# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>3-4</td>
</tr>
<tr>
<td>Terms of Teaching Assignment</td>
<td>5-7</td>
</tr>
<tr>
<td>Teaching</td>
<td>8-13</td>
</tr>
<tr>
<td>Offices, People, Services, Miscellaneous</td>
<td>14-21</td>
</tr>
<tr>
<td>Selected Campus and University Policies and Procedures</td>
<td>22-25</td>
</tr>
<tr>
<td>Appendix A: Syllabus Information</td>
<td>26-31</td>
</tr>
<tr>
<td>Appendix B: Cheating and Plagiarism</td>
<td>32-42</td>
</tr>
<tr>
<td>Appendix C: STRS Information</td>
<td>43-64</td>
</tr>
<tr>
<td>Appendix D: Campus Information</td>
<td>65-68</td>
</tr>
</tbody>
</table>
Kent State University has a long tradition of service to the needs of the community. Founded in 1910, Kent Normal School had as its primary mission the training of teachers for Ohio's public school system. During the 1930's, Kent State achieved University status after adding the Liberal Arts College and College of Business Administration. After World War II, Kent State created academic centers throughout Northeastern Ohio to provide courses in a variety of subject areas.

In 1954, Kent State University initiated a program to educate students. The University offered classes at Warren G. Harding High School known as the Warren Academic Center. The expansion to "meet the special requirements of the area" continued through the 1960's as Kent State, aided by local fund-raising built seven regional campuses in Northeastern Ohio. The Kent Regional Campus system provides a range of courses, associate degree programs, baccalaureate programs, and a variety of continuing education courses and public service activities. Until 1970, the Trumbull campus continued to operate in four leased facilities. In fall 1970, classes began at the Trumbull Campus.

In 1996, the Trumbull Campus established a Workforce Development and Continuing Studies Center. The Center has provided technical training, customized training programs, apprenticeship coursework and Tech Prep Programs for local companies. The workforce development training programs include employee training in partnership with the university business and industry, and local/state governments.

In fall 2000, the Technology Building opened and was designed to support a variety of technology degree programs. The workforce Development and Continuing Studies Center allowed for the expansion of programs and services available to the surrounding communities. The campus is also home to the Ohio Basic Police Academy and a Corrections training facility.

Today, Kent State Trumbull offers certificate programs, associate degree programs and baccalaureate programs, including the following:

**ASSOCIATE DEGREE PROGRAMS**

Associate of Applied Business
- Accounting Technology
- Business Management Technology
- Computer Technology
- Information Technology for Administrative Professionals

Associate of Applied Science
- Electrical/Electronic Engineering Technology
- Environmental Health and Safety
- Legal Assisting Technology
- Manufacturing Engineering Technology
- Mechanical Engineering Technology
- Systems (Industrial) Engineering Technology

Associate of Arts
- General Studies
- Justice Studies
Associate of Science
   General Studies
Associate of Technical Studies
   Allied Health Management
   Emergency Medical Services Technology
   Individualized Degree Program
   Industrial Trades Technology
   Environmental Management (Open to employees of Davey only.)

BACHELOR DEGREE PROGRAMS
Bachelor of Technical and Applied Studies
Bachelor of Arts Communication Studies – Applied Communication Concentration
Bachelor of Arts in English
Bachelor of Arts in Criminology and Justice Studies
Bachelor of Arts in Psychology
Bachelor of Business Administration in Management
Bachelor of Integrative Studies
Bachelor of Science in Nursing
TERMS OF TEACHING ASSIGNMENT

ADJUNCT FACULTY AT KENT TRUMBULL PHILOSOPHY
A campus is known and judged by the quality of its faculty. Likewise, the outcomes of academic courses are determined by the quality of the material presented to the student. Kent Trumbull is committed to the highest quality of education possible by enhancing the critical and creative skills of both traditional and nontraditional students. Intellectual breadth and depth are strongly emphasized in the curriculum.

Teaching excellence, supported by highly qualified faculty and staff members who are professionally active and current in their fields, is primary to this institution. In working with students, both faculty members and administrators are committed to providing a humane, responsive and intellectually stimulating environment in which everyone can learn and work productively, while respecting the dignity of each. We are proud that many students and faculty have found Kent Trumbull to provide a warm and friendly learning environment.

Adjunct Faculty are an essential component in Kent Trumbull's teaching effort. The Campus seeks to identify the most qualified faculty available and commits itself to providing the resources and support for them to function in a true academic fashion. Adjunct Faculty often bring a unique perspective to Kent Trumbull: they often provide expertise in areas not covered by Resident Faculty, as well as current "real world" experience in applied dimensions of the various disciplines. Many Adjunct Faculty have taught at Kent Trumbull for many years with an excellent record of teaching.

QUALIFICATIONS
Adjunct Faculty should possess credentials similar to those held by Resident Faculty. Precise qualifications vary with departments, but normal minimum requirements are a Master's Degree in the subject matter. The academic departments of Kent State University grant approval for Adjunct Faculty to teach on a case-by-case basis.

FLASHLINE AND EMAIL ACCOUNT
All Adjunct Faculty will be assigned an official Kent username and password that can be used to log on to Flashline and their kent.edu email account. It is important to note that the kent.edu account is recognized as an official form of communication by the University. Faculty should use their kent.edu email for all correspondence with the administration and with students and should check this email account frequently. During the academic terms in which they are teaching, Adjunct Faculty are expected to routinely check their kent.edu email, as all official communication from the University will be sent through kent.edu addresses. Again, it is also required that Adjunct Faculty communicate through the kent.edu email system and not through personal or other work email addresses.

TERMS OF EMPLOYMENT
Once departmental approval to teach is granted, the Assistant Dean will meet with you to offer a teaching assignment.

Beginning with the Spring 2013 semester, all Adjunct Faculty contracts will be online. You will receive an email at your kent.edu account, stating your assignment is ready. It will be necessary for you to log in to your account and acknowledge your contract. This computer-generated acknowledgment is taking the place of the written contracts that were used in previous years. Please note: It is mandatory for you to log
in to kent.edu and acknowledge your contract. Failure to do so will result in your payroll not being processed. We will not be able to ask for a special check if you neglect to follow the new procedure but would like to be paid on the regular dates. You will have to wait for the next scheduled pay to receive your back pay. There will be no exceptions. Please be certain to begin checking your kent.edu email account, and please note that it is University policy that you use kent.edu to communicate with your students.

RENEWAL LETTER
At the end of each academic year an instructor will be requested to state in writing that she/he wishes to be considered for a teaching assignment in the following year. If an instructor neglects to submit this notification letter, she/he will not be included in the current adjunct teaching pool.

STATE TEACHERS RETIREMENT SYSTEM
See http://www.kent.edu/hr/benefits/retirement.cfm. All Adjunct Faculty employed by Kent State University are eligible to join the STRS. Membership in the retirement system is mandatory if an instructor is teaching 3 hours or more. Retirement contributions of 10% of the stated salary amount will be deducted from all Adjunct Faculty paychecks by the Payroll Office. Adjunct Faculty who no longer desire to teach in Ohio can redeem their contributions to STRS.

Other withholdings, such as Federal Income Tax, FICA, and State Income Tax will be processed in preparing your paycheck. Any City Income Tax which may be due, is not deducted. The faculty member is responsible for payment of such taxes and may require a quarterly estimate and payment be made to the appropriate taxing authority.

PAY DATES
The University processes payroll checks for teaching faculty on the 15th day and the final day of each month. If the 15th day or the last day of each month falls on a Saturday or Sunday, paychecks are processed on the Friday preceding the date. All paychecks are direct deposited. Again, it should be noted that in order to be paid in a timely fashion, adjunct faculty will need to acknowledge their contract electronically in their Flashline account.

BENEFITS
For a complete list of benefits and relevant information: http://www.kent.edu/hr/benefits/index.cfm.

Adjunct Faculty are entitled to a tuition waiver for themselves up to 4 semester hours of coursework during the semester they are teaching or the semester immediately following. Instructors may pick up the appropriate forms in the Student Services office.

The Bookstore offers a discount to all Adjunct Faculty.

Adjunct Faculty are welcome to attend all social functions, and are invited to participate in the graduation ceremonies.
PARKING
Adjunct Faculty may park in the Faculty parking lot in the back of the Classroom/Administration Building. Please contact Gary Bateman, Director of Security for a parking permit to use this lot.

ADJUNCT FACULTY INFORMATION FORM
The Faculty Information Form is to be completed and returned to the Faculty Secretaries as soon as possible. The form will be placed in your mailbox at the start of the semester. The information requested consists of pertinent personal data and also includes spaces for listing office location and office hours. A master list of official locations and office hours is compiled and distributed to various departments on Campus. All other information is kept confidential.
TEACHING

STUDENTS
Students at Kent State Trumbull are heterogeneous in background and life experiences. Many students are part time and many are not recent high school graduates. Students' backgrounds, abilities and ages vary.

CLASS MANAGEMENT
The following items are seen as minimal expectations of any college instructor. For the most part, they involve actions and procedures easily undertaken and readily assessed.
- Regular and reasonable office hours (at least 3 hours per week).
- A clear and concise syllabus (see SYLLABUS).
- Punctuality in starting and ending classes.
- Reasonable notification of and provision for faculty absence. The Assistant Dean’s office must be notified of all class absences.
- Provision of reasonable makeup procedures for legitimately missed exams and other graded work.
- Evaluation of work with adequate and constructive comments written on the students' papers or delivered orally to the whole class as is appropriate to the character of the test or assignment.
- Evaluation of work within a reasonable time frame that allows the student to benefit from the instructor's comments prior to the next assignment.

BASIC PEDAGOGY
While the intellectual and judgmental skills essential for acceptable teaching are more open to interpretation than class management techniques, effective teaching should demonstrate the following qualities:
- Content, assignments, and approach reasonable to the level, aims and nature of the course.
- Concern for appropriate teaching techniques.
- Effective use of class time.
- Adequate class and course preparation.
- Testing and grading practices that relate directly to course content and assignments.
- Communication skills appropriate to the level of students and subject matter in the course.
- It is the responsibility of faculty members to remain current in the materials covered in their own course and to be knowledgeable about developments in their discipline, especially as regards changes in cognate courses within the department or school curriculum.

FACULTY STUDENT RELATIONS
Interpersonal relations inevitably are difficult to prescribe and evaluate, and yet, they set the tone and environment for the learning experience. In this regard, the Trumbull Campus views the following as essential.
- Courtesy, civility and respect.
- Establishing a climate wherein questions, relevant comments, and intellectual interaction are encouraged.
- Nondiscriminatory treatment of students with reference to their personal or social backgrounds, preferences, or characteristics.
- Recognition of the dignity of students and establishing an environment of tolerance.
FACULTY MENTORS
An attempt is made to match each new adjunct instructor with a resident faculty member or program coordinator to serve as a mentor. The Assistant Dean can also provide such assistance. This mentor will serve as a guide through the semester's work in such areas as syllabus design, class attendance policy, test construction, and assignment of grades. The Assistant Dean will assign mentors who will make arrangements for a visit by an administrator or faculty member to attend at least one class session and evaluate the quality of instruction and share suggestions on classroom management where appropriate.

FACULTY ABSENCE
Instructors are expected to meet all their class sessions as part of their contract. Should an emergency require that an instructor miss a class meeting, this absence should be reported (in writing if possible) to the Office of the Assistant Dean in time so that alternate plans can be made for the class session.

If a planned absence should occur, please ensure that the class has been notified and projects have been assigned to make-up for the lost class periods. The Office of the Assistant Dean must be notified as well.

The class should be notified by email of any absence. Under no circumstances should a faculty member allow another person to take their classroom or administer a test without prior approval from the Assistant Dean’s office. Adjunct Faculty who miss class must report the time off in their Flashline account. For assistance, contact the Assistant Dean’s office.

EARLY ALERT SYSTEM
The Early Alert System is designed to give faculty an opportunity to provide Academic Advisors with information about students who may be having difficulty in courses, may not be attending classes or doing well on exams and assignments. Once the Early Alert is completed, an Academic Advisor makes contact with the student to discuss options for improving her/his performance.

ACCESS: On Flashline, click on Faculty and Advisor Tools tab, click on the Early Alert System on the Faculty Advisor Toolbox menu. Select the term and the course and complete the information for your students.

TEXTBOOKS
You may find that some textbooks have been ordered for you before you meet your class. Many departments select texts for various classes according to departmental policy. Some departments allow the instructor to select their text books. Contact the Assistant Dean for information as to your department's policy well in advance of the start of the semester. All texts are ordered through the Campus Bookstore. Should you need to order texts for your class, or a complimentary copy of the text for yourself for your class, contact the Assistant Dean or the Bookstore.

SYLLABUS
All instructors are required to prepare and distribute a syllabus for each class. The process of writing a syllabus clarifies the structure, organization, and content of the course. A copy of the syllabus should be distributed to each student during the first or second class period. Please submit a copy of the syllabus to the Office of the Assistant/Associate Dean. The syllabus will be reviewed by a full-time faculty member.
from the appropriate curriculum area. Comments will be provided to the instructor concerning the review if appropriate.

The syllabus should be consistent with the Basic Data Sheet for the course. Copies of Basic Data Sheets are available from the Office of the Assistant/Associate Dean. If you need further assistance in writing your syllabus, please contact your assigned faculty mentor or another faculty member in the area in which you are teaching. The Assistant/Associate Dean can provide you with an appropriate faculty member to contact.

The syllabus should include the following information and information in Appendix A:

- Course name and title
- Instructor's name
- Office location and office hours
- Semester, days, time, and meeting place
- Prerequisites as stated in the Undergraduate Catalog
- Textbook/s and other necessary materials
- Course description
- Learning outcomes-what you expect the students to achieve by course completion
- Course format-methodologies by which the course is taught, such as discussion, lecture, simulation, and so on
- Method of evaluation-criteria for determining student grades, number of examinations, written papers, oral presentations, and so on, and the weights assigned to each
- Schedule of assignments for each class period during the semester
- Last scheduled date for course withdrawal
- Attendance policy
- A statement regarding students with disabilities

**STUDENT ATTENDANCE**
Regular attendance in class is expected of all students in the University. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in the course syllabus and communicated to the students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.

**STUDENT CLASS ABSENCE**
It is the student's responsibility to inform the instructor of upcoming absences, when possible and to arrange for make-up work. While classes are conducted on the premise, regular attendance is expected. The University recognizes certain activities and events as legitimate reasons for absence from class. These include, for example, illness, death in the immediate family, religious observance, academic field trip, concert, lecture speaker series, and participation in an approved concert or athletic event. Even though any absence can potentially interfere with the planned development of a course, the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner. Instructors will, without prejudice, provide students returning to class after a legitimate absence with the appropriate assistance and counsel about completing assignments and class materials. For procedural details see University Policy 3342-3-06.
STUDENT COMPLAINT PROCEDURE
The procedure, described in detail in the Digest of Rules and Regulations, formalizes the process which a Regional Campus student may use to resolve a complaint after all attempts at informal resolution have been unsuccessful. If students ask about how to handle a complaint, Students can access the University Policy on Student Complaints in Regional Campuses is available in the Office of Academic Affairs or online: http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037960
Instructors should try to resolve complaints about their classes informally if possible. Students may be referred to the Assistant Dean for assistance.

STUDENT CONDUCT CODE
This code, described in detail in the Digest of Rules and Regulations, delineates the parameters of individual behavior expected of a University student and methods addressing violations of these standards. University Policy 3342-3-07 defines cheating and plagiarism and discusses a range of possible sanctions that are available to faculty. If an instructor suspects or discovers that a student is guilty of such academic dishonesty, she/he should report the violation to the Assistant Dean. (See Appendix B).

If the observed offense involves cheating or plagiarism, a separate policy can be applied in place of or before applying the Student Conduct Policy. This policy lists several sanctions that can be imposed by the faculty member. They include refusal to accept the work for credit, the assignment of a grade of F, zero for the work in which the cheating or plagiarism took place, or a grade of F for the course. The faculty member is urged to familiarize her/himself with this policy by going to www.kent.edu/policyreg/

GRADES
Student proficiency in coursework is recorded by letter grades. The use of plus or minus grades are at the sole discretion of the instructor.

A, A-
These grades denote excellent scholarship
B+, B, B-
These grades denote good performance
C+, C, C-
These grades denote fair or average performance
D+, D
These grades denote poor (unsatisfactory but passing) performance
F
This grade denotes failure

AU
Denotes that students have registered to audit a course.

IN
Incomplete. This designation is assigned to a student who is unable to complete the last three weeks of a semester because of factors beyond her/his control (e.g., illness). Adjustments should be made for summer sessions. It should be given only to a student who is doing passing work. Appropriate documentation is generally required to support the extenuating circumstances. It is the responsibility of the student to make arrangements to make up incomplete work. Incompletes must be made up within one semester (not including summer sessions). Once the coursework is completed, an appropriate grade should be assigned. In the event the instructor assigns an IN grade without a default grade, the default grade will be F.
The IP grade is given to students to indicate that research, individual investigation, or similar efforts are in progress and that a final grade will be given when the work is completed.

The NF (Never Attended F) grade denotes the student never attended one class session nor did the student formally withdraw from the course. The NF grade will count as an F.

The NR grade indicates the instructor did not submit a grade.

The grade S denotes satisfactory completion of a course in which a regular grade is not appropriate.

The SF (Stopped Attending F) indicates the student stopped attending the course and did not formally withdraw. The SF grade must be accompanied by a date of last attendance in the course.

The grade U denotes unsatisfactory performance in a course for which a regular grade is not appropriate.

The grade W indicates course withdrawal.

The grade Y indicates a passing grade in a pass-fail course or a course in which students have elected the pass-fail grading option.

The grade Z indicates failing performance in a pass-fail course or in a course in which students have elected a pass-fail option.

Grades will not be changed by allowing students to do additional work (e.g., retaking exams, redoing papers, submitting extra credit work, etc.) or by using criteria other than those applied to all students in the class. Grade changes can occur in the rare event that a grade has been inaccurately entered. After the online grading window is closed, you must submit the grade change electronically through the grade change workflow. You can access the workflow through Flashline on the Faculty and Advisory Toolbox link for final grades. An explanation must be provided for the grade change.

Instructors should maintain firm standards in respect to the grades they use to evaluate students' performance. They should be clear about their standards and be firm and consistent in how they award grades. They should make certain that their standards are fair and understood by all. Instructors should maintain grade books for a period of at least 1 year.

A midterm (eighth week) evaluation is required and a grade be posted for all freshmen (students who have earned less than 30 hours). Midterm grades are not included as part of a student's permanent record.
Students can access their midterm grades through Flashline. You should plan some forms of graded exercise prior to mid-term so that the evaluation is appropriate and meaningful. Midterm grades must be posted by you on Flashline no later than the eighth week of classes and can be posted through the Faculty and Advisory Toolbox link for midterm grades.

**GRADE BOOKS**
Grade books are available from the Faculty Secretary Office located in Room 129 in the Classroom/Administration Building.

**CLASS ROSTERS**
Class rosters are available through Flashline, Faculty and Advisory Toolbox. The rosters should be checked for accuracy. Check your rosters regularly to confirm students are enrolled properly in your classes. If a student is not listed on your roster, he/she cannot and should not be permitted to attend your class. Have the student contact Student Services for assistance.

**FINAL EXAMINATIONS**
All courses offered for credit require a substantial final exam (University Policy 3343-3-21) within the limits of the course description. The content and weighting of each examination is the responsibility of the faculty member teaching the course, except where a block final or standard final is established by the department or school. Faculty members are expected to include information regarding the nature and weighting of the final exam on the course syllabus.

All Faculty are required to give a final exam during final exam week. The Final Examination schedule for the Trumbull Campus is published each semester and is accessible on the Trumbull Campus Homepage by clicking on the Current Students link. It is essential that instructors adhere to these scheduled times.

**STUDENT/COURSE EVALUATIONS**
All instructors at the Trumbull Campus must administer a course evaluation to each section they teach. The Office of Academic Affairs will provide the instructor with the Student Evaluation forms by the 12th week of the semester. The forms will be placed in the mailbox of the faculty member and include instructions on the packet. A student from the class is to be asked to volunteer to distribute the evaluations while the faculty member absents her/himself to insure anonymity. The student volunteer is instructed to return the completed evaluations to the Receptionist in the Administrative Offices area or place the evaluations in a box on the wall in the Receptionist's area. Evaluations may be administered during any class period between the 12th and 15th week of the semester and may not be given during final exam week. Faculty members will receive a summary of the results of the evaluations, including written comments, during the following semester.
OFFICES, PEOPLE, SERVICES, MISC:

CAMPUS HOURS
Buildings on Campus are accessible the following days and times:

- Monday through Thursday: 7:00 AM - 10:00 PM
- Friday: 7:00 AM - 5:00 PM
- Saturday: 7:00 AM - 3:00 PM
- Sunday: Closed

The Campus may be open at other times when special events (i.e. theatre) are scheduled.

Offices are open Monday through Friday, 8:00 am - 5:00 pm, unless otherwise noted. Please check the official University Calendar for specific holidays and beginning/ending dates for individual semesters. This, as well as other pertinent information is listed on the Kent State University at Trumbull website.

SWITCHBOARD/INFORMATION DESK
The Switchboard/Information Desk is located on the upper level of the Classroom/Administration Building, to the left of the main doors.

Hours of Operation
A Receptionist is at the Switchboard/Information Desk Monday through Thursday, from 8:00 AM to 7:00 PM, and Friday from 8:00 AM to 5:00 PM.

The Receptionist at the Switchboard/Information Desk will be glad to provide general information about the Campus as well as forward phone calls to a specific department or individual. To contact the desk, dial “0” from any Campus phone.

SUPPLIES
Grade books may be obtained from either Brenda K. Augusta or Teddi Humberger, the Faculty Secretaries in office 129, located in the Classroom/Administration Building near the Faculty Parking Lot entrance. The Faculty Secretaries can be contacted at baugusta@kent.edu or thumberger@kent.edu or by phone at ext. 58992 or 58942.

General supplies, such as dry-erase markers, paper clips, file folders, etc. may be obtained from Loralee Barnes, in office 201B, located in the Classroom/Administration Building, behind the Switchboard/Information Desk. She may be contacted at lmbarne@kent.edu, or ext.58975. Loralee will be glad to place requested supplies in your mailbox in the Adjunct Faculty Office.

Dry-erase markers may also be obtained from the Receptionist at the Switchboard/Information Desk, the Faculty Secretaries, or the Receptionist in the Tech Building.

Other supplies not available from Loralee may be obtained from the Campus Bookstore, located in the commons area on the ground floor of the Classroom/Administration Building. Contact Loralee Barnes or the Assistant Dean’s office in order to get approval for purchases at the Bookstore.
OFFICE OF THE DEAN
The office of the Dean, Mr. Robert Sines (rsines@kent.edu), is located behind the Switchboard/Information Desk on the upper level of the Classroom/Administration Building. Contact Ms. Jan O'Donnell at ext. 58820 for assistance or to make an appointment to meet with Mr. Sines.

OFFICE OF THE ASSISTANT DEAN/Academic Affairs
The office of the Assistant Dean/Office of Academic Affairs, Dr. Daniel Palmer, is located behind the Switchboard/Information Desk on the upper level of the Classroom/Administration Building. Assistant Dean Palmer works in conjunction with the Faculty. Please contact Ms. Robin Kuzenko, at ext. 58822, for assistance or to make an appointment to meet with Dr. Palmer.

Adjunct Faculty Office Space
Room 140, located on the lower level of the Classroom/Administration Building, is reserved for use by the Adjunct Faculty. There are computers in this room for your use. Contact the Computer Center for an assigned computer account. This account will give you access to the Campus computer network system, which contains various software programs as well as applications like Blackboard LEARN in addition to the capability to send and receive e-mail messages, and to print documents.

A small conference room is available for one-on-one meetings with students which can be accessed through room 142.

Additionally, there is a phone available in the office. Dial “0” for the Switchboard and dial “8” for an outside line. Use the 5-digit extensions for all inner-Campus calls as well as between other Regional Campuses and the Kent Campus.

Faculty Secretaries
Brenda Augusta and Teddi Humberger, the faculty secretaries, are located in room 129 on the first floor of the Classroom/Administration Building near the Faculty Parking Lot.

Hours of Operation
Fall and Spring Semesters:
- Monday through Thursday 7:30 AM-12:00 PM & 1:00 PM-8:30 PM
- Friday 7:30 AM-11:30 AM
Summer Semester the office closes at 5:00 PM.

Brenda and Teddi will be glad to type and arrange for copying course syllabi, exams, and any other course materials. Contact:
Brenda: baugusta@kent.edu or ext. 58992
Teddi: thumberg@kent.edu or ext. 58942
Word Processing Procedure:
A Work Order Request Form must be filled out in its entirety and attached to the work when it is submitted. Forms can be obtained from the Faculty Secretaries’ Office, the Mail Room, Duplicating Center, and Adjunct Faculty Office.

A minimum of two working days is required for the faculty secretaries to process work. Confidential materials, such as examinations, should be handed directly to the faculty secretaries or placed in the after-hours depository box, located outside the office door. Routine materials may also be left in this box or placed in the Word Processing mailbox, located in the Mail Room, behind the Switchboard/Information Desk. A notification slip will be placed in your mailbox when the materials have been completed. Please notify the Faculty Secretaries’ Office in advance if you plan to send another individual to pick up materials. Otherwise, no exams will be given to anyone other than the faculty member who made the initial request.

For your convenience there is a FAX machine located outside the Faculty Secretaries’ office. Please see the Faculty Secretaries if you need assistance.

BOOKSTORE
The Bookstore is located in the commons area on the lower level of the Classroom Building. Roni Jackson, Bookstore manager, may be contacted at rviackso@kent.edu or at ext. 58853.

Hours of Operation
Fall, Spring, and Summer Semesters:
   Monday through Thursday 9:00 AM - 5:30 PM
   Friday 9:00 AM - 1:00 PM

Please check with the Office of Academic Affairs (The Assistant Dean’s office) prior to the start of each semester to determine if a textbook has been ordered for your course(s).

If no text has been ordered, the Bookstore will supply a Textbook Order form. Ordering a desk copy of a textbook is the responsibility of the faculty member. The completed forms are to be returned to the Bookstore with the appropriate textbook listed for the course(s) to be taught so that books can be ordered in time for the beginning of the semester.

CAFETERIA
Throughout Fall and Spring semesters of the academic year, a full-service cafeteria is open. The cafeteria is located in the Commons Area, on the lower level of the Classroom/Administration Building. Sandwiches, salads, and hot meals are available. Also, food and beverage vending machines are available at any time.

Hours of Operation
Fall and Spring semesters:
   Monday through Thursday, 8:00 AM - 2:30 PM.
DUPLICATING CENTER
All syllabi, classroom handouts, exams, etc. should be duplicated through the Campus’ full-service Duplicating Center which is located in the Library/Theatre Building. All requests must be accompanied by a Work Order Request form. These forms can be obtained in the Mail Room (behind the Switchboard/Information Desk), the Faculty Secretaries’ Office, or the Duplicating Center.

Materials to be copied can be dropped off at any of the above locations. For your convenience, a secure, after-hours depository box is located outside the Duplicating Center and the Faculty Secretaries’ Office for exams or other confidential materials. Completed materials may be picked up from the table outside the Duplicating Center or from the Faculty Secretaries’ Office. Please make sure to mark all information on the Work Order Request form.

Contact Marion Woofter, ext. 58874 or mwoofter@kent.edu or Arlene Rosamond, ext. ext. 58808 or arosemon@kent.edu if you require assistance.

Hours of Operation
Fall and Spring semesters:
- Monday through Thursday: 8:30 AM - 7:00 PM
- Friday: 8:30 AM - 5:00 PM
Summer semester:
- Monday through Friday: 8:30 AM - 5:00 PM

For your convenience, walk-in hours are also available, Monday through Thursday, 4:00 PM - 7:00 PM (Fall and Spring Semesters only).

Copying and "Professor Publishing"
You may arrange for the copying of large projects through the Duplicating Center and/or the Faculty Secretary Office. If you are making 10 copies or less, you may use one of the satellite copiers located in the hallway outside the Computer Office on the lower level of the Classroom building.

Satellite Copiers
All Faculty will be assigned an access code number for use at the copier. Marion Woofer will provide this number for you. The satellite copiers should be used for "emergencies" (ten copies or less) and are for faculty/staff use only. Please do not share your number with your students.

LIBRARY
The Trumbull Campus Library, under the direction of Ms. Rose Guerrieri, (ex. 58866 or rguerrie@kent.edu) is available to meet the needs of Students, Faculty, and Staff by providing quality academic resources. Books and various media materials are available. Any materials not in the Library can be obtained within three to five days through KentLINK, OhioLINK, and N.O.L.A. Library Services. These resources, in most cases, are available both nationally and internationally. Trumbull Campus Faculty, Staff, and Students have access to the online full holdings of the Kent State University Library, via KentLINK, and academic access to the online holdings of the State of Ohio via OhioLINK. Mr. Harry Packard, Reference Librarian, (ext.58879 or hpackard@kent.edu) may assist you with any of these services.
Hours of Operation
Fall and Spring semesters:
   Monday through Thursday  8:00 AM - 8:00 PM
   Friday                   8:00 AM - 4:30 PM
Summer semester:
   Monday through Thursday  8:30 AM - 5:30 PM
   Friday                   8:00 AM - 12:00 PM

Any audio-visual equipment (DVR's, for example) may be reserved through the Library. Books and other materials on reserve for your classes may also be arranged through the Library. Forms are available in the Library, Word Processing Office, and mail room.

COMPUTER CENTER
A Computer Center is available to Students, Faculty, and Staff. It is located in room 122 on the lower-level of the Classroom/Administration Building, by the Faculty Secretaries' Office. Frank Lindsey (ext. 58990 or flindsey@kent.edu) is the Network Manager of Trumbull Campus Computer Operations. Bobbi Bain (ext. 58921 or rbain@kent.edu) is the Instructional Designer. She may assist you with using Blackboard LEARN or with web development.

In order to use campus computer services (including Flashline and e-mail), please see Frank Lindsey for a user name.

Hours of Operation
Fall and Spring semesters:
   Monday through Thursday  8:00 AM - 8:30 PM
   Friday                   8:00 AM - 5:00 PM
Summer semesters:
   Monday through Friday    8:00 AM - 5:00 PM

LEARNING CENTER
The Learning Center, directed by Ms. Elaine Shively, is available to all students enrolled at Kent State University. It is located in the lobby area of the Classroom Building. Some of the services provided to students on the Trumbull Campus include: tutoring, assistance with understanding course assignments and completing course projects, guidance in reading and study skills, on-line tutoring through the Online Writing Lab (trumbullowl@kent.edu) and eTutoring, American Sign Language resource room, computer and internet access, resource library and quiet study areas, testing, workshops, and CLEP testing.

The Learning Center also has resources like audio tapes, current textbooks, general reference books, handouts, software, study guides, video tapes, and DVD's.

Tutoring
Learning Center tutors provide both individual and small-group instruction for students in many areas, including, but not limited to: accounting/business, biology/chemistry/physics, computer tech., English/technical writing, foreign languages, mathematics (all levels) and reading and study strategies.
Hours of Operation
Fall and Spring semesters:
  Monday through Thursday  9:00 AM - 7:00 PM
  Friday                  9:00 AM - 3:00 PM
Summer semesters and Final Exam Weeks:
  Hours vary

Make-Up Tests
In addition to providing services to students, The Learning Center assists faculty by monitoring make-up tests to students. Below are the days and times faculty may arrange for students to make up a test:
  Wednesday  6:00 PM
  Thursday  1:00 PM
  Friday    10:00 AM and 1:00 PM

Faculty must arrange for students to make up a test by completing an Exam Cover Sheet, which can be obtained online at www.trumbull.kent.edu. Click on "Information for Faculty and Staff" (on the left), and under "Quick Link" (on the left), click on Learning Center Exam Cover Sheet. This form must be completed and submitted with the student's test, to the Learning Center either by printing hard copies and hand delivering them or electronically by online submission. On page two of the Exam Cover Sheet, click on "submit by Email." Then, in the Email message that pops up, attach a copy of your exam or provide instructions for online testing passwords, etc., and then click SEND. Print a copy of the completed form for your records, since it cannot be saved to your computer. After the test is completed, the instructor may pick up the test in person in the Learning Center.

Learning Center requirements:
  • All students must make an appointment 48 hours prior to test time by registering at the Learning Center Reception Desk, or by phone at 330-675-8868 or 330-675-8802.
  • All students must arrive 15 minutes prior to test time with a current photo ID.
  • Once testing has begun, no student will be admitted into the test room.
  • No children will be admitted into the test room.
  • Students must complete the test before the Learning Center closes.
  • If a student misses a test appointment, the student must make arrangements with the instructor to take the test.

STUDENT ACCESSIBILITY SERVICES (FORMERLY STUDENT DISABILITY SERVICES)
Kent State University at Trumbull is committed to improving access to all aspects of University life. Students with a documented disability will be provided assistance in order to enhance their academic potential and to minimize any physical and attitudinal barriers they might encounter. Types of disabilities of students who receive services through Student Accessibility Services (S.A.S.) include, but may not be limited to: chronic health and medical disabilities, hearing disabilities, mobility disabilities, physical disabilities, psychological/psychiatric disabilities, specific learning disabilities, temporary disabilities, and visual disabilities.
Eligibility of students for such services is based on documentation. Students are encouraged to make an appointment with Ms. Elaine Shively, Coordinator, at ext. 58932, 330-675-8932, or eshively@kent.edu.

Once services are arranged by Ms. Shively, the student will provide his/her instructor with a Student Accessibility Services, Classroom Accommodation Letter, which will state the nature of the accommodations which must be made to enable the student to have equal access to course material. Information contained in this letter is confidential and should not be discussed or shared with anyone without the student's written permission.

Note: At no time is it appropriate for the instructor to alter course expectations for a SAS student. In addition, faculty cannot unilaterally decline to provide accommodations to a student.

Faculty are encouraged to contact Ms. Elaine Shively for assistance in making their course accessible to all students.

STUDENT SERVICES AND ENROLLMENT MANAGEMENT
Student Services and Enrollment Management is located in the Admission/Registration/Police Academy Building.

Hours of Operation
Fall and Spring semesters:
   Monday and Tuesday  8:00 AM - 6:00 PM
   Wednesday through Friday  8:00 AM - 5:00 PM
During semester and holiday breaks:
   Monday through Friday  8:00 AM - 5:00 PM

This office provides the following services to students: academic advising, admissions, financial aid, fee payments, FLASHcards (student ID's), records, registration, scholarship information, Veteran's benefits, and deposit of money on FLASHcards for computer printing access.

Dr. James Ritter, the director of Student Services, can be contacted at ext. 58935 or iritter@kent.edu. Assistant Directors: Alison Hoskinson (ext. 58966 or afrost@kent.edu) and Sarah Helmick (ext. 58961 or shelmick@kent.edu).

FLASHLINE
Flashline enables students to navigate Kent State University’s website. It is used by students to register for classes, add or drop classes, access midterm and final grades, and confirm class schedules and access their email account. Flashline may be accessed at: www.trumbull.kent.edu and clicking on the "Flashline Login" at the top of the page.

FITNESS CENTER
Faculty, staff, and students, as well as the general public, have access to the Fitness Center, located in the Admission/Registration/Police Academy Building. It has a wide variety of equipment, including treadmills, steppers, stationary bikes, elliptical machines, nautilus equipment, arc trainers, and free weights. One-month, three-month, and annual memberships are available. A three-month
membership is $30. In addition, certified personal trainers are available by appointment. Trainer fees are $30 per hour.

Hours of Operation
Monday through Friday 7:00 AM -10:00 PM
Saturday 7:00 AM - 2:00 PM

Additional information is available by calling 330-675-7691 or 330-675-8809.

EMERGENCY PROCEDURES
In case of an emergency, most areas around the Campus have posted phone numbers and emergency response procedures detailing specific instructions tailored to the type of emergency encountered. For additional information, please see the Kent State University at Trumbull website at: www.trumbull.kent.edu and click on "Campus Emergency" at the bottom of the page.

SECURITY AND SAFETY
The Security Department provides a full range of fire, safety, and security services. Security Officers regularly patrol the building and grounds. They may be uniformed or in plain clothes, but are readily identifiable. They patrol on foot and in marked and unmarked vehicles.

Members of the Campus Security Department also offer related services like escorts, vehicle jumpstarts, lost and found, and preferential parking for people with temporary disabilities.

Mr. Gary Bateman is the Director of Security. He may be contacted at ext. 58832, 330-727-9831, or gbateman@kent.edu.

Security can also be contacted 330-727-2767. On-Campus by dialing "0," or off-Campus by dialing 330-847-0571.
EMERGENCY PROCEDURES
In the event of emergencies, notify the Campus Information/Switchboard operator (Dial "0" from a campus phone or 330-847-0571). The switchboard operator on duty will, in turn, notify the appropriate agencies/people depending on the nature of the emergency. The operator will have a current list of personnel who are CPR certified.

ACCIDENTS
The switchboard has speed call buttons for fire/rescue/police.

- ADMINISTERING FIRST AID AND TRANSPORTING A VICTIM ARE DONE AT YOUR OWN RISK*
- DO NOT move the injured person.
- Administer first aid to stop the bleeding, etc.
- If it is a serious accident or injury (e.g. severe bleeding, unconsciousness, suspected heart attack, etc.), call 911.
- WHEN IN DOUBT, CALL!
- Direct the fire department to the injured person.
- Notify an Administrator and Campus Security.
- Complete an Accident Report form. This form can be obtained from Campus Security.
- For automobile accidents, report the accident to Campus Security.

NOTE: Injured party must assume responsibility for payment of the ambulance service.

DISRUPTIONS
Although disruptions have been extremely rare at Kent Trumbull, faculty members should be aware of the following guidelines:

- Unless violence actually erupts, DO NOT CALL FOR OFF-CAMPUS LAW ENFORCEMENT AUTHORITIES WITHOUT CONSULTATION WITH THE CAMPUS DEAN OR THE ADMINISTRATOR ON DUTY.
- Do not take physical action against disruptions, and do not allow students in your class to take physical action.

In the event of disruption of classes by registered students:

- Class order and discipline are the responsibility of the instructor.
- Ask the student(s) causing the disruption to cease. Attempt to identify the student(s) involved.
- Inform the student(s) that they are subject to suspension and/or dismissal from class and to further action under the Student Conduct Code and/or the Ohio Revised Code.
- Dismiss the class if the disruption does not cease.
- Notify the administrator on duty and/or the Office of the Dean immediately to report the situation.
- The Campus Dean and faculty member involved will determine whether or not the problem can be resolved at the Regional Campus level and whether or not to recommend suspension or dismissal of the student(s) for the remainder of class.
• The Campus Dean and faculty member will determine whether or not to recommend possible dismissal from the University to the Vice Provost for Regional Campuses at the Kent Campus.

In the event of disruption by outsiders (students not registered in the class):
• Ask the intruder(s) to leave, and attempt to identify the person(s).
• Inform the intruder that they are in violation of the Student Conduct Code and/or the Ohio Revised Code and are subject to suspension and/or dismissal from the University and/or subject to civil prosecution.
• If the disruption continues, the instructor should dismiss the class for the day.
• Notify the Office of the Dean immediately and meet with the Campus Dean to determine procedures for the next class meeting. The Campus Dean and the faculty member will determine whether or not to request the presence of law enforcement officers.

See http://www.kent.edu/policyreg/ for more details.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER
A decision to cancel classes will be made by the Campus Dean. In the absence of the Dean, the decision will be made as follows:
• Assistant Dean
• Director of Student Services
• Director of Administrative and Business Services

Announcements of Campus closings will be made on the Internet Campus website at http://www.trumbull.kent.edu and also on the following (local) radio and television news media:

<table>
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<th>iAlert = (instant school alert system)</th>
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<tbody>
<tr>
<td>WKYC-TV3</td>
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<tr>
<td>News radio WTAM 1100 AM</td>
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<td>WMVX</td>
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<td>WMJ1</td>
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<th>Local TV and Radio</th>
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<td>WFMJ-21</td>
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<tr>
<td>WKBV-27</td>
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<tr>
<td>FOX-17/62</td>
</tr>
</tbody>
</table>

Be certain that the announcement is for the closing the Trumbull Campus, and not on the Kent Campus. Except in an emergency and during normal school hours, please do not telephone the Campus, since
the Switchboard will not be open. You may also sign up to receive text alerts. Go to http://www.kent.edu/studentlife/safetv/flashalerts/ for more information.

SEVERE WEATHER WARNINGS
When a severe weather warning is issued, go to an area listed below, lie face down, draw your knees under you, and cover your head with your hands.
Administration Building: Rooms 101, 122, 130, 132, 140, 150, 152 and first-floor restrooms
Library/Theatre Building: Rooms 190 and 192, and first-floor restrooms.
Technology Building: Rooms 113 and 117, and first-floor restrooms.
Do not move until the 'all clear" signal has been given.

THEFT
Personal Property
• A Theft of Property Report should be completed in the Security Office, Room 232.
• If the victim decides to contact the Champion Police Department, he or she may do so; however, the Security Office should be informed.
• The Campus Dean should be informed as soon as possible.
State Property
• Determine what was stolen and when it was first noticed missing.
• Report the theft to the Office of the Dean
• Assist in the completion of the Theft of property Report in the Security Office, Room 232.

NO SMOKING REGULATIONS
Kent State University is a Smoke Free Facility. Smoking is not permitted inside any of the buildings on the campus.

EQUAL OPPORTUNITY IN EMPLOYMENT AND AFFIRMATIVE ACTION
It is the policy of this University that there should be no unlawful discrimination against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a disabled veteran or veteran of the Vietnam era. For details and implementation, see University Policy 3342-6-01.
See University Policy 3342-6-02 in regard to policy, implementation, provision for resolution of complaints and grievances, and terms and conditions of employment. There shall be no unlawful discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a disabled veteran or veteran of the Vietnam era. For further information, please see the Campus’ Affirmative Action Officer, or the Affirmative Action Office of Kent State University.

SEXUAL HARASSMENT
It is the policy of Kent State University to maintain an educational and employment environment that is free from sexual harassment. A substantiated violation of this rule by a student or employee, or anyone
under the University's control or jurisdiction will result in prompt remedial action using the processes and sanctions provided by the University Policy. Sexual harassment is unfavorable or unwelcome treatment made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic, or university environment. Sexual harassment includes, but is not limited to:

I. Unwelcome gender bias, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:
   • Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance.
   • Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
   • Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile, or offensive environment.

II. For purposes of this policy, verbal, and/or physical behavior includes but is not limited to sexually oriented jokes, insults, taunts, obscene gestures, embracing, touching, and pictorial communications such as pinups, posters and cartoons. For regulations and procedures, visit [http://www.kent.edu/policvreg/](http://www.kent.edu/policvreg/).
Appendix A: Syllabus Information
1. ___ Course number with prefix, title, and section number. Semester and year of course offering.

2. ___ Course prerequisites, including a statement that students in the course who do not have the proper prerequisites risk being deregistered from the course.

3. ___ Instructor’s name and contact information: phone number, email address, office location and office hours (All full-time faculty members are expected to schedule and attend at least five (5) office hours per week (See, University Policy Register, 3342-6-18.101)).

4. ___ Statement of Course Learning Outcomes: It is a requirement of the Higher Learning Commission (our accrediting agency) that all course syllabi list the learning outcomes for the course. Instructors should contact their department or academic unit to determine if standard learning outcomes for courses have been created.

5. ___ Statement for course that fulfill university requirements – Kent Core, diversity, writing intensive (WIC) courses, and experiential learning requirement (ELR). Wording suggested by URCC.

   For Kent Core courses: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

   For Diversity courses: This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

   For WIC Courses: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline.

   For ELR Courses: This course may be used to fulfill the university’s Experiential Learning Requirement (ELR) which provides students with the opportunity to initiate lifelong learning through the development and application of academic knowledge and skills in new or different settings. Experiential Learning can occur through civic engagement, creative and artistic activities, practical experiences, research, and study abroad/away.

6. ___ Required and optional textbook materials.

7. ___ Clear statement of grading policy and grade distribution/percentages for all class requirements.
8. Statement on enrollment/official registration. Suggested wording:

The official registration deadline for this course is **(insert last date to register found at https://keys.kent.edu:44220/ePROD/bwlkffcs.p_adv_unsecure_sel_crse_search search for your class, registration deadlines are found in the last column, they can vary- it will be the last date to add the course). University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashLine) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

9. General class calendar indicating the lecture/class topics, as well as important dates and deadlines for assignments, tests and/or projects.

10. The course withdrawal deadline is **(found at the same link: https://keys.kent.edu:44220/ePROD/bwlkffcs.p_adv_unsecure_sel_crse_search)

11. Statement concerning cheating and plagiarism. Suggested wording (should include as much detail as the instructor wants):

University policy 3342-3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided for in this policy will be used to deal with any violations. If you have questions, please read the policy at http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779 and/or ask your instructor.

12. Statement regarding students with disabilities. Suggested wording:

Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact the disability coordinator on campus, Elaine Shively, office 202E in the Learning Center, Classroom/Administration Building, (330) 675-8932 or eshively@kent.edu to verify your eligibility. After your eligibility for accommodations is determined, you will be given a letter to provide to the class instructor to make arrangements for any necessary classroom adjustments.

13. Class – and/or instructor – specific policies.

14. Class Cancellations & Campus Closings: Instructors may wish to let students know that announcements of class cancellations and/or campus closings will be made on the campus homepage. In the case of an emergency, weather-related or otherwise, please check the website at http://www.trumbull.kent.edu/ for information on class cancelations and/or campus closings. Students may also subscribe to Flash ALERTS, Kent State’s official emergency text notification system to alert subscribers of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university’s ability to send critical news and information to the university community during campus emergencies. Students may sign up for Flash ALERTS at http://www.kent.edu/studentlife/safety/flashalerts/

15. For those teaching an online course, please put on the syllabus the campus that is offering the course and that questions and concerns should go to that campus. Also, if
proctored testing is required, please provide information for students on arranging for proctored testing.

16. ____  Instructors may want to note on their syllabi that the Learning Center now requires that students make appointments for make-up exams taken in the Learning Center. The new policy requires that “All students MUST make an appointment 48 hours prior to test time by registering at the Learning Center reception desk or by phone at 330-675-8802 or 330-675-8868. If you miss your test appointment, you must make arrangements with your professor to take the test. Once testing has begun, no student will be admitted to the test room. Students must complete the test before the Learning Center closes. All students must arrive 15 minutes prior to test time WITH photo ID.”

17. ____  Instructors may want to include a statement concerning intellectual property that covers their course materials (so that students are aware that they should not be selling this material to flashnotes.com or similar services). The following statement has been drafted by the Office of General Counsel to be used as a syllabus message to students:

NOTICE OF MY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS. Any intellectual property displayed or distributed to students during this course (including but not limited to powerpoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

18. ____  Remember to submit a copy of the syllabi for all of the courses you are teaching to the Faculty Secretary’s Office at the beginning of every semester.
2013–2014 KENT STATE REQUIREMENTS

UNIVERSITY REQUIREMENT (1 credit hour)
US 10097 Description Kent State: First Year Experience (1)
Not required of students age 21+ at time of admission or transfer
students with 25 credits (excluding PSEOP or dual credit)

WRITING-INTENSIVE COURSE REQUIREMENT
Students must complete one writing-intensive course at Kent State with a
minimum C grade. See the University Catalog (www.kent.edu/catalog) for
course listing.

KENT CORE (36 credit hours)
See the University Catalog (www.kent.edu/catalog) for information on transfer credit, proficiency testing and other options to meet the Kent Core. None of the courses on the Kent Core list may be taken pass/fail. LEGEND: TM = Ohio Transfer Module; G = Global Diversity; D = Domestic Diversity; LAB = Laboratory Course

COMPOSITION (6 credit hours)
The ENGL 1011 College Writing I (3) OR
ENGL 1012 College Writing II (3)
ENGL 2101 College Writing III (3)
HONR 10197 Freshman Honors Colloquium I (1.5)
HONR 10597 Freshman Honors Colloquium II (1.5)

MATHEMATICS AND CRITICAL REASONING (3 credit hours)
CS 1031 Introduction to Computer Science (4)
MATH 1108 Explorations in Modern Mathematics (3)
MATH 1199 Modeling Algebra (4)
MATH 11010 Algebra for Calculus (3)
MATH 11012 Trigonometry (2)
MATH 12011 Calculus with Precalculus I (3)
MATH 1201 Calculus with Precalculus II (3)
MATH 1401 Basic Mathematical Concepts I (4)
MATH 1402 Basic Mathematical Concepts II (4)
PHIL 2102 Introduction to Formal Logic (3)

HUMANITIES AND FINE ARTS (9 credit hours)
Minimum one course must be selected from the Humanities in Arts and Sciences area, and minimum one course must be selected from Fine Arts

CLAS 21404 The Greek Achievement (3)
CLAS 21455 The Roman Achievement (3)
ENGL 21654 Introduction to Shakespeare (3)
ENGL 2207 Great Books to 1700 (3)
ENGL 22072 Great Books Since 1700 (3)
ENGL 22073 Major Modern Writers: British and United States (3)
HIST 1160 World History: Ancient and Medieval (3)
HIST 1161 World History: Modern (3)
HIST 1260 History of the United States: The Formative Period (3)
HIST 1261 History of the United States: The Modern Period (3)
PAS 23001 Block Experience I: Beginnings to 1895 (3)
PAS 23002 Block Experience I: 1895 to Present (3)
PHIL 1101 Introduction to Philosophy (3)
PHIL 2101 Introduction to Ethics (3)
PHIL 2102 Comparative Religious Thought I (3)
PHIL 21021 Comparative Religious Thought II (3)

COMM 2020 Introduction to Information and Communication (3)

FINALS ARTS
ARCH 1001 Understanding Architecture (3)
ARCH 1051 Survey of Architectural History I (3)
ARCH 1052 Survey of Architectural History II (3)
ART 1201 Art as a World Phenomenon (3)
ART 20007 Art History I: Ancient and Medieval Art (3)
ART 22007 Art History II: Renaissance to Modern Art (3)
ART 22200 Art of Africa, Oceania and the Americas (3)
DAN 2707D Dance as an Art Form (3)
MUS 2111 The Understanding of Music (3)
MUS 2211 Music as a World Phenomenon (3)
THEA 1100 The Art of the Theatre (3)

ADDITIONAL (6 credit hours)
Select courses from the Kent Core.
Any of the following courses may also be selected:
COMM 15000 Introduction to Human Communication (3)
HONR 13097 Colloquium: The Western Identity (3)
PHIL 11098 Principles of Thinking (3)

SOCIAL SCIENCES (6 credit hours)
Courses must be selected from one of the three areas.

ANTH 18210 Introduction to Cultural Anthropology (3)
ANTH 18420 Lab Experience in Archaeology (3)
ANTH 18410 Introduction to Conflict Management (3)
ECON 22060 Principles of Microeconomics (3)
ECON 22061 Principles of Macroeconomics (3)
GEOG 10100 Introduction to Geography (3)
GEOG 17003 World Geography (3)
GEOG 17064 Geography of the United States and Canada (3)
GEOG 22061 Human Geography (3)
GERO 14209 Introduction to Gerontology (3)
JMC 2001 Media, Power and Culture (3)
JUS 26704 Issues in Law and Society (3)
POL 10001 Comparative Politics (3)
POL 10100 American Politics (3)
POL 10300 World Politics (3)
PSYC 11762 General Psychology (3)
PSYC 20561 Child Psychology (3)
PSYC 2111 Psychology of Adjustment (3)
SOCL 2221 Multicultural Psychology (3)

HUMA 12090 Introduction to Sociology (3)
SOC 2277 Social Problems (3)

BASIC SCIENCES (6-7 credit hours)
Minimum one laboratory course marked “LAB” must be selected.
Beginning “major sequences” courses in athletic training (ATTR 2502, 2509B), biological sciences (BSCI 10110, 10120, 11010, 11020, 11020), chemistry (CHM 1009, 10091, 10092, 10093, 10096, 10099), exercise science (EXSC 25070, 25088) and physics (PHY 12201, 12202, 23101, 23102) may be substituted for those courses listed below.

ANTH 18830 Human Evolution (3)
ANTH 18831 Issues in Human Evolution (1) Pre/corequisite 18830
BSCI 10001 Human Biology (3)
BSCI 10002 Life on Planet Earth (3)
BSCI 10003 Concepts of Biology 1 Pre/corequisite 10001/10002
BSCI 20200 Biological Structure and Function (3)
CHEM 10100 Chemistry in Our World (3)
CHEM 10101 Chemistry Laboratory I Pre/corequisite 10100
CHEM 10105 Fundamentals of Chemistry (3)
CHEM 10102 Introduction to Organic Chemistry (2)
CHEM 10103 Inorganic and Organic Laboratory I Corequisite 10052
CHEM 10104 General and Elementary Organic Chemistry (5)
CHEM 21025 Physical and Inorganic Chemistry (3)
CHEM 21026 Physical Geography Laboratory I Pre/corequisite 21062

GEOG 11040 Earth Dynamics (3)
GEOG 11041 Earth Dynamics Laboratory I Pre/corequisite 11040
GEOG 11043 Earth History (3)
GEOG 11043 Earth History Laboratory I Pre/corequisite 11042
GEOG 21062 Environmental Geology (3)
GEOG 21063 Introduction to Geology (3)
NUTR 23511 Science of Human Nutrition (3)
PHY 11030 Quantum Ideas that Shock the Universe (3)
PHY 13001 General College Physics I (4)
PHY 13002 General College Physics II (4)
PHY 13011 College Physics I (2)
PHY 13012 College Physics II (2)
PHY 13021 General College Physics Laboratory I (1)
PHY 13022 General College Physics Laboratory II (1)
PHY 21040 Physics in Entertainment and the Arts (3)
PHY 21041 Physics in Entertainment and the Arts Laboratory (3)
PHY 21040 Physics Laboratory I Pre/corequisite 21040
PHY 21430 Frontiers in Astronomy (3)
PHY 21431 Frontiers in Astronomy Laboratory (1) Pre/corequisite 21430

DIVERSITY REQUIREMENT
Students must complete a two-course diversity requirement, consisting of one
dominant (US) course and one with a global focus. At least one course
must be taken from the Kent Core, marked above as global (“G”) or
domestic (“D”). The course may count as both Diversity and Kent Core. See the University Catalog (www.kent.edu/catalog) for course listing.

EXPERIENTIAL LEARNING REQUIREMENT
Students must complete an experiential learning activity at Kent State,
either as a designated course or as a non-credit, non-course experience
approved by the appropriate faculty member. Courses with numbers ending
in 92, 98, 99 or having “student teaching” in title also fulfill this requirement.
See the University Catalog (www.kent.edu/catalog) for course listing.

Revised 3 March 2013
### Academic Calendar 2011–2016

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<tr>
<td>Fall Classes Begin</td>
<td>Aug 29</td>
<td>Aug 27</td>
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<td>Sept 5</td>
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<td>Nov 12</td>
<td>Nov 11</td>
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<td>Nov 23</td>
<td>Nov 29</td>
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<td>Nov 27</td>
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<td>Dec 11</td>
<td>Dec 9</td>
<td>Dec 8</td>
<td>Dec 7</td>
<td>Dec 13</td>
</tr>
<tr>
<td>Fall Final Examinations</td>
<td>Dec 12-18</td>
<td>Dec 10-16</td>
<td>Dec 9-15</td>
<td>Dec 8-14</td>
<td>Dec 14-20</td>
</tr>
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<td>Ashland, Stark Campus Commencements</td>
<td>Dec 16</td>
<td>Dec 14</td>
<td>Dec 13</td>
<td>Dec 12</td>
<td>Dec 18</td>
</tr>
<tr>
<td>Kent Campus Commencements</td>
<td>Dec 17</td>
<td>Dec 15</td>
<td>Dec 13, 14</td>
<td>Dec 12, 13</td>
<td>Dec 18, 19</td>
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<td>Holiday Schedule (5)</td>
<td>Dec 28-Jan 1</td>
<td>Dec 26-31</td>
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<td>Jan 2</td>
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<td>Spring International Student Orientation</td>
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<td>Jan 10-11</td>
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<td>Jan 14</td>
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<td>Jan 16</td>
<td>Jan 21</td>
<td>Jan 20</td>
<td>Jan 19</td>
<td>Jan 18</td>
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<td>Mar 26</td>
<td>Apr 1</td>
<td>Mar 31</td>
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<td>Honors Week</td>
<td>Apr 15-21</td>
<td>Apr 7-13</td>
<td>Apr 6-12</td>
<td>Apr 12-18</td>
<td>Apr 3-9</td>
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<td>Remembrance Day (7)</td>
<td>May 4</td>
<td>May 4</td>
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<td>Apr 29</td>
<td>May 5</td>
<td>May 4</td>
<td>May 3</td>
<td>May 8</td>
</tr>
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<td>Spring Final Examinations</td>
<td>Apr 30-May 6</td>
<td>May 6-12</td>
<td>May 5-11</td>
<td>May 4-10</td>
<td>May 9-15</td>
</tr>
<tr>
<td>Kent State Campuses Commencements</td>
<td>May 4-5</td>
<td>May 10-11</td>
<td>May 9-10</td>
<td>May 8-9</td>
<td>May 13-14</td>
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<td>Summer Interession Classes Begin</td>
<td>May 14</td>
<td>May 20</td>
<td>May 19</td>
<td>May 18</td>
<td>May 23</td>
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<td>May 27</td>
<td>May 26</td>
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<td>June 7</td>
<td>June 6</td>
<td>June 5</td>
<td>June 10</td>
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<td>Summer I Classes Begin</td>
<td>June 4</td>
<td>June 10</td>
<td>June 9</td>
<td>June 8</td>
<td>June 13</td>
</tr>
<tr>
<td>Summer II Classes Begin</td>
<td>June 4</td>
<td>June 10</td>
<td>June 9</td>
<td>June 8</td>
<td>June 13</td>
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<td>July 4</td>
<td>July 4</td>
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<tr>
<td>Summer I Classes End</td>
<td>July 7</td>
<td>July 13</td>
<td>July 12</td>
<td>July 11</td>
<td>July 16</td>
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<tr>
<td>Summer III Classes Begin</td>
<td>July 9</td>
<td>July 15</td>
<td>July 14</td>
<td>July 13</td>
<td>July 18</td>
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<tr>
<td>Summer II Classes End</td>
<td>July 28</td>
<td>Aug 3</td>
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<td>Grauga Campus Commencement</td>
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1. State- or federal-designated holiday.
2. Thanksgiving: classes recess Wednesday noon through Sunday; offices are closed Thursday and Friday.
3. Columbus Day, the second Monday in October, is a movable holiday, observed the day after Thanksgiving.
4. Presidents Day, the third Monday in February, is a movable holiday, observed contiguous with Christmas Day.
5. Kent State may operate on a holiday schedule during the last part of December. When that occurs, information will be communicated to faculty and staff and will also be posted at [www.kent.edu/hr/records/holiday-schedule.cfm](http://www.kent.edu/hr/records/holiday-schedule.cfm).
6. Spring Recess: no classes, offices are open.
7. Remembrance Day (May 4): final exams, classes or parts of classes recess from noon through 2 p.m.

Last updated 26-Oct-12 T. Tilton
Appendix B: Cheating and Plagiarism
Administrative policy regarding student cheating and plagiarism

(A) Purpose. Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

(B) Definitions. As used in this rule:
(1) "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
   (a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
   (b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
   (c) Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
   (d) Securing, giving or exchanging information during examinations;
   (e) Presenting data or other material gathered by another person or group as one's own;
   (f) Falsifying experimental data or information;
   (g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
   (h) Cooperating with another to do one or more of the above; and
   (i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
(j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

(2) "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:

(a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;

(b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and

(c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

(3) "Student" means any person admitted or enrolled at the university in any of its courses, programs, campuses or offerings, including, but not limited to, cooperative programs or offerings with other institutions for whom a record is made at the university by the registrar or which is submitted to the university for admission or transfer credit.

(4) "Cooperation" means participation or assistance for the mutual benefit of both parties or the sole benefit of one party.

(5) "Academic sanction" means any of the various sanctions specifically listed in this rule under paragraph (D) below.

(6) "Instructor" means any person employed or appointed to teach in any course or program offering of the university, or a committee appointed to assess, evaluate, or grade a thesis, dissertation or work. Any decision by such a committee shall be by majority vote.

(7) "Chairperson" means the chief administrative officer of a department, school, or program whose position is that of a first organizational level academic leader with a teaching faculty.

(8) "Dean" means the chief administrative officer of a regional campus, college or independent school or equivalent.

(9) "Department" means an academic unit headed by a chairperson or director.

(10) "College" means an academic unit headed by a dean and includes any independent school headed by a dean.
(11) “Independent College” means a college without subordinate departments or schools.

(12) "Regional campus" means any of the Kent State University system of community-oriented institutions.

(13) "Cheating/Plagiarism Sanction Form" means the form instructors fill out and distribute each time they impose a sanction on a student for cheating or plagiarism.

(14) "Plagiarism School Form" is the form signed by an instructor and student agreeing to a remedial, private session for a student sanctioned for plagiarism in return for a mitigation of the sanction.

(C) Intent and scope of the policy.

(1) In providing this policy, the university affirms that acts of cheating and plagiarism by students constitute a subversion of the goals of the institution, have no place in the university and are serious offenses to academic goals and objectives, as well as to the rights of fellow students.

(2) It is the intent of this policy to provide appropriate sanctions, to provide fair and realistic procedures for imposing those sanctions, to provide safeguards for any student suspected of cheating or plagiarism.

(3) This policy applies to all students of the university, graduate and undergraduate, full or part-time, whose conduct is of such a nature prohibited by the policy. Other offenses of a nonacademic nature are covered by the code of student conduct, rule 3342-4-02 of the Administrative Code and of this register.

(4) Ordinarily, students sanctioned under this policy may not seek to remove such sanction by invoking their rights under other university policies (such as the administrative policies addressing student complaints found in rules 3342-4-02.3 or 3342-8-01.4 of this Administrative Code) but may appeal a finding of responsibility and/or the sanction according to section (F) of this rule.

(D) Sanctions.

(1) Academic sanctions. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. Instructors are to use the cheating/plagiarism sanction form to indicate which one of the following sanctions is to be imposed on the student. Instructors must send that form to the office of student conduct. For Kent campus instructors the form will be sent by the office of student conduct to the student, the instructor's department chairperson or dean, and the dean for the college in which the student is enrolled. For regional campus instructors the form will be sent by the office of student conduct to the student, and to the regional campus dean.
(a) Coursework. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. In those cases the instructor may:

(i) Refuse to accept the work for credit; or

(ii) Assign a grade of "F" or zero for the project, test, paper, examination or other work in which the cheating or plagiarism took place; or

(iii) Assign a grade of "F" for the course in which the cheating or plagiarism took place; and/or;

(iv) Recommend to the department chair or regional campus dean that further action specified in paragraph (D)(1)(b) of this rule be taken. The department chairperson or regional campus dean shall determine whether or not to forward to the academic dean or to the vice president for the extended university a recommendation for further sanctions under paragraph (D)(1)(b) of this rule.

(v) For students who have not previously been sanctioned for plagiarism, if the instructor and student agree, Plagiarism School could be provided as a means to mitigate the sanction (as described in section B(14) and G of this rule).

(b) Degree. The following academic sanctions are provided for acts of cheating or plagiarism which so permeate the student's work that the effect is to compromise the validity of a degree. Such occurrences may be related, but not limited to, professional or graduate work. Sanctions which can be invoked by the dean of the college in which the student is enrolled or by the associate vice president for the extended university include those provided in paragraph (D)(1) of this rule; and/or

(i) Revocation or recommendation to decertify or not to certify; or

(ii) Rejection of the thesis, dissertation or work; or

(iii) Recommendation for revocation of a degree.

(2) Other sanctions. If the instructor feels, or the department chair or director, or dean where appropriate, that the offense is of such nature that the academic sanctions are an insufficient remedy, or that they are not available, he or she may initiate additional procedures by referring the matter in its entirety to the academic hearing panel defined in section (I) of this rule, which can consider additional disciplinary sanctions. After the office of student conduct receives notification of a sanction via the cheating/plagiarism sanction form (D)(1) the academic hearing panel will conduct a hearing to determine if the academic sanction applied by the instructor as well as additional disciplinary sanctions it deems appropriate will be assessed against the
student The following sanctions can only be imposed by the academic hearing panel following a hearing as set forth in section (H) of this rule.

(a) Disciplinary probation. This sanction is one that places the student in serious jeopardy with the university. This sanction is invoked for a specified period of time. Notification of sanctions will be made to appropriate university offices, including the student’s academic college or school. Students on disciplinary probations might be subject to automatic dismissal or suspension if found responsible of any act of misconduct, including violation of the terms of the disciplinary probation:

(i) Might not be permitted to participate in an official non-curricular capacity such as intercollegiate athletics, intramurals, fine arts activities, or as an officer of a student organization, etc.

(ii) Might be restricted from entering or remaining in selected campus buildings or in specified university facilities.

(b) Disciplinary suspension. This sanction is one of involuntary separation of the student from the university for a specified period of time. Notification of sanctions will be made to appropriate university offices, including the student’s academic college or school. Students suspended:

(i) If a sanction grade was assigned, it should remain on the transcript.

(ii) Might be required to leave the land and/or premises of the university effective the date of suspension. Permission may be granted by the vice president for enrollment management and student affairs for entrance to university premises for a specified purpose and time.

(c) Disciplinary dismissal. This sanction is one of involuntary separation of the student from the university. Notification of sanctions will be made to appropriate university offices, including the student's academic college or school. Students dismissed:

(i) If a sanction grade was assigned, it should remain on the transcript.

(ii) Might be required to leave the land and/or premises of the university effective the date of dismissal. Permission may be granted by the vice president for enrollment management and student affairs for entrance of the student to university premises for a specified purpose and time.

(iii) Shall be reinstated only by the provost, who shall establish criteria for readmission.
(d) Additional sanctions. Additional sanctions are the prerogative of the AHP. They may be mandated as part of the sanctions listed above. Some options that may be considered are as follows:

(i) Counseling
(ii) No contact order
(iii) Educative/rehabilitative program referral
(iv) Monetary penalty (not to exceed $200)
(v) Letter of apology
(vi) Warning
(vii) Persona Non Grata status
(viii) Campus access restrictions
(ix) Other as deemed appropriate through the disciplinary process

(E) Procedures for invoking sanctions

(1) Academic administrative procedures pertaining to paragraph (D)(1)(b) of this rule. In the event that an instructor determines that it is more probable than not that a student in a course or program under the instructor's supervision has presented work for university credit which involves an act of cheating, plagiarism or cooperation in either, then the instructor shall:

(a) Inform the student as soon as is practical of the belief that an act of cheating or plagiarism has occurred. If the student cannot be reached in a reasonable period of time, the instructor may proceed with sanctions, notifying the student in writing as promptly as possible of the belief and the procedural steps the instructor has taken.

(b) Provide the student an opportunity to explain orally, in writing, or both, why the student believes the evaluation of the facts is erroneous.

(c) If the explanation is deemed by the instructor to be inadequate or if no explanation is offered, the instructor may impose one of the academic sanctions listed in paragraph (D)(1)(a) of this rule. In addition, the instructor may refer the matter to the dean of the college, campus, or school in which the student is enrolled for imposition of academic sanctions listed in paragraph (D)(1)(b) of this rule.
(d) The instructor shall provide a copy of the cheating/plagiarism sanction form to the office of student conduct. That office will provide copies of the form to the student, the instructor's departmental chairperson, or, for independent colleges and regional campuses, the dean of the college or campus in which the instructor is assigned, the dean of the college or campus in which the student is enrolled, and the office of student conduct, listing the specific sanction assessed (as defined in paragraph (D)(1)(a) of this rule) and whether or not the instructor is recommending the imposition of academic sanctions listed in paragraph (D)(1)(b) of this rule to the appropriate dean (the dean of the college or campus in which the student is enrolled). The form also serves to inform the student of the right to appeal.

(e) The instructor shall keep the evidence of cheating or plagiarism in a secure place and provide it upon request to the department chair, independent college or campus dean, or the academic hearing panel. The instructor shall provide copies on request to the student at the student's expense.

(f) The instructor shall cooperate with academic and student conduct personnel in any appeal of the decision, and/or in adjudication of any disciplinary proceedings.

(2) Academic administrative procedures pertaining to paragraph (D)(1)(b) of this rule.

(a) With concurrence from the faculty member and the department chairperson, the academic dean or the associate vice president of the extended university may invoke sanctions specified in paragraph (D)(1)(b) of this rule.

(b) The recommendation for sanction, paragraph (D)(1)(b)(iii) of this rule, is made by the academic dean or the associate vice president for the extended university who forwards it to the provost, who must approve it and forward it to the president, who must approve it and forward it to the board of trustees for approval.

(3) Procedures pertaining to paragraph (D)(2) of this rule (non-academic, disciplinary sanctions).

(a) After receiving notification from the instructor that a sanction has been imposed and/or recommended in paragraph (E)(1)(d) of this rule, the Office of Student Conduct will check to see if a sanction invoked by this code was previously imposed on the student. If it is determined that the student was previously sanctioned and was not successful in removing the sanction through the appeal process defined in section (F) of this policy, the matter in its entirety will be referred to the academic hearing panel (AHP) (defined in (H) of this rule).
(b) The AHP will follow the process established in section (F) of this policy to determine if the academic sanctions imposed by the instructor and/or dean are upheld and/or if disciplinary sanctions should also be applied.

(F) Academic appeals. All appeals for sanctions imposed as a result of this policy will be adjudicated by the academic hearing panel.

(1) An appeal of a sanction imposed by an instructor or a dean must be filed with the office of student conduct by the student within fifteen working days of receipt of the cheating/plagiarism sanction form.

(a) Hearing.

(i) The burden of establishing by a preponderance of the evidence that cheating or plagiarism occurred is on the person who claims the act took place.

(ii) The instructor shall provide documents, if any, in support of the decision and shall make a statement, orally, in writing, or both, of the facts and the basis for the decision.

(iii) The student may make a statement in writing, orally, or both.

(iv) Both the instructor and student may ask questions of the other at an appropriate time during the hearing.

(v) Both may present witnesses.

(vi) Both have the right to hear all testimony and examine all evidence.

(vii) At the hearing, the student may be accompanied by one other person of his or her choice. That person may act as an advisor to the student, but may not participate in the hearing procedure in any manner whatsoever. No party may be represented by legal counsel.

(G) Plagiarism School. As a means to address less severe cases of student plagiarism (acts that may be considered by the instructor to be unintentional), the instructor may request that the student attend a remedial, private session administered by University Libraries regarding acceptable ways to document research.

(1) Plagiarism school will only be offered to students not previously sanctioned for plagiarism.

(2) Plagiarism school will only be offered if both the instructor, and student and representative from University Libraries (the plagiarism school instructor) agree by signing the "Plagiarism School Form." The instructor will indicate on the form how
the sanction will be modified in favor of the student if the student completes all activities identified on the form.

(3) A student's successful completion of plagiarism school does not in any way change the process of reporting acts of cheating and plagiarism according to this policy.

(4) Upon successful completion of plagiarism school, University Libraries will notify the instructor so that he/she can mitigate the sanction as indicated in the form.

(H) The academic hearing panel (AHP) is a special hearing panel established to decide cases resulting from either a referral for disciplinary sanctions from instructors, chairs, directors, or deans ((D)(2) of this rule), when an appeal of a sanction imposed by an instructor or a dean, or when a determination has been made that a student has previously been sanctioned for an act of academic dishonesty pursuant to this policy.

(1) Composition. The panel shall be appointed by the Provost: a minimum of ten KSU Faculty, five having Graduate Faculty Status (staggered, serving terms of two years), a minimum of five current KSU Graduate Students (serving a one-year term), and a minimum of five current KSU Undergraduate Students (serving a one-year term). The Provost will appoint one faculty member as chair at the beginning of each fiscal year.

(2) Charge. For the purpose of holding a hearing, the chair will select a hearing committee of three AHP members (two faculty and one student). The committee selections should be based on graduate/undergraduate status (graduate faculty and student for cases involving an accused graduate student, undergraduate faculty and student for cases involving an accused undergraduate student) and be consistent with eligibility standards set in (H)(4) of this rule. The AHP will conduct hearings based on allegations of academic misconduct and determine if the accused student is in violation of this policy. Once the AHP has determined that a violation has been committed, the student will be assessed an academic sanction (as defined in section (D)(1) of this rule or as defined in section (D)(2) of this rule or a combination of both.) The severity of the offense and the student's overall behavior regarding academic honesty will determine the sanction(s) assessed against the student.

(3) Training. Annual training will be offered in a joint effort by persons appointed by the provost and the vice president for enrollment management and student affairs, and convened by office of student conduct.

(4) Eligibility. Faculty who are current instructors of the accused student faculty of the instructor's department and any student appointed to the AHP who shares a class, residence, or known affiliation with the accused student are not eligible to sit on the AHP hearing committee for that respective accused student.

(5) Records. All AHP hearings are closed to the public and are recorded, minimally audio, using current technological equipment available (i.e. DVD). All technological recordings shall be destroyed in accordance with University recordkeeping protocol.
(6) All matters pertaining to the conduct of the appeal hearing shall be under the sole authority of the academic hearing panel.

(I) Appeals.

(1) Students, faculty, and deans may appeal the decisions of the hearing board or officers to the Provost No additional appeal will be heard.

(2) Appeals are limited to the following reasons:

(a) The decision is not in accordance with the facts evidence presented;
(b) The decision was reached through a procedure not in accordance with this rule;
(c) New information is available which may suggest modification of the decision;
(d) Sanction(s) imposed were not appropriate for the conduct violation which the student was found responsible for;

(3) An appeal must be in writing, must state clearly the rationale for the appeal and must be submitted within seven calendar days of the date of the decision.

(J) This policy will be effective beginning with the Fall 2012 catalog year.

Effective: May 24, 2012


Related Forms:

Former Policy Effective until August 26, 2012.
Appendix C: STRS Policies
Kent State offers a variety of retirement plans. Employees at Kent State are required to participate in one of the state retirement systems - Ohio Public Employees Retirement System (OPERS) or the State Teachers Retirement System of Ohio (STRS). University employees do not contribute to the federal social security system and all retirement benefits related to their employment come from the state retirement system(s). Employees who at some time work in employment covered by the federal social security system may have an adjustment in their social security benefits as a result of their coverage under one of the state retirement systems. The Windfall Elimination Provision notice from the Social Security Administration Form SSA-1945 contains more information on this adjustment.

Full-time classified and unclassified employees may elect to participate in either OPERS or an Alternative Retirement Plan (ARP). Full-time faculty members may elect to participate in either STRS or an ARP. Part-time classified and unclassified employees must participate in OPERS and part-time faculty must participate in STRS. There is no ARP option available for part-time employees.

In addition, all university employees are eligible to participate in the 403(b) and 457 retirement savings programs described below.

State Teacher's Retirement System (STRS)

Employees who participate in STRS have the option to select the Defined Benefits Plan, the Defined Contribution Plan or the Combined Plan. Details regarding the features of these plans are available in the information packet provided to new faculty members by STRS and on the STRS Web Site.

STRS requires an employee contribution of 10% and an employer contribution of 14%. Retirement eligibility under the STRS Defined Benefit or Combined plans is any age with 30 years of service or more, age 55 with at least 25 years of service, or age 60 with at least 5 years of service. Disability retirement benefits may be available after at least 5 years of service credit under the Defined Benefit or Combined plans. There are no disability benefits available under the Defined Contribution plan.

For more information, visit the STRS Web Site.

Ohio Public Employee's Retirement System (OPERS)

Employees who participate in OPERS have the option to select the Traditional Plan, the Member-Directed Plan or the Combined Plan. Details regarding the features of these plans are available in the information packet provided to new employees by OPERS and on the OPERS Web Site.
OPERS requires contributions based on the following table:

<table>
<thead>
<tr>
<th>Year</th>
<th>Employee</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>9.0%</td>
<td>13.54%</td>
</tr>
<tr>
<td>2007</td>
<td>9.5%</td>
<td>13.77%</td>
</tr>
<tr>
<td>2008</td>
<td>10.0%</td>
<td>14.0%</td>
</tr>
<tr>
<td>2009</td>
<td>10.0%</td>
<td>Employer may contribute up to 14.0%</td>
</tr>
<tr>
<td>2010</td>
<td>10.0%</td>
<td>Employer may contribute up to 14.0%</td>
</tr>
<tr>
<td>2011</td>
<td>10.0%</td>
<td>Employer may contribute up to 14.0%</td>
</tr>
<tr>
<td>2012</td>
<td>10.0%</td>
<td>Employer may contribute up to 14.0%</td>
</tr>
</tbody>
</table>

Retirement eligibility under the OPERS Traditional or Combined Plan is any age with 30 years of service or more, age 55 with at least 25 years of service, or age 60 with at least 5 years of service. Disability retirement benefits may be available after at least 5 years of service credit under the Traditional or Combined plans. There are no disability benefits available under the Member Directed plan.

OPERS provides special retirement coverage for certain law enforcement officers (OPERS-LE). The OPERS-LE provision requires a 11.6% employee contribution and an employer contribution of 18.1%.

For more information, visit the OPERS Web Site.

Alternative Retirement Plan (ARP)

Full-time classified employees, unclassified employees and faculty members are eligible to enroll in an Alternative Retirement Plan (ARP) instead of the state retirement system that applies to their employment. This election must be made within the first 120 days of employment in a full-time position and the election is irrevocable. Under the ARP, the employee would establish an account with one of available insurance companies approved by the Ohio Department of Insurance. Contributions which would be made to the state retirement system are deposited into the employee's ARP account instead (less any allocation for unfunded liabilities in the state system, if applicable).

The ARP is intended to give the employees more portability and control of retirement investments. However, all retirement benefits will be dependent on the available account balance that has accumulated from investments within the individual ARP account.

All ARP eligible employees will receive an information packet designed to assist them in making an informed choice.
Tax Deferred Annuity Program (403(b) Plan)

Tax deferred annuities as provided in §403(b) the Internal Revenue Code are available through payroll deduction providing employees with the opportunity to invest in a fixed annuity, a variable annuity, a combination of both or in mutual funds. The University does not contribute to this program. Employees must establish an account with an approved 403 (b) vendor and submit a Salary Reduction Agreement to the Benefits Office in order to enroll in a plan. A list of the annuity companies authorized for payroll deduction and the Salary Reduction Agreement form are available on this site. For calendar year 2012, annual contributions to a §403(b) Plan are limited to $16,500 for employees age 49 or younger and $22,000 for employees age 50 or over. The contribution limits for future years will be announced by the IRS during the fourth quarter of the previous year.

Contact the Benefits Office at 330-672-3107 for more information.

Deferred Compensation Program (457 Plan)

Deferred compensation programs as provided in §457 the Internal Revenue Code are available, permitting employees to have portion of their pay contributed on a tax deferred basis via payroll deduction. These programs are known as "457 plans" because they are authorized under §457 of the Internal Revenue Code. A list of the companies authorized for payroll deduction and the Salary Reduction Agreement form are available on this site. Employees wishing to establish a 457 account with one of the insurance companies on the list should complete an application with the company and submit a Salary Reduction Agreement to the Benefits Office. The Ohio Public Employees Deferred Compensation Plan, not Kent State, handles enrollment in its §457 Plan. For calendar year 2012, annual contributions to a §457 Plan are limited to $16,500 for employees age 49 or younger and $22,000 for employees age 50 or over. The contribution limits for future years will be announced by the IRS during the fourth quarter of the previous year.

Contact the Benefits Office at 330-672-3107 for more information.
Policy Register

Policy Details

3-01.2

Administrative policy regarding class attendance and class absence

(A) Purpose. Regular attendance in class is expected of all students at all levels at the university. While classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities and events as legitimate reasons for absence from class.

(B) Class attendance. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in course syllabus and communicated to students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.

(C) Class absence. Legitimate reasons for absence include, for example, illness, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. The following guidelines describe model procedures for sponsors of appropriate activities, instructors and students.

(D) Procedures and responsibilities.

(1) Sponsors shall:

   (a) Provide a list to each participant of all approved events which might involve student absences from classes. The list should be given to the participants at or before the first scheduled class, activity, or field trip of the semester, or before the end of the second week of the semester, whichever occurs first In cases where the date and time of the scheduled activity is not known within this time frame, approval to schedule an event which will result in student absences must be secured from the administrative officer directly above the sponsoring unit; e.g., college dean, director of athletics, etc.
(b) Provide each participating student with a signed "Class Absence Authorization Form" for each of the student's affected classes at the time the list of events is distributed.

(c) Seek resolution of conflicts with instructors; such resolution is a faculty responsibility, not a student responsibility.

(2) Instructors shall:

(a) Inform the student about assignments to be made during the absence, and make alternative suggestions for acquisition of the material missed.

(b) Provide a reasonable opportunity for a makeup examination if a legitimate absence occurs on an examination day. In the extraordinary circumstance where it is not feasible to offer a makeup examination, some acceptable alternative must be provided.

(c) Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels. Under no circumstances are students responsible for the resolution of such conflicts.

(3) Students shall:

(a) Provide the sponsor of the activity with a list of classes which conflict with the proposed activity or field trip. This list should be presented at or before the first scheduled class or activity meeting that causes the conflict.

(b) Present a "Class Absence Authorization Form" to instructors in all affected courses and return the signed "Class Absence Authorization Form(s)" to the sponsor of the activity before the end of the second week of the semester. In the event the absence was due to illness or injury, verification from the health center or other medical officer should be presented to the instructor.

(c) Be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility.

Effective: June 1, 2007


Related Forms:
Policy Register
Policy Details
4 -02.2

Administrative policy and procedures regarding class disruptions

(A) Policy statement In the event of classroom disruption, under no circumstance is a member of the faculty expected to take physical action to control a disturbance. Faculty should also make every effort to discourage students from taking physical action against disrupters.

(B) Disruption of classes by students. Class order and discipline are the responsibility of the class instructor insofar as possible. In the event of a disruption, the following procedure should be followed:

(1) The instructor should ask students) causing the disruption to cease and desist Identification of the student(s) involved should be attempted.

(2) The instructor should notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible action under rule 3342-4-02 of the Administrative Code (the student conduct code), or the Revised Code, or both.

(3) If disruption does not cease, the instructor should order the disrupters) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.

(4) If the disruption continues, the university police should be immediately notified to resolve the problem.

(5) The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.

(6) The instructor should subsequently notify the chairperson and/or dean of the incident to coordinate and facilitate the student conduct referral process.

Effective: June 1, 2007


Related Forms:
Policy Register

Policy Details 5-16.2

Administrative policy regarding complaints of gender discrimination, sexual harassment, and sexual misconduct

(A) Policy Statement. Gender based discrimination, which includes sexual harassment and sexual misconduct, can interfere with a student's ability to participate in or benefit from university academic and non-academic programs, an employee's ability to function in the workplace, and a campus visitor's ability to utilize the university. The procedure below is intended to afford a prompt, thorough, and impartial response from the university to an allegation of gender discrimination, sexual harassment, and/or sexual misconduct.

(B) Eligibility. This administrative policy shall apply to all students, faculty, staff, independent contractors, guests, visitors, applicants, and university recognized student organizations. It shall apply to all incidents occurring on any of the university's campuses or centers (including international), university events off campus, and any incidents occurring off campus that involve both a student or employee as the alleged victim and a student or employee as the accused.

(C) Definitions.

(1) Gender discrimination. Title VII, Title IX, and Chapter 4112 of the Revised Code prohibit unlawful discrimination on the basis of gender or sex. Both men and women are protected from unlawful discrimination. Unlawful gender discrimination includes, but is not limited to, discrimination based on pregnancy, childbirth, disability due to pregnancy, and non-conformance to gender stereotypes.

(2) Sexual Harassment. Unfavorable or unwelcome treatment, made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic or university environment. Sexual harassment includes, but is not limited to:

(a) Verbal and/or physical behavior including, but not limited to: sexually explicit jokes, insults, and taunts; obscene gestures; offensive pictorial, written, and electronic communications; and unwelcome touching.

(b) Any of the conduct described in paragraphs (C) (1) to (C)(3) of this rule used by an individual implicitly or explicitly as the basis for employment, administrative, or academic decisions (including submission to or rejection of any such conduct), is considered sexual harassment.
(3) Sexual Misconduct. Sexual misconduct is a form of sexual harassment and is defined as any intentional sexual touching, however slight, with any body part or object, by either a man or a woman upon either a man or a woman, that is without consent. This includes, but is not limited to:

(a) Those offenses encompassed by Chapter 2907 of the Revised Code such as rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, sexual imposition, importuning, voyeurism; and public indecency;

(b) Sexual Exploitation. Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, if that behavior does not otherwise constitute another sexual misconduct offense. This would include, but not be limited to, videotaping, or allowing an observer unknown to both parties;

(c) Knowingly transmitting a sexually transmitted infection or disease through sexual contact without consent

(4) Consent. Consent is defined as the voluntary, unambiguous agreement to participate in an act, the nature of which is known to and understood by the consenter. Consent may be given verbally or nonverbally and may be withdrawn at any time before completion of the act.

(a) A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, or age.

(5) Title IX coordinator. The Title IX coordinator is the university administrator responsible for overseeing the implementation of Title IX regulations, the enforcement of this policy, and all gender discrimination, gender/sexual harassment, and sexual misconduct investigations. The Title IX coordinator is also the administrator responsible for overseeing the office of affirmative action. Therefore, any claims of gender discrimination, gender/sexual harassment, and sexual misconduct brought by employees will be investigated in accordance with both Title VII and Title IX regulations.

(a) Title IX deputy coordinators. The Title IX coordinator may deputize his/her authority to investigate complaints brought under this policy to deputy coordinators. Deputy coordinators will be trained specifically to investigate such complaints. The Title IX coordinator, as well as the deputy coordinators, may work with other employees in various departments and campuses, (including affirmative action facilitators), in conducting an investigation, but the coordinator and/or deputy coordinator is ultimately responsible for each investigation.
(D) All employees of the university are required to report all instances of sexual harassment and sexual misconduct to the Title IX coordinator or a deputy coordinator. All other members of the university community are encouraged to report any gender discrimination, sexual harassment, or sexual misconduct that they experience, witness, or are made aware of.

(1) University medical services. If a victim of sexual misconduct informs university medical services, the medical personnel must report to the appropriate law enforcement agency that they know or have reasonable cause to believe there was an offense of sexual misconduct.

(2) University psychological services. If a victim of sexual misconduct seeks the services of any psychological service of the university, the services' licensed counselors and their unlicensed trainees are not mandated by law to report the sexual misconduct to the appropriate law enforcement agency or to university officials, unless the victim is a minor.

(3) The Ohio Revised Code requires all felony crimes, which include most cases of sexual assault, to be reported to the appropriate law enforcement agency. Due to this law, university employees (with the exclusion of licensed counselors and unlicensed counselor trainees acting in their capacity as such) are required to report to the appropriate law enforcement agency information brought to their attention concerning occurrences of sexual misconduct.

(4) University departments may create individual reporting structures to facilitate prompt reporting and adequate response; however, all reports must ultimately be provided to the Title IX coordinator or deputy coordinators as quickly as possible. Any such departmental reporting structure must be documented and publicized within the department, as well as shared with the Title IX coordinator and deputy coordinators.

(E) Implementation and remediation.

(1) All reports of gender discrimination, sexual harassment, or sexual misconduct must be investigated by the Title IX coordinator/deputy coordinators. This administrative investigation is separate from any other investigations, including investigations by law enforcement.

(2) The university will keep all information pertaining to the investigation as confidential as possible. If the complainant requests that his/her information not be shared with the accused, the university will honor such a request in so far as is compliant with the law. However, such a request may limit the extent to which the university is able to investigate and respond to the complaint. If the complainant wishes to file a formal complaint with the university, the complainants name and any written statements submitted will be disclosed to the accused. If the university determines that the safety of the community is at risk, certain confidential information may need to be shared in order to protect the university community.
(3) As described above, some complaints will require reporting to the appropriate law enforcement agency. There are times when the law enforcement agency may investigate the same complaint as the university. The law enforcement agency may ask the university to suspend its investigation while they commence their investigation. If this occurs, the university will inform the complainant when the investigation is suspended, and when it resumes. At all times, a complainant has a right to independently file a complaint with any applicable law enforcement agency or outside enforcement agency. Such agencies include, but are not limited to, the Ohio civil rights commission (employees) within one hundred eighty (180) days, the equal employment opportunity commission (employees) within three hundred (300) days, and the department of education, office of civil rights (employees and students) within one hundred eighty (180) days. The timeline is based on the alleged act or the discovery of the alleged act. However, it is recommended that the complainant first exhaust the internal complaint procedures.

(4) Amnesty. All students are expected to report sexual harassment or sexual assault. If a student who reports or who serves as a witness for such an incident is also in violation of another policy (such as a drug or alcohol offense) in conjunction with the incident, amnesty will be considered by the student conduct office, and granted at their discretion, depending on the nature of the offense.

(F) Investigation process

(1) Informal Investigation. Once the university is made aware of the alleged violation, an informal investigation will begin and remedial measures may be taken to limit the effects of the alleged harassment or misconduct and prevent its occurrence. If the alleged victim is known and willing to participate, they will be made aware of any remedial measures available to them through the university, law enforcement, and community assistance such as medical and counseling services.

(a) Mediation. In cases of gender discrimination or sexual harassment, (but not sexual misconduct), an informal mediation of the parties may be arranged, with permission of both parties, by the Title IX coordinator/deputy coordinator. During such a mediation, the parties will meet with an impartial mediator to discuss the alleged discrimination or harassment. The expectation of such a mediation is that both parties will attempt to come to an equitable resolution of the situation. Participation in mediation is completely voluntary by both parties, and consent to participate may be withdrawn at any time. Participation in a mediation does not begin a formal investigation by the university, but the alleged victim may request a formal investigation at any time. A successful mediation will result in a signed agreement between the parties, and the matter will be considered resolved. A completed mediation, with an agreement signed by both parties, will close the university's investigation, and the matter will be considered resolved.
(2) Formal investigation. Generally, the alleged victim's express consent will be requested to conduct a formal investigation. Such consent must be provided in writing. In cases of perceived threat to the university community, the alleged victim's consent will not be required to conduct a formal investigation.

(a) Once a complainant gives the university consent to formally investigate, the Title IX coordinator or a deputy coordinator will investigate the complaint. This investigation may involve interviews with the complainant, accused, and possible witnesses, as well as information collection. Both the complainant and accused will be notified of the opening of the formal investigation. Both the complainant and accused may bring a person of their choosing to accompany them through the interview process. This person may attend the interviews, but may not participate.

(b) A formal investigation will be completed within thirty days after a formal complaint with consent to investigate is submitted to the Title IX coordinator or a deputy coordinator. If more time is required to complete the investigation, the complainant will be notified of such in writing.

(c) When the formal investigation is complete, the findings will be shared in writing with both the complainant and the accused.

(i) If the accused is a student, the findings of the investigation may be shared verbally at a student conduct hearing if student conduct charges are pursued for the alleged incident. The investigator may also be present during the hearing to answer any questions about his/her findings. The results of the hearing will be shared in writing with both the complainant and accused within five (5) days. These results are to be considered the written findings of the investigation. The investigation is then closed.

(ii) If the accused is a university employee or university department, a summary of the report will be shared with the appropriate supervisory area to ensure that the university responds appropriately. A decision will be made and shared with the complainant and accused, in writing, within 5 business days of the completion of the investigation.

(iii) If the accused is not a current student, current employee, or university department, a determination proceeding will be held, with possible sanctions pursuant to rule 3342-5-12.7 of the Administrative Code. A decision will be made and shared with the complainant and accused, in writing, within 5 business days of the completion of the proceeding.

(3) If at any time during or after the completion of the investigation the investigator finds that the university was not acting in accordance with its policies or procedures, or that its policies or procedures need to be revised to prevent the occurrence of discrimination, steps will be taken to remedy this in a prompt fashion.
(4) Student conduct. If the accused is a student, the alleged victim may pursue charges through student conduct at any time during the informal or formal investigation process. This process is contained in rules 3342-4-02, 3342-4-02.1 and 3342-4-02.101 of this Administrative Code.

(a) Upon request, the complainant may be provided with a logistical accommodation to participate outside of the hearing room during the proceeding.

(b) The complainant and accused will be given equal and timely access to information that will be considered by the hearing panel in making its decision.

(c) Both the complainant and accused may bring a person of their choosing to accompany them through the disciplinary process. This person may attend the hearing, but may not participate.

(d) Both the complainant and accused may bring witnesses to provide information during the hearing. If a formal investigation has been completed by the Title IX coordinator or deputy coordinator, the results of that investigation will be shared verbally at the hearing. Both parties, as well as the hearing panel, will be able to ask questions of the investigator to clarify the investigation and its results.

(e) The hearing panel will use a preponderance of the evidence standard in making its determination (i.e. it is more likely than not that the offense occurred, based on the evidence presented.)

(f) The outcome of the hearing, including sanctions if an accused student is found responsible, will be provided in writing to both the accused student and the complainant.

(g) Sanctions may include, but are not limited to: warning, probation, campus access restrictions, counseling referral, reflection assignment, monetary penalty (two hundred dollars maximum), no contact order, suspension, dismissal, or other as deemed appropriate.

(5) Appeals process.

(a) If the accused is a student, and a student conduct hearing has been held, the decision may be appealed within seven (7) days by either the complainant or the accused in accordance with the student conduct appeals procedure contained in rules 3342-4-02. 3342-4-02.1 and 3342-4-02.101 of the Administrative Code.

(b) If the accused is a university employee or university department, the results of the investigation may be appealed within five (5) business days to the Title IX coordinator if the investigation was conducted by a deputy coordinator, or the
vice president of human resources if the investigation was conducted by the coordinator. A decision regarding the appeal will be provided in writing to the complainant and accused within thirty days after the appeal is requested.

(c) If the accused is not a current student, current employee, or university department, a request for review of the determination proceeding decision may be made to the chief student affairs officer in accordance with rule 3342-5-12.7 of the Administrative Code. A final decision will be made and shared with the complainant and accused, in writing, within thirty (30) days of receipt of the request for review.

(6) Retaliation. Kent state university prohibits retaliation against any individual who makes a complaint of unlawful harassment, pursuant to rule 3342-5-16 of this Administrative Code.

(7) Complaints are to be made in good faith. If the Title IX coordinator or deputy coordinator determines that a complainant knowingly falsely accused another of harassment or assault, appropriate sanctions will be recommended against the complainant if he/she is an employee. If the complainant is a student or visitor, charges may be pursued through student conduct.

Effective: June 5, 2012

Prior Effective Dates:

Related Forms:
University policy regarding equal opportunity

(A) Equal opportunity policy.

(1) In academic and student programs. It is the policy of this university that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such policy shall apply to, but not necessarily be limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational and health programs. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on a basis of age insofar as required by law.

(2) In employment. It is the policy of this university that there shall be no unlawful discrimination against any employee or applicant for employment because of age, race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such policy shall apply to, but not necessarily be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on the basis of age insofar as required by law.

(B) Implementation of policy with respect to employment

(1) There shall be promulgated and maintained, under authority of the president of the university and the vice president for human resources and associate provost for faculty affairs and curriculum pursuant to this equal opportunity policy, an affirmative action plan. Full achievement of equal opportunity shall be deemed a major effort of the university, and the affirmative action plan shall be the principal official arrangement, as to organization, methods and procedures, whereby the university shall pursue that effort in employment.

(2) The affirmative action plan shall include, but not necessarily be limited to, nondiscrimination provisions of general application to all employees and applicants for employment, including nondiscrimination provisions applicable to age, race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such
provisions of general application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States, of the state of Ohio, and of opportunity. Such provisions of general application shall include, but not necessarily be limited to, the following:

(a) Establishment of responsibilities for conduct and monitoring of the university's affirmative action program.

(b) Internal and external dissemination of the university's equal opportunity policy and affirmative action plan.

(c) Workforce analyses; analyses of major job groups; appraisal of labor force utilization; and annual reports of progress.

(d) Development and pursuit of goals and timetables, which could reasonably be attained through good faith efforts.

(e) Equal opportunity of access by employees to educational and training programs for advancement of occupational and professional qualifications.

(f) Application of the university's equal opportunity policy in all personnel actions.

(g) Design and implementation of appropriate audit and reporting systems.

(h) Provisions for notice, verification and reporting, as may be required by law regarding equal opportunity policies and practices of unions, contractors, and vendors having dealings with the university.

(i) Provisions for resolution of complaints and grievances.

(3) The affirmative action plan shall further include nondiscrimination provisions of special application to those who are disabled, to veterans with disabilities, and to veterans of the Vietnam era. Such provisions of special application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States, of the state of Ohio, and of this university, which have special application to equality of opportunity for those who are disabled, for veterans with disabilities, and for veterans of the Vietnam era. Wherever provisions of general application can have application, they shall apply, provided: that where such provisions of special application exist and are relevant, they shall prevail.

(4) The university shall publish and shall update and republish, from time to time, a publication titled, "Affirmative Action Program of Kent State University." Such publication shall include, but not be limited to, the equal opportunity policy which is in effect; the full text of the affirmative action plan which is in effect; and, for further guidance of all personnel, an appendix. The appendix shall include but not BE limited to, applicable forms and procedures utilized in all elements of the affirmative action
plan, paragraphs (B)(2)(a) to (B)(2)(i) of this rule; relevant provisions found elsewhere in the university register and the Administrative Code; unit goals and timetables currently in effect; and forms, examples and processes of record-keeping and reporting. The office of affirmative action shall have primary responsibility for preparation of this publication and for its dissemination to all unit heads and its availability to employees and applicants for employment.

Effective: March 5, 2008


Related Forms:
Administrative policy and procedure regarding grievances of nonteaching unclassified and classified staff

(A) General.

(1) The purpose of this policy is to secure equitable solutions as quickly as possible to complaints which may arise relative to the working conditions of university employees, for purposes of this procedure, the term "employees" is defined as unclassified administrative and professional staff members and classified civil service appointees. Classified employees who are members of a recognized bargaining unit will normally use grievance procedures provided in existing collective bargaining agreements. Members of the faculty have other grievance resolution machinery available and are excluded from this policy.

(2) A "grievance" is defined as a claimed violation of a specified university regulation, policy, or procedure. Generally, it is expected that a grievance can be resolved at the point at which it arises. This means that the aggrieved employee and his immediate supervisor should attempt to settle the problem, with the right to appeal to a higher level exercised only after it is determined that mutual satisfaction cannot be reached. Consequently, every effort should be made to settle the grievance on the spot, on its merits, and with minimal delay.

(3) Section 124.03 of the Revised Code provides that classified civil service employees may appeal certain actions of the appointing authority to the state personnel board of review. Included are such matters as job abolishment, reduction in pay or position, layoff, suspensions in excess of three working days, discharge, and job classification. Actions which may be appealed to the state personnel board of review are not subject to appeal under this grievance procedure. If, however, an appeal is filed in a timely manner and that board denies jurisdiction, a grievance may be initiated at step three of this local grievance procedure.

(4) It is the right of every employee to use the prescribed grievance machinery without fear of reprisal. The manager of employee relations is available to render guidance and assistance concerning the grievance procedure to be followed.

(5) It is the policy of the university to afford its employees the right to have assistance form a fellow employee in attempting to settle a grievance with a supervisor or
department head after the employee and his or her supervisor have failed to reach a satisfactory solution in their initial discussion.

(6) It is further the policy of the university to recognize the right of the employee to have additional representation at conference held at the personnel office level and above.

(7) Reasonable administrative time-off shall be permitted for aggrieved employees of the university and fellow employees who assist in presenting a grievance.

(B) Time limits.

(1) It is important that complaints and grievances be processed as quickly as possible at each administrative level. The number of days indicated herein at each level shall be considered the maximum. Every effort should be made to expedite the process and to render a decision as quickly as possible. The time limits specified may, however, be extended by agreement between the university and the employee. A grievance will be acted upon provided the employee submits it in writing within ten working days of the occurrence or discovery of the complaint or grievance.

(2) The phrase "working days" as used in this procedure means days exclusive of holidays and days the employee may be on authorized vacation, sick leave, or absence.

(3) Failure of the grievant to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further action or appeal. Failure of the university to render a decision on a grievance within the specified time limits shall permit its appeal by the grievant to the next step.

(C) Procedural steps.

(1) Employee and immediate supervisor.

(a) The aggrieved employee shall take the matter up with his or her immediate supervisor at the "earliest possible moment," which is defined herein as not exceeding ten working days from the occurrence or discovery of the complaint or grievance.

(b) In the event the problem is not resolved at this informal level, the employee may prepare a formal written grievance, accurately stating the nature of the grievance and a suggested solution.

(c) The formal grievance as filed by the grievant shall be submitted on the university employee complaint form.
(d) The formal grievance should be signed and presented to the supervisor. This must be done within three working days after the final discussion with the supervisor.

(e) The supervisor shall promptly record the decision which he or she has rendered and sign the form as indicated. Copies of the grievance and the supervisor's decision shall be distributed within three working days in the manner indicated on the form.

(f) In organizational situations where the immediate supervisor and the department head are the same person, the grievance mechanism will begin with paragraph (C)(2) of this rule.

(2) Employee and department head.

(a) If the aggrieved employee is not satisfied with the decision of the immediate supervisor, the employee may, within five working days of such decision, file a written appeal with the department head.

(b) On receipt of the formal written appeal, the department head shall meet within five working days with the grievant to discuss the facts of the grievance in an effort to effect a settlement. After considering the facts presented, the department head shall give his or her decision in writing within three working days of the meeting.

(c) Should a group of employees within a department have a grievance, the department-head phase shall become the first step in the employee grievance procedure.

(d) In the event the grievant is employed in an administrative position at the department-head level or above (including academic chairpersons and directors), the grievance shall be presented to the grievances immediate superior and is subject to appeal only to the next higher organizational level beyond that superior. Administrative grievances of this type are not subject to the step three and step four provisions of the procedure which provide for personnel department review and impartial arbitration.

(3) Employee and manager of employee relations.

(a) If the aggrieved employee is not satisfied with the decision of the department head, the employee may appeal the grievance to the manager of employee relations within five working days after receipt of the second-step decision. The manager of employee relations or designated representative will make an investigation of the complaint and, if necessary, hold a meeting with the employee and the employee's representative, if any. The manager of employee relations may determine that attendance of the supervisor, department head, or
other management officials would be helpful in resolving the complaint. Upon completion of the investigation, the manager of employee relations will give the grievant a written decision.

(b) If a grievance is not appealed within ten working days after receipt of such decision, the grievance will be considered settled and will not be subject to further appeal and/or review.

(4) Impartial arbitration.

(a) If the employee is not satisfied with the decision of the manager of employee relations or designated representative, the employee may, within ten working days after receipt of the reply of the manager of employee relations, request arbitration.

(b) Within ten days of the employee's appeal to arbitration, the manager of employee relations and the employee will meet to select an arbitrator. If the parties fail to select an arbitrator they will jointly request the federal mediation and conciliation service to submit a panel of five arbitrators who are fully qualified to hear and rule on a particular kind of grievance. Upon receipt of the list, both the university and the employee shall have the right to strike two names from the panel. The employee shall strike the first name; the university shall then strike one name. The process will be repeated and the remaining person shall be the arbitrator.

(c) The arbitrator shall be requested to render a decision as quickly as possible, but no later than thirty calendar days after the conclusion of the hearing, unless the parties agree otherwise.

(d) Grievances within the meaning of this grievance procedure and of this arbitration clause shall consist only of issues involving and individual's employment with the university.

(e) Only disputes involving the interpretation, application, or alleged violation of university regulation, policy, or procedure shall be subject to arbitration. The arbitrator shall have no power to add to or subtract from or modify university policy, nor to substitute individual discretion for that of the university, nor to exercise any responsibility or function of the university, nor to impose on either party a limitation or obligation not specifically required by existing law or university policy. The decision shall in all respects conform with the civil service laws of Ohio, other Ohio laws, and any other applicable laws.

(f) After full consideration of the problem, the arbitrator shall submit a report and recommendations to the vice president for human resources, president or designated representative.
(g) The fees and expenses of the arbitrator, of the organization from which he or she was obtained, and any incidental and related expenses shall be borne equally by the university and the employee. The assumption of responsibility for the payment of the employee's share of the fee and expense of the arbitrator shall be declared in writing to the university before the specific request for the list of five arbitrators is made.

Effective: June 1, 2007


Related Forms:
Appendix D: Campus Information
FLASH ALERTS

What is Flash ALERTS?

Flash ALERTS is Kent State’s official emergency text notification system to alert subscribers of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies.

What’s involved?

The subscriber-only service allows students, faculty and staff to sign up to receive urgent notification on a text-enabled mobile phone or device. Sign up is simple—just use your FlashLine username and password. Begin the step-by-step subscription process. You are able to access the system anytime to update your mobile number or add a parent to receive the alerts. Each subscriber can include up to five contact numbers as a Flash ALERTS recipient.

How does it work?

During a campus emergency situation, Flash ALERTS will send you a message delivering critical information. Flash ALERTS will be an enhancement to the several existing communications tools used by the university to reach students, faculty and staff, including the Kent State home page, alert monitor system, broadcast e-mail alerts, broadcast voice-mail messages and public media outlets.

Who will receive Flash ALERTS?

In the event of a university closing or emergency, Flash ALERTS will be sent to all subscribers. The message will include information about the specific situation, as well as an indication of what Kent State campus is impacted.

Note: Students may designate their parents as recipients by logging in and adding a parent or parent's mobile device number.

What if I want to stop receiving Flash ALERTS?

There are two ways to stop receiving Flash ALERTS:

1. Text STOP to 67283 or 226787 from your registered mobile phone. You will no longer receive messages.

2. Login to your account at https://www.getrave.com/login/kent
   a. Click on the My Channels tab
b. Under Alert Me By select No as your message delivery preference
Subscribing to Flash ALERTS is simple and easy: just use your FlashLine username and
password. If you need additional assistance, please contact the 24/7 Technology Help Line at
330-672-HELP (4357).

OFFICES AND DEPARTMENTS
http://www.trumbull.kent.edu/about/offices-and-departments.cfm

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<td>Financial Aid</td>
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<tr>
<td>Classroom/Administration Bldg.</td>
<td>Workforce Development &amp; Continuing Studies Bldg.</td>
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67
Studies Bldg.
330-675-8858

**Student Affairs**
Workforce Development & Continuing Studies Bldg.
330-675-8860

**Student Disability Services**
Classroom/Administration Bldg.
330-675-8802

**Student Services**
Workforce Development & Continuing Studies Bldg.
330-675-8860

**Technology Building (Reception)**
Technology Bldg.
330-675-7600

**Theatre Box Office**
Library/Theatre Bldg.
330-675-8887

**Workforce Development**
Technology Bldg.
330-675-8809

If you discover a Kent State University at Trumbull office or department is missing from this list, contact Mr. Robb King at 330-675-7627 or rking28@kent.edu