

GRADUATE COUNCIL MEMBERSHIP 2016-2017

Samuel Adu-Poku	Art	CCA&C Grad Program Director
Paul Louth	Dana School of Music	CCA&C CGS Committee
Laura Beadling	English	CLASS CGS Committee
Dolores Sisco	American Studies	CLASS Grad Program Director
Gail Saunders-Smith	Teacher Education	BCOE At-large
Lauren Cummins	Teacher Education	BCOE Grad Program Director
Matthew Paylo	Counseling	BCOE CGS Committee
John Hazy	Criminal Justice	BCHHS CGS Committee
Valerie O'Dell	Nursing	BCHHS Graduate Program Director
Virgil Solomon	Mech and Indus Engineering	STEM CGS Committee
Mark Womble	Biological Sciences	STEM Grad Program Director
Patrick J. Bateman	Management	WCBA Grad Program Director
Kendra Fowler	Marketing	WCBA CGS Committee

Graduate Council Chair: Mark Womble

Graduate Council Secretary: Lauren Cummins

Graduate Curriculum Committee Chair: Virgil Solomon

Assistantship Allocation Chair : Paul Louth

Exceptions Chair: Sal Sanders

Grievance Committee Chair: Dolores Sisco

Graduate Assistant Recruitment & Retention Chair: Gail Saunders-Smith

Policy Committee Chair: Matthew Paylo

Graduate Curriculum Committee Chair— Virgil Solomon, Mechanical Engineering

membership: Samuel Adu-Poku, Art
Brian Bonhomme, Economics
M. Kathleen Cripe, Teacher Education
John Hazy, Criminal Justice and Forensic Sciences
Faramarz Mossayebi, Electrical & Computer Engineering
Ying Wang, Marketing

Exceptions Committee Chair—Sal Sanders

membership: Mark Womble, Biological Sciences (Graduate Council Chair)
Matthew Paylo, Counseling (Graduate Policy Committee Chair)
Virgil Solomon, Mechanical Engineering (Graduate Curriculum Committee Chair)

Grievance Committee Chair— Dolores Sisco, American Studies

membership:

Graduate Studies Advisory Council:

Chirag Shah, WCBA

Matt Caputo, STEM

Somer Breese, HHS

Zina McKinney, BCOE

Kati Hartwig, CCA&C Fall Term

Ian LeRoy, CCA&C Spring Term

Denis Crawford, CLASS

GRADUATE FACULTY MEMBERSHIP

CATEGORY 1 MEMBERS approved 2016-17

Samuel Adu-Poku
Rebecca Badawy
Mona Bahl
Patrick Bateman
Cathy Beiber Parrott
James Benedict
Shelly Blundell
Brian Bonhomme
Jonathan Caguiat
Peter Chen
Brett Conner
Pedro Cortes
Ramesh Dangol
Suzanne Diamond
Stephen Gage
Weiqing Ge
Jill Tall Gifford
Guohong Han-Haas
Marsha Huber
Allen Hunter
Jai Jung
Brian Kiser

Jacob Air Labendz
Nancy Landgraff
Alina Lazar
Clovis Linkous
Monica Merrill
Stacie Mickens
Anissa Modarelli
Tomi Ovaska
Joseph Palardy
Matthew Paylo
Karin Ann Petruska
Tod Porter
Michael Raulin
Steven Reese
Ronald Shaklee
Bonita Sharif
Yogesh Uppal
Patricia Wagner
Amy Williams
Misook Yun
Yong Zhang

Graduate Council Policy Changes:

Admission Changes

Limit to Admission Deferral

Once accepted for admission to the College of Graduate Studies, an applicant may defer admission one time within one year at no cost. The one year begins the term and year initially selected. Additional deferral of admission or deferral beyond one year will require the applicant to apply for readmission and pay the current application fee.

ELI Guaranteed Admission

The application and supporting materials of an applicant whose language score is unknown, or less than that required for admission will be reviewed for admission by the appropriate academic program. Upon recommendation of the program director, academic dean and approval of the graduate dean, an offer of admission to the English Language Institute and future admission to a graduate degree program will be made. When appropriate, the admission letter will indicate that in addition to being admitted to the ELI program, the applicant will be admitted to the graduate degree program and the College of Graduate Studies upon satisfactory completion of the English Language Institute at Youngstown State University.

Change in Requirements of Original Documents for International Applicants

International applicants can be conditionally admitted to the College of Graduate Studies, based on scanned documents. Sealed originals will be required for regular admission.

Change in Requirements of Final Certificates for International Applicants

Provisional Certificates will be accepted **in lieu of Final Certificates** for international applicants in South Asian, and African markets

Change in Requirements of semesters completed for International Applicants

International applicants may be conditionally admitted to the graduate college based on (7) seven semesters of undergraduate study. The conditional admission is contingent on students finishing the degree, and providing us with a Provisional Certificate.

Requirement of Official Transcripts

A motion was made that the College of Graduate Studies continue to require the submission of official transcripts from all colleges and universities previously attended. The motion was approved unanimously.

Exception to Test Requirement if Graduate Credit

Graduate programs **may** recommend an exception for students with 9 hours of completed graduate credit relevant to program to be admitted regular without to the MAT or GRE requirements. This motion was approved, as long as the department may make their own review recommendations.

Continuous Enrollment

Students must be enrolled to access university resources (including the library, labs, parking etc.)

Satisfactory academic progress

The policy stating a degree-seeking graduate student earning a grade of D or F in a required course must be repeated and passed with a grade of A or B was changed so that any course grade of D or F must be repeated and passed with a grade of C or better.

Not in Good Standing Policy

Academic suspension for a regularly admitted student *not in good standing* is automatic if the semester grade point average is below 3.0 after one semester in which the student is registered.

4+1 Program Dual Credit Language

Change to the undergraduate to take graduate courses for graduate credit policy to include the additional statement to clarify: Students in accelerated programs will be accommodated to allow completion of degree requirements as specified in the program curriculum.

Military Credit

Graduate courses approved by the American Council of Education to be equivalent to a graduate level course will be considered by the graduate program to determine if transfer credit will be granted.

MBA transfer of credit

The MBA program was approved to accept up to 14 hours of transfer credit from the Chinese University of Petroleum

Addition to dissertation and thesis defense policy

The oral defense is a public presentation and must be advertised within the college.

Suspension of the Faculty funds for the Research Assistant Positions

Effective summer 2017, the Faculty Research Assistant program have been reallocated to fund Graduate Research Assistant (GRA) positions available each year.

Summer GRAs

Decrease in the number of credit hours required for Summer GRAs from full-time students to 6 credit hours.

Graduate Assistant Leave Policy

A Graduate Assistant Leave Policy was approved. The policy is included in the appendix 1.

Grievance Policy

The Graduate student grievance procedure has been changed to align with the undergraduate student grievance policy. Academic Senate has approved integrating the grievance procedure for graduate and undergraduate students, so that one procedure will be in place for all students. The policy is included in the appendix 2.

Changes to Category 2 Graduate Faculty

Part time faculty members are excluded/restricted from participation in college graduate committees as well as Graduate Council. Academic Entitlements were changed : To teach and serve on ~~supervise~~ master's-level graduate committees ~~students and to serve on or chair master's committees~~ Note: Category I is required to chair master's committees and chair or serve on doctoral committees.

Graduate Faculty may be approved with a master's degree plus 3 years of significant and relevant professional experience in lieu of terminal degree.

Graduate Council Nominations

Nominations and voting on positions of Graduate Council Chair, Secretary and Committee Chairs for the upcoming academic year will take place in the May meeting of each year. Any remaining open positions will be filled at the first fall meeting.

CURRICULUM COMMITTEE REPORT 2016-17**New Graduate Courses 2016-17**

2016-17:2 HHS 6955 *The Impact of Health Informatics on the Quality of Health Care Service*. This course presents a review of the Electronic Health Record and the US National Health Information Network. structure of provider, payer, and other health care organizations along with the work flow in these types of organizations and their information system's needs. It addresses how informatics assists these organizations, how information is used in business and clinical operations, and how information technologists interact with business and clinical stakeholders in provider, payer, and other healthcare organizations. Students will analyze the informatics function and organizational relationships in their organizations.3 s.h. (Add a 6900 or higher level course)

2016-17:5 ACCT 6970 *Capstone Experience*. A culmination of learning experiences necessary for accounting professionals. Strong emphasis will be placed upon the CPA/CMA exam experience. An integrative, team-based project will be required. Program level assessment will be a component of this course, both in terms of technical knowledge and other program-level learning goals. Prereq.: ACCT 5814,

ACCT 6930 and completion of at least 12 hours of MAcc coursework. 4 s.h. (Add a 6900 or higher level course)

2016-17:7 BIOL 6903. *Stream Ecology*. A study of the physical, chemical, biological, and ecological structure and function of stream ecosystems, and of their associated riparian zones. Prereq.: Permission of Instructor. 3 s.h. (Add a new 6900 level course.)

2016-17:8 BIOL ~~6904~~6902. *Ecology of Lakes*. A study of the physical, chemical, biological, and ecological structure and function of lake ecosystems. Prereq.: Permission of instructor. 3 s.h. (Add a new 6900 level course.)

2016-17:28 NURS 6920 *Special Topics*. Topics may vary from semester to semester and will be announced along with prerequisites and hours. May be repeated. S/U grading. 1-4 s.h. (New 6900 level course.)

2016-17:32 ACCT 6972 *Audit Theory Review & Practice*. A culmination of learning experiences in the auditing area necessary for accounting professionals, with a strong emphasis placed upon the CPA (Certified Public Accountant) exam in the financial accounting areas. An integrative, practice-based project in auditing will be required. Prerequisite: Undergraduate major in accounting or its equivalent. 2 s.h. (New 6900 level course.)

2016-17:33 ACCT 6974 *Financial Accounting Theory Review & Practice*. A culmination of learning experiences in the financial accounting area necessary for accounting professionals, with a strong emphasis placed upon the CPA (Certified Public Accountant) exam in the financial accounting areas. An integrative, practice-based project in financial accounting will be required. Prerequisite: Undergraduate major in accounting or its equivalent. 2 s.h. (New 6900 level course.)

2016-17:34 BIOL 6968 *Cell Culture Methods Laboratory*. This course provides instruction and training in standard animal cell culture techniques. Theory and practice using established cell lines. In addition, more advanced cell cultivation techniques will be explored, bio-reactors and 3D bio-printing. Prerequisite: Permission of instructor. 2 s.h. (New 6900 level course.)

Changes in Graduate and Swing Courses 2016-17

2016-17:17 ECON 5843 *Economics of Poverty, Transfers and Discrimination*. Examines the measurement and causes of poverty; trends in the distribution of income; and the anti-programs and their effectiveness. Theories of discrimination, difficulties in measuring the impact off discrimination, and the policies designed to reduce discrimination are discussed. 3 s.h. Prereq.:ECON 2610 (Change to course number, title and description.)

2016-17:19 MUEN 0012 *Dana Opera Ensemble*. 1 s.h. Prereq.: By audition and by permission of instructor and voice teacher. (Change to course title.)

2016-17:26 AHLT 5840. *Comparative Health Systems*. Problems and issues facing global health care systems including access to care, financing and rationing of services. A major project is included. Prereq.: AHLT 3708 or permission of instructor. 3 s.h. (Change in course hours.)

2016-17:29 NURS 7040 *Adult-Gero Acute Care 2 Practicum*. Application of concepts, theories, and research from NURS 7039 in the acute care settings. Taken concurrently with NURS 7039. Prereq: NURS 6902, NURS 6903 (or concurrent), NURS 6904. 4-6 sh. (Change in course hours.)

2016-17:30 NURS 7042 *Adult-Gero Acute Care 3 Practicum* Application of concepts, theories, and research from NURS 7041 in the acute care settings. Taken concurrently with NU RS 7041. Prereq: NURS 6902, NURS 6903 (or concurrent), NURS 6904. 4-6 sh. (Change in course hours.)

2016-17:35 SPED 5835 *Classroom Management for Exceptional Children and Youth*. Development, implementation, and evaluation of behavior management plans and strategies for students with exceptionalities in the classroom environment. Behavior management techniques to facilitate learning, self-management, and the development of social skills. Communicating effective management programs to parents, caregivers, teachers, and stakeholders. Part of the 234 hr. STEP Block. (68 hours). Prereq.: Upper-division status in COE, Special Approval. 4 s.h.(Change in prerequisite.)

2016-17:36 SPED 5864 *Service Coordination, Collaboration, and Consultation for Students with Special Needs*. Methods and strategies for the cooperation and involvement of related services professionals, parents, and children in the coordination of comprehensive educational and service plans. Collaboration, communication skills and sensitivity to individual and cultural differences are stressed. Part of the 234 hr. STEP block. (68 hrs) Prereq.: Upper-division status in COE, Special Approval. 3 s.h. (Change in prerequisite.)

2016-17:37 HHS 6949 *Community Health Practice*. An examination of various physiological, psychological, and sociological factors which influence the health and provision of healthcare in a community. Prereq.: AHLT 4810 and PHLT 3791 or equivalent or permission of instructor. 3 s.h. (Change in prerequisite.)

2016-17:38 HHS 6922 *Planning and Fiscal Management*. Principles and skills to conduct strategic plans, analyze and administer programs, develop budgets, and familiarize students with fiscal matters related to funding sources. Prereq.: ACCT 2602 and HHS 6918 or permission of instructor. 4 s.h. (Change in prerequisite.)

Deleted Graduate Courses 2016-17

None

Undergraduate Courses Approved for Swing Credit 2016-17

2016-17:15 MAT 5865 *Functional Human Gross Anatomy*. An applied perspective on human anatomical structure and function. Human anatomy will be studied from diverse points of view including, lecture, biomechanical discussion, anatomical models, and cadaver dissection. Three hours lecture, two hours laboratory. 4sh. Prereq.: BIOL 3705 or equivalent. Restricted to MAT students. (New swing level course)

2016-17:20 MUEN 0025 *Gospel Choir*. A choral music performance group whose repertoire focuses on African American Gospel music and the culture in which it was created. Musical styles will encompass Spirituals through Contemporary Gospel. Meets 2 hours per week. 1 s.h. (New swing level course.)

2016-17:25 STAT 5812 *SAS for Data and Analytics*. An introduction to SAS programming for data and analytics. Topics include using SAS for data processing, manipulation, visualization, reporting and statistical analysis. The objective is for students to develop statistical computing skills for problem solving and decision making. Prereq.: STAT 3717 or 3743 or equivalent. 3 s.h. (New swing level course.)

New Graduate Programs 2016-17

2016-17:10 Program Action- Health Professions. New certificate program: Health Informatics Certificate.

2016-17:11 Program Action- Public Health. 4 + 1 program

Program Changes—Graduate Programs 2016-17

2016-17:1 Program Action- Biological Sciences. The Department of Biological Sciences requests the graduate degree be officially changed to a "Master of Science in Biological Sciences." (Change in degree name)

2016-17:3 Program Action- Health and Human Services. Update the credit hours of courses in the MHHS and HC MGT Certificate due MBA course hour change from 3 to 2 hours MGT 6930 and MGT 6941 (Change in program requirements)

2016-17:4 Program Action- Accounting and Finance. Students with a minimum overall GPA of 3.0 *and* a minimum accounting GPA of 3.0 will be granted direct admission into the MAcc Program. Students with an overall GPA or accounting GPA between 2.7 and 2.99 may be granted provisional admission as provided by YSU Graduate College admission policies. Students with a GPA below 2.70, either overall or in accounting, will be required to pass foundational coursework to be considered for admission to the MAcc Program. As part of the online Graduate Admission application and College of Graduate Studies requirements, applicants to the MAcc Program should submit a letter of application, a current resume/vita, and at least two letters of recommendation which speak to the applicant's capacity and ability to successfully complete a graduate degree program in accounting. Students without an undergraduate major in accounting must have completed the following prerequisite coursework with a grade of "C" or better: Intermediate Accounting I & II, Federal Income Taxation, Cost Accounting, Accounting Information Systems (AIS), and Auditing. The Program Director will oversee the admission process to ensure student success and overall highquality of the MAcc program. Students with a major in accounting where the relevant undergraduate accounting coursework (major accounting courses) was taken several years ago and/or do not have recent, substantial, relevant accounting experience (as judged by the Program Director) should consider taking foundational coursework to be successful in the MAcc Program. (Change in admission requirements)

2016-17:9 Program Action- Teacher Education. Suspend Admission to Early Childhood Program.

2016-17:12 Program Action- Counseling, Special Education and School Psychology. Discontinue Autism and Related Disabilities Certificate.

2016-17:13 Program Action- Chemistry. Change in admission requirements to include recommendation letters and response to 4 statements for all applicants.

2016-17:14 Program Action- MSN. Revision of program objectives.

2016-17:16 Program Action- MSN. Addition of Adult-Gerontology Acute Care Nurse Practitioner Program Option.

2016-17:18 Program Action-Communication. Change of program name from: Interdisciplinary Communication to Professional Communication.

2016-17:21 Program Action- Respiratory Care. Decrease in required hours from 37-39 to 30 required hours. The elimination of specialty tracks.

2016-17:22 Program Action- Nursing. Suspension of the MSN Adult-Gerontology Clinical Nurse Specialist (CNS) Option

2016-17:23 Program Action- Nursing. Suspension of the MSN School Nurse Option

2016-17:24 Program Action- Nursing. MSN Nurse Education option: Addition of NURS 6903 and deletion of one elective (Change in degree requirements).

2016-17:27 Program Action- Social Work. Eliminate the MAT and GRE requirement. (Change in admission requirements).

2016-17:31 Program Action- Accounting. (Change in degree requirements).

Graduate Credit Dropped from a Swing Course 2016-17

2016-17:6 BIOL 5804. Aquatic Biology. Ecological, physical, and chemical aspects of aquatic ecosystems. Study of the interaction between organisms and their environment. Prereq.: BIOL 3780. (Drop a swing course.)

APPENDIX 1

Guidelines for YSU Graduate Assistant Leave (12/5/2016) Effective Fall 2017

Circumstances occasionally occur that prevent graduate assistants (including GAs, TAs, and GAIs) from performing the duties of their appointment. Consistent with Youngstown State University's effort to support all members of our community, these guidelines seek to reduce the professional and personal stresses that can develop when graduate assistants encounter extenuating circumstances that warrant a temporary absence from their assistantship duties. The purpose of these guidelines is to outline how instances of personal and/or family illness, injury, childbirth or adoption, and other agreed upon and valid reasons for absence should be addressed by the unit funding the assistantship. These guidelines are intended to ensure that the graduate assistant support be maintained to the extent possible during an approved absence. In the cases of foreseeable events, the graduate assistant should inform his/her direct assistantship supervisor as soon as the circumstances and dates of needed leave are known. For unforeseeable events, notification should be made as soon as possible once the need arises. It should be noted that leave requests may be jeopardized or denied for reasons including, but not limited to, multiple leave requests, unsatisfactory performance levels, evidence of dishonesty, and insufficient documentation. Furthermore, these guidelines pertain only to issues related to the individual as a graduate assistant. There are separate attendance policies for the individual as a graduate assistant at YSU.

Short-term graduate assistant absences may be requested for valid periods of absences which typically span less than two weeks in duration. In these instances, the graduate assistant should make the request to his/her direct assistantship supervisor as promptly as possible, so that coverage of duties during the requested short-term absence can be addressed. Reasonable requests for short-term absences can typically be approved with all graduate assistant benefits maintained. The graduate assistant should work with the direct assistantship supervisor and the department chair to ensure that the time can be made up in a reasonable manner through creative ways such as working up to an extra five hours per week, working over university breaks, etc. The graduate assistants, the direct assistantship supervisor, and the department chair should agree to this plan in writing through the Short Term/Extended Leave Form (See Attached).

For needed absences from graduate assistant duties of longer than two weeks, a graduate assistant must formally request an extended leave. Long-term absences may be requested for a variety of valid reasons as previously noted. These types of requests should be reasonable and include written documentation related to the reason for absence (such as a letter from a medical doctor, legal documentation, etc.). The request for extended leave must be made to the chair of the department providing the assistantship in consultation with the direct assistantship supervisor. Whenever possible, the department chair should not reassign workload to another graduate assistant. Graduate assistants who are formally approved through the Short Term/Extended Leave Form will be excused from their regular graduate assistant activities for the duration of their approved leave. Although tuition remission will continue during the extended absence, graduate assistants will no longer receive the monthly stipend for the duration of their approved leave. The graduate assistant's monthly stipend resume upon successful return to the graduate assistant position within the particular appointment period. Should the graduate assistant require additional leave time beyond the original agreement, this must be formally approved by the

department chair in consultation with the direct graduate assistant supervisor through the Short Term/Extended Leave Form. Should the graduate assistants be unable to return until after the original appointment ending date, there is no guarantee of the availability of a continued graduate assistantship. However, the graduate student would be considered for future graduate assistant appointments in a manner consistent with all other graduate students.

APPENDIX 2

STUDENT ACADEMIC GRIEVANCE PROCEDURE*

Youngstown State University strives to resolve graduate and undergraduate student grievances as they arise. For grievances that cannot be resolved by consultation, a formal process to assure faculty and student actions are evaluated fairly and thoroughly is contained within this document.

Any student or group of students that believe there has been a material breach of faculty contractual obligations to the detriment of the individual student or the entire class is entitled to file a grievance using the Academic Grievance Form submitted to the Office of the Provost.

The process, outlined below, has been designed to recognize a student's right to due process in a fair and equitable manner.

A. Introduction

1. This document applies to students taking courses in pursuit of an associate, bachelor, or graduate degree, and/or other students taking courses for undergraduate and graduate credit.
2. Grievances filed concerning academic matters must conform to the process described in this document.
3. The Academic Grievance Committee, an appointed chartered committee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void. Graduate Council has approved incorporating the previous Graduate Grievance Procedure into this Grievance Process.

B. Academic Grievance Committee Structure. This committee is drawn from the same committee as the Academic Integrity Hearing Panel as discussed in the Student Code of Conduct with the exception of the graduate college student and faculty representatives.

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. In addition, Graduate Council will appoint six (6) graduate faculty members, preferably representing each of the six (6) Colleges, for hearings involving graduate students and graduate faculty members.

3. In consultation with one another, the Student Government Association and the Associate Vice President for Student Experiences

shall appoint student committee members who shall serve a two (2) year term. This appointment shall be based upon the criteria established below. These appointments are subject to approval by the Senate Executive Committee.

- a. Students must complete an application available at the Student Experiences office.
- b. One (1) undergraduate is selected from each of the six (6) Colleges.
 - i. Students must have a minimum GPA of 2.5.
 - ii. Students must not have a previous judicial record.
 - iii. Students should be sophomore status or above.
- c. In addition, six (6) graduate students (preferably one from each college) will be appointed by the Graduate Council to hear cases involving graduate students and graduate faculty members. These students must be in *good standing* without a previous judicial record.

C. Academic matters that may be grieved.

1. Per the YSU–OEA Agreement, Article 20 (current contractual obligations are specified in Appendix A of this document) academic matters that may be grieved are the following:
 - a. 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.
 - b. 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 (current contractual obligations are specified in Appendix B of this document).
2. 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.

D. Overview of the grievance process.

1. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.
 - a. Pre-Grievance hearing activities
 - b. Grievance hearing
 - c. Appeal

2. Agreement may be reached between the student and the faculty member at any time during the process. The Judicial Chair may also intervene as he or she sees fit to mediate an agreement. Any resulting agreement ends the grievance. A summary of this agreement should be put in writing and distributed to the student, faculty, chair and Dean of the appropriate Department and College. In cases involving graduate students and faculty members, the Dean of Graduate Studies will be notified.

E. Phase One: Pre-Grievance hearing activities.

1. Upon discovery of an event the student wishes to grieve, the student must first attempt to resolve the conflict through discussion with the faculty member.
2. If the matter is not resolved from any such student/faculty member discussion, the student must then initiate discussion with the department chair.
 - a. If after five working days (working days are defined as Monday through Friday not including Holidays) the department chair fails to respond to University email correspondence initiated by the student requesting a conference, the student may seek consultation by the dean of the faculty member's college.
3. If the matter is not resolved from the student/chair discussion, the student must then initiate discussion with the dean of the college in which the faculty member's department is housed. 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 four (4) immediately below.
 - a. If after five working days the college dean fails to respond to University email correspondence initiated by the student requesting a conference, the student may then submit a written statement as outlined in section 4. immediately below
4. If the matter is not settled following these discussions, the student may then submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost, second floor in Tod Hall. A copy of the form is found in Appendix C. 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**, even if the student has graduated. 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.

5. The Associate Provost for Academic Administration, or designated Judicial Chair, will assess the grievability of the complaint within fifteen University working days of receipt of the Grievance Form.
 - a. While assessing grievability, the Judicial Chair will have access to the written documents provided by the student and submitted through the Provost's office. In addition, the Judicial Chair must confirm with the instructor, departmental chairperson, and dean that the student has in fact met or has documented evidence of attempting to meet with each party. Furthermore, the Judicial Chair should discuss the grievance with the instructor, chair, and dean either separately or together. The Judicial Chair shall attempt to mediate a resolution to the matter. If no resolution is possible then one of the following will occur:
 - i. If after thorough examination of the complaint, it is assessed as non-grievable, the student is informed in writing by the Judicial Chair and the matter is closed.
 - ii. If the complaint is assessed as grievable, the Judicial Chair initiates Phase Two of the grievance process below.

F. Phase Two: Grievance hearing

1. Within five University working days of initiating Phase Two of the grievance process, the Judicial Chair shall distribute copies of the completed grievance form to the student, faculty member, department chair, and appropriate dean.
2. Within five university working days of receiving the completed grievance, the faculty member, department chair, and dean must return their responses regarding the student(s) claim(s) to the Judicial Chair via University email. All of these documents together constitute the Grievance Packet.
3. The Judicial Chair shall email the completed Grievance Packet to the entire Student Academic Grievance Subcommittee, the student, faculty member, department chair, and dean within two University working days of receipt of all responses. In addition, at this point a hearing date, time, and place will be established by the Judicial Chair. All affected parties will be notified so as to afford the parties an opportunity to be present. The Grievance Hearing notice shall be sent to the student, faculty, chair and dean using university email. 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.
4. Parties directly involved in the grievance procedure

- a.** The parties directly involved in the grievance procedure are as follows:
- i.** Student/Faculty: The party who files the grievance and the party against whom the grievance is filed. At the discretion of the Judicial Chair, grievances involving multiple students can be handled individually or as a group.
 - ii.** Department Chair: The chairperson of the department in which the faculty member resides. The chair is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the chairperson is strongly encouraged.
 - iii.** Dean: The dean of the college in which the faculty member's department is housed. In addition, the Dean of Graduate Studies has the option to attend in cases that involve graduate students and faculty members. The Dean is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the dean is strongly encouraged.
 - iv.** Grievance Hearing Panel. Derived from the membership of the Academic Grievance Committee. At minimum, it consists of three faculty members (in grievances involving graduate matters, only graduate faculty will be appointed), three undergraduate students (in grievances involving graduate matters, graduate students will be appointed), and the Judicial Chair. This panel conducts the formal hearing and renders a decision about the grievance.
 - v.** Advisors: The student and the faculty member may avail themselves of the services of an advisor throughout the grievance process. 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. They are permitted, however, to give notes or whisper instructions/advice to the student or faculty member involved. Examples

of advisors include a parent, attorney, clergy, other faculty member, coach, etc.

- vi.** 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 who will present repetitive testimony is limited to two witnesses.

5. Grievance hearing principles and procedures

- a.** No member of a Grievance Hearing Panel will hear a case directly affecting him/her.
- b.** The Judicial Chair must be made aware of all parties planning on attending the grievance hearing a minimum of 24 hours prior to the scheduled hearing. This should be done via university email to the Judicial Chair and include the name(s) of any and all witness(es), advisors, chair/dean/faculty/students, attending.
- c.** Prior to the hearing, the Grievance Hearing Panel members shall have a minimum of five working days to review all written materials in the Grievance Packet submitted by the affected parties.
- d.** 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 bring witnesses in support of their case; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented.
- e.** With the exception of advisors and the Grievance Hearing Panel, all parties listed above can be queried by any member of the grievance procedure regarding testimony.
- f.** The Judicial Chair has the right to limit the amount of time testimony is presented by any given individual; remove disruptive individuals from the room; ensure that only the members of the Grievance Hearing Panel, student, and faculty member are present in the room; ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented.
- g.** After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision. The panel shall vote using closed ballots tallied by the Judicial Chair. The Judicial

7. Possible Actions

- a.** The Grievance Hearing Panel may decide and enforce any of the following options:
 - i.** Change the student's grade on the item being grieved (i.e., particular paper, final grade, etc.) by either lowering or raising the grade
 - ii.** Enforce a withdraw grade for the class (late or otherwise)
 - iii.** Enforce university or program suspensions or expulsions
 - iv.** Enforce appropriate remedies regarding academic matters.
- b.** What the Grievance Hearing Panel cannot decide or enforce:
 - i.** Tuition refunds from the University
 - ii.** Firing or authorizing disciplinary action against any faculty member (part-time or otherwise). The panel can, however, recommend disciplinary action.
 - iii.** Attendance of the provost or president of the university at any panel hearings

G. Phase Three: Appeal

- 1.** A written appeal of the Grievance Hearing Panel's decision is possible if there were procedural violations. If the student or faculty member alleges one or more violations of the procedures leading up to and including the Grievance Hearing, he/she may file a written appeal. Group grievances are appealed by a group only and not by individuals.
- 2.** Such an appeal shall be filed at the Office of the Provost within five university working days of receipt of the written notification of the Grievance Hearing Panel's decision. Information regarding what needs to be submitted for an appeal is located in Appendix D.
- 3.** The Office of the Provost shall forward the written appeal to the Judicial Chair within five university working days.
- 4.** Appeals will be reviewed by the Senate Executive Committee within fifteen University working days of receipt by the Judicial Chair. Such appeals are not heard as original cases and may be concluded on the basis of the written information provided. This panel shall rule only on whether procedural violations occurred.
 - a.** If the Senate Executive Committee 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.

- b.** If the Senate Executive Committee rules that procedural violations occurred and were substantive, the case will be reviewed by the Senate Executive Committee. Within fifteen university working days of the Senate Executive Committee's finding of procedural violations, a quorum of the full Senate Executive Committee shall undertake a full examination of the case. The decision reached by the Senate Executive Committee is final and may not be appealed.

5. Appeal Hearing

- a.** No member of the Senate Executive Committee will hear a case directly affecting him/her.
- b.** Prior to the hearing, members of the Senate Executive Committee shall review all materials of the Appeal Packet.
- c.** Only information contained in the Grievance Packet and any materials submitted as part of the appeal shall be considered.
- d.** The chair of the Appeal Panel shall inform both parties of the decision as soon as reasonably possible.
- e.** A written statement of the decision shall be prepared and signed by the chair of the Appeal Panel, forwarded via university email to the student, faculty member, department chair, dean, Judicial Chair and the Provost within five working days of the decision.
- f.** A file of all pertinent documents from all grievances and appeals shall be kept by the Office of the Provost as allowed by the Collective Bargaining Agreement.
- g.** The decision reached by the Appeal Panel is final and may not be appealed.
- h.** At the discretion of the chair of the Appeal Panel, the time lines under G.2 through G.4 above may be extended.

Appendix A

Article 20:

Students

20.1: Commitment to Students: The Administration and the Association reaffirm their commitment to provide the undergraduate and graduate students of YSU with the highest quality instruction possible within the limits of the resources available to the institution. The parties shall seek to maintain an environment that encourages each student to attain his/her maximum intellectual and emotional development, heightens the individual's awareness of contemporary forces in society and their impact upon the individual, and prepares students for productive careers and responsible citizenship. Accordingly, the parties commit themselves to:

1. The student evaluation of faculty teaching performance, as provided for in Article 14 (Faculty Evaluation).
2. Respect for the vital role of Student Government in representing and protecting the legitimate interests of the student body.
3. The continuation in future negotiations of the consultation and briefing sessions with student leaders.
4. The principle that a student with a legitimate academic grievance has the right to have his/her grievance heard.
5. The tasks, duties, and assignments enumerated in Appendix C.

20.2: Student Academic Grievances: Violations by the student of the timelines established in the Academic Senate or Graduate School policies shall result in the termination of the student's grievance. Academic matters that may be grieved are the following:

1. Material deviation from the instructor's policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
2. Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (see Appendix B), to the detriment of the individual student or the entire class.
3. Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult 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.

If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Haring Panel's decision shall be forwarded to the faculty member's official personnel file.

Appendix B

Teaching Rights and Responsibilities

Article 28.3: Course Requirements

Members of the faculty must provide each student access to a course syllabus in each course taught. A printed copy of the syllabus must be provided to the chair no later than seven (7) business days after the beginning of each semester/term whether or not there has been a revision(s) to the syllabus. The course syllabus shall include a clear explanation of the faculty member's policies on grading and class attendance for the course, a list of the days, times and location of scheduled office hours (including the methods of communication for distance education courses). The course syllabus shall be made available to students within seven (7) business days after the beginning of the semester/term. During office hours, a faculty member shall explain a grade to a student who requests such explanation. The faculty member must provide to each student at least one (1) written grade report on a class assignment (test, examination, essay, etc.) at least three (3) weeks before the deadline for student withdrawal from the course. Faculty members shall retain student materials in physical or digital form that have not been returned to the students for one (1) semester. Material from the spring or summer semester should be retained through the following fall semester. Faculty members shall retain grade and attendance records (if kept) for one (1) year. Backup of student materials through the course management system by faculty members will satisfy the materials retention requirement. During the first fourteen (14) calendar days of each term faculty members may be required to identify students who do not attend selected lower level classes. The method utilized to identify such students shall be at the discretion of the faculty member. Faculty members may not penalize a student for missing a class if the student provides advanced documentation that the absence was a result of a University-sponsored activity.

Appendix C

Youngstown State University

Office of the Provost
Academic Grievance Committee

Dr. Jennifer A. Pintar, Judicial Administrator

330-941-4628

Student Academic Grievance

STUDENT'S FORM

Date Grievance Filed _____

SECTION A (Student Information)

Name _____

Banner ID Number _____

Current Address _____

Phone Number _____ E-mail _____

Your College (please circle) CLASS H&HS EDUC F&PA STEM WCBA

GRAD COLLEGE

Major/Program _____ Class Rank _____

SECTION B (Instructor Information)

Instructor's Name _____

Instructor's Department _____

Course Number and Title of Class _____

Semester and Year of Course _____

Grade Received _____

SECTION C (Informal Process Information)

1. Have you discussed the grievance with your instructor? (please circle) yes no
If yes, when? _____

2. Have you discussed the grievance with the chair of the department in which the class is taught?
(please circle) yes no

If yes, when? _____

Name of Department Chair

3. Have you discussed the grievance with the dean of the college in which the class is taught?
(please circle) yes no

If yes, when _____

Name of College Dean _____

Meeting date for Dean of Graduate College (if applicable) _____

Please Note: The informal process (Section C) **must** be completed before the formal process can be initiated by the Office of the Provost's Grievance Judicial Officer.

SECTION D (Formal Grievance Statement Information)

- **Please attach** a comprehensive, **typewritten statement**, describing in your own words, the nature of your grievance including specifics you feel are relevant to this grievance.
- Specify evidence you have to support your grievance.
- **Attach a copy of the class syllabus.**
- State the specific action you would like to see taken on this grievance. (If seeking a grade change, please demonstrate where and how the instructor deviated from the syllabus.)

Will you be bringing an advisor or support person to the hearing? Yes _____ No _____
If yes, my advisor or support person's name is:

Name

Phone

Email

In the event the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member's personnel file. If a grade change is granted to the student, appropriate steps will be initiated. In the event it is determined that the student filed a false report, the case will be forwarded to the Office of Student Conduct for a full review.

I have read and understand the Student Academic Grievance Procedure.

Student's Signature

Date

Appendix D

Appeal Documentation Requirements

In your request for an appeal, please include the following:

- Your name and contact information, as well as the case in question.
- Thorough description of how the hearing for the case in question meets the standards for grounds for an appeal.
- Any supporting documentation.

Please note: Your written appeal should be clear, coherent, and limited to no more than four typed pages.