organizations. However, an exception to the guidelines may be requested for special events by submitting a written request to the Director of Kilcawley Center one month in advance of the event. All details for consideration of amending the guidelines must be included. A determination and response will be provided in a timely manner.

1. Student Organizations must be registered with their current information, which includes an active advisor. Failing to keep the organization registered and active results in loss of reservation privileges.

2. No fees are charged to the organization for the room or equipment, but the organization is responsible for providing sufficient security for the event and is responsible for paying any security fees associated with events. See Planning and Security Fee Guidelines.

3. In order to reserve space in Kilcawley Center, a student organization must be registered with the Office of Student Activities through Symplicity. To request a room online, go to the Kilcawley Center website to fill out a request form. Do not assume that the space is reserved until you have received an electronic confirmation or have been contacted by Kilcawley Center Staff Offices.

4. Student Organizations are limited to use of the Chestnut Room, Ohio Room, and outdoor spaces a total of two times per semester. Requests for use of other commercially shared space (Chick-fil-A, Wendy’s, the Food Court, and The Hub) must be approved by the Director of Kilcawley and be submitted one month in advance of the requested date.

5. Student Organizations may request specific rooms for an event, but Kilcawley Center reserves the right to assign rooms that best fit the needs of the request and for building operations as determined by Kilcawley Center Staff.

6. Social events are open to YSU students only and a photo ID must be presented. The student organization hosting the event is responsible for monitoring and tracking attendance. Student
organizations wishing to open a social event to the public must submit a written request to the Director of Kilcawley Center and the Director of Student Activities providing justification for the exception. The request must be submitted one month in advance of the event.

7. Social events cannot have any involvement or co-sponsorship by non-University groups or advertised off campus by fliers, news media or electronic communications.

8. The request to reserve space for a social event should be made 30 days in advance of the requested date. Kilcawley Center may request that the organization and advisor attend a pre-event planning meeting with the police (if applicable) and Kilcawley staff, 21 days prior to event date. Written request and justification for exceptions to deadlines can be made to the Director of Kilcawley Center. A granted exception to the deadline does not constitute precedence. Organizations are responsible to meet deadlines. Kilcawley Center reserves the right to place events on hold or to cancel if guidelines are not followed.

9. Events will not be scheduled beyond normal business hours and will end a half hour before building closing. Monday – Thursday, events will end at 10:30 p.m. Friday and Saturday, events will end at 9:30 p.m. It is the responsibility of the organization to end the event promptly.

10. Kilcawley Center and University Police reserve the right to deny admittance or to remove students or guests from an event. The reasons for denying admittance or removal may include, but are not limited to, maximum room capacities, failure to present identification, failure to respond to directions by University personnel, intoxication, incoherent behavior, aggressive behavior/language and violations related to “The Student Code of Conduct” and University policies.

c. Planning and Security Fee Guidelines:

Kilcawley Center suggests that organizations seek out other organizations and University departments to co-sponsor social events to defray the cost, particularly with large events. If the organization decides to use the YSU Police Department to provide security for the event, Kilcawley Center will contribute up to $100 to defray the cost of having the YSU Police Department provide security. The organization will be responsible for all additional security fees, less Kilcawley Center’s $100 contribution.

1. The organization must schedule a social event planning meeting with Kilcawley Center Staff. The meeting agenda will be a discussion about the event and collection of information. Event day procedures and responsibilities will be confirmed at the meeting.

2. Groups should not advertise events until all procedural requirements are met and fees are paid. Kilcawley Center reserves the right to cancel the reservation if it is advertised without confirmation of event.

3. Requests to cancel an event must be done by e-mail or delivered in a memo to Kilcawley Center Staff Office. The group will receive an acknowledgement of the cancelation.

4. Kilcawley Center and the University Police reserve the right to use metal detectors and other measures to ensure safety of event participants.

d. General Guidelines for Room Usage:

1. Organizations must respond to directions from University staff, which includes Student Supervisors. Events may be interrupted for non-compliance to directions.

2. The reservation of any facility or equipment includes the assumption of total responsibility for any negligent damage. A repair fee may be accessed if negligence is determined. Negligent damage includes damage to multimedia and sound equipment, furniture, floors, carpet, walls and electrical systems. The organization must report damage and how it occurred.

3. Organizations are permitted to bring food or drinks that have been purchased in Kilcawley to meeting rooms or events, but are not permitted to bring food or drinks purchased off campus. Food service should be arranged through catering services.
4. Student organizations wishing to serve alcohol at an event must apply for permission by submitting an Alcohol Request Form through Kilcawley Center Staff Offices at least one month in advance of the event. Once permission is granted, the student organization must work with catering services to set up the bar. No outside alcohol is permitted to be brought into the building. It is the responsibility of the sponsoring student organization to monitor alcohol consumption at the event, implementing measures to prevent underage consumption and excessive drinking (i.e. checking IDs, providing wristbands, limited number of drinks per guest, etc.).

5. Devices and items that produce smoke, vapors, fog, flames or fumes are prohibited. The burning of candles is expressly prohibited unless associated with banquet events and safety measures are met. The organization must request permission for the use of candles on tables prior to the event.

6. Events may be advertised on approved bulletin boards on campus or in the Jambar. Posting advertisements on doors and walls is prohibited. Table fliers are not encouraged because tables are cleaned off nightly. Student social events should not be advertised off campus. The event may be subject to cancelation if guidelines are not followed.

7. Student organizations wishing to bring in non-student performers or DJs must submit the names and contact information of three references for each entity to the YSU Police at least one month in advance of the event. Performers who have not had a proper reference check are not permitted to perform on campus.

8. The sponsoring organization is responsible for the control of the event and the behavior of organization members, guests, bands and DJ’s and for any illegal acts. The organization officers are responsible for compliance with University policies and The Student Code of Conduct.

9. “The Student Code of Conduct” applies to all students and organizations. Violations are subject to disciplinary actions. No illegal drugs/alcohol will be permitted on the premises.

10. Kilcawley Center accepts no responsibility due to loss, theft or damage for materials or equipment brought into Kilcawley Center by the organization. Set up of equipment not supplied by the University must be done during time reserved.

11. Decorations are permitted, but need prior approval and must be removed at the conclusion of the event.

12. Kilcawley Center must be notified prior to the event if it is canceled. Cancelation fees or a restriction of privileges may be applied. Be considerate and cancel events in a timely manner; a minimum of 48 hours’ notice is preferred.

19) Invitation of Off-Campus Speakers (See also Board Policy 7005.01, Access to Campus for Purposes of Solicitation, Distribution of Materials and Presentation of Information by Employees and Visitors)

The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the members of the University community regarding the opportunity to hear off-campus, or outside, speakers on the campus.

However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly or probable consequences of such meeting or speech. In order that the rights of all students might be assured, the calendaring of outside speakers shall be subject to the following:

a. A request in writing to invite an outside speaker will be considered by the Vice President for Student Affairs only when made by a registered student organization at least ten (10) University working days in advance of the scheduled event. This request shall include: (a) the name of the sponsoring organization; (b) name of the speaker; (c) time and date; (d) desired location of the meeting; (e) anticipated size of the audience; and (f) topic of speech. If such a request is not made, the Associate Vice President for Student Experience has the right to cancel the event.

b. A request for space shall be made to the Office of Kilcawley Center Reservations (for the use of Kilcawley Center) or to the Events Coordinator (for other University facilities) by an officer of the registered student
organization sponsoring the speaker not later than ten (10) University working days prior to the date of the
proposed speaking engagement.

c. A request made by a registered organization may be denied only if the Vice President for Student Affairs
determines, after proper inquiry, that the proposed speaker will constitute a clear and present danger to the
institution’s orderly operation by the speaker’s advocacy of such actions as:

1. The violent overthrow of the government of the United States, the State of Ohio, or any political
subdivision thereof.
2. The willful damage or destruction, or seizure and subversion, of the institution’s buildings or other property.
3. The forcible disruption or impairment of, or interference with, the institution’s regularly scheduled
classes or other educational functions.
4. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution’s officials,
faculty members, or students or other campus disorder of a violent nature.
5. In determining the existence of a clear and present danger, the Vice President for Student Affairs may
consider all relevant factors, including whether such speaker has, within the past five (5) years, incited
violence resulting in the destruction of property at any educational institution or has willfully caused
the forcible disruption of regularly scheduled classes or other educational functions at any such
institution.

d. The decision of the Vice President for Student Affairs is final.
e. In granting the request, the Vice President for Student Affairs may require that the speaking event be chaired by
a member of the administration or faculty, and may further require a statement to be made at the meeting that
the views presented are not necessarily those of the institution or of the sponsoring group.

20) Scheduling of off campus social events

Events that are communicated, publicized or advertised as associated with a registered student organization
(including descriptions on social media such as Facebook or Twitter) are considered to be sponsored by the
organization and are subject to the following requirements. Any registered organization hosting a social event or
party must provide the following information to the Office of Student Activities and to the University Police at least
two (2) weeks prior to the proposed function.

1. Name of the sponsoring organization;
2. Location of the event;
3. Date and time of event;
4. Name and contact information for site risk manager, student organization member responsible or event
planner and if appropriate, other official contacts in attendance;
5. The University reserves the right to require:
   a. Adequate security (determined by YSU Police);
   b. A list of all attendees;
   c. A statement of whether alcohol will be present and what procedures will be in place to ensure
Section F., 14. will be followed.

Failure to follow the above requirements will result in charges under The Code of Student Conduct.

21) Marketing

a. Bulletin Boards

Bulletin board space is provided at numerous locations throughout campus. Regulations governing the
posting of materials on bulletin boards are described below. Posting of materials on trees, posts, buildings, or
other non-bulletin board surfaces (e.g., auto/truck windshields, lamp posts) is prohibited.
1. Official University/departmental bulletin boards are located in all University buildings. Regulations governing the posting of materials on these boards are determined by the department responsible.

2. Posting of materials in Kilcawley Center is governed by the Office of Student Activities. Posting and/or distribution of materials in residence hall facilities (including Christman Dining Commons) are governed by Housing & Residence Life.

3. The University reserves the right to deny posting privileges or remove materials that violate any provisions of The Student Code of Conduct or other University regulations or policies. See University Policy 3356-4-17: Posting on campus.

b. Banners

Registered student organizations and campus departments can have banners hung in designated areas throughout Kilcawley Center. The banner space must be reserved through Graphic Services before the banner is hung, and it may remain up for 5 days.

c. Glass Display Cases

University groups and campus departments can display items in the glass display cases throughout the Kilcawley Center. The display units must be reserved through Graphic Services between 8 a.m. and 4 p.m.

22) Students acting individually or on behalf of a registered student organization/group may distribute written material at designated on-campus locations after reserving those locations with the site administrator.

23) Functions of organizations/groups that involve unique circumstances for members or others, as determined by the Director of Student Activities, may be required to secure special approval for registration by the Vice President for Student Affairs. For the protection of the organization and its members, the University may require special liability and/or health insurance coverage on the part of the organization and/or individual members and participants, and may also require a release and waiver of liability by the participants.

24) Registered student organizations are entitled to raise funds to support the activities and goals of their organization.

a. Sales of Food Items

Sales of any non-commercially prepared (any food item prepared by an individual) or commercially prepared food item is prohibited in Kilcawley Center.

Bake Sale

1. Complete and submit the “Approval Form for Bake Sales” to the University Events Office, First Floor, Tod Hall (330-941-2962). This will allow you to schedule space in any building with the exception of Kilcawley Center. Reservation of space must be displayed at the site of sale.

2. Obtain a Bake Sale Permit from the Department of Occupational and Environmental Health and Safety, Room 2046 Cushwa (330-941-3700). Regulations related to bake sales are based on state and federal safety guidelines. The Bake Sale Permit must be displayed at the site of the sale.

3. Sales of commercially prepared food items are permitted on campus with the exception of Kilcawley Center.

b. Sales of Non-Food Items

1. The sale of non-food items (e.g. flowers, balloons) is permitted and no formal approval process is required.

2. If you wish to sell items at a designated location, you must reserve space ahead of time. For space in Kilcawley (non-food items only) contact Staff Offices, Kilcawley (330-941-3577). For space elsewhere contact University Events (330-941-2962).

3. Students with questions about the appropriateness of a sale item may contact the Office of Student Activities.

c. Raffles

1. A written request for permission to conduct raffles, lotteries or games of chance must be submitted to
the Office of Student Activities at least two weeks prior to the scheduled events: [http://cms.ysu.edu/administrative-offices/student-activities/raffle-request-form](http://cms.ysu.edu/administrative-offices/student-activities/raffle-request-form)

2. The request should include details of the raffle, lottery, or game of chance including dates, times, cost of tickets, type of raffle, how the proceeds will be used, the source of the prize being raffled (purchased or donated) and any other relevant information. Organizations must also indicate who will be responsible for handling all money and provide verification that the organization advisor is aware that the raffle is taking place.

3. A written response will be provided to the student organization contact person.

4. Following the raffle, lottery, or game of chance, the sponsoring organization must submit a report to the Office of Student Activities verifying completion of the event, accounting for the money that was raised and detailing how the money will be used. By failing to complete this report, an organization will jeopardize its opportunity to conduct any further fund-raising events.

d. Soliciting Funds, Prizes or Donations from Off-Campus or On-campus Donors

1. Prior to solicitation of any on-campus entity, a request for permission must be submitted and approved by the Director of Student Activities (330-941-3575). A minimum two weeks is required.

2. Prior to solicitation of any off-campus entity, a request for permission must be submitted and approved by the YSU Foundation (330-941-3119). A minimum two weeks is required.

3. Information in the request needs to include donor(s) to be solicited, donation requested, purpose of the donation, and proposed time line.

25) Organizations shall comply with all University regulations as well as state and federal laws. Names and addresses of officers shall be required as a condition of registration and access to institutional funds or facilities.

Youngstown State University

Greek Reinstatement And Expansion/Extension Policy

**Reinstatement Policy:** Reinstatement of a fraternity/sorority to the YSU Greek Community occurs when a national social organization that has previously been suspended, closed and/or has been inactive for a period of time (2 years not to exceed 10 years) by Youngstown State University and/or the inter/national fraternity or sorority organization and is eligible and willing to return to campus.

These are the steps for Reinstatement:

- **Step 1:** Letter from the national headquarters approving the reinstatement of the chapter.
  - If the chapter was removed due to a disciplinary sanction given by the University, then approval must also be granted by the Associate Vice President of Student Experience.
  - Consideration of reinstatement by the AVPSE will only be reviewed and/or granted if the original sanction requirements have been met.

- **Step 2:** The organization under consideration must conduct a presentation before the Greek Presidents Advisory Council and then the council they seek membership within.
  - Chapters seeking reinstatement must have approval by the Greek Presidents Advisory Council (requires a 2/3 majority vote for passage). The advisory council will vote at their next regularly scheduled meeting following the organization's final presentation.
  - The decision of the council will be forwarded to governing council the organization is seeking membership for final consideration.
Step 3: Once approved the Office of Student Activities will allow for interest meetings or continuous recruitment until the institutional membership requirement is met.

Step 4: The organization under consideration must provide the Office of Student Activities with a timeline of all membership intake activities to include but not limited to: probate shows, coming out parties, community service event, recruitment activities and new membership educational events, etc.

- The organization under consideration must provide a list of the members of the Membership Intake Implementation Team, which includes, names, addresses, email of all of those participating.
- It is the desire of the institution that all members of the intake team be active members of the graduate chapter or have approval by the National Headquarters.
- Undergraduate members, who are assisting from another institution, must have written permission from the Director of Greek Life, Dean of Student or Vice President of Student Affairs.
- This information must be forwarded to the Director of Student Activities before any intake program is allowed to proceed.

Step 5: The chapter seeking reinstatement must develop a three year membership stabilization plan.

- Membership Requirements:
  - A minimum of 10 (or the amount required by the council) active members are required for reinstatement. These members must be in good standing with the institution. Good standing is defined as having a clear judicial record and the minimum academic grade point average required by the institution and/or national headquarter, whichever is higher.
  - Only 40% (4 of the 10) of the chapter seeking reinstatement can be graduating seniors.
  - Transfer students who are current members of the organization must provide proof (letter) of good standing from their national headquarters. The institution reserves the right to restrict any student from membership if it is discovered that a student has a pending disciplinary violation.
  - Graduate/Alumni chapter must be willing to provide oversight for the undergraduate chapter. An advisory team model is recommended.
    - At least one advisor must be within a 30 mile radius of campus.
    - All advisors must have at least five years between their undergraduate and alumni experience.

Step 6: The organization under consideration must provide the following:

- Comprehensive constitution and bylaws,
- Area alumni support,
- Number of alumni in the area,
- Chapter advisor and advisory board,
- Risk management and alcohol policies,
- Leadership and new member educational programs,
- Policies on academic achievement and scholarship,
- Substance abuse, hazing, health issues, sexual harassment, assault and rape,
- Proof of liability insurance.

Expansion/Extension Policy: Expansion/Extension involves inviting inter/national fraternities and sororities to establish chapters on campus. Expansion/Extension is encouraged when a need exists and is recommended by the
Greek Presidents Advisory Council, then the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), or the Panhellenic Council (NPC).

These are the steps for expansion or extension for each council:

**Interfraternity Council (IFC) Organization**

- **Step 1:** The organization under consideration must have a letter from their national office indicating they are allowed to conduct a chapter initiation program.
- **Step 2:** The organization under consideration must conduct a presentation presenting their organization to IFC.
- **Step 3:** IFC must vote to allow a new chapter to be a member of the council at the local level.
- **Step 4:** The organization under consideration must conduct a presentation before the Greek Presidents Advisory Council.
  - After all presentations are complete (if more than one group is being considered) a vote of approval by the Greek Presidents Advisory Council is needed to move forward in the process (requires a 2/3 majority vote for passage).
  - The advisory council will vote at their next regularly scheduled meeting following the organization’s final presentation. The decision of the council will be forwarded to IFC for final consideration.
  - If approved organization will have one semester to fully charter. Any requests for extended time will need to be approved by the Director of Student Activities.
- **Step 5:** The organization under consideration must hold one presentation that is open to the YSU campus. (The presentation must be open to all students and have the flyer approved by the Greek Advisor and posted two weeks in advance)
- **Step 6:** The organization under consideration must provide the Office of Student Activities with a timeline for all membership initiation activities.
- **Step 7:** The chapter seeking expansion must develop a three year membership stabilization plan.
  - Membership Requirements:
    - A minimum of 15 undergraduate students are required for chartering. These students must be in good standing with the institution. Good standing is defined as having a clear judicial record and the minimum academic grade point average required by the institution and/or national headquarter, whichever is higher. The institution reserves the right to restrict any student from receiving a bid, if it is discovered that a student has a pending disciplinary violation.
    - Only 40% (6 of the 15) of the chapter requesting to be chartered on campus can be graduating seniors.
    - From the point that a bid is offered the initiation period cannot exceed eight weeks.
  - All advisors must have at least five years between their undergraduate and alumni experience.
- **Step 7:** The organization under consideration must provide the following:
  - Comprehensive constitution and bylaws,
  - Area alumni support,
  - Number of alumni in the area,
  - Chapter advisor and advisory board,
  - Risk management and alcohol policies,
  - Leadership and new member educational programs,
Penguin Student Handbook

- Policies on academic achievement and scholarship,
- Substance abuse, hazing, health issues, sexual harassment, assault and rape,
- Proof of liability insurance.

NPHC Organizations

- **Step 1**: The organization under consideration must have a letter from their national office indicating they are allowed to conduct a membership intake program.
- **Step 2**: The organization under consideration must conduct a presentation presenting their organization to NPHC.
- **Step 3**: NPHC must vote to allow a new chapter to be a member of the council at the local level.
- **Step 4**: The organization under consideration must conduct a presentation before the Greek Presidents Advisory Council.
  
  - After all presentations are complete (if more than one group is being considered) a vote of approval by the Greek Presidents Advisory Council is needed to move forward in the process (requires a 2/3 majority vote for passage).
  - The advisory council will vote at their next regularly scheduled meeting following the organization’s final presentation. The decision of the council will be forwarded to NPHC for final consideration.
  - If approved organization will have one semester to fully charter. Any requests for extended time will need to be approved by the Director of Student Activities.
- **Step 5**: The organization under consideration must hold one that is open to the YSU campus. (The presentation must be open to all students and have the flyer approved by the Greek Advisor and posted two weeks in advance)
- **Step 6**: The organization under consideration must provide the Office of Student Activities with a timeline of all membership intake activities to include but not limited to: probate shows, coming out parties, community service event, etc.
  
  - The organization under consideration must provide a list of the members of the Membership Intake Implementation Team, which includes, names, addresses, email of all of those participating.
  - It is the desire of the institution that all members of the intake team be active members of the graduate chapter or has been approved by the National Headquarters.
  - Undergraduate members, who are assisting from another institution, must have written permission from the Director of Greek Life, Dean of Student or Vice President of Student Affairs.
  - This information must be forwarded to the Director of Student Activities before any intake program is allowed to proceed.
- **Step 7**: The chapter seeking expansion must develop a three year membership stabilization plan.
  
  - Membership Requirements:
    - A minimum of 10 undergraduate students are required for chartering. These students must be in good standing with the institution. Good standing is defined as having a clear judicial record and the minimum academic grade point average required by the institution and/or national headquarter, whichever is higher. The institution reserves the right to restrict any student from membership if it is discovered that a student has a pending disciplinary violation.
    - Only 40% (4 of the 10) of the chapter requesting to be chartered on campus can be graduating seniors.
    - Transfer students who are current members of the organization must provide proof (letter) of good standing from their national headquarters.
Step 8: The organization under consideration must provide the following:
- Comprehensive constitution and bylaws,
- Area alumni support,
- Number of alumni in the area,
- Chapter advisor and advisory board,
- Risk management and alcohol policies,
- Leadership and new member educational programs,
- Policies on academic achievement and scholarship,
- Substance abuse, hazing, health issues, sexual harassment, assault and rape,
- Proof of liability insurance.

Panhellenic Council (NPC) Organizations

Step 1: CPH must vote to open the campus for expansion. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.
- CPH (College Panhellenic) must follow the process outlined by the National Panhellenic Conference Manual of Information and abide by all NPC Unanimous agreements governing expansion.

Step 2: The organization under consideration must have a letter from their national office indicating they are allowed to conduct a chapter initiation program.

Step 3: The organization under consideration must conduct a presentation before the Greek Presidents Council.
- After all presentations are complete (if more than one group is being considered) a vote of approval by the Greek Presidents Advisory Council is needed to move forward in the process (requires a 2/3 majority vote for passage).
- The advisory council will vote at their next regularly scheduled meeting following the organization's final presentation. The decision of the council will be forwarded to NPC for final consideration.
- If approved organization will have one semester to fully charter. Any requests for extended time will need to be approved by the Director of Student Activities.

Step 4: The organizations under consideration must conduct a campus presentation presenting their organization to the Panhellenic Council and additionally hold one that is open to the YSU campus. (The presentation must be open to all students and have the flyer approved by the Greek Advisor and posted two weeks in advance)

Step 5: CPH will work with the Office of Student Activities to develop a timeline for all membership initiation activities.

Step 6: The chapter seeking expansion must develop a three year membership stabilization plan.
- Membership Requirements:
  - A minimum of 20 undergraduate students are required for chartering. These students must be in good standing with the institution. Good standing is defined as having a clear judicial record and the minimum academic grade point average required by the institution and/or national
headquarter, whichever is higher. The institution reserves the right to restrict any student from receiving a bid, if it is discovered that a student has a pending disciplinary violation.

- Only 40% (8 of the 20) of the chapter requesting to be chartered on campus can be graduating seniors.
- From the point that a bid is offered the initiation period cannot exceed eight weeks.
  - All advisors must have at least five years between their undergraduate and alumni experience.

• Step 7: The organization under consideration must provide the following:
  - Comprehensive constitution and bylaws,
  - Area alumni support,
  - Number of alumni in the area,
  - Chapter advisor and advisory board,
  - Risk management and alcohol policies,
  - Leadership and new member educational programs,
  - Policies on academic achievement and scholarship,
  - Substance abuse, hazing, health issues, sexual harassment, assault and rape,
  - Proof of liability insurance.

Revised 10/20/15 eh
Revised 11/2/15 ca
Revised and Accepted 11/6/15 Greek Presidents Advisory Council
Revised 1/27/16 ca

YSU Student Government Association

Minutes from YSU SGA meetings are posted on the SGA website: sga.ysu.edu

The Constitution of the Youngstown State University Student Government Association

As amended 7 April 2005
As amended 25 September 2006
As amended 26 April 2010
As amended 10 September 2012
As amended 30 September 2013
As amended 31 August 2015 (Rayann Atway, Parliamentarian; Ashley Orr, President)
As amended 27 February 2017 (Rayann Atway, Parliamentarian; Gabriella Gessler, President)

IN ORDER to better represent the students of Youngstown State University, to unite more closely the interests of undergraduates, graduates, faculty, and staff, to obtain the best leadership for guidance to higher goals and ideals, and to provide for the most efficient and successful management of all student activities, we, the students of Youngstown State University, do ordain and establish this Constitution.

Article I: Name and Purpose

Section 1: Name
The name of this organization shall be the Student Government Association of Youngstown State University. The Student Government Association is defined as a governing body set forth in this Constitution, all administrative agencies established by legislation, and student representatives.
Section 2: Purpose
The purpose of this organization shall be to further the best interests of the Students of Youngstown State University through student representations in matters affecting student life and affairs, through promotion and supervision of student organizations and activities, and through promotion of improved community conditions.

Article II: Authority and Powers
The Student Government Association exercises concurrently with the university faculty and administration the following power delegated to it by the Board of Trustees, the President and the faculty of Youngstown State University:

Student Government Association shall have the power to conduct all elections for Student Government Association and any other election of importance to the entire student body.

The Student Government Association shall have the power to recommend all student representatives to administrative boards and advisory committees, appoint students to Academic Senate committees, and recommend removal of those students for just cause, related to duties of appointment.

The Student Government Association shall have the power to recommend an annual budget to the University Budget Committee and to administer the funds allocated to the Student Government Association and all programs funded to it.

The Student Government Association shall have the power to make any recommendations in writing to any part of the university community on behalf of the legitimate interest of the student body.

The Student Government Association shall have the power to maintain access to information pertinent to university operations and to higher education in the State of Ohio, other than personal files and student records.

The Student Government Association shall have the power to recommend the allocation of funds for the operation of the Student Government Association and its projects, as well as recommend allocation of funds to registered student organizations for their programs and projects and regulate the use of funds upon the approval of the University Budget Committee.

The Student Government Association shall have the power to pass legislation that shall be necessary and proper for the execution of the foregoing powers and all other powers based in this Constitution of the Student Government Association of Youngstown State University, or any committee or officer thereof.

The Student Government Association is bound to protect legitimate rights and interests of the student body.

Article III: Structure
The Student Government Association of Youngstown State University shall consist of the Executive Committee, the Legislative Assembly, and Student Academic Senators.

Article IV: President and Executive Vice President
Section 1: Term of Office
The President and Executive Vice President of Student Government shall be the officers bested with power to govern all sections of the Student Government Association. There shall be one President and one Executive Vice President, either
undergraduate or graduate student, elected by the student body on a single ballot as running mates. They shall take office the first Monday following the spring commencement exercises at 12:01 AM, and shall serve for a term of one year after election or until resignation, or impeachment.

Section 2: Qualifications

1. The qualifications for the offices of President and Executive Vice President of the Student Government Association shall be:
   - At least 49 hours completed, with at least 24 hours completed at this institution.
   - Have and maintain good academic standing.
   - Be full-time students, except for their last semester at Youngstown State University.

2. No student officially approved by the Student Publications Committee to serve on any campus publications shall be eligible to hold either of the above-mentioned offices.

3. No person shall be elected to the office of President more than twice.

4. The President or Executive Vice President shall not serve as an elected or appointed executive officer (included, but not limited to President, Vice President, Secretary and Treasurer) of any other registered student organization.

Section 3: President

- The President of the Student Government Association shall have the following duties:
  - To act as the official representative of the Student Government Association and the student body.
  - To serve as the official student representative on appropriate university committees, or appoint an individual to serve in his/her absence.
  - To preside over all meetings of the Legislative Assembly.
  - To serve as an at-large representative in the Legislative Assembly; as such, he or she will have the power to make recommendations to the Assembly and propose legislation. The president must forfeit the rights and privileges afforded to Representatives that conflict with his or her duty as the presiding officer of a meeting.
  - To approve or veto any legislation moved by the Legislative Assembly.
  - To aid the Legislative Assembly in fulfilling student-oriented objectives.
  - To execute and enforce all legislation passed by the Legislative Assembly.
  - To execute actions necessary for efficiently running the Student Government Association office.
  - To submit recommendations for Executive Committee Members to the Legislative Assembly for its approval when article VIII of this Constitution requires such approval.
  - To appoint special assistants to execute a specified duty for the duration of the academic year or until duties are completed.
  - To coordinate the activities of the Executive Committee and ensure the fulfillment of their charged duties.
  - To assume responsibility for all authority which s/he has delegated.
  - To serve as an ex-officio member of the Academic Senate.
  - To aid in the appointment of the Chair(s) of the Homecoming Committee.

Section 4: Executive Vice President

The Executive Vice president of Student Government shall have the following duties:

- To perform any duties delegated to him/her by the President.
- To preside over all meetings of the Legislative Assembly in the absence of the President.
To serve as an at-large representative in the Legislative Assembly; as such, he or she will have the power to make recommendations to the Assembly, propose legislation, and vote, except when limited by provisions in the Constitution and the By-laws.

To serve as an ex-officio member of the Academic Senate and coordinate the Academic Senators, appointing Academic Senators to the Academic Senate Appointed Chartered Committees with the approval of the Executive Committee.

To assume the functions and duties of the President should the latter be declared temporarily incapacitated by the Executive Committee and the Vice President for Student Affairs.

To act as the liaison between SGA and the Academic Affairs division of YSU.

Section 5: Succession and Vacancies
1. In the event of the death, removal or resignation of the President, the Executive Vice President shall become President.
2. In the event of the death, removal or resignation of the Executive Vice President, the President may appoint an Executive Vice President contingent upon approval by a two-thirds majority of the Legislative Assembly.
3. In the event the offices of both the President and Executive Vice President are vacant concurrently, the Vice President for Student Life shall become the President and shall select from the Legislative Assembly the Executive Vice President.
4. If the positions of President, Executive Vice President, and Vice President for Student Life all become vacant, the Vice President for Assessment and Enrichment shall fill the position of President and shall select from the Legislative Assembly an Executive Vice President.
5. If the positions of President, Executive Vice President, Vice President for Student Life and Vice President for Assessment and Enrichment all become vacant, the Legislative Assembly shall elect a President from its membership. The Parliamentarian shall chair this meeting. The newly elected President shall select an Executive Vice President from the Legislative Assembly.

Article V: Academic Senators
Section 1: Membership
1. The total number of Academic Senators shall be fifteen (15).
2. By virtue of their elected posts, the President, Executive Vice President and Chair of the Academic Affairs Committee shall have automatic Senate membership.
3. One student shall be elected from each college, and the remaining student representatives shall be elected at-large from among the student body.
4. All student senators shall be elected in accordance with the rules, regulations, and qualifications established by the Student Government Association.

Section 2: Organization
1. The Executive Vice President shall have a meeting with the Academic Senators prior to the first Academic Senate meeting of the academic year for the purpose of election from them one Academic Senator to serve as a member of the Academic Senate Executive Committee.
2. The Executive Vice President shall chair this meeting and distribute the minutes of this meeting to the Legislative Assembly Representatives and the Academic Senators.
3. The Executive Vice President shall also appoint students to the Academic Senate Appointed Chartered Committees with the approval of the Executive Committee.
4. To ensure that student members of the Academic Senate Appointed Chartered Committees are notified of upcoming meetings, it shall be the responsibility of the Executive Vice President to provide the most recent and convenient addresses of each student member to the chair of Academic Senate.

Section 3: Duties

5. Student Academic Senators must abide by the attendance policy within the By-Laws.

6. Members not following these requirements shall be subject to dismissal by the impeachment proceedings outlined in Article X of this Constitution.

Article VI: Legislative Assembly

Section 1: Authority

1. The Legislative Assembly shall be the legislative branch of the Student Government Association of Youngstown State University.

2. The Legislative Assembly shall:
   A. Effectuate all Articles of this Constitution and its By-laws.
   B. Aid and assist students and registered student organizations.
   C. Receive student complaints, investigate student problems, and work toward their resolution.
   D. Coordinate on-going research and information gathering in determining student interests.
   E. Review and evaluate recommendations or proposals from members.
   F. Inform the student body of proposals initiated and actions taken by the Legislative Assembly.
   G. Establish By-laws, regulations, and policies to govern the internal functions of the Student Government Association.
   H. Approve or Dismiss recommendations, decisions, and actions of all standing and ad hoc committees.
   I. Overturn a presidential veto with a two-thirds (2/3) majority vote.

Section 2: Membership

1. The membership of the Legislative Assembly shall be derived from the undergraduate and graduate students of Youngstown State University who are in good standing, as defined by university policy.

2. The Student Government Association shall conduct elections during the spring semester for the student body to elect representatives for a term of one academic year.

3. No Legislative Assembly member shall serve in any Student Government position outside of the legislative branch, except for those representatives serving on the Executive Committee.

4. The membership of the Legislative Assembly shall also include two (2) ex-officio seats for each of the student members of the Board of Trustees. They shall be granted the same rights and privileges of members of the body, including engagement in discussion and participation in committees, but will not be permitted to vote and will not be penalized for delinquent attendance.

Section 3: Distribution of Seats

1. A constituency shall be defined as three hundred seventy five (375) registered students.

2. The number of representatives on the Legislative Assembly shall be determined by dividing the fall enrollment from the previous year by the constituency size, rounding to the nearest whole number.

3. The Legislative Assembly shall obtain a report from the Office of the Registrar documenting the total enrollment of Youngstown State University and the enrollment within each of the colleges.
4. Three (3) seats shall always be filled by freshmen students by the fourth week and no sooner than the second week of the fall semester. The Executive Committee shall determine these seats through appointment.

5. Each college shall have a minimum of three (3) representatives, regardless of constituency size. This will take effect in the fall of 2013.

6. After determining the total number of available seats on the Legislative Assembly, seats shall be allocated first to freshmen representation. All remaining seats shall be divided among the colleges of Youngstown State University in proportion to the percentage of the total student population each college contains.

Section 4: Term and Succession

1. Representatives must be a candidate for a major in the college from which they are elected and carry at least six (6) semester hours.

2. Freshman representatives must fulfill all the requirements of a representative except for the qualification based on a student’s major and college. Only first-year students may serve as a freshman representative.

3. The international representative on the Legislative Assembly must be studying at Youngstown State University for at least one (1) year. The representative shall serve as a liaison between the international students and the Legislative Assembly. They shall be granted the same rights and privileges of members of the body, including engagement in discussion and participation in committees, but will not be permitted to vote and will not be penalized for delinquent attendance. The Executive Committee shall solicit applications for the position of international representative no later than the fourth week of the Fall Semester and recommend to the Legislative Assembly students to be appointed to those positions no earlier than the second week of the Fall Semester but no later than the sixth week of the Fall Semester.

4. Representatives shall take office at 12:01 AM on the Monday of the last general meeting before spring commencement exercises, which shall be held during the last week of classes before finals. The outgoing Executive Board shall also attend this meeting.

5. The eligible candidate having the next highest number of votes in the most recent election shall automatically fill any representative seat that becomes vacant due to death, removal, or resignation for the remainder of the unexpired term. The Chief of Staff or his/her designee shall notify the eligible candidate within one (1) week of the seat becoming vacant.

6. If there are not any other eligible vacancies, the Executive Committee shall advertise the vacant seat for one (1) week. The Executive Committee shall interview the interested students and appoint an eligible candidate to the vacant seat within two (2) weeks of the seat becoming vacated.

Section 5: Duties and Privileges of Representatives

1. Representatives shall have the following duties:

   A. Attend a weekly meeting of the Legislative Assembly to be held at a specific location and time announced.
   B. Make themselves available to students at publicized times.
   C. Serve on at least one committee.
   D. Attend all committee meetings.
   E. Abide by the attendance policies outlined in the By-laws.
   F. Abide by the Constitution and its By-laws.

2. Failure to uphold the duties of the office described in the Constitution and the By-laws is sufficient grounds for removal from office, as outlined in Article X, Section 2 of the Constitution, or in the case of absences, in the By-laws.
3. Each representative shall have the privilege of debating and voting during meetings of the Legislative Assembly. Members may also initiate legislation to be placed before the body.

Section 6: Meetings

1. Regular meetings of the Legislative Assembly shall be held once a week at a regular time and place as determined by the By-laws.

2. The President or Executive Committee may call special meetings of the Legislative Assembly at any time. Upon the written request to the President by ten (10) representatives or one hundred (100) members of the student body, the President shall call a special meeting of the legislative Assembly. Notification of representatives of the time and place of a special meeting must occur at least twenty-four (24) hours in advance of the time of the meeting.

3. All meetings shall be open to the public and shall be governed by the rules contained within the By-laws and, in cases not specifically provided for by the By-laws, Roberts’ Rules of Order, latest revised edition.

4. A quorum consists of two-thirds, or the next highest whole number, of representatives at that point in time. Business shall be carried on only when a quorum of members and a faculty or administrative advisor is present.

5. The President shall chair all meetings of the Legislative Assembly. In the absence of the President, the Executive Vice President shall assume the chair. Should the Executive Vice President be unable to assume the chair, the Vice President for Student Life shall assume the chair.

6. Each representative shall have one vote.

7. The President, as the chairperson of meetings, shall only vote in order to break a tie.

8. All official actions that take place with all the meetings of the Legislative Assembly shall be recorded in the minutes. The correction and approval of the minutes shall be the responsibility of the Chief of Staff or his/her designee.

9. The business of all meetings of the Legislative Assembly shall be conducted in the order specified in the By-laws, unless a two-thirds (2/3) majority of the members present suspend the rules and change this order.

10. The Legislative Assembly shall establish an attendance policy by which all members must abide and failure to do so will result in immediate removal from office.

Section 7: Committees

1. The Legislative Assembly shall have committees to fulfill its constitutional duties.

2. The President shall accept nominations from the Representatives for each individual position. Those individuals who have accepted the nomination shall give a short speech to the body in favor of their candidacy.

3. Following all of the candidates’ speeches, the Executive Vice President shall distribute ballots to all of the Representatives-Elect, upon which they will vote for one individual. Any candidate receiving a majority of the votes cast shall be elected to that position. Should no candidate receive a majority of the votes cast, the candidate(s) receiving the least votes during the election shall be removed from the ballot, and the Representatives shall vote from the remaining candidates. This process shall continue until a candidate has received a majority of the votes cast.

4. Should only two candidates remain and neither receives a majority of votes cast on the first ballot, the Representatives shall recast their vote for either of the candidates. If no candidate receives a majority of the votes cast on that ballot, then the President shall break the tie.

5. No Executive Committee member shall serve as a standing committee chair in the Legislative Assembly, except under special circumstances determined by a two-thirds (2/3) vote of the Legislative Assembly.

6. Ad Hoc committees may be created by the President or the Legislative Assembly.
Article VII: Executive Committee

Section 1: Membership

1. The membership of the Executive Committee shall consist of the President, Executive Vice President, Vice President for Financial Affairs, Vice President for Student Life, Vice President for Assessment and Enrichment, Chief of Staff, Secretary of Technology, Parliamentarian, and all advisors to the Student Government Association.

2. The faculty and administrative advisors shall not vote in Executive Committee meetings.

3. The Vice President for Student Life, Vice President for Assessment and Enrichment, and Parliamentarian shall be elected by the Representatives-Elect after the last regularly scheduled meeting of the Legislative Assembly during the spring semester. The procedure outlined in Article VI, Section 7.2 of the Constitution shall be followed for this election.

4. The President shall appoint the Vice President for Financial Affairs.

5. All officers receiving an hourly wage/stipend must carry no less than twelve (12) semester hours for undergraduate members, and no less than nine (9) semester hours for graduate members each semester receiving the wage/stipend, except for his/her last semester.

6. The Vice President for Financial Affairs, Vice President for Student Life, Vice President for Assessment and Enrichment, and Parliamentarian must have completed forty-seven (47) hours of credit, twenty four (24) of which shall be carried at Youngstown State University.

7. No person shall serve as more than one position on the Executive Committee.

Section 2: Duties

1. The Vice President for Financial Affairs shall be the treasurer for The Student Government Association; serve as the executive officer for his or her assigned committee; assist the President in preparing an annual budget; supervise all allocations made by the Student Government Association; assist the Student Organizations and Student Activities Committees with their duties; and advise the Legislative Assembly regarding the Student Government Association’s finances on a regular basis.

2. The Vice President for Student Life shall be the liaison between the Student Government Association and the Student Affairs division of Youngstown State University. The Vice President for Student Life shall head and carry out requests made by his or her assigned committee and be responsible for taking action on any issue related to the charge of that committee. The Vice President for Student Life shall also serve as the liaison between the Student Government Association and other programming bodies on campus, including, but not limited to, Greek Life, Athletics, Residence Life, and any student programming boards.

3. The Vice President for Assessment and Enrichment shall be the executive officer of his or her assigned committee and shall be responsible for taking action of any issue related to the concern of the student body and the University. When appropriate, the Vice President for Assessment and Enrichment shall also assist students who have complaints against the university regarding services provided to the student body and may work with other members of the Student Government Association, or with the Legislative Assembly, to address these concerns.

4. The Chief of Staff shall assist the President in organizing the internal structure of the Student Government Association and be responsible for the internal harmony necessary for the execution of Student Government Association initiatives. The Chief of staff shall also serve as the liaison between the Student Government Association and students who serve on university committees, including the Student Trustees.

5. The Secretary of Technology shall maintain and develop the Student Government Association website; maintain the network and computer hardware within the Student Government Association office as well as advise the President on new technological purchases; advise the Legislative Assembly, when needed, on technical issues; and act as a liaison between the Student Government Association and the appropriate university offices.
6. The Parliamentarian shall be responsible for ensuring adherence to parliamentary procedure during meetings of the Legislative Assembly, assisting Representatives and Committees with drafting legislation, and maintaining updated versions of Student Government Association charter documents and legislation. The Parliamentarian shall also be responsible for ensuring the body’s adherence to its most current charter documents.

Section 3: Removal of Executive Committee Members
The Legislative Assembly reserves the right to remove its Representatives from their positions on the Executive Committee in a manner outlined in the By-laws.

Article VIII: Finances

Section 1: Budget Authority for Appropriations for Student Organizations
The Legislative Assembly shall have the authority to pass appropriation bills on those funds designated for the funding of student organizations in a manner described by statute.

Section 2: Budget Preparation and Approval
1. The President, with the assistance of the Vice President for Financial Affairs, must prepare a budget for the fall and spring semesters during the summer months.
2. The budget shall be distributed to the Legislative Assembly no later than the first day of classes of the fall semester.
3. The budget shall be included in the new business of the Legislative Assembly during the first meeting of the fall semester.
4. A majority vote is required for the approval of the budget.

Section 3: Budget Authority for Office Funds
1. The President shall be responsible for decisions concerning those funds designated to the office of the Student Government Association. S/he shall likewise be held accountable for all transactions affecting those funds.
2. The President reserves the right to share authority over office funds with any member(s) of the Student Government Association in a manner seen fit by the President. A decision to include any other member shall be placed in written form and distributed to all members of the Legislative Assembly. This written article shall include names and privileges granted to all included individuals and are not subject to approval by the Legislative Assembly.

Section 4: Budget Authority for Stipends
1. The President shall determine the value of wages/stipends granted to members of the Student Government Association.
2. If the value of a wage/stipend varies from the value determined by the previous President, the change must be presented in the prepared budget described in Article IX, Section 2.
3. The President must submit the finalized wage/stipend values to the Executive Director of Student Activities and the Office of the Budget, and these values shall take effect upon the next confirmation of an affected position and in accordance with University policy.

Section 5: Budget Reports
1. The Vice President for Financial Affairs shall report to the Legislative Assembly on a regular basis.
2. Reports shall include transactions that affect all funds designated to the Student Government Association, excluding the individual stipends and wages earned by students working for the Student Government Association.
**Article IX: Advisors**

There shall be at least one faculty and at least one administrative advisor to the Student Government Association who shall be approved annually by the Student Government Association at the beginning of the academic year. The process for selecting advisors shall be outlined in the By-laws.

**Article X: Impeachment and Removal from Office**

The Student Government Association reserves unto itself the right to impeach any of its members for any behavior which it deems as irresponsible and neglectful conduct in the member’s responsibility to carry out his/her constitutional duties.

Section 1: Representatives and Academic Senators
1. A bill of impeachment must contain formal charges against the member and must be passed by a majority vote of those present to institute such proceedings.
2. The person so charged shall be notified in writing of the charges against him/her, the date of the hearing, and his/her right to present witnesses in his/her behalf.
3. The person(s) sponsoring the bill of impeachment shall then be charged with the duties of presenting the case. The case shall be heard by the total membership of the Legislative Assembly in open session. Then the Legislative Assembly shall deliberate in closed session. A two-thirds (2/3) vote of the entire membership shall be required to hold responsible.
4. Upon being held responsible by the Legislative Assembly, the respondent shall be immediately removed from office. The decision of the Legislative Assembly shall be final.

Section 2: President, Vice President, and Executive Appointments
1. The impeachment of the President, Executive Vice President, or any Executive Appointment requiring Legislative Assembly ratification shall follow the procedure outlined in Article X, Section 1, of the Constitution.
2. Should the President face impeachment, the commissioner of the Elections Board shall chair the impeachment hearing.

**Article XI: Referendum**

Section 1: Definition

A referendum is the casting of votes by the students of Youngstown State University for effecting change of existing policy initiated by students.

Section 2: Process
1. Any petition signed by ten-percent (10%) of the student body of Youngstown State University may be presented to the President for an initiative by referendum
2. The referendum may be held at a special election or at the next regularly scheduled election.

**Article XII: Amendments**

Section 1: Process
1. An amendment to this Constitution may be proposed to the student body by a two-thirds (2/3) vote of the Legislative Assembly or by ten-percent (10%) of the student body of Youngstown State University upon petition to the President.
2. The student body shall vote on the proposed amendment at a special election or at the next regularly scheduled election.

3. If a simple majority of those students voting approve the amendment, it shall become a part of the Constitution.

Section 2: Process for making technical, editorial, or conforming changes

1. The Parliamentarian may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Constitution, By-laws, and Standing Rules.

2. All technical, editorial, and conforming changes made must be approved by a majority of the Executive Committee and must be reported to the Legislative Assembly and Academic Senators.

Article XIII: By-laws

Section 1: Authority

The Legislative Assembly shall adopt and amend its own By-laws as necessary for efficient and effective operation.

Section 2: Amending the By-laws

New and amended By-laws must receive a two-thirds (2/3) vote of the Legislative Assembly.

Article XIV: Non-Discriminatory Clause

The Student Government Association of Youngstown State University shall not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or handicap in recruitment, admission to membership, or access thereof, or treatment in its programs and activities.

Article XV: Ratification

Section 1: Scope of this Constitution

This Constitution shall supersede any and all previous Constitutions of the Student Government Association of Youngstown State University.

Section 2: Process

This Constitution shall enter into effect the academic semester (summer included) following ratification by a majority of the student body of Youngstown State University.

Section 3: Transitory Period

The Legislative Assembly shall determine the specific nature for the implementation of this Constitution, except that the distribution of seats outlined in Article VII, Section 3, shall not take effect until the next regular election following the ratification of this Constitution.

For SGA By-Laws, please visit: http://sga.ysu.edu/governing-documents/by-laws/
For the SGA Financial Path outlining student organization funding application procedures, please visit: http://sga.ysu.edu/governing-documents/financial-path/
FERPA

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) or FERPA is a federal law that protects the access and disclosure of your educational records maintained by the University. It states that all educational records and information can only be released to the student directly unless the student has given specific, written permission to release that information to a third party. FERPA does, however, allow the University to release information referred to as “directory information” without students’ permission. This type of information is generally considered not to be harmful if released.

Your Rights?

As a Youngstown State University Student, your educational records are considered confidential and will not be released without your written and signed consent.

Under FERPA you have the right to:

- access your educational records
- seek to have records amended
- consent disclosure of educational records

When is consent not required?

- Directory information
- School officials who have a legitimate educational interest with in the context of their role to fulfill their responsibility
- Officials of educational institutions which the student seeks to enroll
- Specified federal, state, or local officials for audit purposes
- Organizations providing a source of financial aid to a student
- Organizations conducting studies for or on behalf of the institution
- Accreditation organizations
- Individuals authorized through a judicial order and/or subpoena
- Parents of a dependent student (FAFSA/IRS information only)
- Parents of dependent students under the age of 21 who violate alcohol or drug policies.
- Appropriate individuals in connection with health/safety emergency
- Additional conditions listed by FERPA

Directory Information

Can be released without your written consent:

- Student Personal Information
  - Name, address, telephone listing, email address, and photograph
  - Date and place of birth
- Student Academic Records
  - Class rank, major, and college
Restrict Release of Directory Information

As a currently-enrolled student, you may restrict access to your directory information, or may remove your information from public directories. To request a privacy hold on your record, you must complete a **STUDENT PRIVACY HOLD FORM**. A confidentiality marker is placed on your record, preventing Youngstown State University from sharing any of your directory information and/or educational records to anyone expect you, the student, in person with a valid photo ID. This means your information is not permitted to be shared with anyone, including you, via phone, email, or chat as your identity cannot be verified.

Other examples of potential impacts include the following: no acknowledgement of enrollment, no verification of degrees to requestors, no printing of your name in the commencement program, and no press releases pertaining to graduation and/or honors. To remove a privacy hold on your record, you must come to the Student One Stop with a valid photo ID.

These forms must be submitted in person with a photo ID to the Student One Stop. Students have the right to rescind these forms at any time.

Educational Records

Can be released with your written consent:

- **Student Personal Information**
  - Student ID number
  - Race, gender, country of citizenship, or religion

- **Student Academic Records**
  - Course schedule
  - Academic transcript
  - Grades, GPA, and credit hours
  - Academic standing
  - Academic holds
  - Test scores

- **Student Financial Records**
- **Student Account & Billing Records**
- **Academic Advising Information**
- **Housing Information/Action**
Release of Educational Records

In order for specified education records to be released to a third party, you must complete the Authorization and Request for Release of Records and Information or FERPA RELEASE FORM. On this form, you can designate up to two, third-party individuals to whom the University may share information. You select which of the following can be shared: academic records, financial aid records, billing records, academic advising, housing information, and student conduct information.

Certain educational records (grades, class schedule, and student ID number) can never be provided via phone or email to you or an authorized person. You may need to visit the Student One Stop to obtain this type of information.

There is no recognized mechanism for you to grant third-party access to your MyYSU Portal. Accordingly, if you share your password information, this cannot be recognized by the University as permission to access educational records.

This form must be submitted in person with a photo ID to the Student One Stop. Students have the right to rescind this form at any time.

Frequently Asked Questions

What if my parent, spouse, or family member contacts YSU?
Youngstown State University has a long history and tradition of protecting student privacy and complying with federal law. The University cannot disclose any educational records without specific, written consent from the student. If someone contacts YSU, the school official will first verify if you have completed an Authorization and Request for Release of Records and Information form granting permission to release specific information to the parent, spouse, or family member. If there is not a release on file, the school official will only discuss directory information. Also, under FERPA, a school official may reserve the right to not release this type of information if they believe it will not be in the best interest of the student.

What if my parent, spouse, or family member pays my YSU bill?
As noted above, the YSU cannot release information without written consent from the student, even if that individual is paying the tuition. However, the University may disclose tax information only to the parents/guardian of a dependent student (under 24 years old), without the student’s consent for tax purposes.

Can I request educational records over the phone or email?
The public posting of certain educational records, such as grades, GPA, class schedule, and student ID number are strictly prohibited to any party, including the student, even at the student’s request. This includes email and phone conversation. This information can only be given in person with a photo ID and proper consent.

What happens to my records when I graduate or stop attending?
Your educational records are under the same protection as when you were a current student. As long as the educational institution maintains your education records, you may retain the right to review or amend their education records, or consent to the disclosure of information.

For questions about FERPA, please contact the Penguin Service Center at (330)941-6000.
Withdrawal Process

To withdraw from a single course, or from all courses (complete withdrawal), it is necessary to access the registration functions online via the MyYSU Portal - Registration. It is the student’s responsibility to confirm that the withdrawal was correctly processed, and the course(s) is (are) deleted. Nonattendance of class, or notification to the instructor or department does not constitute official withdrawal. For information about reduction or refund of fees and charges, please contact the Penguin Service Center at 330-941-6000.

Withdrawal from a Course Instructions:

2. On the left-hand side (under e-Services for Students), Click on Registration.
3. Select the appropriate term; click submit.
4. Click Registration and Change of Registration.
5. Select Web Drop... from drop down menu under Action column for each course.
6. Submit Changes at the bottom of the page.

Withdrawal from All Courses Instructions:

A student who wishes to withdraw from all courses for a particular term must access the registration system on the MyYSU Portal, or come to the Registration Office (Meshel Hall). A complete withdrawal may be executed before classes or after the term starts through the last day to withdraw with a “W.” Please consult the academic calendar or the MyYSU Portal for deadlines.

2. On the left-hand side (under e-Services for Students), Click on Registration.
3. Select the appropriate term; click submit.
4. Click Registration and Change of Registration.
5. Select Web Drop... from drop down menu under Action column for each course.
6. Submit Changes at the bottom of the page.
7. During weeks 3 - 9 of the semester, you will notice this error message:

WARNING: Your withdrawal cannot be completed because your account has a minimum hours restriction which can be from one or more of the following reasons:

- Student who utilizes financial aid: Submit the Complete Withdrawal Exit Survey; Meet with a Financial Aid Counselor as soon as possible; Web-drop classes again after completing the survey and meeting with the counselor
- Student who does not utilize financial aid: Submit the Complete Withdrawal Exit Survey; Web-drop classes again after completing the survey
- Student athlete: See athletic academic advisor

8. Click on HERE for the link to the survey. It will bring you to the Answer a Survey page; click on Complete Withdrawal Exit Survey.
9. Answer each question, clicking on Next Question to submit your responses. Once you answer the last question, you will be able to click Survey Complete. You will receive an email that verifies your completion of the survey.
and reminds you to go back in to the Add or Drop Classes section of the registration system to completely withdraw as soon as possible.

10. Now that your survey is submitted, go back through steps one through six to submit your complete withdrawal.

**Eligibility for future registrations:**

1. A new applicant who withdraws from all courses prior to the first day of the term will not receive notice for future registrations unless the person requests that the Office of Admissions (Sweeny Hall) defer his/her application to a future term.

2. A former YSU student who withdraws from all courses prior to the first day of the term will not receive notice for future registrations unless the person requests that the Record's Office (Jones Hall) defer his/her application to a future term.

3. A current undergraduate student withdrawing on or after the first day of the term will receive notice of future registrations for one academic year.

Please note: All notification will take place via the MyYSU Portal.

**Honorable Withdrawal**

On occasion, a student voluntarily withdrawing from the University may need a letter stating the conditions of his/her withdrawal. If a statement of honorable withdrawal is needed, the dean of the appropriate college or other appropriate offices (i.e., University Discipline Officer) will furnish one, provided the student is of good character, has a satisfactory record of conduct, has no financial obligations to the University, and is withdrawing voluntarily for acceptable reasons; and provided that the student, if withdrawing during a term, follows the official procedure for a change of registration.

**Military Withdrawal**

Any student who is called involuntarily to active duty should follow the guidelines below. If a student must leave immediately, he or she may authorize another person to act on his or her behalf. A letter signed by the student or a power of attorney is required. The Office of the Registrar will accept a faxed or mailed request to withdraw. To send the request, please see the information below.

“Call-up” requests are handled by the Office of the Registrar. Contact Jeanne Herman, University Registrar at (330) 941-2349 or Tysa Egleton, Associate Registrar at (330) 941-2264.

A copy of the mobilization order must be presented to the Office of the Registrar.

Requests can be faxed to 330-941-2266 or sent via mail to:

Office of the Registrar
Youngstown State University
One University Plaza
Youngstown, OH 44555

Any student who must leave abruptly will be given every consideration upon his or her return. A “call-up” student who withdraws from the semester will receive “W” grades. Upon receipt of their mobilization order, he/she will receive a 100% refund of tuition and a prorated refund for housing and food. Eligibility for Incomplete Grades (“I”) is governed by the policy language in the University Catalog.

For additional information or assistance, visit the Office of Veterans Affairs.
Additional University Policies Governing YSU Students

Computer Use
Policies for computer use are available from the Office of Computer Services and are on the University website in the University Guidebook.

Copyright Infringement and Unauthorized Distribution Policy
As a member of the Youngstown State community it is important for you to know and understand the policies and governing procedures related to material that is covered under copyright protection. Please become familiar with the below selections that highlight important information pertaining to the copying and distribution of material. As you acquaint yourself to the following be aware that that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Please see the below summary for more information on possible penalties.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Current YSU Board of Trustee Policy language specific to information protected by copyright law
Acceptable Use Policy (AUP) Board Policy (3356-4-09 Acceptable use of university technology resources.)

Section D User requirements, Subsection 6:
(D) All users of the university-owned technology resources (computing, networking and data), regardless of affiliation with the university, must:

(6) Respect copyrights, intellectual property rights, and ownership of files and passwords.

Section J Examples of unacceptable use, Subsection i and j:
(J) Examples of unacceptable use:

(i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

(j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
Referrals of Alleged Student Misconduct to the Office of Student Conduct
Also, covered in this policy are the guidelines to disciplinary actions that may result against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. Per the sections of the policy noted below, any situations that include potential violations of these policies by a student will be referred to the Office of Student Conduct for review. If a student is found in violation of a policy, they will be appropriately sanctioned, up to and including expulsion from Youngstown State University. Possible sanctions are explained further in The Student Code of Conduct, which can be found at: https://ysu.edu/student-conduct/code-of-conduct

Section F No expectation of privacy, Subsection 4:
(4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.

Section K Enforcement, Subsection 2:
(2) The office of the chief technology officer must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies

Current YSU Board of Trustee policies can be found on the YSU website.

Free Speech
Students have freedom of speech.

Lost and Found Procedures
The YSU Info and PC Lab is YSU’s official lost and found. Items that were lost anywhere on campus can turn up here. All items are logged in at YSU Info and held throughout the semester. Valuable items such as wallets and purses are logged and then sent directly to the YSU Police Station.

All items FOUND that are not claimed by finals week of each semester will be donated to local charities. To inquire about a lost item, call 330.941.3516 or stop at the YSU Info counter located on the upper level of Kilcawley Center.

Policy Regarding the Use of Dune Buggies, Go-Carts, Skateboards, Roller Skates, Roller Blades, and Bicycles on Campus
Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on University property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on University property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.

Posting Policy (University Policy 3356-4-17)
(A) Policy statement. Youngstown state university (“university”) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university physical plant postings and other printed materials must be displayed in appropriate locations in accordance with this policy. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.
(B) Procedures. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.

(C) Scope. This policy applies to the availability and use of university bulletin boards, message boards, display cases, and facilities for the posting of materials, including but not limited to flyers, posters, poster boards, and leaflets.

(D) General parameters.

1. Materials may only be displayed on bulletin boards, message, display cases, or other locations specifically identified for the display of such materials.

2. Printed materials must be affixed in a manner appropriate to the surface being utilized.

3. Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.

4. Damage caused by improper posting and/or the cost of removal will be charged to the division, department, office, program, unit, activity, individual, or organization responsible for displaying the printed material.

5. Materials advertising an event must be removed following the event.

6. Material that is dated or time-stamped for removal must be removed accordingly and/or on a scheduled basis.

7. Courtesy and respect for the freedom of expression by others dictates that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.

(E) Kilcawley center and the Andrews student recreation and wellness center.

1. Postings are monitored and approved through the office of student experience.

2. Bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of student information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

3. Upon approval of the office of student activities, the hallways or concourses of Kilcawley center may be made available to display poster boards for the same purposes.

4. Postings and poster boards must clearly provide information or promote the publicized activity, contain the name and contact information of the sponsor, sponsoring group, student organization department, office, unit, individual or group, and be stamped by the office monitoring the bulletin board with an expiration and/or removal date.

5. The office of student experience may impose additional time, place, and manner restrictions regarding postings, including but not limited to size, acceptable materials, and the time/date and/or duration of posting.

(F) University residence halls, university courtyard apartments, and dining halls.

1. Postings at residence halls and dining halls are monitored and approved through the office of housing and residence life. Postings at the university's courtyard apartments are monitored and approved by the apartment manager.

2. Postings by departments, student organizations, and individuals in any area of these buildings are not allowed without prior approval.

(G) Academic, administrative, and administrative buildings.

1. Bulletin boards, message boards, display cases and other locations designated for the specific use of a division, department, office, program, or unit are available only for that specific use and shall be monitored by that division, department, office, program, or unit in accordance with applicable university policies and state and federal law.
(2) Each division, department, office, program, or unit may formulate additional procedures for posting material within its own confines.

(H) Prohibited postings. The placement of posters, flyers, signs, or other similar materials on any permanent university structures, including but not limited to buildings, walls, windows, doors, elevators, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces or any other area not specifically designated by the university as appropriate for posting is prohibited.

(I) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material postings at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

(J) Violations. Postings not meeting the standards of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.

(K) Expressive activity. Individuals/groups wishing to engage in the free and orderly exchange of ideas on campus by utilizing generally accessible outdoor areas should consult rule 3356-4-21 of the Administrative Code (corresponding university policy 3356-4-21 can be found on the “University Policies” webpage).

(L) Commercial solicitation. Individuals/groups wishing to access the campus for purposes of commercial solicitation or advertising should consult rule 3356-7-19 of the Administrative Code (corresponding university policy 3356-7-19 can be found on the “University Policies” webpage).

Smoke and Tobacco Free Environment

Youngstown State University is dedicated to providing a healthy, comfortable, and productive work and living environment for its employees and students and adhering to the smoking prohibition requirements in Chapter 3794 of the Ohio Revised Code. The success of creating and maintaining a mutually acceptable work and living environment will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers.

For purposes of this policy, “tobacco use” means the use of any tobacco product, whether intended to be lit or not, including smoking, as defined below, as well as the use of electronic cigarettes or any other devices intended to simulate smoking or tobacco use and the use of smokeless tobacco, such as snuff and chewing tobacco and any other form of loose-leaf smokeless tobacco. “Smoking” refers to inhaling, exhaling, or burning of tobacco or any other material in any type of smoking equipment or device, including but not limited to cigarettes, e-cigarettes, cigars, or pipes.

Smoking and tobacco use are specifically prohibited in the following university locations:

1. All university-owned or leased buildings and vehicles;
2. Outdoor areas where smoke may enter the building through an entrance, overhang, windows, vents, loading dock or other openings to a building or other structure;
3. All residence halls;
4. Any outdoor patio that is not physically separated from a building;
5. All outdoor events, such as but not limited to athletic events, concerts, or other performances, award ceremonies, and public speakers;
6. Fountain seating area outside of Kilcawley;
7. All outdoor areas posted as non-smoking.
Smoking shall be permitted in the following places owned or leased by Youngstown State University:

1. All outdoor areas not specifically listed above; and
2. Outdoor areas at least fifty feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure, provided that smoke does not inadvertently enter the building.

Smoking cessation support will be made available periodically to members of the university community wishing to cease smoking.

Complaints of violations of this policy may be brought to the attention of the vice president of finance and administration. Complaints of violations of state law may also be brought in accordance with reporting guidelines provided by the Ohio department of health.

Individuals who violate this policy will be issued a university smoking prohibition warning, which could result in employee or student discipline. Individuals who violate state law and are reported to the department of health may be fined up to one hundred dollars.

**Student ID Card**

Students are issued a student identification (ID) card which provides access to many resources by and available through the University such as dining hall meals, building access to residence halls, use of the University library, and can be used for entrance and discounts (when applicable) to certain university events such as athletic events.

Students are responsible for maintaining a current ID card for the entire duration that they are affiliated with Youngstown State University and are responsible for the safekeeping of their ID card. Replacement cards can be requested through the Penguin Crossing in Kilcawley Center.

No one other than the individual to whom the card is issued may use the ID card for any reason. Students are expected to carry their YSU ID at all times and should be prepared to present ID to University authorities upon request.

**Emergency or Partial Campus Closure**

Youngstown State University is open year round except for designated holidays. The university will remain open and classes held unless there is clear and substantiated evidence to warrant otherwise, i.e., extreme weather. Generally, such actions fall under two categories – University Closings and Cancellation of Classes.

- **University Closings.** The university is closed. Classes are cancelled. Employees should not report to work, except for essential emergency personnel*. All buildings, except residence halls and the dining facilities that support those halls, will be closed.

- **Cancellation of Classes:** Classes are cancelled, but the university remains open. Employees should report to work.

While the goal is to have as many people as possible on campus when the university is open, the university realizes that some students and employees live a significant distance from campus. Consequently, individuals are not expected to place themselves in a dangerous situation to get to campus. Employees and students are encouraged to use their best judgment in deciding whether it is safe to drive when confronted with severe weather.**
Communications
Among the several tools YSU may use to communicate to students and employees in the event of a university closing or class cancellation:

- **Penguin Alert** text messages and/or e-mails. You must sign up to receive these important messages. To sign up, visit [pengualert.ysu.edu](http://pengualert.ysu.edu).
- **By phone** on the YSU Emergency Information Line, 330-941-2222.
- **On the YSU homepage**: [www.ysu.edu](http://www.ysu.edu)
- **Social media** via [Facebook](https://www.facebook.com/youngstownstate) and [Twitter](https://twitter.com/youngstownstate)
- **Radio and TV**: Closing information will be provided to major radio and television stations across the Youngstown region. (Note that **WYSU-FM 88.5** is the official radio source regarding information about University operations.)

*Youngstown State University rarely closes for low temperatures alone.*

The primary factor we take into account in deciding if the campus should remain open is the safety of students, faculty, staff and visitors. That is our top consideration. After consulting a variety of sources and assessing weather conditions and forecasts, if the university determines that there is a significant threat to the safety of the campus community, the university will act immediately and appropriately.

It also is important to understand that universities are different than schools serving elementary, middle and high school students. YSU students and employees are adults; they are capable of preparing for inclement weather. They also are capable of using their best judgment in deciding if weather conditions warrant changing their schedules.

Also, students pay for services offered by YSU. When the university closes, those services are withheld. YSU is committed to providing those services to students as long as conditions do not present an undue threat to the campus community.

* Such as snow removal crews, as well as other personnel involved in operations that must continue (e.g. Campus Police, WYSU-FM, and some Facilities employees). Premium pay for employees who are required to work during closing, if applicable, will be in accordance with the appropriate bargaining agreement.

** In the event individual judgment is exercised not to report to campus, affected employees, who communicate this action to their supervisors, shall have access to accumulated vacation time, available personal days, or accrued compensatory time and/or emergency leave as provided in applicable policies and collective bargaining agreements. The severity of the weather conditions may also necessitate the cancellation of scheduled events such as national testing sessions, athletic events, and fine and performing arts programs.

*The day after a closing/cancellation:* For the day following a closing or cancellation of classes, in the absence of a specific announcement to the contrary, it should be understood that classes and other functions will continue as scheduled and that employees should report for work at their normal starting times.

*Authority:* The authority to close the university and/or cancel classes rests first with the President, and then with the Provost, the Vice President for Finance and Operations and the Executive Director of Facilities. Calls should NOT be made to the YSU Police Department to verify a university closing.
Youngstown State University Leadership

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Division of Student Experience

Eddie J. Howard, Jr., M.A.  Vice President for Student Affairs
Kelly Beers  Director, Title IX
Christy Cameron  Business Manager
Erin E. Driscoll  Director, Student Activities & Greek Life
Kate Fitzgerald  Director, Housing & Residence Life
Dr. Ann Jaronski  Director, Student Counseling Services
Nicole Kent-Strollo  Director, Student Outreach and Support
Joy L. Polkabla-Byers  Director, Campus Recreation & Andrews Recreation & Wellness Center
John L. Young  Director, Kilcawley Center

Division of Student Success

Claire Berardini, Ph.D.  Associate Provost, Student Success
Bill Border  Coordinator, Academic Achievers
Amy Gordon  Manager, Comprehensive Testing Center
Karla Krodel  Senior Director, College Access & Transition
Leslie Page  Director, First Year Student Services
Kenneth Pugh  Director, Upward Bound/SCOPE
Becky L. Varian  Director, Center for Student Progress
Vacant  Director, Career and Academic Advising

Division of University Relations

Shannon Tirone, A.B.  Associate Vice President for University Relations
Ronald A. Cole  Director, University Communications
Ross L. Morrone, M.Sc.  Director, University Marketing
Jacquelyn M. LeViseur  Director, Alumni & Events
Gary A. Sexton, M.M.  Director, WYSU-FM
Shawn Varso  Chief of Police