



College of Graduate Studies

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Cleveland State University

2121 Euclid Avenue, Cleveland, Ohio 44115

www.csuohio.edu 216.687.2000

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Cleveland State University

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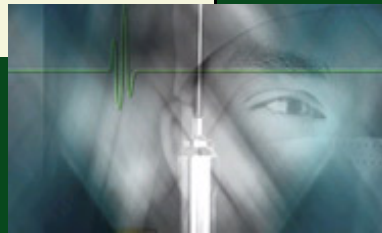
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Champions**

Men's Golf Claims
First Place to Earn
Spot in NCAA Regional

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- Diversity Management Conference, May 9
- Design a Life Workshop/Conference, May 16-17
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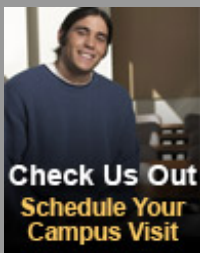
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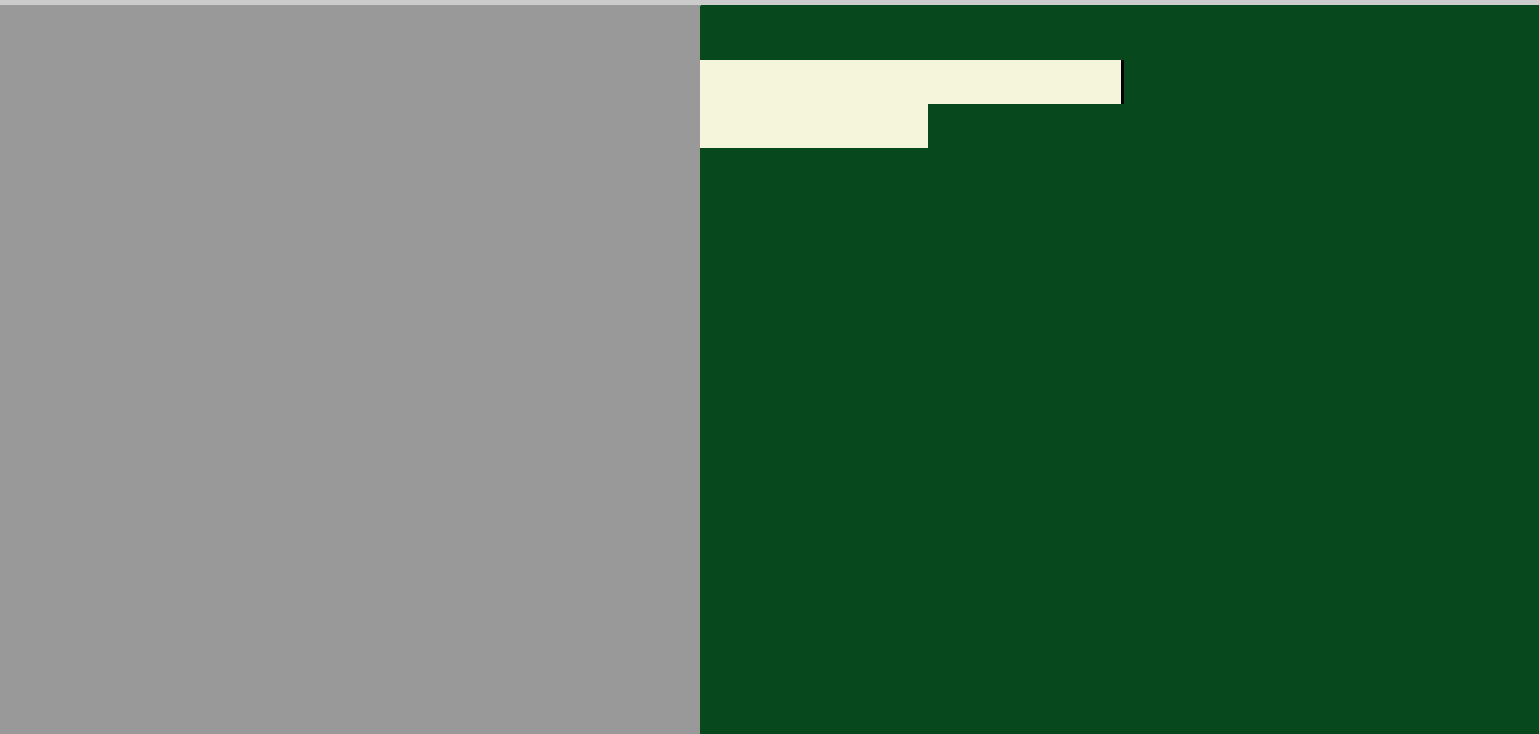
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College of Graduate Studies

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Graduate Catalog 2004-2006

The College of Graduate Studies

History and Mission

Cleveland State University has been authorized by the Ohio Board of Regents to offer graduate programs since the fall of 1967. In October of 1968, the Cleveland State University Board of Trustees created the College of Graduate Studies to facilitate the operation of graduate degree programs and to assist in the development of new programs.

As a metropolitan institution, Cleveland State University has special obligations and opportunities. First and foremost, however, Cleveland State is a university. Its basic mission — central to all universities is to preserve existing knowledge, seek new knowledge, and profess both. This is accomplished through the triad of teaching, research, and service. The University's urban location imposes an obligation to reach out to all citizens in the community with the offer of educational opportunities and services.

Within this context, the mission of the [College of Graduate Studies](#) is to provide service and support to Graduate students, faculty and academic programs that promote high quality and diverse advanced study opportunities for the betterment of Cleveland State University, the citizens of the State of Ohio and the world.

The Dean of the [College of Graduate Studies](#), in collaboration with the elected faculty members of the University Graduate Council, exercises review of all graduate programs, provides leadership in the development of new degree offerings, maintains a centralized [graduate admissions](#) system, and monitors standards for graduate student admission and graduation.

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Graduate Faculty

Most graduate courses are taught by faculty who are members of the University [Graduate Faculty](#). These faculty hold the terminal degree in their fields (usually the doctoral degree) and meet the [College of Graduate Studies](#)' standards of sustained scholarship or creative activity or, alternatively, are recognized for their accomplishments as practitioners in their disciplines. An up-to-date roster of the University Graduate Faculty may be found at www.csuohio.edu/gradcollege/.

Cleveland State University, Kent State University, the University of Akron, and Youngstown State University observe a reciprocal Graduate Faculty agreement where by members of the Graduate Faculty at each of the other three institutions may, with appropriate approvals, teach graduate courses and serve on thesis and dissertation committees for Cleveland State University graduate students.

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Graduate Degree Programs

The University offers doctoral degrees in biology, business administration, chemistry,

engineering, urban education, and urban studies.

Master's degrees are offered in 38 academic areas, and provide a comprehensive representation of the arts, sciences, and professions. These are:

Arts and Humanities: Art History (as an M.A. specialization in History), English, History, Music, Philosophy, and Spanish.

Business Administration: Accountancy, Business Administration, Computer and Information Science, Health Care Administration (as an M.B.A. specialization), and Labor Relations and Human Resources.

Education: Master of Education (M.Ed.) and two post-master's Educational Specialist (Ed.S.) programs in Educational Administration; Health and Physical Education, Sports Management and Exercise Science, and Community Health (as specializations in the M.Ed. program).

Engineering: Chemical and Biomedical Engineering, Civil Engineering, Electrical and Computer Engineering, Engineering Mechanics, Environmental Engineering, Industrial and Manufacturing Engineering, and Mechanical Engineering.

Health Professions: Health Sciences, Nursing, Occupational Therapy, Physical Therapy, Public Health, and Speech Pathology and Audiology.

Natural Sciences and Mathematics: Biology, Chemistry, Environmental Science, Mathematics (M.A. and M.S.), and Physics.

Social and Behavioral Sciences: Communication; Economics; Psychology, including a post-master's degree in School Psychology (Psy.S.); Social Work; and Sociology.

Urban Affairs: Environmental Studies; Public Administration; Urban Planning, Design, and Development; and Urban Studies.

The College of Graduate Studies also offers a joint J.D./M.B.A. program in conjunction with the College of Law and the College of Business Administration, a joint J.D./M.P.A., J.D./M.A. E.S., and J.D./M.U.P.D.D. programs in conjunction with the College of Law and the College of Urban Affairs for students interested in earning graduate degrees in business administration, public administration, or urban planning and design while concurrently earning a degree in law, and a joint M.S.N./M.B.A. program in conjunction with the College of Business Administration and the School of Nursing.

Graduate Certificate and Licensure Programs

The University offers a variety of [graduate certificate programs](#) that range from nine to 18 credit hours. Students may either complete a graduate certificate program while working simultaneously on a graduate degree or pursue a certificate only.

In addition, the University offers a variety of programs to accommodate individuals who wish to pursue State of Ohio teaching licensure. Teacher licensure programs are available to graduate degree-seeking students and to those solely interested in qualifying for state licensure.

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Academic and Scientific Integrity

The University, in its effort to preserve, advance, and disseminate knowledge, relies on the academic and scientific integrity of its faculty and students. Academic and scientific integrity foster credibility within the institution, the Greater Cleveland community, and higher education as a whole.

Cleveland State University is committed to maintaining academic and scientific integrity. As such, it is the duty and responsibility of both faculty and students to conduct themselves, their educational pursuits, and their research in a manner conducive to such an environment. This

commitment includes honesty in such tasks as taking examinations, writing papers, theses, and dissertations; recording research data; submitting proposals for external funding; and publishing the results of all research. The ethical conduct of all members of the Cleveland State University community ensures the honor of the University and the trust of those within this academic community. The Graduate Dean is responsible for administering the University's Policy for Responding to Allegations of Academic Research Misconduct that was revised and approved by Cleveland State University's Board of Trustees on May 7, 2003, as well as the University's Policy for Managing Conflicts of Interest, which was approved by the Cleveland State University Board of Trustees on February 12, 1997.

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Research Involving Human Subjects

Students planning to conduct research involving human subjects must submit a proposal to the Institutional Review Board (IRB) prior to project commencement through the IRB Coordinator at the Office of Sponsored Programs and Research (OSPR). The proposal must include, at a minimum, an application for project approval, a project description, and an informed consent statement. Proposal submission instructions, a proposal requirement checklist, and an application for project approval can be obtained from the OSPR in the Keith Building, Room 1150, or via the Internet at www.csuohio.edu/uored/forms. Proposals should be submitted as early as possible in order to allow sufficient time for review and to avoid a schedule delay, should revisions be requested by the IRB. Cleveland State University will not accept any research projects that have failed to receive approval from the IRB in fulfillment of degree requirements.

Cleveland State University human subjects policy requires that all research involving human subjects be submitted in proposal format to the IRB for review in accordance with federal regulations (45 CFR 46.101(c)(d)), which authorize the IRB to exercise jurisdiction over all human subjects research. The IRB will determine whether proposed research is exempt from further review, requires full Board review, or is appropriate for expedited review under the applicable regulations and institutional policies. Research investigators are not authorized, at any time, to independently determine that proposed research is exempt from IRB consideration and oversight. The IRB reserves the right to render a final determination, and research investigators are responsible for complying with all IRB decisions, conditions, and requirements.

Applicable federal regulations governing the IRB review and approval process are available via the Internet, including:

Title 45, Code of Federal Regulations, Part 46

www.nih.gov/grants/oprr/humansubjects/45cfr46.htm

The Belmont Report, Ethical Principles and Guidelines for the Protection of Human Subjects of Research

www.nih.gov/grants/oprr/humansubjects/guidance/belmont.htm

Questions concerning the IRB review and approval process should be directed to the OSPR/IRB staff at (216) 687-3630.

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College of Graduate Studies

The College of Graduate Studies is located on the 11th floor of the Keith Building, which is on the corner of East 17th Street and Euclid Avenue; telephone (216) 687-9370. At this location graduate students can obtain assistance with petitions, graduate assistantship contracts, transfer

credit requests, transient applications, and thesis/dissertation format instructions and approvals.

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Office of Graduate Admissions

The Office of **Graduate Admissions** maintains a central admissions file system for domestic graduate applicants for all graduate degree, certificate, and licensure, and non-degree applicants. As admission materials are received by the office, photocopies of the documents (application form, transcripts, letters of recommendation, tests scores, and related materials) are forwarded to the appropriate Graduate Program Director, who forms a departmental file for the applicant. Once the department file is decision-ready, the Program Director submits an admission recommendation to the Office of **Graduate Admissions**. The Graduate Admissions Director transmits the admission action and supporting materials to the applicant. Applicants are encouraged to contact the Office of **Graduate Admissions** and their Graduate Program Director regarding the status of their application for graduate admission.

The Office of **Graduate Admissions** is located in Rhodes Tower West, Room 204; telephone (216) 687-5599. At this location, graduate students may obtain the **Graduate Catalog**, information about admission examinations, and assistance with admissions.

International admissions: Any individual who is on a non-immigrant visa, or who will be applying for a non-immigrant visa (student visa), and is interested in enrolling in a graduate degree, certificate, or licensure program must apply for admission through the Center for International Services and Programs (**CISP**). **CISP** is located in Room 302 of University Center; telephone (216) 687-3910 or fax (216) 687-3965. **CISP** also provides visa application information. Students who are permanent residents must apply through the Office of **Graduate Admissions**.

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Course Numbers and Codes

The courses offered in the various graduate programs are listed in this Catalog. Graduate courses are numbered 500-899, and are coded as follows:

1. Course number
2. Course title
3. Parenthesized numerals indicate respectively the classroom hours, the laboratory hours, and the number of credits assigned to the course, e.g., (4-0-4) would indicate four classroom hours per week, no laboratory, and four credit hours.

Courses numbered 500-599 are master's-level courses, but are open to selected Cleveland State University graduating seniors. See the "Under-graduate Students Taking Graduate Courses" section in this Catalog. Courses 600-699 are master's-level courses and are not open to under-graduate students. Courses numbered 700-899 are doctoral-level courses. Graduate certificate, licensure, or master's-level students may not register for 800-level courses.

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College of Graduate Studies

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Addenda

Graduate Catalog 2004-2006

Admission to the College of Graduate Studies (See Addenda)

Degree Admission

Individuals with a baccalaureate degree from a college or university with full academic accreditation and who present satisfactory evidence of the ability to pursue graduate study can be considered for admission. A baccalaureate degree earned outside the United States must be equivalent to a four-year United States degree. International student applicants should consult the admission requirements section for “[International Students](#)” in this Catalog for information on application procedures.

Applicants may be considered for regular degree admission if they meet one or more of the following conditions:

1. The individual has a grade-point average for the bachelor's degree of at least 2.75 (A = 4.0), with a higher average in the major field. Some graduate programs require a higher GPA. Consult individual program admission requirements in this Catalog.
2. The applicant scores at the 50th percentile or above on average across the areas of a standardized admission examination.
3. The person has completed 12 or more graduate credit hours at Cleveland State University as a non-degree graduate student, and has a grade-point average of 3.00 or above. Please note that some programs require higher grade-point averages for admission (see program descriptions).

The institution from which the student received the bachelor's degree determines a student's undergraduate grade-point average. For those with post- baccalaureate studies, both undergraduate and graduate grade-point averages are considered in determining [eligibility](#) for admission.

Endorsement of the graduate program is necessary for admission to a graduate degree, certificate, or licensure program. The Office of [Graduate Admissions](#) final-izes acceptance of an applicant for admission after the recommendation for admission by the appropriate graduate committee.

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Admission to Multiple Master's Degree Programs

Individuals may apply for admission to pursue simultaneously two master's degree programs. Applicants must meet [College of Graduate Studies](#) admission requirements, and the admission requirements of each degree program.

Dual program students have six years concurrently to complete the two degree programs. Extensions of the six-year limit for either degree via petition requires the approval of the involved graduate program committee(s). With the approval of each program, dual degree students may apply up to a maximum of 10 graduate credits taken to meet requirements for one program, to also meet degree requirements for the second program. The 10 dual-counted credits do not need to be for the same courses. Dual-counted courses must carry a grade of B or above.

Dual-master's students who wish to withdraw from one of their degree programs must notify, in writing, both involved Graduate Program Directors and the Graduate Dean's Office.

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Admission Examinations

Many graduate programs require a standardized admission examination (e.g., [GRE](#), [GMAT](#), Miller Analogies Test). Consult individual program descriptions in this Catalog for specific admission examination requirements. In addition, the [College of Graduate Studies](#) requires that official results of a standardized admission examination be submitted to the Graduate Admissions Office if the applicant:

1. Has an undergraduate grade-point average of less than 2.75 or a [GPA](#) below the minimum [GPA](#) required by the academic program for graduate admission,
2. Has a graduate grade-point average of less than 3.00, if prior graduate work has been taken, or
3. If the individual's undergraduate degree was awarded six or more years prior to the application date.

A graduate program director can recommend to the [College of Graduate Studies](#) that the admission examination requirement be waived for an individual who:

1. Earned the baccalaureate degree six or more years prior to application, but who has an undergraduate grade-point average of 3.00 or above, or
2. Has completed 12 or more graduate credits at Cleveland State University as a non-degree, certificate, or licensure student, and has a graduate grade-point average of 3.00 or above.

Where an admission examination is required by the [College of Graduate Studies](#), applicants must score on average at the 50th percentile or above across the sections of the examination to qualify for degree, certificate, or licensure admission. Importantly, some graduate programs require higher admission examination scores to qualify for admission. All applicants should consult individual program descriptions in this Catalog for specific admission examination

requirements. In addition, international applicants should consult the admission examination requirement table, which appears on page 31 of this Catalog.

[Only examination results received directly from the appropriate testing service, which are not more than six years old at the point of application, are considered official and valid.](#) Admission examination information is available from the Office of Graduate Admissions, Rhodes Tower West, Room 204, and the University Testing Center, University Center, Room 253B.

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Admission Procedures for Graduate Degree Applicants (See Addenda - August 26, 2005)

To complete admission procedures, graduate degree applicants must submit the following:

1. Application: A completed application ([paper or online application form](#)), official transcripts, test scores, letters of recommendation, and any other supplemental materials must be submitted not less than six weeks prior to the term of desired entrance. Consult the admission requirements in individual program descriptions in this Catalog for further information.

To facilitate the admission process, it is strongly recommended that applicants use the [online application system](#). ([Click here to apply online now.](#)) A [paper application form](#) may be downloaded from www.csuohio.edu/gradcollege/ and also is enclosed in the back of this Catalog. The processing time for paper application forms is longer than processing time for online applications. For a listing of programs with earlier application deadlines, consult the [chart on page 29](#).

2. Official Transcripts: (See Addenda - August 26, 2005) At the time of application, request that every college or university previously attended send one official transcript to the Office of Graduate Admissions (the Graduate Admissions Office will obtain official Cleveland State University transcripts). For applicants whose baccalaureate (or higher) degree is not yet awarded, a second official transcript with the degree posted also must be submitted to the Graduate Admissions Office before an admitted student will be permitted to register for classes. Transcripts must be received in the Graduate Admissions Office directly from the originating institutions.

3. Letters of Recommendation: Not required by all programs. Applicants should consult program descriptions. Where required, provide recommendation forms (download from www.csuohio.edu/gradcollege/forms.htm also enclosed in the back of this Catalog) to individuals who are recommending the student. Normally, at least one of the recommendations should be from a college professor familiar with the applicant's academic work.

Applicants to the [Doctor of Business Administration \(D.B.A.\)](#) program and the [Master of Social Work \(M.S.W.\)](#) program, and those pursuing initial licensure in Curriculum and Instruction—Urban Secondary Teaching must submit three letters of recommendation. Most other programs require two letters of recommendation.

The following master's degree programs do not require letters of recommendation:

- Accountancy (M.Acc.)
- Business Administration (M.B.A.)
- Computer and Information Science (M.C.I.S.)
- Education (M.Ed.) (except Counseling programs)
- Labor Relations and Human Resources (M.L.R.H.R.)
- Mathematics (M.A. and M.S.)
- Mechanical Engineering (M.S.)

4. Official Test Scores: Submit results of the appropriate admission examination as required by the College of Graduate Studies and/or the graduate degree program. Examination results over six years old at the time of application are not considered valid, and will not be accepted. Only official test scores received directly from the testing service will be accepted.

(See Addenda - August 26, 2005)

5. Application Fee: Submit payment for the required, non-refundable \$30 Graduate Application Fee. The Master of Occupational Therapy and Master of Physical Therapy programs have a \$55 application fee. Admission decisions will not be rendered until the fee is paid.

No application fee is required of applicants who have paid an application fee earlier for admission as a graduate degree, certificate, licensure, or non-degree student.

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Graduate Admission Application Deadlines [\(See Addenda - March 15, 2005\)](#)

In general, the Application for Graduate Admission to degree, certificate, and licensure programs, and all supporting materials (e.g., official transcripts, test scores, letters of recommendation), should be on file in the Office of Graduate Admissions at least six weeks prior to the start of the academic term of desired admission.

Intended Enrollment	2004-2005 Academic Year		2005-2006 Academic Year	
	Application Deadline	Classes Start	Application Deadline	Classes Start
Fall	July 19, 2004	August 28, 2004	July 18, 2005	August 27, 2005
Spring	December 6, 2004	January 15, 2005	December 5, 2005	January 14, 2006
Summer	April 11, 2005	May 21, 2005	April 10, 2006	May 20, 2006

For non-degree graduate admission, the application deadline is ten business days prior to the start of the term. Non-degree applicants are encouraged to apply well in advance of the deadline to avoid possible delays.

Programs with Earlier Application Deadlines

Program	Deadline	(Completed files)	Comments
Accelerated MBA		June 1 & November 1 respectively	For fall and spring admission
Chemistry (PhD., MS)		January 15	
Computer and Information Science (MCIS)		March 15 & May 15	Deadline for International applicants
		Only for summer and fall respectively.	
Doctor of Business Administration (DBA.)		February 1 semester only	Students admitted fall
Executive MBA		June 15 semester only	Students admitted fall
Nursing		March 1	Consult Nursing Chapter.
Occupational Therapy (MOT)		March 15	For summer admission
Physical Therapy (MPT)		November 1 semester only	Students admitted spring
Psychology:			
Clinical/Counseling Psychology		February 15 semester only	Students admitted fall
Consumer/Industrial Research		March 15 semester only	Students admitted fall
Diversity Management		May 31 semester only	Students admitted fall
Experimental Research		March 1 semester only	Students admitted fall
Psychology Specialist (Psy.S.)		February 10 semester only	Students admitted fall
Public Health (MPH)		January 15 semester only	Students admitted fall
Social Work (MSW)		February 28 semester only	Students admitted fall
Speech Language Pathology		March 1 semester only	Students admitted fall
Urban Education (Ph.D.)		February 6 semester only	Students admitted fall
Urban Studies and Public Affairs (Ph.D.)		January 15 semester only	Students admitted fall

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Submission of Materials

Graduate degree-seeking applicants who are U.S. citizens and permanent residents should submit all application materials, and a check or money order drawn on a U.S. bank for the graduate application fee, directly to:

Office of Graduate Admissions
Rhodes Tower West, Room 204
Cleveland State University

2121 Euclid Avenue RTW 204
Cleveland, Ohio
44115-2214

Telephone: (216) 687-5599
Toll Free: 1-888-CSU-OHIO (ask for the [Graduate Admissions Office](#))
Fax: (216) 687-5400
E-mail: graduate.admission@csuohio.edu

International degree, certificate, or licensure applicants should consult the “International Students” section of this Catalog for instructions on submitting application materials.

The [Graduate Admissions Office](#) maintains a central admissions system for all domestic (U.S. citizens and Permanent Residents of the U.S.) graduate degree applicants. As admission materials are received in the [Graduate Admissions Office](#), copies of the documents ([application form](#), official transcripts, letters of recommendation, official score reports, and related materials) are forwarded to the appropriate graduate program director, who forms a departmental file for the applicant. Once the departmental file is decision-ready, the graduate program director submits an admission recommendation to the [Graduate Admissions Office](#). The Director of [Graduate Admissions](#) transmits the admission action and supporting materials to the applicant.

Applicants are encouraged to contact the [Graduate Admissions Office](#) [E-mail: graduate.admissions@csuohio.edu, Telephone (216) 687-5599] and their Graduate Program Director to check on the status of their applications. Contact information for graduate program directors may be found at the beginning of each program description in this Catalog.

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Graduate Certificate and Licensure Admission

1. An individual with a baccalaureate degree and a grade-point average of 2.75 or higher from a college or university with full academic [accreditation](#) can be considered for graduate certificate or licensure admission. A baccalaureate degree earned outside the U.S. must be equivalent to a four-year U.S. degree. International student applicants should consult the Admission Requirements section for “[International Students](#)” in this Catalog for information on application procedures. Official transcripts from all colleges and universities previously attended must be submitted by the originating institutions to the Cleveland State Office of [Graduate Admissions](#). The [Graduate Admissions Office](#) will obtain copies of official Cleveland State University transcripts.
2. Applicants must submit the results of a standardized graduate admission examination (e.g., [GRE](#), [MAT](#), [GMAT](#), [LSAT](#)), and score at the 50th percentile or above. Only official test scores received directly from the testing service, and which are not more than six years old at the time of application, are considered official and valid. The applicant may be exempt from the admission examination requirement by the program if:

- a. The baccalaureate degree is less than six years old at the time of application AND the undergraduate cumulative grade-point average was at least 2.75; OR
 - b. The baccalaureate degree is more than six years old at the time of application AND the undergraduate cumulative grade-point average was at least 3.00; OR
 - c. The student has completed 12 or more semester hours of Cleveland State University graduate course work AND received a grade of B or better in each course; OR
 - d. The student has successfully completed a master's or doctoral degree from an accredited U.S. institution; or
 - e. For Graduate Certificate applicants only: The student provides documentation of requisite professional experience and professional competency in the area.
3. A graduate admission application fee of \$30 is required unless the applicant previously has paid the fee as a graduate applicant. The fee is not refundable.

Acceptance of a graduate certificate or graduate licensure applicant for admission is finalized by the Office of [Graduate Admissions](#) after a recommendation for admission by the appropriate departmental or college graduate committee is received in the [Graduate Admissions Office](#).

4. Upon admission, graduate certificate and licensure students must meet with an advisor to prepare a program of study.

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Submission of Materials

All application materials for graduate certificate and graduate licensure programs for U.S. citizens and Permanent Residents of the U.S. must be submitted directly to:

Office of [Graduate Admissions](#)
Rhodes Tower West, Room 204
Cleveland State University
2121 Euclid Avenue RTW 204
Cleveland, Ohio
44115-2214

Telephone: (216) 687-5599
Toll Free: 1-888-CSU-OHIO (ask for the [Graduate Admissions Office](#))
Fax: (216) 687-5400

Application materials for [international students](#) should be submitted to the Center for International Services and Programs (see "[International Students](#)" section of this Catalog).

The [Graduate Admissions](#) Office maintains a central admissions system for Cleveland State University graduate domestic (U.S. citizens and Permanent Residents of the U.S.) certificate and graduate licensure applicants. As admission materials are received in the [Graduate Admissions](#) Office, copies of the documents [[application form](#), official transcripts, letters of recommendation and official score reports (as required), and related materials] are forwarded to the appropriate graduate program director, who forms a departmental file for the applicant. Once the departmental file is decision-ready, the graduate program director submits an admission recommendation to the Graduate Admissions Office. The Graduate Admissions Director transmits the admission action and supporting materials to the applicant.

Applicants are encouraged to call the Graduate Admissions Office regarding the status of their application.

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Admission Examination Requirements for International Students

Graduate Degree Program Examination Score Requirement

Accountancy	GMAT description	See program
Biology (M.S. and Ph.D.)	GRE (Biology or Biochemistry); required*	General plus Subject No minimum
Business Administration (M.B.A. and D.B.A.)	GMAT	See program description
Chemistry (M.S. and Ph.D.)	GRE required*	No minimum
Communication	GRE or MAT General, GRE; 50th percentile, MAT	50th percentile
Computer and Information Science	GRE or GMAT description	See program

Economics	GRE required*	No minimum
<hr/>		
Education:		
M.Ed.	GRE or MAT General, GRE; 50th percentile, MAT	50th percentile
Ph.D.	GRE description	See program
<hr/>		
Engineering:		
Doctoral Program (D.Eng.)	GRE Quantitative	80th percentile
Chemical Engineering (M.S.)	GRE Quantitative	80th percentile
Civil Engineering (M.S.)	GRE Quantitative	80th percentile
Electrical Engineering (M.S.)	GRE Quantitative	80th percentile
Engineering Mechanics (M.S.)	GRE Quantitative	80th percentile
Environmental Engineering (M.S.)	GRE Quantitative	80th percentile
Industrial Engineering (M.S.)	GRE description	See program
Mechanical Engineering (M.S.)	GRE Quantitative	80th percentile
<hr/>		
English		No examination requirement; writing sample required
<hr/>		
Environmental Sciences (M.S.)	GRE	50th percentile General

Environmental Studies (M.A.)	GRE	50th percentile General
Health Sciences	GRE	50th percentile General
History	GRE required, and Subject recommended	50th percentile General
Labor Relations and Human Resources	GRE or GMAT	See program description
Music	GRE Verbal only	50th percentile
Nursing	GRE or MAT description	See program
Occupational Therapy	GRE	50th percentile General
Philosophy	GRE but not required	General recommended
Physical Therapy	GRE description	See program
Physics	GRE General and Subject	50th percentile
Psychology: Clinical Counseling	GRE required*	No minimum
Consumer Industrial	GRE	No minimum required*
Diversity Management	GRE	General and Subject if undergraduate GPA below 2.75
Experimental Research	GRE	Verbal and

	Quantitative Must Total 1,000 or more points	
School Psychology Specialist (Psy.S.) description		See program
Public Administration	GRE	50th percentile General
Public Health	GRE description	See program
Social Work		No examination requirement
Sociology		No examination requirement
Spanish	GRE description	See program
Speech Pathology	GRE or MAT	50th percentile General
Urban Planning, Design, and Development	GRE	50th percentile General
Urban Studies: M.S.	GRE or MAT	No minimum required*
Ph.D.	GRE of 1050 on Quantitative and Verbal	Combined score

*The program requires the admission examination noted, however, no specific minimum score is required to be considered for admission.

Exam key:

GMAT Graduate Management Admissions Test

GRE Graduate Record Examination

MAT Miller Analogies Test

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International Students (See Addenda - September 27, 2004 & July 15, 2005)

An international student is anyone who holds a visa while enrolled at Cleveland State University. These students must submit applications for graduate study to the Center for International Services and Programs, University Center, Room 302.

A permanent resident is anyone who has been granted permanent resident status in the U.S. or refugee status.

Permanent residents should apply through the Graduate Admissions Office, Rhodes Tower West, Room 204.

Admission Requirements for International Students and Permanent Residents

Academic: Baccalaureate degrees earned outside the U.S. must be equivalent to baccalaureate degrees earned in the U.S.

Examinations: In general, a standardized admissions examination (e.g., GRE, GMAT, Miller Analogies Test) is required for any applicant who does not hold a bachelor's degree or higher from a U.S. institution. See the Admission Examination Requirements chart on page 31 in this Catalog for individual program requirements.

Language: The University requires all non-native English speakers to demonstrate proof of English-language proficiency. Any individual who has earned a bachelor's or higher degree from a U.S. institution where the primary language of instruction was English is not required to take an English-language proficiency examination.

The options and minimum score requirements are as follows:

1. TOEFL (Test of English as a Foreign Language) score of 525 in the paper-based test (197 for the computer-based TOEFL); OR (See Addenda - September 27, 2004 & July 15, 2005)
2. Pass the IELTS test (International English Language Testing System) with a minimum score of 6.0; OR
3. Pass the MELAB (Michigan English Language Assessment Battery) with a minimum score of 85. (The examination must be taken at the Cleveland State University Testing Center.); OR
4. Achieve a score of C (Pass) or better on the A and O levels of the General Certificate of Education (GCE or GCSE) Test; OR
5. Achieve a score of C (Pass) or better on the Cambridge Certificate of Advanced English (CAE); OR
6. Completion of English-language studies (Level 112) from any of the ELS Language Centers; OR

7. Completion of course work at a C or better level for the equivalent of the Cleveland State University freshman English requirements at a U.S. regionally accredited college or university. (See Addenda - September 27, 2004)

Submission of Materials

International applicants must submit:

1. Application form,
2. All official original-language transcripts,
3. Official translation of non-English- language transcripts,
4. Proof of all degrees earned (diplomas),
5. TOEFL or alternative test score report,
6. Appropriate standardized admission examination,
7. Financial verification documentation, and
8. Application fee (non-refundable).

Submit all documents to:

International Graduate Admissions

Center for International Services and Programs
Cleveland State University University Center, Room 302
2121 Euclid Avenue UC302
Cleveland, Ohio 44115-2407 USA

Phone: (216) 687-3910

FAX: (216) 687-3965

E-mail: cispcsu@csuohio.edu

www.csuohio.edu/internat/admiss.html

The Center for International Services and Programs maintains admission files for all international graduate degree applicants. Once an admission file is decision ready, the file is reviewed for degree equivalency and a grade-point average conversion is calculated. The completed file is then forwarded to the appropriate graduate program director for an admission decision. The graduate program director submits an admission recommendation to the International Graduate Admissions Office. The International Office sends a decision letter and supporting materials to the applicant.

Application Deadlines for International Students

Fall Semester—May 15

Spring Semester—November 1

Summer Term—March 15

Financial Requirements: All inter-national students must supply to the Center for International Services and Programs proof of adequate financial resources before I-20 (F-1) or IAP-66 (J-1) documents can be issued to obtain the appropriate visa to enter the UnitedStates to study. For further details, contact the Center for International Services and Programs.

The only **financial aid** for which **international students** may qualify are **graduateassistantships** and **graduate tuition**. Students should contact their academic departments directly for further details.

Health and Medical Requirements:International students attending Cleveland State University are required to present results of a tuberculosis test before being permitted to register at the University. All **international students** on an F-1 or J-1 visa must show proof of adequate health insurance before they will be permitted to register. For further details, please contact the Center for International Services and Programs at (216) 687-3910.

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Degree, Certificate, and Graduate Licensure Admission Classifications (See Addenda - August 26, 2005)

The academic status of a graduate degree-seeking, certificate, or licensure applicant is determined after a review of admission credentials. Graduate Program Committees, in concurrence with the Office of **Graduate Admissions**, may recommend admission of applicants as Regular graduate students or as Conditional graduate students.

A Regular Graduate Student is one who has satisfied all requirements for admission to the **College of Graduate Studies** and to a departmental program, including submission of all documents (see the sections on Admission and Admission Procedures in this Catalog), or one who has been previously admitted to the University as a Conditional or a Non-Degree graduate student and has submitted all required application materials, and is in good **academic standing** (GPA 3.00 or above) at the time of application to Regular degree-seeking, certificate, or licensure status.

A Conditional Graduate Student (See Addenda - August 26, 2005) is one who has failed to submit all necessary application materials, but who does meet the University's minimum grade-point and/or admission test score requirements. An official transcriptshowing receipt of a baccalaureate degree must be provided to qualify for Conditional admission. **The student admitted conditionally is not permitted to register for classes until outstanding materials are received in the Graduate Admissions Office.** Upon receipt of outstanding admission credentials, the graduate program concerned will consider the student for Regular graduate student status.

Upon acceptance for graduate study on a Regular or Conditional basis, the graduate student should confer with the

appropriate departmental advisor to plan an academic program of study. Subsequent changes to the plan of study should be made only with advisor approval.

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Transient Student Admission

There are two categories of transient students: 1) those enrolled in a graduate program at another college or university who wish to take a limited amount of graduate work at Cleveland State University; and 2) those enrolled in a graduate degree program at Cleveland State University who wish to take a limited amount of graduate work at another institution. At Cleveland State University, a transient student is subject to the same [academic regulations](#) that govern Cleveland State University degree-seeking students.

1. A student from outside Cleveland State University seeking transient status at Cleveland State University must complete the home institution's Graduate Transient Application form and receive approval from the home institution to enroll for specified courses. The approval form and a check for \$15 (non-refundable) pay-able to Cleveland State University should be forwarded to the Cleveland State University [Graduate Admissions Office](#). Admission as a transient student is valid for one semester only; a new application (no additional fee) is required prior to registration if the student wishes this status to be extended for another academic term.
2. A Cleveland State University student who wishes to attend another institution is required to consult with his or her program advisor and/or department chair and complete a Cleveland State University Graduate Student Transient Approval form. Only students who are in good [academic standing](#) in their degree programs qualify for transient student status. Forms may be downloaded at www.csuohio.edu/gradcollege and also are available from the [College of Graduate Studies](#), [Keith Building](#), Room 1150, and the Office of [Graduate Admissions](#), Rhodes Tower West, Room 204.

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Non-Degree Admission

The University provides an opportunity for individuals who hold a baccalaureate or higher degree to enroll in graduate courses without admittance to a graduate degree, certificate, or licensure program. Non-Degree status is designed for those who want to take graduate courses for professional growth and/or personal enrichment, or who wish to take a limited amount of course work to explore the possibility of later entering a graduate degree, certificate, or licensure program. (Note: Students with graduate Non-Degree status are not permitted to enroll in Cleveland State University graduate certificate or licensure programs.)

Admission Requirements for Non-Degree Students

1. Receipt of an earned baccalaureate degree from a fully accredited academic college or university. Baccalaureate degrees earned outside of the U.S. must be equivalent to baccalaureate degrees earned in the United States. International applicants and Permanent Residents of the U.S. who received their undergraduate (and graduate) degrees outside of the

United States must submit official transcripts and diplomas for evaluation to be considered for Non-Degree graduate admission.

2. The University requires all non-native English speakers to demonstrate proof of English-language proficiency. Any individual who has earned a bachelor's or higher degree from a U.S. institution where the primary language of instruction was English is not required to take an English-language proficiency examination. English-language proficiency test options and score requirements appear in the "International Students" section of this Catalog.
3. Submit a completed [application form](#) to the Graduate Admissions Office. Applicants are strongly advised to submit an online application to facilitate processing their requests for Non-Degree admission. Applicants submitting paper [application forms](#) must allow additional processing time for their Non-Degree requests.
4. There is a non-refundable \$30 Graduate Application fee for Non-Degree admission. However, if the Non-Degree student later requests admission to a graduate degree, certificate, or licensure program, no additional application fee is required. The student must submit an updated application to the degree, certificate, or licensure program and all required admission materials to the [Graduate Admissions Office](#) before an admission decision will be rendered.

[Application Deadline](#)

For Non-Degree graduate admission, the application deadline is 10 business days prior to the start of the term. Non-Degree applicants are encouraged to apply well in advance of the deadline to avoid possible delays.

[Submitting Non-Degree Application Materials](#)

Office of Graduate Admissions
Rhodes Tower West, Room 204
Cleveland State University
2121 Euclid Avenue RTW 204
Cleveland, Ohio 44115-2214

Telephone (216) 687-5599
Fax (216) 687-5400
E-mail: graduate.admissions@csuohio.edu
www.csuohio.edu/gradcollege

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College of Graduate Studies

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Addenda

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Academic Regulations (See Addenda)

The University reserves the right to amend its rules and regulations within the limits commonly accepted by colleges and universities. Students must keep themselves informed of amendments.

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Credit Hour Load

In order to qualify as full-time graduate students, individuals must register for at least eight graduate credit hours. For the summer term, a full-time load is six credit hours per six-to-eight-week session with a maximum of eight credit hours. All students who wish to take more than 16 credit hours may do so only by completing an overload request approved by their program advisors, their Graduate Program Directors, and the Graduate Dean.

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Grades (See Addenda - October 18, 2004 & February 09, 2005)

The grades for graduate courses are as follows:

A Superior graduate attainment. Valued at 4.0 quality points.

A- Valued at 3.7 quality points.

B+ Valued at 3.3 quality points.

B Acceptable graduate attainment. Valued at 3.0 quality points.

B- Attainment below graduate standards. Valued at 2.7 quality points.

C Attainment below graduate standards. Valued at 2.0 quality points.

F Failure. Valued at zero quality points.

U Unsatisfactory performance by a graduate student in selected remedial undergraduate Mathematics courses. See the section on Remedial Courses below.

I Incomplete. A non-credit grade indicating course work has not been completed. An I grade must be removed within a maximum of one semester (by the last day of instruction of the second semester) of the term received or it converts to a grade of F, whether or not the student enrolls. An instructor may require course work to be completed earlier. Incomplete deadline dates are noted in the Course Schedule. (See Addenda - October 18, 2004)

T Temporary non-credit grade. The T grade can be given only in courses for which the offering department and the Graduate Dean have authorized its use. It is given for specialized training, independent study, or thesis/ dissertation research that is progressing satisfactorily. Work that is given a T grade must be validated by a subsequent grade to count for graduate credit. T are not included in the

calculation of the [grade-point average](#).

S May be used only for courses authorized by the Graduate Dean. S grades indicate satisfactory completion of a course at the grade level of B or better. Although credit is granted for all courses with an S grade, the S grade is not included in the calculation of the [grade-point average](#).

NA No Action. A neutral grade that does not factor into the calculation of the student's [grade-point average](#) or hours attempted. To be used only when a regular letter grade, an I, or an X grade is not appropriate. (See [Addenda - October 18, 2004](#))

N/C No Credit [audit](#) grade for graduate courses. Not included in the calculation of the [grade-point average](#).

NS Progress that is Not Satisfactory in a thesis, dissertation, or alternate exit project. This grade may be given only in courses authorized by the Graduate Dean. NS is a permanent grade designation. No credit is given for this grade, and it is not included in the calculation of [grade-point average](#).

W Authorized [Withdrawal](#). A grade of W is recorded when a student withdraws from a (course using the appropriate form and following the procedures outlined in the [Withdrawal Policy](#) section below) during the period extending from the beginning of the third week of the semester to the final date for [withdrawal](#).

X A grade assigned by an instructor when a student has not completed all assignments for reasons that cannot be determined. If a grade change is not submitted by the end of the following semester, the X becomes an F. (See [Addenda - October 18, 2004](#))

Note: There is no grade of D for graduate (500 to 899) courses. However, a D is a possible grade for graduate students enrolled in courses numbered 100 through 499.

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Withdrawal Policy

During the academic year a student may withdraw from a course through the end of the tenth week of the semester. Consult the [Course Schedule](#) for [withdrawal](#) deadlines.

After the final date for [withdrawal](#), a student may officially withdraw from a course only by means of a petition approved by the College of Graduate Studies [Petitions](#) Committee (see the Exceptions and Petitions section of this Catalog).

Please note that the University Graduate Council has determined that poor academic performance on a midterm examination or in other course requirements does not constitute sufficient grounds for granting a student a late [withdrawal](#) from a course.

[Withdrawal](#) from a course without approval, as indicated above, constitutes a failure, and a grade of F will be recorded on the student's record.

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Grade-Point Average

The [academic standing](#) of a graduate student is expressed as a cumulative [grade-point average](#). This is determined at the end of each semester by dividing the total quality points (the summation of the credit hours multiplied by the point value for each class) by the total credit hours attempted in courses in which the student has received a grade of A, A-, B+, B, B-, C, or F. All [grade-point averages](#) are carried to two decimal places unrounded. After admission to a graduate program and registration as a graduate student, grades for all 400- to 800-level courses taken are computed into a student's [grade-point average](#).

Academic Standing: To be considered in Good Academic Standing, a graduate student must maintain a graduate grade-point average of 3.00 or above.

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Repeating a Course

Repeating a graduate course does not eliminate an earlier recorded grade on the student's transcript. With the exception of courses designed to have variable content from semester to semester, repeating a graduate course does not affect the number of credit hours earned by a student.

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Remedial Courses (See Addenda - February 09, 2005)

The remedial Mathematics courses listed below are graded on an S/U basis. Graduate students do not receive credit toward meeting degree requirements for these courses when passed with an S grade. Grades of U do not influence a graduate student's grade-point average, nor are U grades considered in the University's academic warning and dismissal regulations for graduate students.

MTH 087

MTH 088

See the most recent issue of the [Undergraduate Catalog](#) for descriptions of these courses.

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Change of Grade

Once the Office of the University Registrar receives a letter grade, a faculty member may change it only because of an error in computation, or due to a recording error. A change-of-grade request for a graduate course requires the approval of the Graduate Dean.

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Audit of Courses

The grade of No Credit (N/C) is given when a student audits a course. A student who audits a course pays regular tuition but does not receive a letter grade or credit for the course. Only an admitted student may audit a course.

An Authorization to Audit form must be presented when registering. It must include the signature of the student's program advisor. A student may not change his or her grading status in a course from audit to a regular grade basis, or vice versa, after the first week of classes.

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Credit by Examination

A student may request to receive credit by examination for a course with departmental approval and with the permission of the Graduate Dean. The grading of such examinations is conducted by a faculty member or committee from the department in which the student takes the examination. Performance must be at the B level or better to receive credit by examination. The student must pay a \$20 fee for each examination. Graduate Credit by Examination forms

are available in the College of Graduate Studies Office (Keith Building, Room 1150) and the Graduate Admissions Office (Rhodes Tower West, Room 204).

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Cross Registration

In June of 1998, Cleveland State University, The University of Akron, Kent State University, and Youngstown State University approved an agreement that allows graduate degree-seeking students to cross register for graduate courses at these Northeast Ohio universities. Cross registration is not permitted for certificate, licensure, or non-degree Cleveland State University graduate students.

In order to cross register for a course, a student must be in good standing, with a grade-point average higher than 3.00 and be within the time limits for completion of the degree program.

Cleveland State University students must use the Approval for Acceptance of Graduate Course Work at Northeast Ohio Public Universities form (download at www.csuohio.edu/gradcollege) to apply to take graduate-level courses at one of the other universities in the program. The student takes the course at the host university by registering for a Cleveland State University Special Topics course with a title and course number corresponding to the course at the host institution [e.g., a special topics listing might be SOC 685 KSU Multi-variate Time-Series Analysis (4-0-4)].

A student must receive approval at Cleveland State University for cross registration from the department chair, the Graduate Dean, and the student's academic advisor, who determines whether or not the course work is appropriate to the student's degree program. The student must demonstrate that the course at the host institution is necessary for his or her program of study and that the course is not available at Cleveland State University at a reasonable stage in the student's degree program. The student also must receive approval at the host institution from the course instructor, department chair, and the Graduate Dean.

Students may not cross register for thesis, research, and dissertation credits.

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Transfer Credit

Transfer credit is subject to departmental regulations and is not permitted without the approval of the Graduate Program Committee concerned. Departments may limit transfer credit to less than the maximum permitted by the College of Graduate Studies.

1. All transfer credit must be earned at an accredited graduate college or university and not have been utilized to fulfill a requirement for any other degree.
2. Transfer credit cannot exceed nine graduate hours for master's degree students, and one-third of the total graduate hours required for certificate, licensure, and doctoral degree students. Requests for an extension of the limit on transfer credit must be approved by the department/program graduate committee. Such requests do not require review and approval by the College of Graduate Studies Petitions Committee.
3. All credits requested in transfer must carry a letter grade of A, A-, B+, or B in graduate courses. No S/F graded courses may be transferred. Petitions are not considered for an exemption from this requirement.
4. All transfer credit must be within the six-year statute of limitations on course work applicable to fulfillment of graduate degree, certificate, or licensure requirements at the time of program completion. Requests for an extension of the six-year limit on transfer credit must be approved by the departmental/program graduate committee. Such requests do not require review and approval by the College of Graduate Studies Petitions Committee.

5. Students seeking transfer credit must have Regular Graduate Student Status and be in good academic standing at both Cleveland State University and the school at which the credits were earned.

6. Students admitted to Cleveland State University must receive prior approval to take courses elsewhere as Transient Students for transfer into their programs.

7. Credit awarded in transfer is not recorded on a transcript until the student has completed 12 hours of graduate (500- to 800-level) course work at Cleveland State University and has achieved a graduate grade-point average of 3.00 or better.

Graduate Credit Transfer forms may be downloaded at www.csuohio.edu/gradcollege and also are available in the College of Graduate Studies and program offices.

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Application of Credits Toward Multiple Advanced Degrees

A student who has earned either a master's or juris doctorate degree at Cleveland State University may apply toward a subsequent advanced degree a maximum of 10 credits of graduate or law school course work earned toward the first degree under the following conditions:

1. The department granting the second degree has determined the acceptability of the credits;
2. The credits were earned with a grade of B or better; and
3. The credits were earned within the six-year statute of limitations on course work applicable to fulfillment of graduate degree requirements at the time of graduation from the second degree program.

Petitions to extend the time period to complete the second degree at Cleveland State University must receive the approval of the departmental/program graduate committee. If approved by the departmental/program graduate committee, petitions to extend the time period to complete the second degree do not require review and approval by the College of Graduate Studies Petitions Committee. However, if denied at the departmental level, requests for an extension of the time period to complete a second degree may be submitted to the College of Graduate Studies Petitions Committee for review and disposition.

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Undergraduate Courses Taken for Graduate Credit

With program approval, a registered graduate student may use a maximum of eight 400-level credits taken to meet master's degree requirements. These courses may not be offered by the department/program in which the graduate degree would be awarded. No 400-level courses taken by a student as an undergraduate may be used for graduate credit.

A graduate student may not use courses below the 400 level to meet graduate degree, certificate, or licensure requirements, although the student may take such courses for remedial purposes or to remove deficiencies.

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Undergraduate Students Taking Graduate Courses

An undergraduate student who is pursuing a baccalaureate degree at Cleveland State University may be granted permission to take one or more (maximum of nine credit hours) graduate courses, at the 500 level only, if the student meets all of the following conditions:

1. The student must be within 30 hours of graduation;
2. The student must have an overall **grade-point** average of 2.75 or better through the preceding semester;
3. The student must have a 3.00 or better **grade-point** average in the major field; and
4. The student must obtain permission from his or her advisor, the instructor of the course, and the department chair, via signature on the Undergraduate Request for Graduate Course form.

An undergraduate student who is deficient in any of the above four respects may not take a graduate course without the approval of the dean of the college in which the course is offered and the Graduate Dean.

Credit for these courses—up to a maximum of nine credits for courses where the grade received is B or above—may be applied at a later point to a graduate degree program provided that the credit was not used to satisfy baccalaureate degree requirements. Internal transfer of credit is subject to transfer credit regulations and procedures.

Post-baccalaureate students who are enrolled at the undergraduate level but are not pursuing a second bachelor's degree may not register for graduate-level classes. Post-baccalaureate students who are pursuing a second bachelor's degree at Cleveland State University may register for 500-level courses as long as the above four noted conditions are met.

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Graduate Program Transfer

An admitted and enrolled graduate student may request to transfer to another graduate degree program. The individual should meet with his or her current graduate advisor and Graduate Program Director, and the Graduate Program Director of the “new” graduate program, before submitting a Program Transfer Request Form to the **Graduate Admissions Office** (for domestic students) or the Center for International Programs and Services (for **international students**).

After consulting with his or her advisor and the two Graduate Program Directors, the student should complete this form fully and submit it. The form should be submitted at least six weeks before the desired term of transfer. Once the form is received, a copy of the student's admission file will be submitted to the Graduate Program Director of the “new” program.

Please note that the transfer is not effective until the “new” program renders a favorable decision, and the **Graduate Admissions Office** or the Center for International Services and Programs approves admission to the new program.

The Graduate Program Transfer Request Form is available at www.csuohio.edu/gradcollege/forms.htm.

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Academic Warning and Dismissal

Optional **dismissal** from, or continued participation with academic **warning** in a graduate degree, certificate, or licensure program, are recommended by the graduate committee of the program.

Optional Dismissal

If, in 400- to 800-level courses, a student receives:

- a. one grade of F, or
- b. two grades of less than B, or

c. two grades of NS,

then the individual **MUST** be reviewed by the Graduate Program Committee to determine his or her ability to continue in graduate school. If the Graduate Program Committee determines that **dismissal** is in order, this recommendation is made to the Graduate Dean for review and notification of the student.

Academic Warning

If it is determined that the student may continue in the graduate program, the Committee will notify the Graduate Dean and the student, in writing, regarding the grounds under which continuation is possible. In addition, an “Academic **Warning**” notice will be recorded on the student’s official grade report for that semester.

Mandatory Dismissal

If, in 400- to 800-level course, a student receives:

a. two F grades, or

b. accumulates a total of nine credit hours of less than B grades and has a cumulative **grade-point** average below 3.00,

then the student will be dismissed automatically from the program by the Graduate Dean.

Readmission

Normally, an academically dismissed degree, certificate, or licensure student may not be readmitted to the same program until one calendar year (12 months) has elapsed. However, an academically dismissed student may petition for early **readmission**. The student who seeks **readmission** must submit a petition to the Graduate Program Committee. The committee shall act on the petition and present its recommendations to the **College of Graduate Studies Petitions Committee**, whose decision shall be final.

An academically dismissed non-degree student must petition the **College of Graduate Studies Petitions Committee** for **readmission** consideration. Petition forms may be downloaded from the **College of Graduate Studies** web site at www.csuohio.edu/gradcollege, and also are available from the **College of Graduate Studies (Keith Building, Room 1150)** and the **Graduate Admissions Office (Rhodes Tower West, Room 204)**.

These **readmission** procedures do not apply to students who seek admission to a program other than the program from which they were academically dismissed. In these cases, the student is considered a new applicant. To initiate consideration of admission to a new program, a student must make application for admission to the new graduate program. The **Graduate Admissions Office** will forward a copy of the student’s admission file to the Program Director of the new program.

Academic Reassessment Policy

A degree-seeking graduate student enrolled in the **College of Graduate Studies** may petition for academic reassessment for prior graduate course work taken at Cleveland State University. For individuals who wish to return to the same graduate degree program, there must be a three-year absence from the University before a reassessment petition can be submitted. The absence from the University can be voluntary on the part of the student or as the result of an academic **dismissal**. For students who wish to enter a different graduate degree program, and for former non-degree, certificate, and licensure graduate students who wish to enter a graduate degree program, there must be a one-year absence from the University before a petition for academic reassessment can be submitted. **Academic reassessment** is not available to students who are

currently enrolled on a graduate certificate, licensure, or non-degree basis.

If academic reassessment is granted, all previous courses taken and grades received at Cleveland State University as a graduate student, and all transfer and transient credit granted while a graduate student at the University, will not be counted toward: 1) the number of credit hours taken and earned, 2) the cumulative [grade-point average](#), and 3) the provisions for academic [dismissal](#). All previous academic work remains on the student's graduate transcript, followed by an "Academic Reassessment" notation.

Academic reassessment [petitions](#) must have departmental/program-level support in order to be considered by the College of Graduate Studies [Petitions Committee](#). Academic reassessment [petitions](#) that do not have departmental/ program support are considered by the University Graduate Council. An academic reassessment petition may be granted only once during a student's graduate career at the University.

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Exceptions and Petitions

Students seeking exemption from program requirements and/or regulations must petition their Graduate Program Committee, which acts on such requests and informs the student, the [University Registrar](#), and the Graduate Dean of its decision. [Petitions](#) concerning University and [College of Graduate Studies](#) requirements and regulations should be initiated through the graduate program advisor and graduate committee for recommendation and are forwarded to the [Petitions Committee](#) of the [College of Graduate Studies](#) for action. Once the [College of Graduate Studies](#) committee makes a decision, the student, the program advisor, and the program director are notified and a notation is placed on the student's academic record.

Before filing a petition with the [College of Graduate Studies](#), the student should review thoroughly all applicable regulations so that the presentation is complete and accurate. The following guidelines should be followed so that [petitions](#) can be presented in a way most likely to correctly inform the [College of Graduate Studies Petitions Committee](#). This body conducts the final review of graduate [petitions](#).

When referring to a course, include the course number, title, semester taken, and the instructor's name. Any petition requesting an exemption from a course requirement, a late [withdrawal](#), an extension of an I grade, or a change in grading status must include an instructor's dated statement. The instructor's statement should include:

1. information on the student's performance in the course;
2. whether or not the student's request is supported by the instructor; and
3. the instructor's rationale for supporting, or not supporting, the petition.

All requests for action on the grounds of medical, personal, legal, or work-related difficulties, either previous or ongoing, must include written documentation of the problem and a dated and signed statement on official letterhead from the appropriate person (attorney, doctor, dentist, employer, etc.). The documentation provided must address directly how the difficulties noted had an adverse effect on the student's academic performance. Without this information/ documentation, [petitions](#) will be returned to the student without [Petitions Committee](#) action.

During the first 11 weeks of the fall and spring terms, graduate students may late register for courses with instructor and program advisor approval on the Graduate Student Late Registration/ Late Add Form. After the 11th week of the fall and spring terms late registration requests will only be considered by the Graduate College [Petitions Committee](#).

Students who have had their [course schedules](#) cancelled by the University due to non-payment of fees may reinstate their schedules through the 11th week of fall and spring terms with course instructor and graduate program director approval on the Graduate Student Enrollment

Reinstatement Request Form. After the 11th week of the fall and spring terms, until the last day of each term:

– requests to restore a cancelled schedule will only be considered by the Graduate Dean. The Dean will only consider requests where students can show demonstrable administrative error by the University was responsible for their registration being cancelled. After the last day of the term, students must petition the Graduate College Petitions Committee.

For the summer term, there are multiple sessions with different late registration and reinstatement deadlines. All deadline dates may be found on the forms required to process these requests.

Late Registration and Re-Enrollment forms are available at the Office of the University Registrar, the College of Graduate Studies, and the Graduate Admissions Office. The forms also may be downloaded from www.csuohio.edu/gradcollege/forms.htm.

Please note that the University Graduate Council has determined that poor academic performance on a midterm examination or in other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.

If questions arise in preparing a petition, contact the College of Graduate Studies (Keith Building, Room 1150) at (216) 687-9370.

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Thesis/Dissertation

Requirements for a thesis/dissertation as a requirement for the graduate degree are determined by the degree program. A thesis/dissertation may take any of several forms, such as a scholarly essay, research report, or a creative artistic work. The format of such presentations does not need to conform to traditional standards of style where such standards are not appropriate. However, the form and style of theses/dissertations that are more traditional research reports should follow standard manuals of style with any supplementary guides used by the various disciplines acceptable to the departmental graduate committee. A copy of the Thesis and Dissertation Format Guidelines is available at www.csuohio.edu/gradcollege/forms.htm and from the College of Graduate Studies. Students are encouraged to review the guidelines before preparing the thesis/dissertation document.

A student cannot be admitted to degree candidacy, nor register for thesis/dissertation work, until the student is a Regular Graduate Student. Doctoral and master's students must complete the Thesis/ Dissertation Proposal Approval form (download from the College of Graduate Studies web site) and obtain the required signatures prior to thesis/dissertation registration. Once a student registers for thesis/dissertation credit, he or she must register for thesis/dissertation credit each semester during the academic year (fall and spring terms) until the completion and defense of the project. (See Temporary non-credit grade under Grades.) The number of thesis/ dissertation credits required is a departmental matter; however, the student must register for a minimum of one thesis/dissertation credit each semester until the completion of the thesis/ dissertation, acceptance by the program committee, and submission for final approval to the College of Graduate Studies.

Acceptance of the thesis/dissertation requires that the signatures of the advisor and at least two other Graduate Faculty committee members appear on the document. One committee member external to the degree program must be included on all doctoral dissertation committees. The advisor and all other committee members must be voting members of the Graduate Faculty for the acceptance of the thesis/dissertation by the College of Graduate Studies.

All doctoral dissertations require a public defense announced to the University community with sufficient notice.

Once the thesis/dissertation has been approved by the committee, the student must submit the

final draft of the thesis/dissertation for format review and approval to the [College of Graduate Studies](#). The submission for format approval should take place not less than one week prior to the end of the semester in which the student plans to graduate. After approval, the student then submits the final copies (at least one professional-quality and two copies) to the [University Library](#) for binding and retention in the Archives and the Circulation Department. Prior to binding, all doctoral dissertations are forwarded to University Microfilms International for publication in [Dissertation Abstracts International](#).

[Discontinuation of a Thesis, Dissertation, or Alternate Exit Project](#)

Should a student wish to discontinue a thesis/dissertation or alternate project after receiving one or more T grades for previous registrations, the individual may request of the [College of Graduate Studies Petitions Committee](#) that W grades replace the T grades.

Students who decide to switch from the thesis option to an alternate exit project, or vice versa, are not permitted retro-actively to change, via petition, their registration in previous thesis or project course work.

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[University Graduate Degree Requirements \(See Addenda - March 09, 2005\)](#)

1. A student has a period of six years from date of entry into the [College of Graduate Studies](#) to complete requirements for a master's degree. Only course work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward the master's degree. A student entering a doctoral program, either having received the master's or professional degree from another institution or having interrupted his or her studies at Cleveland State University upon receipt of the master's degree, must complete doctoral degree requirements within six calendar years from the date of entry into doctoral studies. [Petitions](#) to extend the time period to complete a graduate degree must receive the approval of the departmental/program graduate committee. If approved by the departmental/program graduate committee, [petitions](#) to extend the time period to complete a graduate degree do not require review and approval by the [College of Graduate Studies Petitions Committee](#). However, if denied at the departmental level, requests for an extension of the time period to complete a graduate degree may be submitted to the [College of Graduate Studies Petitions Committee](#) for review and disposition.

2. A student who enrolls consecutively in master's and doctoral programs without interruption of at least one academic year following receipt of the master's degree must complete doctoral requirements within 10 calendar years from the date of admission to the master's program. [Petitions](#) to extend the 10-year period to complete a doctoral degree must receive the approval of the departmental/ program graduate committee. Such [petitions](#) do not require review and approval by the [College of Graduate Studies Petitions Committee](#).

3. A student who is a candidate for a master's degree must fulfill the [College of Graduate Studies'](#) residence requirement of having earned at least 16 credit hours of acceptable graduate credit (with course grades of B or better) while enrolled in the [College of Graduate Studies](#) at Cleveland State University.

4. Of the minimum 30 credit hours required for graduation with a master's degree, only eight credit hours of 400-level courses can be used to meet graduation requirements. The 400-level courses may not be offered by the department or program in which the master's degree would be awarded. No 100- to 300-level courses may be applied toward a graduate degree. The remainder of the course requirements must be graduate-level (500- to 800-level) courses.

5. Subject to departmental approval, nine graduate credit hours of transfer credit may be applied toward the requirements of a master's degree, and no more than one-third of the total graduate hours required for the doctoral degree may be transfer credit for doctoral students. (See Transfer Credit and Credit by Examination policies earlier in this section of the Catalog.)

Petitions to extend transfer credits should be submitted to the departmental/ program graduate committee. If approved by the departmental/ program graduate committee, such requests do not require review and approval by the College of Graduate Studies Petitions Committee. However, petitions for acceptance of more than nine hours of transfer credit that are not approved at the departmental/ program level may be submitted to the College of Graduate Studies Petitions Committee for review and disposition.

Not more than one-half of a student's total graduate degree program may be a combination of transfer credit and credit by examination.

6. Achievement of at least a 3.00 cumulative grade-point average for all courses taken as a graduate student, including 400-level undergraduate courses, is required for graduation. All grade-point averages are carried to two decimal places unrounded. The University Graduate Council has determined that the minimum 3.00 grade-point average required for graduation cannot be waived via petition.

7. A maximum of six credit hours of 500- to 800-level work graded on an S (satisfactory) basis may be used to meet degree requirements. Excluded from this requirement are courses that are graded only on an S/F basis.

8. A maximum of eight credit hours of work at the C level for 400-level and above courses may apply toward graduate degree requirements.

9. A student must be registered for at least one graduate credit during the semester of graduation; i.e., if the student plans to graduate at the end of the spring semester, he or she must enroll during the spring term.

If an appropriate course in the student's program area is not available for registration for the graduation term, the student may register for GCL 690, which is a one-credit, non-graded course. In order to enroll in GCL 690, the student must have registered for and completed all required course work in previous semesters either with a letter grade or an Incomplete (or similar continuing status grade) and must have outstanding work for an Incomplete graded course(s). Enrollment requires written authorization from the student's graduate program director certifying that the individual has met all degree requirements except for the completion of the work in the courses in which Incomplete grades were received. Enrollment in GCL 690 is administered by the College of Graduate Studies office, (216) 687-9370.

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Application for Graduation

In general, degree candidates should apply for graduation two semesters before their expected graduation date. Specific graduation application deadline dates may be found at www.csuohio.edu/registrar/graduation.html. Graduation applications can be obtained from the Graduation Office, University Center, Room 400, (216) 687-3870.

Presence at Commencement

Students are encouraged and expected to attend Commencement. However, those choosing not to attend may absent themselves by notifying the University Graduation Office.

Doctoral students may not participate in the University commencement ceremony unless they have successfully defended their doctoral dissertation prior to the commencement exercise.

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Completion of Certificate and Licensure Programs

1. A student has a period of six years from date of entry into the College of Graduate Studies to complete requirements for a graduate certificate or graduate licensure program. Only course

work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward program completion.

2. A maximum of one-third of graduate certificate or graduate licensure program requirements may be satisfied with Cleveland State University course work taken at the 400-level. Only 400-level courses taken from a department or program other than the one awarding the certificate or licensure may be used to meet completion requirements. No 400-level courses taken by a student as an undergraduate may be used to meet graduate certificate or licensure requirements.

3. Subject to departmental/program approval, a maximum of one-third of the requirements for a certificate or licensure program may be satisfied via transfer credit. (See the Transfer Credit Policy earlier in this section of the Catalog.)

4. Subject to departmental/program approval, not more than one-third of the requirements for a graduate certificate or licensure program may be satisfied via Credit by Examination. (See the Credit by Examination policy earlier in this section of the Catalog.)

5. No 400-or-above-level course work with a grade of “C” may be used to meet graduate certificate program requirements. A maximum of six credits of 400-or-above-level course work with a grade of “C” may be used to meet licensure program requirements.

6. Not more than 50 percent of the required credits for a graduate certificate or licensure program can be satisfied by a combination of:

- a. 400-level courses;
- b. graduate transfer credit; and
- c. credit by examination for 500- and-above-level courses.

7. No course work taken on an S/F or audit basis may be used to satisfy graduate certificate or licensure program requirements.

8. A minimum **grade-point** average of 3.00 for all 400-and-above-level work is required to satisfy licensure program requirements. A minimum **grade-point** average of 2.75 is required to be awarded a graduate certificate. Individual graduate certificate programs, however, may set the minimum GPA requirement at a higher level for the completion of their particular graduate certificate programs.

Licensure Students: College of Education and Human Services graduate licensure students must submit a completed State of Ohio Licensure packet to the Cleveland State University Education Student Services Center. Licensure packets are available from the Education Student Services Center, Rhodes Tower, Room 1401, (216)687-4625. Completed packets should be submitted at least one semester prior to the anticipated date of program completion.

Graduate Certificate Students: Graduate Certificate students must submit to the College of Graduate Studies [Keith Building, Room 1150; telephone (216) 687-9370] a Graduate Certificate Completion form. Forms should be submitted at the beginning of the semester of anticipated date of program completion. Graduate Certificate Completion forms may be downloaded from the College of Graduate Studies web site at www.csuohio.edu/gradcollege/, and also are available from the College of Graduate Studies.

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University Regulations for Student Conduct

Cleveland State University has adopted policies concerning the rights and responsibilities of all students. The Cleveland State University Student Handbook, available through the Department of Student Life (University Center, Room 102), outlines these policies under the heading “Student Conduct Code.” The handbook provides an overview of the role of the student as a participating member of the University community, defining students’ responsibilities while

protecting their right to pursue legitimate educational goals.

Student Academic Responsibility

Each graduate student is personally responsible for completing all University, College, and department degree requirements. It is the student's responsibility to be informed of these requirements. A student's advisor may not assume this responsibility, nor may the advisor substitute, waive, or exempt the student from any established requirement or academic regulation.

Academic Misconduct

The University Policy on Academic Misconduct exists to resolve problems such as plagiarism, cheating on examinations, papers completed by someone other than the registered student, theft, mutilation of library materials, etc. The Policy details procedures for resolution of matters of conflict, channels of appeal, and penalties imposed, and can be found in the Cleveland State University Student Handbook. Copies are available from the Department of Student Life, University Center, Room 102.

Grade Dispute Procedure

In disputing a course grade, the burden is on the student to demonstrate that an error has occurred or that a non-uniform standard was applied in the assignment of the course grade.

If a student feels that an instructor's assignment of a course grade is improper, the student should discuss the matter with the instructor within 45 days following completion of the semester in which the course was taken.

If resolution does not result from this meeting, the student should promptly write to the chairperson of the instructor's department (or an appropriately designated substitute) stating the nature of the dispute and its justification. The chairperson will provide the course instructor with a copy of the student's statement and any additional documents submitted. The instructor should promptly respond, in writing, and a copy must be provided to the student. Further statements and documentation may be collected, if necessary, by the chairperson.

Once the written record is complete, the chairperson meets with the student and instructor in a three-way conference to try to resolve the dispute. Any student not satisfied with the outcome of the meeting with the instructor and the department chairperson may continue the dispute by petitioning the College of Graduate Studies Grade Dispute Committee. In such cases, the chairperson must promptly transmit all submitted documents, including the chair's recommendation concerning the dispute, to the College of Graduate Studies Grade Dispute Committee. The Committee will: 1) inform both the student and the instructor of the Committee's membership; 2) send both parties copies of all written documents received and any additional materials gathered by the Committee; 3) allow both parties to respond in writing to any new materials assembled; and 4) schedule a hearing inviting both the student and instructor to present their positions on the dispute. Both the student and the involved faculty member are expected to be present at the hearing.

The recommendation of the College of Graduate Studies Grade Dispute Committee, along with a copy of the entire grade dispute file, is forwarded for final decision to the University Admissions and Standards Committee, which limits its review to the determination of the following of due process. The decision of the University Admissions and Standards Committee is transmitted in writing to both the student and the instructor. There is no further appeal within the University from the Admissions and Standards Committee's decision.

Plagiarism Policy

Plagiarism is the act of presenting as one's own the ideas, opinions, writings, or work of another person without appropriate scholarly attribution. This act is academic dishonesty and is a serious incident of academic misconduct.

Ideally, situations of [plagiarism](#) should be handled between the faculty member and the student. Any student who disagrees with the instructor's decisions should follow standard channels of communication, going first to the department chairperson and then, if still not satisfied, writing to the academic dean of the college in which the course is offered. The Review Committee of the Faculty Senate decides the matter if it cannot be settled within the college. The committee is composed of two faculty members of the University, nominated by the Faculty Senate Steering Committee and elected at large by the faculty, and one student member of the University Judiciary, elected by the members of the body. The decision of the Review Committee is final. If found guilty, the instructor or the committee informs the appropriate academic dean. A record of the decision is placed in the student's academic file until the student graduates or separates from the University. A second infraction shall be cause for further action by the academic standards committee in the appropriate college.

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Access to Student Records

In accordance with federal law, University policy permits students to inspect their educational records. A student wishing to see his or her records may do so in the Office of the [University Registrar](#), University Center, Room 400, where a complete listing of the individual's educational records is available. The University is forbidden to share student record information with third parties unless the student grants permission in writing to do so.

Family Educational Rights and Privacy Act (FERPA)

Cleveland State University is required to give annual notice to students, or parents of students, of the rights granted by the Family Education Rights and Privacy Act ([FERPA](#)) of 1974. In accordance with this Act, students are notified of the following:

Right to Consent

Students have the right to consent to disclosures of personally identifiable information contained in educational records, except to the extent that [FERPA](#) authorizes disclosure to University officials with legitimate educational interests.*

Right to Inspect

Students have the right to inspect and review information contained in educational records maintained by Cleveland State University.

Right to Request Amendment

Students have the right to request an amendment of an educational record that they believe to be inaccurate, misleading, or otherwise in violation of their [FERPA](#) rights. This includes the right to a hearing should the University decide not to alter a record according to the student's request.

Right to Prevent Disclosure

Students have the right to restrict the release of information that may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Certain [petitions](#) to this rule are specified in the Act.

Right to File a Complaint

Students have the right to file a complaint with the Department of Education concerning any belief they have that Cleveland State University has failed to comply with the provisions of [FERPA](#). Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4604. Phone: (202) 260-3887; Fax: (202) 260-9001.

*A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or consultant), or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A copy of Cleveland State University's institutional policies on access to student records may be obtained by request from the Office of the [University Registrar](#), University Center, Room 400, or viewed on the web site at www.csuohio.edu/registrar/. These policies set forth the procedures for inspection and amendment of educational records.

[Student Rights Regarding the Release of Directory Information](#)

The Family Education Rights and Privacy Act ([FERPA](#)) of 1974 permits Cleveland State University to release directory information about students. The University classifies the following information as public information and may release it unless otherwise instructed by the student:

1. Student Name;
2. Home and mailing address;
3. E-mail address;
4. Telephone listing;
5. Major field of study;
6. Participation in officially recognized activities and sports;
7. Height and weight of members of athletic teams;
8. Dates of attendance;
9. Degrees and awards (honors) earned;
10. Most recent previous educational institution attended by the student.

Students who wish to restrict the release of the foregoing information can do so by submitting the Directory Information Restriction Request form to the Office of the [University Registrar](#) (University Center, Room 400). The form can be found on the [University Registrar's](#) web site under Downloadable Forms at www.csuohio.edu/registrar/, or in the Office of the [University Registrar](#). A request must be received at least 10 business days prior to the first day of instruction of the semester for which the request is to become effective. This restriction will remain in effect until the student requests in writing that it be removed. However, even if such a request is filed, the University will release information as necessary, if it is determined that disclosure is permitted by [FERPA](#) without prior consent (e.g., response to a subpoena, health or safety emergency). Please be aware that if a student requests that the for-going information be withheld, it will be withheld from a variety of sources, including friends, relatives, prospective employers, insurance agencies, honor societies, and the news media.

Students carefully should consider the consequences of withholding such information before they do so.

[Institutional Policies on Access to Student Records](#)

In compliance with the Family Education Rights and Privacy Act ([FERPA](#)) of 1974 Cleveland State University has established the following policies:

Access to Student Records

University policy permits students to inspect their educational records. A student wishing to see his or her records may do so in the Office of the University Registrar, University Center, Room 400. The University is generally prohibited from sharing student record information with third parties unless the student grants permission in writing to do so, or in response to a court order or subpoena.

Right to Review Records

Students attending Cleveland State University have the right to review educational records that consist of official records, files, and data directly related to them that are maintained by a University department, college, or office. Personal files maintained by faculty or staff are excluded from coverage under this policy.

Medical and counseling records maintained by professional or paraprofessional physicians or counselors that may be used in treatment or counseling with a student are deemed confidential and need not be shared with a student. A physician or other appropriate professional of the student's choice may review such records.

Financial aid records and files are confidential and need not be shared with students. Files maintained by the University Police Department are confidential, except that the student involved in the incident may view the record known as the incident report.

A. Students may request the opportunity to review their records.

1. The request should be made to the administrator in charge of the University office in which the records are on file.

2. The University office may require the request to be in writing.

B. A student request to inspect and review a record will be granted within a reasonable period of time. Such time shall not exceed 45 days after receipt of the request.

C. Records must be inspected and reviewed by the student in the presence of the administrator in charge or a designee.

1. The student shall be advised of the right to challenge and the procedure to challenge any portion(s) of a school record.

2. Records may not be changed or portions deleted during inspection and review.

3. Upon written request, the student shall be provided with a copy of any portion(s) of the school record, subject to a fee.

Hearing to Challenge the Content of Records

Students have an opportunity for a hearing to challenge the content of their school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

A. A student may request, in writing, a hearing to challenge the content of his or her school record.

1. A request should be made to the President of the University or the President's designee.

2. A request must:

a. Identify in specific terms the portion(s) of the record being challenged;

b. State the reason(s) for challenging the portion(s) of the record so identified;

c. State the remedy sought (e.g., the addition, alteration, or deletion of specific information

under challenge).

3. The written challenge is maintained as part of the record or file in question until the conclusion of the hearing.

B. Hearing Procedures

1. The President or President's designee conducts the hearing.

2. The hearing will be granted within 15 working days after receipt of the request.

3. Prior to the hearing, the hearing officer shall notify the student and the University official representing the record of the time, place, and date of the hearing and of the specific portion(s) of the student's school record to be challenged in the hearing.

4. The University official or designee responsible for the student record under challenge shall represent that record in the hearing.

5. The hearing shall be limited to a consideration of the specific portion(s) of the student's school record being challenged.

6. The student has the right to be assisted by an advisor of his or her choice.

7. The burden of sustaining the challenge rests with the student.

8. The student and the University official have the right to present evidence and witnesses directly related to the portion(s) of the student's record being challenged.

9. The hearing officer shall keep a taped record of the hearing.

10. The hearing officer must provide the student with written notification of the disposition of the challenge, including the reason(s) for the disposition.

C. Findings

1. The record stands.

2. The record is corrected.

3. The record is deleted.

[Challenge to Grades](#)

The Family Education Rights and Privacy Act ([FERPA](#)) of 1974 does not cover challenges by students to course grades.

[University Policy on Record of Access to Student Records](#)

Students attending Cleveland State University have the right to know who has had access to their records and the reason for that access.

Accordingly, University offices with students' education records must maintain a record listing the names of all parties, other than University officials with a legitimate educational interest, who have requested or obtained access to and/or copies of student records. This record must be shown to students requesting such information.

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Student Records Maintained at Cleveland State University

[University Admissions Offices \(Graduate and Undergraduate\)](#)

- [Admissions File](#)

(Records submitted by applicants are not available for inspection until admittance and registration of the student.)

[Alumni Office](#)

Degree information for [alumni](#)

Names and addresses of [alumni](#)

[Treasury Services](#)

Student Financial Record

[College Dean's Office](#)

Student File

[College Departmental Offices](#)

Student File

[College of Education and Human Service—Student Personnel Services](#)

College of Education and Human Services student records will be maintained in this office rather than in the Education College Dean's Office. Under the Family Education Rights and Privacy Act (FERPA) of 1974, confidential materials submitted prior to January 1, 1975 are not available. Records that are available include: (undergraduate) academic records, Students' Written Objectives, speech and hearing test results, T.B. test results, and schedules; (graduate) application, transcript, GRE test results or Miller Analogies Test results, and letters of recommendation.

[College of Law—Dean's Office](#)

Admission file

Placement file

Student file

[Co-op Office](#)

Education file

Employer file

[Division of Collegiate Studies](#)

Admission information

Diagnostic Test Information

[Judicial Affairs—Department of Student Life](#)

University Judiciary Reports and Conduct Records

[Placement Office](#)

Placement folders submitted by students for employment purposes

[University Police](#)

Incident Report/Crime Log

[Office of the University Registrar](#)

Academic Record

Student Schedule

Residency Petition

Change of Name Record

Transcript Request File

Transient Record

Graduation Application File

Registration/Enrollment Materials

Veterans' Certification File

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Cleveland State University

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This page last modified Mar-24-2005



College of Graduate Studies

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Graduate Catalog 2004-2006

Expenses and Financial Aid (See Addenda - July 01, 2005)

Please see the current [Course Schedule](#) for additional information.

Treasury Services's Information

Fee Information

Please note: Fees are subject to change without notice by action of the Board of Trustees.

For updated [fee information](#) visit the University web site (www.csuohio.edu) or contact the Treasury Services's Office by e-mail at Treasury_Servicess.office@csuohio.edu or by phone at (216) 687-3615.

Students can easily manage their course registration, tuition, and fees through CampusNet, the University's online student-services web site at <https://campusnet.csuohio.edu/index.jsp>. Students who need assistance with their University IDs and PINs, should call the Information Services and Technology Help Desk at (216) 687-5050.

Course registration begins several months prior to each term. Students will be notified via e-mail of their registration appointment times and dates. Tuition bills are available online through CampusNet about three to four weeks prior to the start of each term. Registration Invoices (tuition bills) also will be mailed to all students at that time. **Payment** is due **PRIOR** to the start of the term. This includes making **payment** arrangements through **financial aid**, an assistantship, sponsors, and/or joining Cleveland State's Budget **Payment Plan**. Students who do not make adequate **payment** arrangements prior to the start of the term will be subject to late fees and cancellation of classes. It is very important to make sure tuition is paid, even if it will be completely covered through financial aid.

Miscellaneous Fees

Graduate Admission Application Fee \$30

(\$55 for Physical Therapy and Occupational Therapy Programs)

Transient Student Application Fee \$15

Credit by Examination Fee \$20

Graduation Application Fee \$25

The deadline dates and fee amounts for the following miscellaneous fees can be found at www.csuohio.edu/cashier/fees.html.

Returned Check Fee

Collection Fee

Late Registration Fee

Late Add Fee

Re-Instatement Fee after Cancellation, Prior Term Add, and Prior Term Registration

Late Payment Fee

Miscellaneous fees are not refundable and are subject to change without notice by action of the Board of Trustees.

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Student Financial Responsibility

Students are responsible for meeting their financial obligations to the University. Students with outstanding debts to Cleveland State University may be denied all University services, including registration and transcripts.

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Payment Methods

Budget Payment Plan

The Cleveland State University Budget Payment Plan allows students the flexibility of spreading certain fees over the semester instead of making a single full payment. The first payment of 25 percent of the total fee and \$30 service fee are due by the Payment Due Date indicated on the University Invoice. The remaining balance is broken down to three additional payments. These payments will be 25 percent of the outstanding balance. The student will receive a University Invoice before each payment is due.

For the summer semester, the Budget Payment Plan is broken down to only three installments.

Fees for the Budget Payment Plan per term are:

Service Fee \$30

Late Fee \$25

Complete descriptions and applications are available on the Internet (www.csuohio.edu/bursar/paymnt.html), at the Express Payment Center (next to University Center, Room 460) or by calling (216) 687-3615. This program and the fees listed herein are subject to change.

Cash Payments are accepted at the Cashier's Office, University Center, Room 460. To avoid lines, payments by check can be deposited at the Express Payment Center, outside the University Center, Room 460 lobby.

Check Payments should be made payable to "Cleveland State University" and returned to the Treasury Services's Office by the Payment Due Date along with the remittance portion of the University Invoice. Students must include the Student ID number on checks. Postdated checks will not be accepted. The fee for a dishonored check is \$35 plus Late Fees. A returned check does not cancel a student's registration

Credit Cards. MasterCard, Visa, and Discover are the only credit cards accepted by the University. Credit card payments may be made at the Cleveland State University web site. If paying by mail, the charge form, which appears at the bottom of the University Invoice, must be completed and deposited into the Express Payment depository or mailed to the Treasury Services's Office. Credit card payments may also be faxed to (216) 687-3619. The credit card number and expiration date must be included. The fee for a dishonored charge is \$35 plus Late Fees. A returned charge does not cancel a student's registration.

Fee Authorization Program forms may be obtained from the Cleveland State University web site or from Human Resources Department in the **Keith Building**, Suite 1300. The completed form must be returned by the **Payment Due Date** as full or partial **payment**. Other fees must also be paid by the **Payment Due Date**.

Fee /Tuition Reimbursement—The Tuition Reimbursement Deferred **Payment Plan** is a deferred **payment plan** for students who have a tuition reimbursement benefit from their employer. This plan is available to any student who is in good standing with the University. The completed application, employer verification, and **payment** must be submitted to the **Treasury Services's Office** by the **Payment Due Date** on the University Invoice.

Financial Aid requires that all processing be completed and **eligibility** requirements met before the **Payment DueDate** for funds to transfer into a student's account in order to avoid late fees.

1. If the **financial aid** is more than the amount owed the University, fees will be paid in full and the credit balance will be refunded to the student.
2. If the **financial aid** is less than the amount owed the University, the student must submit **payment** for the balance by the **Payment Due Date**.
3. If a student's **financial aid** is not available by the **Payment Due Date**, he or she must pay fees by another method. After **financial aid** is applied to the account, any credit balance will be refunded to the student by check.

Perkins Loan students are required to sign for their loan advances in University Center, Room 460, before registering. Funds will be credited to the student's account by the **Payment Due Date**. If the loan is less than the required **payment**, the balance must be paid by another method by the **Payment Due Date**.

Staff Development is available to faculty and staff. Staff Development covers eight credit hours or the dollar equivalent up to eight undergraduate credit hours for **continuing education** courses. The form may be obtained from the Cleveland State University web site or from the Human Resources Department, **Keith Building**, Suite 1300. Faculty and staff must return the completed form by the **Payment Due Date** as full or partial **payment**. Other fees must be paid by the **Payment Due Date** by another method.

Third Party Sponsors—A letter of authorization (on company letterhead), purchase order, or agreement must be submitted to the **Treasury Services's Office** by the **Payment Due Date**.

The document must include the student's name, social security number, third party's federal tax ID number, and conditions of **payment**, such as maximum credit hours or dollars to be billed. If the document is for more than one term, a copy must be submitted to the **Treasury Services's Office** each term. The student is responsible for any charges not paid by the sponsor by the **Payment Due Date**. Submit **payment** with the bottom portion of the University Invoice. Should the sponsor fail to honor the University's invoice in full, the student will be billed for the amount due and charged Late Fees.

Tuition Grant Recipients and Graduate Assistants must pay any additional fees (e.g., technology fees, lab fees, student health insurance, **applied music fees**) not covered by the Tuition Grant or Graduate Assistantship. **Payment** must be submitted with the bottom portion of the University Invoice by the **Payment Due Date**.

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Refund of Fees

Credit hour fees will be refunded based on the Official Date of **Withdrawal**. The failure to

attend classes due to business or personal reasons does not change the refund schedule. The Official Date of **Withdrawal**, which is the date the course change is presented to the Office of the **University Registrar**, will be the basis for computation of the refund. Canceled courses are dropped by individual departments at 100 percent refund. Refunds for courses that do not fall into the regular session are prorated on the basis of the course length and based on the Official Date of **Withdrawal**. After dropping a workshop or intensive course, students must complete the required forms, which are available in the **Treasury Services's Office**, University Center, Room 460.

Students who drop Saturday classes must notify the **Treasury Services's Office** during weekday business hours at (216) 687-3615 to assure the proper refund. Additional information about how to determine refunds may be obtained from the **Treasury Services's Office**.

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Refund Schedule

For refund information, please see the Cleveland State University web site, the current semester **Course Schedule**, or contact the **Treasury Services's Office** by e-mail at bursars.office@csuohio.edu or by phone (216) 687-3615.

University Minimum Refund Policy

The University does not issue refund checks for less than \$3, unless requested by the student. Requests should be made to the **Treasury Services's Office**, University Center, Room 460, by the 10th week of the semester.

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Ohio Board of Regents Residency Regulations

Ohio Residency

Ohio Board of Regents Intent and Authority

(A) Intent and Authority

(1) It is the intent of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

(2) This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by section 3333.31 of the Revised Code.

(B) Definitions

For purposes of this rule:

(1) "Resident" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes. (Students possessing B, F, J, K, M, N, NATO 1-7, Q, and V visas are NOT eligible for Ohio **Residency** for tuition purposes unless the students are spouses or dependents of U.S. citizens or persons with eligible visas who are also eligible for Ohio Board of Regents Residency Rules.)

(2) "Financial support" as used in this rule, shall not include grants, scholarships and awards

from persons or entities that are not related to the recipient.

(3) An "institution of higher education" shall have the same meaning as "state institution of higher education" as that term is defined in Section 3345.011 of the Revised Code, and shall also include private medical and dental colleges, which receive direct subsidy from the State of Ohio.

(4) "Domicile" as used in this rule is a person's permanent place of abode so long as the person has the legal ability, under federal and state law, to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.

(5) "Dependent" shall mean a student who was claimed by at least one parent or guardian as a dependent on that person's Internal Revenue Service tax filing for the previous tax year.

(6) "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.

(7) "Community Service Position" shall mean a position volunteering or working for:

(a) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents

OR

(b) An elected or appointed public official for a period of time not exceeding 24 consecutive months.

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[Ohio Board of Regents Residency Rules](#)

(C) Residency for subsidy and tuition surcharge purposes

The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

(1) A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

(2) A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

(3) A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first of day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates.

Documentation of full-time employment and domicile shall include both of the following documents:

(a) A sworn statement from the employer or the employer's representative on the letterhead of the employer or employer's representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.

(b) A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the

owner and occupant; or if the parent, legal guardian, or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian, or spouse resides at that residence.

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Criteria Which May Be Considered in Determining Residency

(D) Additional criteria which may be considered by residency officers in determining residency may include but are NOT limited to the following:

(1) Criteria evidencing residency:

(a) If a person is subject to tax liability under section 5747.02 of the Revised Code;

(b) If a person qualifies to vote in Ohio;

(c) If a person is eligible to receive Ohio public assistance;

(d) If a person has an Ohio's Driver's License and/or Motor Vehicle Registration.

(2) Criteria evidencing LACK of residency:

(a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

(b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D) (2) (a) of this rule).

(3) For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

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Petitions to the General Rules of Residency

(E) Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

(1) A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio, and who is pursuing a part-time program of instruction at an institution of higher education, shall be considered a resident of Ohio for these purposes.

(2) A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

(3) A person on active duty status in the United States military service, who is stationed and resides in Ohio and his or her dependents, shall be considered residents of Ohio for these purposes.

(4) A person who is transferred by his/her employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

(5) A person who has been employed as a migrant worker in the State of Ohio, and his or her dependents, shall be considered residents for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

(6) A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule (see definitions), and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position.

(7) A person who returns to the State of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and re-establishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents, shall be considered residents of Ohio.

(8) A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard service.

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Procedures

(F) Procedures

(1) A dependent person, classified as a resident of Ohio for these purposes under the provisions of paragraph (C) (1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their **residency** from the state of Ohio, shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

(2) In considering **residency**, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio **residency** status otherwise established under paragraph (C) (1) or (C) (2) of this rule.

(3) For students who qualify for **residency** status under paragraph (C) (3) of this rule, **residency** status is lost immediately if the employed person upon whom the resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.

(4) Any person once classified as a nonresident, upon the completion of twelve consecutive months of **residency**, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.

Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.

(5) Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.

(6) Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio **Residency** for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to reach a full and

complete determination under this rule.

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Financial Aid

Graduate Assistantships

Cleveland State University provides three types of [graduate assistantships](#): teaching, research, and administrative. Each type of assistantship is designed both to serve the needs of the University and to assist in the professional development of the student. Graduate [assistantships](#) are regarded as apprenticeships during which, through formal instruction, interaction with faculty, classroom, research, and administrative experience, students become more effective as members of their chosen professional fields. Graduate assistants are regarded by the University as students first and University employees second. Students interested in applying for graduate assistantships should contact their graduate program directors.

In addition to [graduate assistantships](#), limited [financial aid](#) is available in the form of fellowships, student loans, research grants, federal work-study, and non-work-study employment. Students seeking assistance should contact the [Financial Aid Office](#) and the academic department of the program that they plan to enter for additional information.

Note: Students who have applied for, or are receiving, federal student loans or other [financial aid](#) through the University may have their award [eligibility](#) adjusted if they receive a graduate assistantship or a tuition grant.

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Types of Assistantships

[Teaching assistantships](#) are provided to assist departments in carrying out their undergraduate instructional programs. Teaching assistants aid faculty members in assembling classroom materials, leading discussion groups, supervising laboratory sessions, evaluating student performance, and carrying out other related instructional activities. Only assistants holding master's degrees, with exemplary academic records, may be assigned primary responsibility for instruction of lower division (100- to 200-level) undergraduate classes.

International teaching assistants whose native language is other than English may not be assigned direct instructional activities until they have been assessed and certified as proficient in spoken English.

[Research assistantships](#) are provided to assist faculty and staff members in conducting research. Whenever possible, research assistants are assigned to individuals working in a variety of areas in order to extend the research experience and professional development of the graduate student.

[Administrative assistantships](#) are provided to assist departments, divisions, institutes, colleges, and other offices of the University in managing their respective units. Administrative assistants are exposed to a variety of administrative experiences and tasks to prepare them for future professional roles.

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Terms of Assistantships

1. [Assistantships](#) are awarded only to graduate degree-seeking students with superior academic records and who qualify at the time of their enrollment as regular graduate students as defined in this Catalog. Students must have an undergraduate [grade-point](#) average of at least 3.00, a graduate [grade-point](#) average of at least 3.00 (where applicable), and a Cleveland-Marshall

College of Law grade-point average of at least 2.50 (where applicable) to qualify for, and to retain, an assistantship.

2. Graduate assistants receive contracts with specific conditions and duties detailed, including a stipend and tuition support.

3. Each contract is signed by the academic officer authorized to initiate the appointment of the graduate assistant and by the academic officer authorized to expend funds for assistantships.

4. Graduate assistants are provided a stipend and a tuition scholarship by the contracting unit. At the discretion of the unit, assistants who are not residents of the State of Ohio may, or may not, be responsible for the out-of-state portion of their tuition bill.

5. Graduate assistantships are awarded on a full-time, two-thirds-time, or half-time basis that require 20 hours, 15 hours, or 10 hours of University service per week, respectively, during the academic term. Students holding a 20-hour assistantship may not hold any other form of employment, either within the University or off-campus, without receiving prior written approval from the Graduate Dean.

6. The term of appointment for a graduate assistantship is normally for one or more academic term(s), with the employment period adhering to the official University calendar. When assistantships do not follow the academic term schedule, the beginning and ending dates must be stated in the graduate assistantship contract.

7. Graduate assistants are not required to work on University holidays when classes are not offered; nor are graduate assistants required to make up time for regularly scheduled service that falls on a University holiday when classes are not offered.

8. Full-time, two-thirds-time, and half-time graduate assistants must maintain a nine credit-hour minimum registration at, or above, the 500 level during the contract period for the academic term specified. Courses taken on an audit basis do not qualify in meeting the nine credit-hour minimum registration requirement. Petitions to the minimum registration requirement require the written approval of the Graduate Dean. Assistantship contracts are subject to cancellation if students do not meet the minimum registration requirement. Individual graduate degree programs determine whether the minimum registration must be nine or 12 credit hours per academic term. In general, doctoral-level graduate assistants register for 12 credit hours after reaching the dissertation stage in their program of study. Prior approval by the Graduate Dean is required for contracts for more than 16 credit hours per term.

9. All graduate assistants are required to attend the University's Graduate Assistant Orientation Program (GAOP) during the first academic term of employment. GAOP information is available from the College of Graduate Studies.

10. Students may be retained as graduate assistants as long as they are currently registered for the appropriate number of credit hours, have earned less than a total of 173 semester hours of graduate credit, are in good academic standing (cumulative graduate grade-point average of at least 3.00, and Cleveland State University Law School grade-point average of at least 2.50, if applicable), are performing their duties to the satisfaction of the units in which they hold the appointment, and are making acceptable progress toward the completion of their graduate degree programs. The number of academic terms that a student may be retained as a graduate assistant is determined by the unit sponsoring the assistantship; however, master's degree students normally do not receive more than four semesters of assistantship support while doctoral students normally receive a maximum of 12 semesters of assistantship support, including all assistant-ship support received as master's degree students within any Cleveland State University program(s).

11. Minimum stipend levels for graduate assistantships, by degree status of the student, are determined by the Provost at the beginning of the fiscal year.

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Graduate Tuition Grant

In addition to the Graduate Assistantship Program, the Cleveland State University University College of Graduate Studies administers a Graduate Tuition Grant Program, which provides graduate tuition support to qualified students. To be eligible to receive a Graduate Tuition Grant a student must have been admitted to a graduate degree program and have a minimum grade-point average of at least 3.00 in graduate work (if applicable) and a GPA of 2.50 in course work taken in the Cleveland-Marshall College of Law (if applicable).

Graduate Tuition Grant are available to provide tuition support for one to 12 graduate credit hours (500 level or above), as determined by each student's program director. At the discretion of the department, tuition grant students may or may not be responsible for the out-of-state portion of their tuition bills. Graduate Tuition Grant recipients are required to provide service to the department. The maximum number of service hours to be provided to the department by Graduate Tuition Grant recipients cannot exceed 10 per week. Work hours are prorated according to the number of credit hours of tuition support provided. Because graduate tuition carry a service obligation for students, a portion of the Graduate Tuition Grant is subject to withholding of all applicable federal, state, and local taxes.

For additional information, contact the graduate program director or the Cleveland State University College of Graduate Studies at (216) 687-9370.

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Maximum Work Hours

All student employees of the University, including graduate assistants and tuition grant recipients, are limited to a maximum of 20 hours of service per week during the academic term. Graduate assistants and tuition grant recipients working 10 hours per week must, therefore, limit other University employment to 10 hours per week for a total work commitment not to exceed 20 hours per week. Graduate assistants and tuition grant recipients working 15 hours per week must limit their other University employment to five hours per week. Graduate assistants on a full-time (20 hours of service per week) contract may not hold other outside employment without written approval of the Graduate Dean since a Graduate Assistantship represents full financial assistance.

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Cleveland State University Administered Financial Aid Programs

Students interested in applying for University-administered financial aid programs should complete the Free Application for Federal Student Aid (FAFSA), or the Federal Renewal Application, after January 1 of each year. If selected for verification, calendar year tax returns and a Cleveland State University Verification form are required. Forms are available at www.csuohio.edu/fao/download.html.

Graduate students will be considered for Federal Aid programs based on the availability of funds and a minimum enrollment of six or more credit hours per semester. Twelve or more credit hours is considered full-time for financial aid purposes.

Federal Work Study Program

This is a federal, need-based employment program. Selected funds are available for community service positions.

Federal Perkins Loan Program

This is a federal, need-based, five-percent-interest loan program administered by the Financial Aid Office. Interest does not accrue, and no payment is required while the borrower is engaged

in at least half-time study (six or more credit hours). There is a nine-month grace period. A minimum quarterly repayment of \$120 is required for new borrowers on loans made after October 1, 1992.

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Federal Subsidized Stafford Loan Program

Federal loan program administered by local lending institutions. The federal government pays interest on the loan for students while they attend school on at least a half-time basis. Repayment begins six months after leaving school at a minimum of \$50 per month. Students may take a maximum of 10 years to repay. The interest rate is variable and does not exceed 8.25 percent for loan periods beginning July 1, 1994.

Maximum loan eligibility for this program is as follows:

\$8,500 Annual Graduate maximum for Federal Subsidized

\$10,000 Annual Graduate Maximum for Federal Unsubsidized

Federal Unsubsidized Stafford Loan Program

The terms and conditions of loans made under the Federal Subsidized Stafford Loan Program apply to Federal Unsub-sidized Stafford Loans, except the borrower is responsible for the interest that accrues while the student is in school unless the student requests that interest be capitalized.

Students must complete a Free Application for Federal Student Aid and receive their maximum loan eligibility in the Federal Subsidized Stafford Loan Program before being considered for this loan.

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Non-Degree Students

Non-degree graduate students may qualify for the Federal Stafford Loan Program if their course work is required as a prerequisite to qualify for admission into a graduate degree-granting program. Eligibility for these loans continues for one consecutive 12-month period. The maximum eligibility amounts are \$5,500 in the Subsidized Loan Program and \$5,000 in the Unsub-sidized Loan Program. Students are required to register for at least six credit hours in order to be eligible for the loan. A non-degree verification form must be completed each semester to determine eligibility. The Free Application for Federal Student Aid (FAFSA) must be on file with the Financial Aid Office in order to be considered for the Federal Stafford Loan programs. A student who has not been admitted as a Regular Graduate Student before the conclusion of the 12-month period will not be eligible for additional Stafford Loan assistance.

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Notification

The processing time for financial aid applications varies with each student. Students should allow, however, a minimum of six to eight weeks for processing. Award Notifications are mailed directly to the student. All awards are based on full-time enrollment (12 or more credit hours).

Students who receive financial aid, including loans and later receive an assistantship or other resources that exceed their cost of attendance will have their aid adjusted accordingly in order to comply with federal financial aid regulations.

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Student Enrollment Changes That Can Reduce Financial Aid Eligibility

There are three types of enrollment changes after aid has been disbursed that can reduce a student's **financial aid eligibility**. They are:

1. Dropped courses (the course will not appear on the transcript),
2. Official **withdrawal** (W grade) from ALL courses in a term, and
3. Unofficial **withdrawal** from ALL courses within a term; student does NOT RECEIVE ANY earned grades (A, B, C, D, F, I, T, SA, SB, SC, UD and UF). Student has not withdrawn officially.

Note: If a student withdraws (receives a W) from some, but not all, of his or her courses, aid adjustments are not required. However, students must be actively enrolled in at least six hours at the time a Stafford or PLUS loan is disbursed. For example, if a student originally enrolls for six hours, but withdraws (W grade) from one of his or her three-hour courses before the Stafford is posted to the student account, the loan cannot be disbursed. If the loan was disbursed prior to the student's **withdrawal** from the three-hour class, the University is not required to return the funds to the lender.

1. Dropped courses

When a course is dropped, it will not appear on the student's academic transcript. On the transcript, it will appear as if the student was never enrolled for the course. Drops normally occur during the stated "drop period," but can occur retroactively as in the case of some medical **withdrawals**.

Regardless of when the course drop occurs, dropping courses can affect the aid types listed below (and may affect others). If the award reduction/return of funds creates a balance due on the student account, the student will receive a bill from the University.

Federal Stafford and PLUS loans— Students must be enrolled at least half-time (six or more hours) to be eligible for a Stafford or PLUS loan. If the course drop results in a student being enrolled for less than six hours, all Stafford and PLUS loan funds must be returned to the lender.

Perkins Loans, Federal Work Study— University regulations require that students be enrolled at least half-time (six or more hours). If the course drop results in a student being enrolled for less than six hours, all Perkins funds must be returned. All FWS earnings must be transferred to University employment.

2. Official withdrawal from the University

When a student requests and receives a "W" in ALL courses, he or she is considered to have officially withdrawn from the University. Students who withdraw prior to completing 60 percent of the term have not "earned" all of their federal **financial aid** and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the term remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20% of the term, then he or she has failed to earn 80% of the federal **financial aid** that was disbursed, or could have been disbursed, prior to the **withdrawal**. If the return of the funds creates a balance due on the student account, the student receives a bill from the University.

3. Unofficial withdrawal from the University

Students who do not receive ANY "earned" grades (A, B, C, D, F, I, T, SA, SB, SC, UD, and UF) are considered to be unofficial **withdrawals** who stopped attending ALL of their courses

prior to the end of the term. Fifty percent of the aid used to pay direct educational costs (tuition, fees, room and board) must be returned to the lender or aid programs. If the return of the funds creates a balance due on the student account, the student receives a bill from the University.

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[Retroactive official withdrawals](#)

If funds have been returned for a student based on his or her unofficial [withdrawal](#), those funds cannot be reinstated if the student [petitions](#) for, and receives, a retroactive official [withdrawal](#) (all "W" grades).

[Miscellaneous](#)

Students who seek part-time jobs other than those offered through the Federal Work-Study program are advised to contact their academic department or refer to the jobs posted in [Rhodes Tower West](#), [Viking Hall](#), and [University Center](#).

For further information on aid programs, students should consult the Career Services Center, [Rhodes Tower West](#), Room 280.

[Veterans' Administration Educational Allowance](#)

Students eligible for the Veterans' Administration Educational Allowance who do not make satisfactory progress required at the end of the second probationary period will be terminated for Veterans' Administration purposes.

This termination will not affect a student's standing in school as long as the usual academic standards have been met.

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[Satisfactory Academic Progress Standards](#)

Students must achieve satisfactory academic progress (SAP) toward their degree in order to maintain [eligibility](#) for most types of [financial aid](#). To maintain SAP students must meet the following three components: [grade-point](#) average, completion rate requirement, and maximum time frame for degree completion. Additionally, students must be eligible to continue in their program of study in order to receive [financial aid](#).

Satisfactory academic progress will be evaluated at the end of each term for which the student is in attendance. Students who do not meet the [grade-point](#) average and completion rate requirements outlined below are given one term of [financial aid](#) probation. Failure to meet all the requirements at the end of the probationary term will result in loss of federal [financial aid](#), as well as state and institutional need-based [financial aid](#). Students who do not earn their degree within the specified time frame become ineligible as soon as they reach the specified time frame for their programs of study.

[Grade-Point Average Requirements](#)

[Graduate Students](#): All graduate students must:

- Maintain a minimum cumulative [grade-point](#) average of 3.00, and
- Remain eligible to continue in their program of study. Students who are dismissed by the University or by their graduate program are ineligible for federal [financial aid](#) for the program from which they were dismissed.

Completion Rate Requirement

Graduate Students: Students must successfully complete at least two-thirds (67 percent) of their attempted credit hours each term. Successful completion is defined as receiving a grade of A, B, C, or S. Multi-term courses, in which a T grade is assigned pending completion of the final terms, are treated as successfully completed during the initial term(s).

Note: A grade of W received when a student withdraws from a class has a negative impact on the completion rate. Credit hours in which a student receives a grade of W are included in the number of attempted hours, but do not count as successfully completed hours.

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Maximum Time Frame for Degree Completion:

Graduate Students: Students must complete their degrees within the following time frames:

- Six years from the date of entry into the College of Graduate Studies to complete the master's degree.
- Six years from the date of entry into the doctoral program to complete doctoral studies if the student entered the program with a master's degree from another institution or interrupted his or her studies at Cleveland State upon receipt of the master's degree.
- Ten years from the date of entry into the College of Graduate Studies to complete a doctorate if the student enrolls consecutively in the master's and doctoral programs without interruption of at least one academic year following receipt of the master's degree.

Impact of selected grades on SAP requirements

The Financial Aid Office has specific policies defining the effect of incompletes, withdrawals, absence of assigned letter grades, and transfer credits in the measurement of completion rate and maximum time frame.

Incompletes: Credit hours in which a student receives an I (incomplete) are included in the number of attempted hours, but do not count as successfully completed hours.

Withdrawals: Credit hours in which a student receives a grade of W are included in the number of attempted hours, but do not count as successfully completed hours.

Absence of an assigned letter grade: Credit hours in which a student receives a grade of **, I, NA, U, W, or X are included in the number of attempted hours, but do not count as successfully completed hours. Multi-term courses, in which a T grade is assigned pending completion of the final term, are treated as successfully completed during the initial term(s).

Transfer credits: Transfer credits are included in the total number of attempted hours for the measurement of maximum time frame.

Repeated hours: Hours for repeated courses as well as the initial hours for those courses are all included as attempted hours.

Academic reassessment: The financial aid SAP is always based on the grades and completion rate of the student's attempted hours, rather than the adjusted credit total that results from the academic reassessment.

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Probation

At the end of the academic year, students (who are not currently on financial aid probation) who do not meet the **GPA** or completion-rate requirements will be placed on **financial aid** probation for the following term. Their progress will be measured again at the end of their probationary term.

Loss of eligibility

Students become ineligible for federal **financial aid**, as well as for state and institutional need-based **financial aid** when:

- Students fail to meet the **GPA** or completion-rate requirement at the end of their probationary terms; or
- Students have attempted the maximum allowable credit hours for their programs of study. (If a student reaches the maximum time frame during an award year, he or she becomes ineligible to receive additional federal and state need-based **financial aid**, and any aid that has been awarded for future terms will be cancelled.); or
- Students are dismissed by the University or their graduate programs.

Regaining eligibility

- Students who attend school (without federal **financial aid** or state and institutional need-based **financial aid**) and meet the **GPA** and completion-rate requirements regain their **financial aid** eligibility for future terms.
- A student who is ineligible for **financial aid** due to failure to make satisfactory academic progress during the probationary period may submit a petition for reinstatement of **financial aid** eligibility. If the petition is approved, the student's probationary period will be extended for one term and the student will be eligible to receive **financial aid** during the extended probationary period.
- Students who regain **eligibility**, either by meeting the satisfactory academic progress standards or by approval of their **petitions** for reinstatement, may be eligible for Federal Pell Grants, Supplemental Educational Opportunity Grants, Perkins Loans, Federal Work Study, Federal Stafford Loans, and state need-based aid beginning with the term in which they are determined to be eligible.

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Petition for Reinstatement of Financial Aid Eligibility

Students who wish to petition for reinstatement of **financial aid** eligibility may submit a written petition to the Financial Aid Office. In order to submit a petition, a student must:

1. Complete both sides of the Petition for Reinstatement of Financial Aid (available at the web site www.csuohio.edu/fao/download.html). Documentation supporting the student's case should be attached.
2. Explain the mitigating circumstances that contributed to the failure to meet satisfactory academic progress.

The student is encouraged to schedule an appointment to meet with his or her academic advisor to discuss academic progress and identify ways in which he or she can improve academic performance.

Petitioners will receive a written response no later than four weeks after submitting the necessary information.

If the petition is denied, the student will be responsible for all charges incurred as a result of

the loss of federal and state need-based financial assistance.

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- Master of Occupational Therapy
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- Master of Public Health
- Master of Arts in Speech Pathology and Audiology

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- **Natural Sciences and Mathematics (See Addenda)**

- Doctor of Philosophy in Regulatory Biology and Master of Science in Biology
- Doctor of Philosophy in Clinical-Bioanalytical Chemistry and Master of Science in Chemistry
- Master of Science in Environmental Science
- Master of Arts and Master of Science in Mathematics
- Master of Science in Physics

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- **Social and Behavioral Sciences (See Addenda)**

- Master of Applied Communication Theory and Methodology
- Master of Arts in Economics
- Master of Arts in Psychology
- Psychology Specialist Degree
- Master of Social Work
- Master of Arts in Sociology

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- **Urban Affairs (See Addenda)**

- Doctor of Philosophy in Urban Studies and Public Affairs
- Master of Science in Urban Studies
- Master of Arts in Environmental Studies
- Master of Public Administration
- Master of Urban Planning, Design, and Development

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- Culture, Communication, and Health Care
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- Ergonomics/Human Factors
- Gerontological Studies
- Local/Urban Management
- Middle Childhood Mathematics Education
- Middle Childhood Science Education
- Nonprofit Management

- Occupational and Physical Therapy in the Schools
- Software Engineering
- Urban Economic Development
- Urban Geographic Information Systems
- Urban Real Estate Development and Finance

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Application and Recommendation Forms

FORMS REQUIRING ACROBAT READER: [\(Download Free Acrobat Reader\)](#)

- [Online Application \(Internet Access Required\)](#)
For U.S. Citizens, Permanent Residents of the United States, and International Students applying for graduate degree, CSU graduate certificate, graduate teaching licensure, and graduate non-degree admission.
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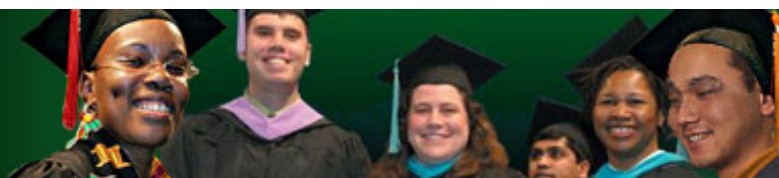
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College of Graduate Studies

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Do you have Questions?

If you are a prospective Cleveland State University Graduate Student and have questions, please complete the following [request information form](#) and a graduate admissions representative will respond to your questions.

If you are a current Cleveland State University Graduate Student

Please Contact the [College of Graduate Studies](#) at 216.687.9370 or Fax: 216.687.9214





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<ul style="list-style-type: none"> • (ACT) Accounting • (ADM) Administration • (ALD) Adult Learning • (ART) Art • (BIO) Biology • (BLW) Business Law • (CHE) Chemical Engineering (Doctoral) • (CHM) Chemistry • (CIS) Computer and Information Science • (COM) Communication • (CNS) Counseling • (CVE) Civil Engineering (Doctoral) <p>[return to top]</p>	<ul style="list-style-type: none"> • Accounting • Applied Biomedical • Art <ul style="list-style-type: none"> ◦ Art Education ◦ Studio Art • Biology • Business Administration (Doctoral) • Business Law • Chemistry • Communication • Computer and Information Science <p>[return to top]</p>
<ul style="list-style-type: none"> • (DBA) Doctor of Business Administration • (EBA) Executive MBA • (ECE) Early Childhood Education • (ECN) Economics (Doctoral) • (EDA) Counseling, Administration, Supervision, and Adult Learning • (EDB) Education Curriculum and Foundations • (EDC) Elementary and Secondary Education • (EDL) Literacy Development and Instruction • (EDM) Middle Childhood Education • (EDS) Secondary Education • (EDU) Doctoral Education • (EEC) Electrical and Computer Engineering (Doctoral) • (EGT) Education Gifted • (ENG) English • (ENV) Environmental Studies • (ESC) Engineering Science • (ESE) Special Education • (ESL) English as a Second Language • (EST) Specialized Study and Field Experiences • (ETE) Education Technology • (EVE) Environmental Engineering • (EVS) Environmental Science <p>[return to top]</p>	<ul style="list-style-type: none"> • Economics (Doctoral) • Education <ul style="list-style-type: none"> ◦ Adult Learning and Development ◦ Counseling ◦ Curriculum and Foundations ◦ Early Childhood ◦ Educational Administration ◦ Elementary and Secondary ◦ Gifted ◦ Health, Physical Education, Recreation, and Dance ◦ Literacy Development and Instruction ◦ Middle Childhood ◦ Secondary ◦ Special ◦ Sports Management, Physical Education, and Exercise Science ◦ Technology ◦ Urban Education <p>[return to top]</p>

- (FIN) Finance (Doctoral)
- (FRN) French
- (GAD) General Administration
- (GER) German
- (HCA) Health Care Administration
- (HED) Health Education
- (HIS) History
- (HPR) Health, Physical Education, Recreation, and Dance
- (HSC) Health Sciences
- (IME) Industrial and Manufacturing Engineering (Doctoral)
- (IST) Information Systems
- (LAW) Law
- (MBA) Master of Business Administration
- (MCE) Mechanical Engineering (Doctoral)
- (MKT) Marketing (Doctoral)
- (MLA) Modern Languages
- (MLR) Management and Labor Relations (Doctoral)
- (MPH) Public Health
- (MME) Engineering Mechanics
- (MTH) Mathematics
- (MUA) Applied Music
- (MUS) Music

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- (NUR) Nursing Program
- (OMS) Operations Management and Business Statistics (Doctoral)
- (PAD) Public Administration
- (PDD) Urban Planning Design and Development
- (PED) Sports Management, Physical Education, and Exercise Science
- (PHL) Philosophy
- (PHY) Physics
- (PSC) Political Science
- (PSY) Psychology
- (SOC) Sociology
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- (SWK) Social Work
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- Psychology
- Public Administration
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- Social Work
- Sociology
- Spanish
- Speech and Hearing

- Urban Planning Design and Development
- Urban Studies (Doctoral)

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 - Business Law
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 - CVE 601 Civil Engineering Graduate Seminar
 - Civil Engineering (Doctoral)
 - CVE 701 Civil Engineering Graduate Seminar
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 - ESL 502 ESL Graduate Writing Course
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 - EBA 600 The Manager's Workshop
 - EBA 604 Economic Perspectives in Management
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 - EBA 616 Applied Integrative Seminar
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 - EEC 621/EEC 721 Internet Software Systems
 - EEC 624 Software Testing
 - EEC 625 Software Design and Architecture
 - EEC 670/EEC 770 Power Systems Operation
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 - EST 583 Practicum in Secondary Education Mathematics
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 - EST 585 Practicum in Secondary Education Science
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 - EST 591 Student Teaching in Secondary Education Social Studies
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 - PHY 596 Laboratory Training in Radiation Therapy Physics I
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 - PAD 615 Economic Development and Budgetary Policy

- PAD 617 Public Administration & Political Process
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- PAD 635 Public Sector Management

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 - ACT 600 Managerial Accounting
- Chemistry
 - CHM 502 Biochemistry
 - CHM 613/713 Advanced Electroanalytical Chemistry
 - CHM 614/714 Chromatography and Separation
 - CHM 625/725 Quantum Mechanics
 - CHM 640/740 Special Topics in Inorganic Chemistry
 - CHM 641/741 Inorganic Mechanisms and Structures
 - CHM 642/742 Theoretical Inorganic Chemistry
 - CHM 661/761 Macromolecular Structure and Dynamics
- Counseling
 - CNS 633 Women and Mental Health
- Electrical and Computer Engineering
 - EEC 623 Software Quality Assurance
 - EEC 681 Distributed Computing Systems
 - EEC 683 Computer Networks II
 - EEC 685 Modeling and Performance Evaluation of Computer Systems
 - EEC 687 Mobile Computing
 - EEC 781 Distributed Computing Systems
 - EEC 783 Computer Networks II
 - EEC 787 Mobile Computing
- English
 - ENG 503 Intermediate English as a Second Language Speaking Skills
 - ENG 504 Communication Skills for International Teaching Assistants
- English as a Second Language
 - ESL 503 Intermediate English as a Second Language Speaking Skills
 - ESL 504 Communication Skills for International Teaching Assistants
- Specialized Study and Field Experience
 - EST 582 Student Teaching in Secondary Education
- Health Sciences
 - HSC 560 Interdisciplinary Team Development
- Industrial and Manufacturing Engineering
 - IME 698 Master's Thesis Research
 - IME 699 Master's Thesis
- Master of Business Administration
 - MBA 660 Integrative Business Strategy
- Mechanical Engineering
 - MCE 503 System Modeling
- Engineering Mechanics
 - MME 504 Continuum Mechanics
 - MME 550 Advanced Dynamics
- Nursing
 - NUR 530 Health Assessment of the School Aged Child and the Child with Special Needs
 - NUR 532 Health Assessment of the School-aged Child and the Child with Special Needs Laboratory
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 - OMS 517 Principles of Lean Operations

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- Communication
 - COM 590 Internship in Communication
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 - EEC 586 Advanced Digital Systems Laboratory
 - EEC 682 Computer Networks I

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(September 27, 2004) (July 15, 2005)

Admissions to College of Graduate Studies

• International Students Language

Current Policy

Language: The University requires all non-native English speakers to demonstrate proof of English-language proficiency. Any individual who has earned a bachelor's or higher degree from a U.S. institution where the primary language of instruction was English is not required to take an English language proficiency examination. The options and minimum score requirements are as follows:

1. TOEFL (Test of English as a Foreign Language) score of 525 (197 for the computer-based TOEFL); Please note that the Educational Testing Service (ETS) will not provide test takers or third parties (including Cleveland State University) with TOEFL reports for test scores that are over two years old. If required, the TOEFL must be taken again if the applicant's most recent scores are over two years old OR
2. Pass the IELTS test (International English Language Testing System) with a minimum score of 6.0; OR
3. Pass the MELAB (Michigan English Language Assessment Battery) with a minimum score of 85; OR
4. Achieve a score of C (Pass) or better on the A and O levels of the General Certificate of Education (GCE or GCSE) Test; OR
5. Achieve a score of C (Pass) or better on the Cambridge Certificate of Advanced English (CAE); OR
6. Completion of English language studies (Level 112) from any of the ELS Language Centers; OR
7. Completion of course work at a "C" or better level for the equivalent of the CSU freshman English requirements at a U.S. regionally accredited college or university.

Additional Catalog Language (approved September 27, 2004)

8. A Program Certificate of Completion from Cleveland State University's Intensive English Language Program as evidence of successful completion of the Advanced level with a grade of B or better and COMPASS ESL score of 80 or higher.

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(October 18, 2004)

Academic Regulations

• Elimination of the "NA" and "X" Grades and Modification of "I" Grade

Revised Graduate Policy (effective Spring 2005)

Grades

I Incomplete. A non-credit grade indicating course work has not been completed. An I grade must be removed within a maximum of one semester (by the last day of instruction of the second semester) of the term received or it converts to a grade of F, whether or not the student enrolls. An instructor may require course work to be completed earlier. Incomplete deadline dates are noted in the Course Schedule. *An I grade can be assigned by the instructor when the following conditions are met:*

1. *The student has the potential to pass the course;*
2. *The student has not completed all requirements for reasons deemed justified by the instructor.*

It is highly recommended that a contract be developed delineating when and what must be completed to resolve the I grade.

NA No Action. A neutral grade that does not factor into the calculation of the student's grade-point average or hours attempted. To be used only when a regular letter grade, an I, or an X grade is not appropriate.

X A grade assigned by an instructor when a student has not completed all assignments for reasons that cannot be determined. If a grade change is not submitted by the end of the following semester, the X becomes an F.

(Approved by Faculty Senate February 9, 2005)

- **Grades**

U Unsatisfactory performance by a graduate student in selected remedial undergraduate Mathematics courses. Grades of U do not influence a graduate student's grade-point average, nor are U grades considered in the University's academic warning and dismissal regulations for graduate students. See also the section on Remedial Courses below.

(Approved by Faculty Senate February 9, 2005)

- **Remedial Courses**

The remedial

~~Mathematics~~ courses listed below are graded on an S/U basis. Graduate students do not receive credit toward meeting degree requirements for these courses when passed with an S grade. ~~Grades of U do not influence a graduate student's grade-point average, nor are U grades considered in the University's academic warning and dismissal regulations for graduate students.~~

MTH 087

MTH 088

See the most recent issue of the Undergraduate *Catalog* for descriptions of these courses.

(Approved by Faculty Senate March 9, 2005)

- **University Graduate Degree Requirements**

1. A student has a period of six years from date of entry into the College of Graduate Studies to complete requirements for a master's degree. Only course work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward the master's degree.

~~A student entering a doctoral program, either having received the master's or professional degree from another institution or having interrupted his or her studies at Cleveland State University upon receipt of the master's degree, must complete doctoral degree requirements within six calendar years from the date of entry into doctoral studies. Petitions to extend the time period to complete a graduate master's degree must receive the approval of the departmental/program graduate committee. If approved by the departmental/program graduate committee, Petitions to extend the time period to complete a graduate master's degree up to ten years do not require review and approval by the College of Graduate Studies Petitions Committee.~~

However, if a petition for an extension to up to 10 years is denied at the departmental level, the student may appeal the denial requests for an extension of the time period to complete a graduate degree may be submitted to the College of Graduate Studies Petitions Committee for review and disposition. A petition to extend a master's degree period beyond 10-years must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension and if granted, may include a requirement that coursework that is older than six (6) years be repeated.

2. A student entering a doctoral program, either having received the master's or professional degree from another institution or having interrupted his or her studies at Cleveland State University upon receipt of the Master's degree for more than one year, must complete doctoral degree requirements within ten calendar years from the date of entry into doctoral studies. Petitions to extend the 10-year period to complete a doctoral degree must receive the approval of the departmental/program graduate committee and must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension and if granted may include a requirement that coursework that is older than ten (10) years be repeated.

23. A student who enrolls consecutively in a master's and then doctoral programs without interruption of at least one academic year following receipt of the master's degree must complete doctoral requirements within 10 calendar years from the date of admission to the master's-doctoral program. Petitions to extend the 10-year period to complete a doctoral degree must receive the approval of the departmental/program graduate committee. Such petitions do not require review and approval by and must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension and if granted, may include a requirement that coursework that is older than ten (10) years be repeated..

34. A student who is a candidate for a master's degree must fulfill the College of Graduate Studies's residence requirement of having earned at least 16 credit hours of acceptable graduate credit (with course grades of B or better) while enrolled in the College of Graduate Studies at Cleveland State University University.

45. Of the minimum 30 credit hours required for graduation with a master's degree, only eight credit hours of 400-level courses can be used to meet graduation requirements. The 400-level courses may not be offered by the department or program in which the master's degree would be awarded. No 100- to 300-level courses may be applied toward a graduate degree. The remainder of the course requirements must be graduate-level (500-to-800-level) courses.

56. Subject to departmental approval, nine graduate credit hours of transfer credit may be applied toward the requirements of a master's degree, and no more than one-third of the total graduate hours required for the doctoral degree may be transfer credit for doctoral students. (See Transfer Credit and Credit by Examination policies earlier in this section of the *Catalog*.) Petitions to extend transfer credits should be submitted to the departmental/program graduate committee. If approved by the departmental/program graduate committee, such requests do not require review and approval by the College of Graduate Studies Petitions Committee. However, petitions for acceptance of more than nine hours of transfer credit which are not approved at the departmental/program level may be submitted to the College of Graduate Studies Petitions Committee for review and disposition.

Not more than one-half of a student's total graduate degree program may be a combination of transfer credit and credit by examination.

67. Achievement of at least a 3.00 cumulative grade-point average for all courses taken as a graduate student, including 400-level undergraduate courses, is required for graduation. All grade-point averages are carried to two decimal places unrounded. The University Graduate Council has determined that the minimum 3.00 grade-point average required for graduation cannot be waived via petition.

78. A maximum of six credit hours of 500- to 800-level work graded on an S (satisfactory) basis may be used to meet degree requirements. Excluded from this requirement are courses that are graded only on an S/FS/U basis.

89. A maximum of eight credit hours of work at the C level for 400-level and above courses may apply toward graduate degree requirements.

910. A student must be registered for at least one graduate credit during the semester of graduation; i.e., if the student plans to graduate at the end of the spring semester, he or she must enroll during the spring term.

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(November 22, 2004)

J.D./ M.S. in Environmental Science Program

The combined curriculum leading to the degrees of Juris Doctor and Master of Science in Environmental Science is designed to permit the student to complete both degrees within four years instead of the five years that would normally be required to complete the two degrees separately.

Entry into the Dual Degree Program can occur in one of two ways. Applicants who are not currently enrolled in either the J.D. or the M.S. in Environmental Science degree program must apply for admission to both the College of Graduate Studies and the College of Law concurrently and follow the normal procedures of the respective colleges. Application for admission must be specifically for the Dual Degree Program. Students who enroll in this manner usually should plan to spend their first year taking courses exclusively in the J.D. program and their second year taking courses mainly in the M.S. in Environmental Studies program. In the third and fourth years students take courses in both degree programs. Applicants who are currently enrolled in either the J. D. or the M.S. in Environmental Science degree program must apply for admission to the other degree program prior to the completion of 60 credit hours, or of two years of full-time study in the J.D. program, or prior to the completion of 18 credit hours or one year of full-time study in the College of Science. Students who enroll in this manner are advised as to how to schedule the remainder of their courses in the Dual Degree Program. Under no circumstances will a student be allowed to take more than eight years to complete the combined programs.

The Dual Degree Program normally requires a total of four academic years of full-time study. The Juris Doctor requirements are fulfilled by the completion of 80 credit hours of work in the College of Law, including all required courses and 10 semester credit hours from courses cross-listed with the College of Science (Thesis Course), 2-3 credits from a Technical Writing Course (ENG 509 in the College of Liberal Arts and Social Sciences), and one additional course taken in the College of Science. The Master of Science in Environmental Science requirements are fulfilled by the

completion of the following: a) 24 credit hours of course work, including all required courses, concentration electives and field experience from courses in the College of Science, any required interdisciplinary core competency courses (2-3 credits of Technical Writing, e.g. ENG 509, and 3 credits from a course in Environmental Technology taken in the College of Engineering), and 3 credits from a course in Environmental Law taken in the College of Law, and b) 8 semester credit hours for a Thesis project (EVS/BIO 691/695). The minimum total number of credits required for the MSES degree is 32. In order to ensure that the degree requirements of both programs are fully maintained, while at the same time permitting the saving of a full academic year, students who pursue the Dual Degree Program are not permitted to take courses outside either the College of Law or the Master of Science in Environmental Science program for credit toward either degree. A student is allowed to receive credit toward the dual degrees for an elective course taken outside the Colleges' academic programs with prior written approval of the Directors of the MSES, and JD/MSES Programs.

Submit College of Graduate Studies application materials to the Graduate Admissions Office. Contact the College of Law regarding law application procedures.

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(November 24, 2004)

Master of Accountancy

- Level II: Accounting and Basic Business Knowledge
- Level III Courses - Professional Preparation

Level II: Accounting and Basic Business Knowledge

(32 credits)

Courses in Level II provide knowledge of the basic business disciplines to prepare students for the upper-level graduate courses. These courses are waivable on the basis of recent undergraduate business course work.

ACT 501 Financial Accounting (3-0-3)

ACT 600 Managerial Accounting (2-0-2)

ACT 611 Financial Accounting: Resources (3-0-3)

ACT 612 Financial Accounting: Equities (3-0-3)

ECN 503 Economic Concepts (3-0-3)

FIN 501 Financial Management (3-0-3)

GAD 515 Communications for Managers (3-0-3)

MBA 500 Environment of Business (3-0-3)

MLR 501 Management and Organizational Behavior (3-0-3)

MKT 501 Marketing Theory and Practice (3-0-3)

OMS 511 Operations Management (3-0-3)

BLW 511 Business Law and Ethics I (3-0-3)

Level III Courses—Professional Preparation

(33 credits)

Level III course work prepares the student for successful entry into the profession. Students may choose between two programs—Financial Accounting/Audit and Tax

Financial Accounting/Audit Program Requirements

A. Accounting(18 credit hours)

~~ACT 621 Federal Income Taxation (3-0-3)**~~ ~~or~~ ~~ACT 636 Federal Income Taxation of Corporations and Shareholders (3-0-3)~~

ACT 622 Attest Function (3-0-3)*

ACT 631 Selected Topics in Accounting (3-0-3)*

ACT 639 Accounting Policy (3-0-3)

Two ACT electives (six credits)

B. Information Systems(15 credit hours)

ACT 553 Information Systems Auditing (3-0-3)*

ACT 688 Accounting Systems (3-0-3)*

Two IST/CIS electives (six credits)

Business elective (three credits)

Tax Program Requirements

A. Taxation(12 credit hours)

ACT 621 Federal Income Taxation (3-0-3)**

ACT 636 Federal Income Taxation of Corporations and Shareholders (3-0-3)

ACT 637 Taxation of Partnerships (3-0-3)

ACT 638 Tax Research and Planning (3-0-3)

B. Taxation, Accounting, and Business Electives(21 credit hours)

Three ACT electives (Tax) (nine credits)

ACT elective (Accounting or Tax) (three credits)

Three accounting or business electives (nine credits)

*With successful completion of an equivalent course, this course will be waived and an additional ACT or IST course at the same level will be required.

**With successful completion of an equivalent course, this course will be waived and an additional tax course at the same level will be required.

(May 01, 2005)

Accreditation

The graduate programs of the James J. Nance College of Business Administration are accredited by AACSB International. In addition to the business accreditation, the curricula of the Accounting Department have accounting accreditation from the AACSB. The accounting programs at Cleveland State were the first in the State of Ohio to receive this accreditation.

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(January 06, 2005)

Cleveland State University

- Accreditation

Nursing: The Nursing Department curriculum is fully accredited by the National League for Nursing Accreditation Commission (NLN-AC). The graduate program in nursing is accredited by CCNE, the Commission on Collegiate Nursing Education.

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(March 15, 2005)

Master of Arts in History

- Special Requirements for Plan B

1. A minimum of 16 20 credit hours in 600-level courses, which must include:
a. HIS 601 Introduction to Graduate Study in History

and

HIS 695 Research Seminar in American, European, or Social History.

b. A minimum of ~~two~~ three reading seminars (~~eight~~ twelve credits).

2. The remaining ~~46~~ 12 credit hours may be taken at the 500 level, including Art History courses.

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(March 15, 2005)

Admissions to College of Graduate Studies

- Graduate Admission Application Deadline (Effective 2006/2007 Academic Year)

Occupational Therapy (MOT)

~~March 15~~ May 15

For-summer Students admitted
fall semester only, admission

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(March 15, 2005)

Master of Occupational Therapy (Effective 2006/2007 Academic Year)

Admission Information

Admission to the program is limited to 30 students. A rolling admissions process begins August 1 until ~~March~~ May 15. Candidates who meet all admission requirements are accepted on a first-come, first-served basis.

Procedures for Application

1. Submit a completed M.O.T. program application (available from the Health Sciences Department and on-line).

Program of Study

The Master of Occupational Therapy curriculum consists of 79 to 81 credits, including 51 credits in the core area, 22 credits of fieldwork, and six to eight credits of electives. A capstone research project is required as part of the core curriculum. The two-year program begins summer fall semester. A part-time option is available for students who wish to complete the program in three or four years.

The courses are offered in the following sequence:

Summer Fall Year I

HSC 506 Medical Conditions and Occupational Function

HSC 516 Occupational Therapy Foundations

~~HSC 518 Occupational Development~~

~~HSC 528 Psychosocial Evaluation and Intervention~~

~~HSC 589 Occupational Therapy~~

Research I

Fall Spring Year I

HSC 517 Occupational Therapy Theory and Process

~~HSC 518 Occupational Development~~

HSC 527 Neuromusculoskeletal Evaluation and Intervention

~~HSC 529 Sensory and Cognitive Evaluation and Intervention~~

~~HSC 589 Occupational Therapy Research I~~

~~HSC 528 Psychosocial Evaluation and Intervention~~

Spring Summer Year I

~~HSC 560 Interdisciplinary Team Development, or elective~~

~~HSC 569 Occupational Environments~~

~~HSC 579 Occupational Therapy Administration and Management~~

~~Elective~~

~~HSC 529 Sensory and Cognitive Evaluation and Intervention~~

~~HSC 535 Occupation and Participation I~~

~~HSC 536 Occupation and Participation II~~

Summer Fall Year II

~~HSC 535 Occupation and Participation I~~

~~HSC 536 Occupation and Participation II~~

~~HSC 537 Occupation and Participation III~~

HSC 558 Occupational Therapy Practicum I

~~Elective~~

~~HSC 560 Interdisciplinary Team Development, or elective~~

~~HSC 569 Occupational Environments~~

Fall Spring Year II

~~HSC 537 Occupation and Participation III~~

HSC 559 Occupational Therapy Practicum II

~~HSC 579 Occupational Therapy Administration and Management~~

HSC 591 Occupational Therapy Research II

Research II

Spring Summer Year II

HSC 595 Level II Fieldwork I

Fall Year III

HSC 596 Level II Fieldwork II
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(May 01, 2005)

Master of Business Administration

- **Accreditation**

The graduate business programs of the James J. Nance College of Business Administration are accredited by AACSB International, the Association to Advance Collegiate Schools of Business. In addition to the business accreditation, the curricula of the Accounting Department have accounting accreditation from the AACSB. The accounting programs at Cleveland State were the first in the State of Ohio to receive this accreditation. The Health Care Administration specialization is accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA).

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(June 30, 2005)

Doctor of Business Administration

"The Management and Labor Relations Department and the Accounting Department are currently not admitting students for the DBA program."

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(July 01, 2005)

Expenses and Financial Aid

A Revised policy for Payment Methods has been implemented starting July 1, 2005. Please refer to the Office of Treasury Service's web site (www.csuohio.edu/bursar/) for the updated information regarding fees, payment methods for checks and credit cards, and refunds.

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(July 01, 2005)

Master of Science in Urban Studies

- **Core Courses**

Please refer to <http://urban.csuohio.edu/academics/graduate/msusrequirements.pdf> for the updated information.

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(July 15, 2005)

Master of Physical Therapy

- **M.P.T. Curriculum – Table of Courses**

Spring Year I

HSC 538 Life Span Development

HSC 542 Functional Anatomy for Physical Therapists

HSC 550 Physical Therapy Theory and Practice I
HSC 562 Physical Therapy Interactions I
HSC 592 Physical Therapy Scientific Inquiry
Summer Year I
HSC 552 Physical Therapy Theory and Practice II
HSC 560 Interdisciplinary Team Development
HSC 564 Physical Therapy Interactions II
HSC 566 Physical Therapy Interactions III
HSC 580 Physical Therapy Clinical Seminar I
HSC 583 Physical Therapy Professional Issues in Clinical Education I
HSC 590 Physical Therapy Organization, Administration, and Management I
Fall Year I
HSC 554 Physical Therapy Theory and Practice III
HSC 572 Physical Therapy Management of Complex Conditions I
HSC 574 Physical Therapy Management of Complex Conditions II
HSC 582 Physical Therapy Clinical Seminar II
HSC 585 Physical Therapy Professional Issues in Clinical Education II
HSC 598 Special Topics in Physical Therapy Research – Master’s Capstone Project
Spring Year II
HSC 586 Applied Physical Therapy I
Summer Year II
HSC 556 Physical Therapy Theory and Practice IV
HSC 576 Physical Therapy Management of Complex Conditions III
HSC 584 Physical Therapy Clinical Seminar III
HSC 587 Physical Therapy Professional Issues in Clinical Education III
~~HSC 590 Physical Therapy Organization, Administration, and Management~~
HSC 593 Organization, Administration & Management II
HSC 598 Special Topics in Physical Therapy Research – Master’s Capstone Project
Fall Year II
HSC 588 Applied Physical Therapy II – Capstone Clinical Education Experience
HSC 598 Special Topics in Physical Therapy Research – Master’s Capstone Project

Note: Students must complete two elective courses during the M.P.T. program

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(July 15, 2005)

Education Specialist

- ~~Pupil Services Administration~~ Prerequisites: A master’s degree in the area of ~~School Administration or Special School Services~~, such as school audiologist, school counselor, school social worker, speech-language pathologist, ~~or~~ school psychologist
ADM 614 Administration Principles and Practice (four credits)
ADM 618 Staff Personnel Administration (two credits)
ADM 615 Instructional Leadership and Pupil Personnel Administration (four credits)
ADM 643 School Finance and Economics (four credits)
ADM 676 Clinical Supervision and Professional Development (four credits)
ADM 677 Legal and Policy Issues in Education (four credits) or ADM 674 Special Education Law (four credits)
ADM 811 The School Superintendency
ADM 680 Supervision Practicum (two semesters, two credits per semester)

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(July 15, 2005)

Masters of Education

- **Counselor Education Program**

Exit Requirements

A culminating activity is required of all students. Most students ~~Students may choose to take the Comprehensive Examination. It is normally completed during the last semester in which the student is taking course work. Comprehensives are scheduled for the College once each academic semester, usually on the fourth or fifth weekend. Other options include a thesis or project. Details of these options are outlined in the department handbook. Students who fail the comprehensive exam may retake it one time.~~ choose to meet this requirement by providing evidence that they have taken and passed the Professional Counselor Licensure Examination (PCLE) during their last year in the program. Other options for meeting the exit requirement include successful completion of a comprehensive exam, thesis, or project - details of which can be obtained from the Department of Counseling, Administration, Supervision, and Adult Learning and Development (RT 1419, 216-687-4612). Students who elect to meet the exit requirement by taking a comprehensive exam and fail it may retake the exam one time and have one year in which to do so.

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(July 15, 2005)

Masters of Education

• School Nurse Licensure Program

The Department of Health, Physical Education, Recreation, and Dance (HPERD) offers courses leading to Ohio licensure for school nurses (web site: www.csuohio.edu/healthed). The student shall be recommended for the licensure provided that he or she: 1) holds a current license to practice as a Registered Nurse (RN) in the State of Ohio, 2) has obtained a bachelor's degree from an approved college or university, and 3) has completed course work preparation for this licensure that conforms to the requirements listed.

Students should apply for graduate admission as a licensure student to register for courses. Upon completion of these courses, students must apply for licensure through the Education Student Services Center of the College of Education and Human Services [Rhodes Tower 1401, telephone (216) 687-4625]. An overall grade-point average of 2.50 must be maintained throughout the program.

Course requirements are based on the National School Nurse Roles and Standards. Course work (~~26 to 28~~ 24 to 27 credits minimum) must be distributed in the following areas:

Comprehensive School Health Program

HED 560 Foundations of a Coordinated School Health Program (four credits)

NUR 550 Legal Issues in School Nursing (two or three credits)*

Comprehensive School Health Education Delivery

HED 561 Methods and Materials for Health Education (three credits) (Prerequisite: HED 551 or HED 560, or equivalent)

Children with Special Needs and School Assessment

~~NUR 530 Health Assessment Strategies of the School-Aged Child: Strategies for Nursing Practice (two credits)* and Child with Special Needs (three credits)~~

~~NUR 532 Health Assessment of the School-Aged Child: Strategies for Nursing Practice Laboratory (one credit)* and Child with Special Needs Laboratory (two credits)~~

Community Health Collaboration

HED 551 Organization and Administration of Community Health Programs (four credits)

Research

NUR 360 Nursing Research (two credits)

Elective (two credits) Based on individual needs following transcript review.

Practicum for School Nurses

HPR 679, HPR 680, or HPR 681 Practicum (two, three, or four credits, respectively). Clinical and field-based experiences, including a practicum for at least 10 weeks, to ensure proficiency in performing the duties of a school nurse. School nurses with two years of full-time experience can complete two credits; all others must complete three or four credits. At least two-thirds of the course work must be completed. Includes a seminar and the development of a professional portfolio.

* See the M.S. in Nursing section of this Catalog for information.

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(July 15, 2005)

Masters of Education

- Gifted and Talented Learners

(33 credits)

Purpose

The program is designed for previously Ohio certified or licensed teachers seeking licensure as intervention specialists who teach gifted and talented learners, who wish to obtain K-12 endorsement as a Gifted Intervention Specialist. The multi-dimensional program provides training in meeting the needs of a broad range of gifted learners, including culturally diverse children, females, disabled youngsters, those with special talents, and underachievers. The program provides opportunities for individuals with an interest in this expanding field to refine and develop professional knowledge and skills.

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(July 29, 2005)

Master of Business Administration

- Executive MBA Program

Cleveland State University's Executive MBA program provides a unique learning opportunity for highly-motivated business executives, managers, and professionals to earn an MBA degree in 19 months without interrupting their careers.

The curriculum features strategic decision making and integrative management skills, an international business study experience, and balanced coverage of the major business disciplines. Special emphasis is placed on small study groups, giving participants the opportunity to benefit from each other's professional experiences and insights.

The opening week of the Executive MBA program begins with the "Manager's Workshop", a week-long residential orientation, study, and team-building experience. Classes during the remainder of the program meet on Saturdays and occasional Fridays.

Admission Requirements

Candidates for admission will be evaluated on the following criteria:

- A nomination letter from a person who can comment meaningfully on the candidate's performance in a professional setting, preferably from a current or former supervisor.
- Candidates must have a minimum of five years of significant professional or managerial experience as evidenced by a recent resume that includes both professional background and work experience.
- Educational experience equivalent to at least a bachelor's degree from an accredited college or university.

- Evidence demonstrating the applicant's preparation for graduate study by fulfilling one of the following criteria:
 - Candidate possesses a graduate degree--no GMAT required.
 - Candidate completed an undergraduate degree with an overall GPA of at least a 2.8 out of a 4.0--no GMAT required.
 - Candidate, whose highest degree is a bachelor's degree and has an overall GPA below a 2.8 out of 4.0, will be required to take the GMAT and achieve a score of at least 950 total points using the following formula:

$$\underline{200 \times \text{Undergraduate GPA} + \text{GMAT} = 950 \text{ or higher}}$$

- Minimum GMAT scores at the 20th percentile on the verbal component and 25th percentile on the quantitative is required to avoid additional course work.
- Each candidate will be interviewed by the admissions committee in order to determine the individual's ability to pursue graduate study in business.

For information about the Executive MBA program, call the E.M.B.A. office at 216-687-6925 or visit the Graduate Business Programs web site at: www.csuohio.edu/cba/academic/graduate/mba.html.

The Executive M.B.A. Program is intended for individuals currently employed in positions of responsibility. The program covers fundamental as well as advanced concepts, theories, and practices in business administration with an emphasis on critical analysis and strategic decision-making skills. To qualify for admission to the E.M.B.A. program, the applicant must have a minimum of five years of professional experience and earn at least 950 points based on the formula: 200 times the overall undergraduate grade point average plus the GMAT score. A new group starts each August with an off-campus orientation and residency week. Classes meet on a three-Saturday, one-Friday cycle during the academic year. The program includes an international study tour, special-topic seminars and workshops, and group projects. For more information, visit the E.M.B.A. web site at [//www.csuohio.edu/cba/academic/graduate/executive.html](http://www.csuohio.edu/cba/academic/graduate/executive.html) or call the E.M.B.A. Program office at (216) 687-6925.

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(July 29, 2005)

Master of Labor Relations and Human Resources

• Required Core Courses

Required Core Courses(25 21 credits)

The following are required for all M.L.R.H.R. students:

MLR 522 Labor Law

MLR 531 Employment Practices Law

MLR 601 Human Resources Management and Labor Relations

MLR 602 Advanced Wage and Employment Theory

MLR 640 Performance Appraisal, Compensation, and Benefits

MLR 641 Employment Planning, Personnel Selection, and Training

MLR 645 Information Systems in Human Resource Management

MLR 651 Collective Bargaining

Elective Courses(nine 12/13 credits)

Students select an additional nine credit hours to complete the requirements of the degree. Elective course selections must be made with the consent of the student's program advisor. Only one elective course may be at the 500 level.

Electives offered within the Department of Management and Labor Relations include the following:

MLR 504 Organizational Theory and Design

MLR 511 Labor History

MLR 521 Comparative Labor Systems

MLR 523 Labor Relations in Public Employment

MLR 555 Labor-Management Cooperative Practices

MLR 577 Managerial Skill Development

MLR 604 Interpersonal Relations and Group Dynamics

MLR 605 Organizational Development

MLR 607 Total Quality Management/Continuous Quality Improvement

MLR 645 Information Systems in Human Resource Management

MLR 690 Professional Internship

MLR 698 Independent Study

Electives offered outside of the department include such courses as:

PSY 518 Personnel Psychology

PSY 522 Organizational Psychology

PSY 523 Assessment Techniques

PSY 538 Intellectual Assessment and Practicum

SOC 588 Sociology of Work and Organization

PAD 630 Public Human Resources Management

CNS 623 Group Process and Practice

ADM 642 Collective Bargaining and Contract Management

ALD 645 Organizational Behavior and Change

LAW 629 Labor Law

LAW 633 Arbitration

LAW 696 Alternative Dispute Resolution

Other elective courses may be selected with the consent of the student's program advisor.

See the M.A. in Psychology, M.A. in Sociology, Master of Public Administration, and College of Education and Human Services Course Descriptions sections of this Catalog and the [Cleveland-Marshall College of Law Catalog](#) for course descriptions.

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(July 29, 2005)

Master of Science in Chemical Engineering

• Degree Requirements

The graduate program consists of a minimum of 30 credit hours of approved courses. These credits are distributed as follows:

1. Core courses (12 credits):

CHE 502 Advanced Thermodynamics (four credits)

CHE 506 Advanced Transport Phenomena (four credits)

and one of the following:

CHE 504 Advanced Reactor Design (four credits)

or

CHE 508 Advanced Separation Processes (four credits)

2. A minimum of nine credits of graduate elective courses, subject to advisor approval. One of these courses may be in a technical discipline outside of chemical engineering. This course also may be at the 400 level. No courses required in the undergraduate chemical engineering program may be applied for graduate credit.

3. All students are required to present a department seminar on their research. Preferably, this presentation must occur one semester prior to their thesis defense.

4. Students must select either a thesis option or a project option. The requirements for each of the options, in addition to those described above, are as follows:

a. Thesis option (nine credits)

The student plans and completes a research project, which may lead to publication in a peer-reviewed scientific journal, under the direction of a faculty advisor. The student must enroll in at least nine credits of CHE 699 (Master's Thesis). The student must complete a minimum of nine (9) credits of supervised research (CHE 699 or a combination of CHE 698 and CHE 699 credits). The student must enroll in at least six (6) credits of CHE 699 (Master's Thesis). This option is designed for the student who wants extensive research experience and a focus within a particular field.

b. Project option (nine credits)

The student completes a research project under the direction of a faculty advisor. The student must enroll in three credits of CHE 698 (Master's Project) and an additional six credits of chemical engineering graduate electives. This option is designed to provide the student with a broader education in chemical engineering, as well as to give some experience in research techniques.

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(August 26, 2005)

Degree, Certificate, and Graduate Licensure

Admission Classifications

• Conditional Graduate Student

The academic status of a graduate degree-seeking, certificate, or licensure applicant is determined after a review of admission credentials. Graduate Program Committees, in concurrence with the Office of Graduate Admissions, may recommend admission of applicants as Regular graduate students or as Conditional graduate students.

A Regular Graduate Student is one who has satisfied all requirements for admission to the College of Graduate Studies and to a departmental program, including submission of all documents (see the sections on Admission and Admission

Procedures in this Catalog), or one who has been previously admitted to the University as a Conditional or a Non-Degree graduate student and has submitted all required application materials, and is in good academic standing (GPA 3.00 or above) at the time of application to Regular degree-seeking, certificate, or licensure status.

A Conditional Graduate Student

There are three categories of Conditional Graduate Students.

First there is one who has failed to submit all necessary application materials, but who does meet the University's minimum grade-point and/or admission test score requirements. An official transcript showing receipt of a baccalaureate degree must be provided to qualify for Conditional admission. The student admitted conditionally is not permitted to register for classes until outstanding materials are received in the Graduate Admissions Office. Upon receipt of outstanding admission credentials, the graduate program concerned will consider the student for Regular graduate student status.

The second category includes international applicants who meet College of Graduate Studies and Program grade point and admission examination (GRE, GMAT, MAT, Etc.) requirements, but fall short of meeting College of Graduate Studies English Language proficiency requirements. These requirements, and normally expected test scores, are detailed under the Admission Requirements for International Students and Permanent Residents section of this catalog. For such applicants, the University ESL Coordinator will evaluate the student's English Language Skills, and where appropriate, prescribe and ESL program of study for a maximum of two semesters. Depending upon the English Language skill level of the applicant, in consultation with the involved Graduate Program Director, a program of ESL and academic course work will be determined. By the end of the student's second semester of study, all ESL requirements for Regular Admission must be met. Otherwise such students will not be allowed to continue their graduate studies.

The third category of Conditional degree-seeking students includes applicants who fail to meet all College of Graduate Studies and program requirements for Regular Admission (GPA, test score performance, etc.), but still show strong promise of being successful in their chosen graduate program. For this group of applicants a Conditional Admission may be proposed for a maximum of two semesters where the student will be given the opportunity to demonstrate that they can complete a graduate program. The involved Graduate Program Director must propose this type of Conditional Admission in writing to the Graduate Dean. The request must present a compelling case for why the applicant should be admitted and an academic game plan for the student to achieve Regular Admission Status. If these students meet the conditions of their Conditional Admission within the two terms, they will be changed to Regular Status. If they are not successful in meeting these conditions, they will be dismissed from the degree program.

Upon acceptance for graduate study on a Regular or Conditional basis, the graduate student should confer with the appropriate departmental advisor to plan an academic program of study. Subsequent changes to the plan of study should be made only with advisor approval.

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(August 26, 2005)

Admission to the College of Graduate Studies

- Admission Procedures for Graduate Degree Applicants

To complete admission procedures, graduate degree applicants must submit the

following:

1. Application: A completed application (paper or online application form), official transcripts, test scores, letters of recommendation, and any other supplemental materials must be submitted not less than six weeks prior to the term of desired entrance. Consult the admission requirements in individual program descriptions in this Catalog for further information.

To facilitate the admission process, it is strongly recommended that applicants use the online application system. (Click here to apply online now.) A paper application form may be downloaded from www.csuohio.edu/gradcollege/ and also is enclosed in the back of this Catalog. The processing time for paper application forms is longer than processing time for online applications. For a listing of programs with earlier application deadlines, consult the chart on page 29.

2. Official Transcripts: At the time of application, request that every college or university previously attended send one official transcript to the Office of Graduate Admissions (the Graduate Admissions Office will obtain official Cleveland State University transcripts). For graduate applicants who earned their undergraduate degree from Cleveland State University, and who received undergraduate transfer credit for work taken at another institution, the Graduate Admissions Office will secure the applicant's undergraduate transcripts from the Cleveland State University Registrar if the transfer credit was awarded since 2002. The Registrar cannot guarantee the availability of undergraduate transfer credit transcripts for the pre-2002 period. Graduate applicants who were granted Cleveland State University undergraduate transfer credit prior to 2002 need to request that all Colleges and Universities attended previously send official transcripts to the Office of Graduate Admissions. For applicants whose baccalaureate (or higher) degree is not yet awarded, a second official transcript with the degree posted also must be submitted to the Graduate Admissions Office before an admitted student will be permitted to register for classes. Transcripts must be received in the Graduate Admissions Office directly from the originating institutions.

3. Letters of Recommendation: Not required by all programs. Applicants should consult program descriptions. Where required, provide recommendation forms (download from www.csuohio.edu/gradcollege/forms.htm also enclosed in the back of this Catalog) to individuals who are recommending the student. Normally, at least one of the recommendations should be from a college professor familiar with the applicant's academic work.

Applicants to the Doctor of Business Administration (D.B.A.) program and the Master of Social Work (M.S.W.) program, and those pursuing initial licensure in Curriculum and Instruction—Urban Secondary Teaching must submit three letters of recommendation. Most other programs require two letters of recommendation.

The following master's degree programs do not require letters of recommendation:

- Accountancy (M.Acc.)
- Business Administration (M.B.A.)
- Computer and Information Science (M.C.I.S.)
- Education (M.Ed.) (except Counseling programs)
- Labor Relations and Human Resources (M.L.R.H.R.)
- Mathematics (M.A. and M.S.)
- Mechanical Engineering (M.S.)

4. Official Test Scores: Submit results of the appropriate admission examination as required by the College of Graduate Studies and/or the graduate degree program. Examination results over six years old at the time of application are not considered valid, and will not be accepted. Only official test scores received directly from the testing service will be accepted.

5. Applicants whose native language is other than English, and have received their undergraduate degree from an institution where English is not the language of instruction, are encouraged to take a standard English Language proficiency examination or arrange for an English Language assessment through the Cleveland State English as a Second Language Program. For these applicants a proficiency examination or assessment is encouraged, but it is not required. Proficiency examination options are detailed in the 2004-2006 Cleveland State University Graduate Catalog. The Cleveland State University ESL Coordinator can be reached at 216-875-9669.

5-6. Application Fee: Submit payment for the required, non-refundable \$30 Graduate Application Fee. The Master of Occupational Therapy and Master of Physical Therapy programs have a \$55 application fee. Admission decisions will not be rendered until the fee is paid.

No application fee is required of applicants who have paid an application fee earlier for admission as a graduate degree, certificate, licensure, or non-degree student.

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(October 11, 2005)

Graduate Certificate in Research Administration

The Faculty

Professors

Sylvester Murray, Department of Urban Studies

Samuel Richmond, Department of Philosophy

Mark Rosentraub, Levin College of Urban Affairs

Mark A. Tumeo, College of Graduate Studies

Associate Professors

Jennifer Alexander, Department of Urban Studies

Chenchu Bathala, Department of Finance

Larry Keller, Department of Urban Studies

Nancy Meyer-Emerick, Department of Urban Studies

Vera Vogelsang-Coombs, Department of Urban Studies

Instructors

Rene Hearn, Levin College of Urban Affairs

Kathryn Watkins-Wendell, Office of Sponsored Programs & Research

Additional Program Faculty

In addition to the above faculty, the Graduate Certificate Program draws on the experience and knowledge of the professional staff associated with the Levin College of Urban Affairs. They are supplemented by research administration professionals affiliated with the Society of Research Administrators International (SRA) and distinguished experts from leading research institutions.

Introduction

The Graduate Certificate Program in Research Administration helps practitioners address the challenges and opportunities facing research administrators, such as changing mandates, ethical delimmias, international issues, and budgeting priorities. This multi-disciplinary program also assists experienced administrators from higher education, health care, government, business, and the nonprofit sector.

Administered by the Levin College, the Graduate Certificate Program blends the theory and practice of public administration and research administration. It equips participants with the skills necessary to survive and succeed as professional and ethical leaders in their field while facilitating their pursuit of a master's degree in public administration. Also, it enables networking and an appreciation for lifelong learning.

The Levin College's plan is to deliver this program in an executive format. Therefore, the course pricing will be similar to that utilized by the EMBA Program of the Nance College of Business.

Courses are developed by Cleveland State University faculty in partnership with research administration professionals to provide program participants with a customized graduate curriculum. Cleveland State University faculty and distinguished experts drawn from leading research institutions will deliver this curriculum in an executive format. Each course involved one week of residency at Cleveland State University, although participants will be required to complete assignments before, during, and after this intensive week of study. Participants will demonstrate their mastery of the certificate program's course work through the completion of papers, exams, or applications.

Admission Information

Applications are being accepted for Spring 2006.

Applicants who are not enrolled in a graduate degree program at Cleveland State University must apply for graduate certificate admission. Applicants for admission into the graduate certificate program must:

- a. Submit an application for a graduate certificate-seeking program, along with the \$30 fee
- b. Provide documentation of requisite professional experience
- c. Submit an official transcript that shows evidence of an earned bachelor's degree from an accredited university with a cumulative undergraduate GPA of at least 2.75
- d. Submit two letters of reference from individuals familiar with the applicant's research administration experience.
- e. Submit a resume indicating educational background, and a philosophy statement that explains your commitment to the profession, leadership and excellence.
- f. Meet ONE of the following criteria:
 1. Obtained a GRE score at the 50th percentile or higher within the last six years
 2. Completed the equivalent of 12 semester hours of Cleveland State

University graduate course work AND earned a grade of B or better in each course

3. Earned a baccalaureate degree and an undergraduate GPA that was at last 3.000
 4. Earned a master's or a J.D. degree from an accredited institution
- g. Upon admission to this graduate certificate program, all students must contact the Graduate Program Advisor of the Levin College to prepare a program of study.

Degree-seeking graduate students who hold regular status in the Levin College of Urban Affairs will be considered for admission to the certificate program. In addition, applicants must have a career commitment to research administration as evidenced by the student's resume and a statement of career goals.

Students enrolled in a graduate degree program at Cleveland State University must file prior to graduation a letter stating their intent to complete the requirements for the Certificate in Research Administration. The letter, addressed to the Graduate Programs Advisor of the Levin College, must specify the anticipated date of completion for each course taken to fulfill the certificate requirements.

Certificate Requirements

The Graduate Certificate Program consists of the following five required courses.

Required Courses

PAD 600 Introduction to Public Administration (four credits)
PAD 604 Organizational Behavior (four credits)
PAD 634 Ethics in the Public Sector (four credits)
PAD 633 Budgetary Policy (four credits)
PAD 628 Fundamentals of Research Administration (four credits)

See the Master of Public Administration section of this *Catalog* for more information on individual courses.

Course Descriptions

• Added Courses

(January 01, 2005)

BIO 684/884 Research Seminar (1-0-1)

Weekly topics vary with instructor and guest speakers. May be repeated for credit.

(January 01, 2005)

BLW 511 Business Law and Ethics (3-0-3).

Explores and analyzes the ethical and legal implications of significant environment forces impacting business. Topics include corporate and social responsibility, workplace and employment issues, multinational business operations, US and international legal and regulatory issues, ecology and pollution issues, and models of ethical analysis for management decisions.

(January 01, 2005)

EVS 581 OhioView Prerequisite Remote Sensing (1-4 credit hours).

Prerequisite: Consent off the instructor at the university offering the course. Placeholder

course designed to enable CSU students to take courses prerequisite to introductory courses in Remote Sensing offered at other OhioView universities over the Polycom network. Details on material, schedules, and syllabi for courses to be offered will be provided roughly 2 months before the beginning of the semester.

(January 01, 2005)

[EVS 582 OhioView Introductory Remote Sensing \(1-4 credit hours\).](#)

Prerequisite: Consent of the instructor at the university offering the course, including any prerequisites normally required for the course in question. Placeholder course designed to enable CSU students to take introductory courses in Remote Sensing offered at other OhioView universities over the Polycom network. Details on material, schedules, and syllabi for courses to be offered will be provided roughly 2 months before the beginning of the semester.

(January 01, 2005)

[EVS 585 OhioView Advanced Remote Sensing \(1-4 credit hours\).](#)

Prerequisites: Consent of the instructor at the university offering the course, including any prerequisites normally required for the course in question. Placeholder course designed to enable CSU students to take advanced courses in Remote Sensing offered at other OhioView universities over the Polycom network. Details on material, schedules, and syllabi for courses to be offered will be provided roughly 2 months before the beginning of the semester.

(January 01, 2005)

[EVS 588 OhioView Research in Remote Sensing \(1-4 credit hours\).](#)

Prerequisite: Consent of the instructor at the university offering the research opportunity. Placeholder course designed to enable CSU students to undertake research in Remote Sensing with faculty at other OhioView universities over the Polycom network. Details on research opportunities will be provided roughly 2 months before the beginning of the semester.

(January 01, 2005)

[FRN 592 Special Topics: Study Abroad \(1 to 6 credits\).](#)

Prerequisites: Graduate Standing. Study of a particular topic in French language, literature, or civilization as part of the university's Study Abroad Program. May be repeated with change of topic.

(January 01, 2005)

[GER 592 Special Topics: Study Abroad \(1 to 6 credits\).](#)

Prerequisites: Graduate Standing. Study of a particular topic in German language, literature, or civilization as part of the university's Study Abroad Program. May be repeated with change of topic.

(January 01, 2005)

[MLA 592 Special Topics: Study Abroad \(1 to 6 credits\).](#)

Prerequisites: Graduate Standing. Study of a particular topic in a foreign language, literature, or civilization as part of the university's Study Abroad Program. May be repeated with change of topic.

(January 01, 2005)

[OMS 525 International Operations Management \(3-0-3\).](#)

Introduces students the advantages and pitfalls of managing productive systems outside the US. Study of multinational manufacturers and the effects of culture, language, politics, and trade agreements on global supply chain performance through case studies. Topics include history of international trade, operations in global business strategy, improving global supply chain performance, Japanese tier system for outsourcing, global quality standards, and global service operations

(January 01, 2005)

[PHY 596 Laboratory Training in Radiation Therapy Physics I \(2-6-4\).](#)

Prerequisites: BIO 266, BIO 267, PHY 330, PHY 350, PHY 360, PHY 474 (or equivalents, PHY 530, PHY 535 (may be taken concurrently), permission of instructor and departmental approval. The student will work with medical physicists and on his or her own to perform tasks required in a radiation therapy department, including quality assurance, absorbed dose

calibrations, calculations, and measurements for external beams and brachytherapy.

(January 01, 2005)

PHY 597 Laboratory Training in Radiation Therapy Physics II (2-6-4).

Prerequisites: PHY 596, permission of instructor and departmental approval. The student will work with medical physicists and on his or her own to perform tasks required in a radiation therapy department, including quality assurance, absorbed dose calibrations, calculations, and measurements for external beams and brachytherapy, as a continuation of the work started in PHY 596.

(January 01, 2005)

PSY 595 Professional Seminar (4-0-4)

To support student's continued development as a diversity practitioner, students are required to attend a Professional Seminar. The Professional Seminar covers such topics as Diversity Ethics, Internal and External Consulting and Work Case Consultations. Students' Individual Development Plans are evaluated.

(March 01, 2005)

HSC 567 Practicum in Gerontology (1-0-1)

Prerequisites: Undergraduate course in introductory psychology; course to be taken concurrent with HSC 526 or permission of instructor. Shadowing and discussion of observations in community-based gerontology settings.

(March 15, 2005)

ECN 675 Labor Economics (4-0-4)

Prerequisite: Economics MA Program student or permission of instructor. Analysis of labor market issues such as labor supply and demand, wage inequality, human capital formation, unemployment, the minimum wage, labor mobility and unions. Considers policy applications including school quality choices and the effect of health and safety regulations.

(March 15, 2005)

HIS 515 19th Century America: Industrial Capitalism and its Dissenters (4-0-4)

Examines the economic, social, and political transformation of the United States in the nineteenth century. Topics typically include the rise of industrial capitalism and social and political responses such as abolitionism, sectionalism, the women's rights movement, labor activism, and Populism.

(This course number should be added to the Graduate Certificate in Middle Childhood Science Education as well):

(March 15, 2005)

PHY 500 Conceptual Physics for Middle School Teachers (4-2-5)

Prerequisite: Graduate standing in Graduate Certificate in Middle Childhood Science Education. Provides the content knowledge and skills of scientific inquiry necessary for teaching physics in middle school. Learning objectives are based on the national standards for science for grades four through eight. Content includes: kinematics, mechanics, heat and Temperature, energy, energy transfer, waves, acoustics, light and optics. Lectures will coordinate with laboratory exercises and inquiry based activities.

(April 01, 2005)

CHM 614/714 Chromatography and Separation (4-0-4).

Prerequisite: CHM 511 or equivalent. Comprehensive survey of separation techniques, including solvent extraction, gas chromatography, liquid chromatography, supercritical fluid chromatography, chromatography detectors, gel electrophoresis, and capillary electrophoresis.

(July 15, 2005)

HSC 590 Physical Therapy Organization, Administration & Management I (2-0-2)

Prerequisites: Admission to the PT Program or permission of instructor. Introduces the physical therapy student to the management, organization, and practice functions of the American health care delivery system as they relate to the practice of physical therapy. The role of the physical therapist in health care is examined in relationship to socioeconomic, political, ethical, and cultural factors.

(July 15, 2005)

HSC 593 Physical Therapy Organization, Administration, & Management II (1-0-1)

Prerequisites: Admission to the PT Program and HSC 590. Investigation of managerial, organizational, and supervisory principles as related to physical therapy.

(July 15, 2005)

ADM 675 Public Relations and Public School Administration (3-0-3).

Desinged to assist present and future administrators in developing and evaluating public relations policies and procedures. Activities and reports are field-based and require students to evaluate existing programs and to explore new approaches to public relations in a public school environment.

(July 29, 2005)

EST 503 Student Teaching in Special Ed: Multi Handicapped (four credits).

(July 29, 2005)

EST 583 Practicum in Secondary Education Mathematics (twøthree credits).

Structured field experience designed to accompany secondary methods courses in English, science, mathematics, or social studies education. Prepares students for student teaching; stresses the practical application of theory and research to the planning, delivery, and evaluation of instruction. Students explore the various roles of a teacher and begins formulating a personal philosophy for teaching while working in a junior or senior high school classroom under the direction of a cooperating teacher and a University supervisor, includes seminar. Required for secondary teaching licensure.

(July 29, 2005)

EST 584 Practicum in Secondary Education Social Studies (three credits).

Structured field experience designed to accompany secondary methods courses in English, science, mathematics, or social studies education. Prepares students for student teaching; stresses the practical application of theory and research to the planning, delivery, and evaluation of instruction. Students explore the various roles of a teacher and begins formulating a personal philosophy for teaching while working in a junior or senior high school classroom under the direction of a cooperating teacher and a University supervisor, includes seminar. Required for secondary teaching licensure.

(July 29, 2005)

EST 585 Practicum in Secondary Education Science (fōurfive credits).

Structured field experience designed to accompany secondary methods courses in English, science, mathematics, or social studies education. Prepares students for student teaching; stresses the practical application of theory and research to the planning, delivery, and evaluation of instruction. Students explore the various roles of a teacher and begins formulating a personal philosophy for teaching while working in a junior or senior high school classroom under the direction of a cooperating teacher and a University supervisor, includes seminar. Required for secondary teaching licensure.

(July 29, 2005)

EST 589 Student Teaching in Secondary Education English (ten credits).

Prerequisites: Prior application and approval of the Office of Field Services; must be taken concurrently with EDB 595. Five full days a week for one semester in a secondary school classroom observing and teaching under the directions of a cooperating teacher and a University supervisor. Required for secondary teaching license.

(July 29, 2005)

EST 590 Student Teaching in Secondary Education Mathematics (ten credits).

Prerequisites: Prior application and approval of the Office of Field Services; must be taken concurrently with EDB 595. Five full days a week for one semester in a secondary school classroom observing and teaching under the directions of a cooperating teacher and a University supervisor. Required for secondary teaching license.

(July 29, 2005)

EST 591 Student Teaching in Secondary Education Social Studies (ten credits).

Prerequisites: Prior application and approval of the Office of Field Services; must be taken concurrently with EDB 595. Five full days a week for one semester in a secondary school classroom observing and teaching under the directions of a cooperating teacher and a University supervisor. Required for secondary teaching license.

(July 29, 2005)

EST 592 Student Teaching in Secondary Education Science (ten credits).

Prerequisites: Prior application and approval of the Office of Field Services; must be taken concurrently with EDB 595. Five full days a week for one semester in a secondary school classroom observing and teaching under the directions of a cooperating teacher and a University supervisor. Required for secondary teaching license.

(July 29, 2005)

EST 595 Seminar on Integrating Theory and Practice (three credits).

Exit seminar for initial licensure programs in secondary and middle childhood education. Students complete and present a professional teaching portfolio and action research project.

(July 29, 2005)

EST 602 Student Teaching in Special Education: Learning Disabilities (four credits).

(July 29, 2005)

CVE 601 Civil Engineering Graduate Seminar (1-0-1)

Prerequisite: Graduate Standing. Provides students with experience and instruction on research and presentation methods and oral communication of technical information, focused on civil engineering issues. Invited experts from industry and academia, from various civil engineering field, present and discuss current issues and trends in research and professional practice. Students will present a research paper at the end of the course.

(July 29, 2005)

CVE 701 Civil Engineering Graduate Seminar (1-0-1)

Prerequisite: Graduate Standing. Provides students with experience and instruction on research and presentation methods and oral communication of technical information, focused on civil engineering issues. Invited experts from industry and academia, from various civil engineering field, present and discuss current issues and trends in research and professional practice. Students will present a research paper at the end of the course.

(July 29, 2005)

EEC 584 Computer Networks (4-0-4).

Prerequisite: Graduate Standing. Provides a comprehensive overview of computer networks. Topics include network architectures, communication protocols; data link control, medium access control, LANS and MANS: network layer, TCP/IP; and network security.

(July 29, 2005)

EEC 587 Rapid Digital System Prototyping (2-4-4).

Prerequisite: EEC 580. Experiments and projects utilizing VHDL, modern EDA software tools and CPLD/FPGA devices to design, synthesize, simulate, implement and test combinational circuits, sequential circuits, register-transfer-level systems and processor.

(July 29, 2005)

EEC 621/EEC 721 Internet Software Systems (4-0-4).

Prerequisite: EEC 521. Analyzing, designing, constructing, testing, and maintaining Internet-based software systems; hypertext markup language, Java servlet, Java server pages, Javascript, extensible markup language (XML), extensible stylesheet language (XSL), XML schema, document object model.

(July 29, 2005)

EEC 624 Software Testing (4-0-4).

Prerequisite: EEC 521. Software errors, bug reports, test case design, white box testing, black box testing, unit testing, integration testing, system testing, regression testing, test planning and management.

(July 29, 2005)

EEC 625 Software Design and Architecture (4-0-4).

Prerequisite: EEC 521. An in-depth look at software design. Study of design patterns, frameworks, and architectures. Survey of current middleware architectures. Design of distributed systems using middleware. Component based design. Measurement theory and appropriate use of metrics in design. Designing for qualities such as performance, safety, security, reusability, reliability, etc. Measuring internal qualities and complexity of software. Evaluation and evolution of designs. Basics of software evolution, reengineering, and reverse engineering.

(July 29, 2005)

EEC 670/EEC 770 Power Systems Operation (4-0-4).

Prerequisite: EEC 571. Steady-state control of power flow. Optimal generating unit commitment. Frequency/active-power control, voltage/reactive power control. Automation generation of interconnected power systems.

(July 29, 2005)

EEC 671/EEC 771 Power Systems Control (4-0-4).

Prerequisite: EEC 571. Nonlinear dynamic modeling and control of interconnected power systems in a deregulated environment. Voltage collapse, transient phenomena. Power-system stability enhancements, flexible FACTS devices.

(July 29, 2005)

MCE 603 Interfacing and Control of Mechatronic Systems (2-2-4).

Prerequisite: MCE 503. Study of mechatronic sensors and actuators from the physical principles governing their behavior. Bond graph modeling of specific devices like piezoelectric and magnetostrictive transducers, capacitance sensors, electric motors, charge coupled devices, operational amplifiers, Hall effect sensors and others. Digital control applied to mechatronic systems. Electronic interfacing.

(August 8, 2005)

PAD 549 Comparative Public Administration (4-0-4).

Provides students with a better understanding about public administration and public management systems in a comparative perspective, in developed and developing countries. Acquaints students with intellectual curiosity, in the context of globalization and democratization of societies, how different public administrative systems and practices are taking place in the management of national governments.

(August 8, 2005)

PAD 615 Economic Development and Budgetary Policy (4-0-4).

Overview of national economic policy development, implementation, and impacts. Current issues in political economy and their impact on American national and sub-national governments, including the concept of wealth creation and its manifestations. Concepts are linked to the economic development process at sub-national levels of government; how economic development strategies link to wealth creation in the private and public sectors. Cross-listed with PDD 615 and UST 615.

(August 31, 2005)

EST 582 Student Teaching in Secondary Education (4+ three credits).

Prerequisite: Prior application and approval of the Office of Field Services; must be taken concurrently with EDB 595. Five full days a week for one semester in a secondary school classroom observing and teaching under the direction of a

cooperating teacher and a University supervisor. Required for secondary teaching license.

(September 15, 2005)

HIS 587 Modern Middle East (4-0-4). Examines the most important factors that influenced the development of the modern Middle East between the 18th through the 21st centuries. Subjects include colonial empires in the Middle East, the impact of Westernization and modernity, the establishment of nation states, the Israeli-Palestinian conflict, the Iranian revolution, Cold war politics, influence of oil, political Islam and terrorism, America's involvement, and the Middle East post 9/11. Although this is an upper division class, no previous background knowledge of Middle East History is necessary.

(October 18, 2005)

PAD 549 Comparative Public Administration (4-0-4).

Provides students with a better understanding about public administration and public management systems in a comparative perspective, in developed and developing countries. Acquaints students with intellectual curiosity, in the context of globalization and democratization of societies, how different public administrative systems and practices are taking place in the management of national governments.

(October 18, 2005)

PAD 615 Economic Development and Budgetary Policy (4-0-4).

Overview of national economic policy development, implementation, and impacts. Current issues in political economy and their impact on American national and sub-national governments, including the concept of wealth creation and its manifestations. Concepts are linked to the economic development process at sub-national levels of government; how economic development strategies link to wealth creation in the private and public sectors. Cross-listed with PDD 615 and UST 615.

(October 18, 2005)

PAD 617 Public Administration & Political Process (4-0-4).

Political factors that condition the structure and functions of public agencies, including the public interest, agency constituencies, and political influence. (Cross-listed with PSC 605)

(October 18, 2005)

PAD 619 City Management (3-0-3).

Introduction to, and overview of the study and practice of American city management. The governance of the American municipality is the primary focus, with a concentration on the role of city management as a public profession in the process of constitutional and equitable governance. Examines the basic administrative processes of modern local government and their roles in governance in formulating policy direction for the long and short-term. Examines the critical and political roles of the city manager as the municipal chief executive and the city administrator as the municipal chief administrative executive.

(October 18, 2005)

PAD 628 Fundamental of Sponsored Research Administration (4-0-4).

Designed to give students a knowledge of the history, theories and practices of research administration in the United States, Canada, and internationally. Students will be introduced to the history, concepts and major issues of research administration including but not limited to regulatory frameworks, administrative practices and theories, overview of organizations and institutions engaged in research administration, financial administration, responsible conduct of research, technology transfer and related subjects. This course serves as a basis to more specialized studies of research administration and management.

(October 18, 2005)

PAD 635 Public Sector Management (4-4-4). _

Analysis and discussion of public policy management, leadership, and statesmanship. (Cross-listed with PSC 635)

(October 18, 2005)

PSC 605 Public Administration & Political Process (4-0-4). _

Political factors that condition the structure and functions of public agencies, including the public interest, agency constituencies, and political influence. (Cross-listed with PAD 617)

(October 18, 2005)

PSC 635 Public Sector Management (4-4-4). _

Analysis and discussion of public policy management, leadership, and statesmanship. (Cross-listed with PAD 635)

(October 28, 2005)

ESL 502 ESL Graduate Writing Course (2-0-2). _

The course will continue to focus on the writing skills needed in graduate school. Instruction will address students' needs: grammar at the sentence level and organization and style at the paragraph and essay level. Students will have individualized grammar assignments and in-class writing, as well as writing for homework. Assignments will be such that students may use writing assignments from other academic courses or a topic provided. In addition to classroom practice, students will have out-of-class assignments for individualized writing practice and academic assignments. Some time will be given to each of the following: citing of sources, paraphrasing/summarizing, short-answer essay questions, lab reports, and longer research papers.

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College of Business Course Description

(July 29, 2005)

Executive Business

EBA 600 The Manager's Workshop (5-0-5). Prerequisite: EMBA Student. The opening 6-day residency includes an orientation to the EMBA program's curriculum and academic/administrative policies and introduces key management decision making concepts, skills and techniques; presents models and frameworks for ethical analysis in decision making; and assesses technical skills in areas where students are weak and introduces them to concepts in management, accounting, finance, business communications, and team dynamics.

EBA 604 Economic Perspectives in Management (2-0-2). Prerequisite: EMBA student. Introduces principles of microeconomics. The course takes a managerial perspective as it applies various economic concepts to real-world problems encountered in the management of the firm.

EBA 605 Ethical Perspectives in Business (2-0-2). Prerequisite: EMBA Student. Discusses and investigates the ethical environment of business and the impact of business decisions and activities on society and its various stakeholders. Ethical issues, introduced during the Opening Residency (EBA 600), will be explored in more depth in EBA 605.

EBA 606 Accounting for Managers (4 credits). Prerequisite: EMBA Student.

Introduces financial and management accounting theories and practices including coverage of accounting measurement of income and financial position, the analysis of business events, and their effects on the financial position and income of a business. Emphasis on the basics of managerial accounting, using managerial accounting for planning, controlling, and decision-making purposes, and the behavioral implications of using managerial accounting methods in decision-making.

EBA 607 Organization & Leadership (2-0-2). Prerequisite: EMBA Student. Discusses issues involving leadership and its role in bringing about organizational change; tools to be effective leaders in dynamic organizational settings; building understanding about how organizational change is achieved; anchoring organizational changes into the organization's culture, and enhancing personal capabilities and abilities to navigate change in managerial careers.

EBA 608 Strategic Human resources Management and Labor Relations (2-0-2). Prerequisite: EMBA Student. Reviews significant issues pertaining to strategic human resources management and labor relations. Topics include employment relationship, strategic planning and staffing, reward systems, employee development, and conflict resolution and negotiation. Parallels and contrasts between union and non-union firms are key to this course.

EBA 609 Marketing Strategy (4-0-4). Prerequisite: EMBA Student. Advanced theories, concepts, and techniques for formulating strategic marketing plans and making marketing decisions for business and non-business organizations in U.S. and global environments. Topics include environmental analysis, market opportunity analysis, segmentation and positioning, marketing-mix decisions, and formulating strategic plans.

EBA 610 Finance for Managers (4-0-4). Prerequisite: EMBA Student. Introduces basic and advanced concepts of corporate financial management to EMBA students with significant educational background and employment history. Topics include ratio analysis, risk concepts, capital budgeting, cost of capital, capital structure, dividend policy, mergers and acquisitions, and long range financial planning.

EBA 611 Management Information Systems (4-0-4). Prerequisite: EMBA Student. Provides an overall view of the issues central to an enterprise's information system (IS) including but not limited to decision support, enterprise resource planning systems, business process re-engineering and systems design, change management and knowledge management as well as managing out sourcing and off shore IS projects. It does not require any technical expertise and will not teach any specific computer programming. On the completion of this course students will not only become familiar with the key forces shaping the firm's IS environment but also issues pertaining to the management of the firm's IS portfolio, strategic uses of IS, as well as how to realize the value of there is within the organization.

EBA 612 Supply Chain Management (4-0-4). Prerequisite: EMBA Student. Provides a comprehensive survey of supply chain concepts, strategies, and models in a format that is suitable to executives. Topics include such fundamentals as supply management, push-pull supply chain systems, centralized versus decentralized control, e-business issues, third party logistics companies, distribution systems, purchasing, and the decision support tools for supply chain.

EBA 613 International Business Strategy (3-0-3). Prerequisite: EMBA Student. Explores the impact of global environmental forces on management strategies for entering and operating in international markets. Surveys theories and concepts in international marketing, finance, operations, and strategic planning. Considers managerial implications of global trends in politics, trade, culture, and regulatory practices, and the role of international institutions.

EBA 614 International Study Tour (0-8-1). Prerequisite: EMBA Student. Extends material from EBA 613 International Business Strategy by providing an international

business experience beyond classroom instruction and learning. EBA 614 widens the global perspective of participants; provides “on location” experience, and interaction with foreign business, government, and nonprofit sector executives; and affords opportunities to analyze corporate strategies in selected industrial sectors and foreign markets.

EBA 615 Business Strategy (4-0-4). Prerequisite: EMBA Student. Explores the integrative and cross-functional nature of corporate strategy and decision-making. Applies principles, concepts, and theories from business and marketing strategy, corporate finance, human resource management, managerial accounting, and operations management-to-management decision and the formulation of strategic business plans.

EBA 616 Applied Integrative Seminar (1-3-4). Prerequisite: EMBA Student. Application and integration of business strategy decision-making and solutions. Applies principles, concepts, and theories from business and marketing strategy, corporate finance, human resources management, managerial accounting, and operations management to a field experience in business, analyzing and solving practical, real-world business problems.

Information Systems

IST 614/714 Project Management and Scheduling (4-0-4). Designed to teach the students the nature and scope of Project Management (PM). The students will learn the planning process of a project as well managerial challenges associated with the design, control, and scheduling of projects. Discusses techniques and decision tools used in solving project managements issues as well as strategies for successfully managing Information Technology Projects. Project management software will be used throughout the course.

IST 634/734 Enterprise Databases (4-0-4). Prerequisite: IST 604. Emphasizes the implementation of relational database management systems. Topics include database design algorithms, transaction processing, concurrency control, recovery, distributes query processing, and database security. Emerging technologies, one of the following advanced database topics will also be discussed: object-oriented databases, deductive databases, knowledge discovery/data mining, data warehousing.

IST 635/735 Business Value of Information Technology (4-0-4). Exposes students to models and methods for aligning a business strategy with appropriate investment in information technology infrastructure and services. A variety of information and technical architectures will be explored together with how they relate to different styles of business strategy. The focus will include architectures that will enable flexible collaboration with business partners so that the business value can be realized from the firm’s IT investment.

IST 636/736 Managing Networks and Security Risks (4-0-4). Prerequisite: IST 606. Advanced knowledge of data communications and networking as they apply to computer security. Identify and analyzing the various types of security risks. Investigating the tools used to counteract security risks. Developing security and business continuity plans based on the security risks and tools incorporated.

IST 660/760 Business Analytics and Data Mining (4-0-4). Prerequisite: IST 634. Introduces the basic concepts of business analytics, data warehousing, and data mining. Topics discussed include: the need for business analytics in today’s dynamic business environments, data warehousing strategies, technologies, designs, and architectures (e.g., star schemas), data mining techniques and algorithms (e.g., clustering, classification, predictive modeling, decision trees, neural networks, and visualization), Sample applications of these technologies and techniques will be discussed.

IST 664/764 Business Geographics and GIS (4-0-4). Prerequisite: IST 604. Introduction to Geographic Information Systems (GIS), spatial database and specialized application of GIS concepts and tools to the analysis of business problems. Covers spatial data representation, modeling, handling and manipulation. Emphasis on issues related to business service planning, spatial data mining, analysis and decision support. Introduces GIS software to perform geographic query, analysis, visualization and custom application development. Students also learn to evaluate GIS assets, constraints, risks and strategies for implementation of GIS technology.

IST 665/765 Enterprise Resource Planning (4-0-4). Prerequisite: IST 634. Addresses the increasing need to integrate a broad range of enterprise processes, information systems functions, and hardware and software technologies. Topics covered include: the need, motivation, and business drivers for integration – in any of its forms: processes, functions, or technologies; challenges and obstacles related to integration and implementation of comprehensive enterprise systems within and across organizations; planning, initiating, selecting, realizing, supporting, and maintaining an enterprise system. Change management issues and team dynamics relating to enterprise systems will also be discussed. Will also touch on specific integration models and technologies.

IST 800 Research Design and Measurements (4-0-4). Prerequisite: Doctoral Standing. Provides an in-depth discussion of research design and measurement issues for IS researchers. Includes principles and logic of experimental and non-experimental research design and measurement theory, scaling methods, principles of qualitative research design and comparison of various design techniques including reliability.

IST 801 Foundations of IS (4-0-4). Prerequisite: Doctoral Standing. Intended to provide students with a deep understanding of the core principles and classical research literature in the field of Information Systems. Intended to familiarize students in fundamental themes, and key research areas and their methodologies.

IST 802 Seminar in IS Current Topics (4-0-4). Prerequisite: Doctoral Standing. Intends to develop comprehensive understanding of the state of art in IS technologies, systems, issues and policies. The content and topic varies according to the instructor. The student will be expected to develop a position paper in one of the evolving areas of IS.

IST 803 Knowledge Management (4-0-4). Prerequisite: Doctoral Standing. Intended to provide students with a deep understanding of Knowledge Management and the strategies, techniques, tools, technologies and systems that enable organizations to acquire, store, distribute and process knowledge. In today's knowledge economy an understanding of Knowledge Management Systems is definitely a vital area to have mastery of within the IS field.

IST 891 Doctoral Research in Information Systems (one to five credits). Prerequisites: Completion of the Analytical core and IST 801 and IST 802.

IST 895 Dissertation Research Seminar (3-0-3). Co-requisite: IST 899 (Dissertation). Focuses on research in Information Systems. Involves IS faculty, outside speakers and dissertation stage doctoral students.

IST 896 Current Problems in Information Systems (one to five credits). Prerequisites: IST 800, IST 801, and IST 802. Investigation of selected problem in Information Systems. May be repeated with change of topic.

IST 899 Dissertation (one to five credits). Prerequisite: Successful completion of comprehensive examination.

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Course Descriptions

• Updated Courses

(January 01, 2005)

[MBA 660 Integrative Business Strategy \(4-0-4\).](#)

Prerequisites: Completion of Level I, Level II, and group A of Level III or permission of M.B. A. program advisor. Beginning Summer 2004, you may not take any of the Level I, II or Group A courses CONCURRENTLY with MBA 660. Explores the integrative and cross-functional nature of corporate strategy and decision making. Applies principles, concepts, and theories from business and marketing strategy, corporate finance, human resources management, managerial accounting, and operations management to management decisions and the formulation of strategic business plans.

(January 01, 2005)

[MME 504 Continuum Mechanics \(~~3-0-3~~\) \(4-0-4\).](#)

General discussion of cartesian tensors. Application to the mechanics of linear and nonlinear continua. Unified analysis of stress and deformations in solids and fluids. Cross-listed with MCE 504.

(January 01, 2005)

[PAD ~~650~~ 550 Institutional Development of the Nonprofit Organization \(4-0-4\).](#)

Examines nonprofit organizations as community institutions, and the role of institutional management and leadership in their development. Covers the nature of leadership and management in the nonprofit sector and the differences between them; fund-raising and financial management; governance and the respective roles of board, staff, and volunteers; the political, economic, and inter-governmental environment; community relations; needs assessment; and planning and performance measurement. A highly interactive, hands-on approach emphasizing discussion, case analysis, and problem solving.

(March 15, 2005)

[HSC 560 Interdisciplinary Team Development \(~~3-0-3~~\) \(2-2-3\).](#)

(March 31, 2005)

[CHM 613/713 Advanced Electroanalytical Chemistry \(4-0-4\).](#)

Prerequisite: CHM 511 or prior approval of the Faculty instructor. Theory, principles, and applications of electroanalytical chemistry. Electron transfer in molecular mechanisms and molecular imaging, sensors, and state-of-the-art devices for analysis and diagnosis. Theory and application of advanced scanning probe techniques including AFM, STM, Scanning Electrochemical Microscopy (SECM), and coupled AFM-electrochemical analysis.

(March 31, 2005)

[CHM 625/725 Quantum Mechanics \(4-0-4\).](#)

Prerequisite: Approval of Advisor or one year of undergraduate physical chemistry. Principles of quantum theory including aspects of structure and spectroscopy. Will include projects using common quantum computational software programs.

(March 31, 2005)

[CHM 640/740 Special Topics in Inorganic Chemistry \(4-0-4\).](#)

Prerequisite: Approval of advisor. Discussion of special topics in inorganic chemistry, reflecting student and faculty interests. Currently, bioinorganic chemistry and inorganic nanotechnology are the modern topics. Examples from the newest chemical literature will be discussed.

(March 31, 2005)

[CHM 641/741 Inorganic Mechanisms and Structures \(4-0-4\).](#)

Prerequisite: CHM 441 or equivalent. Application of chemical kinetics, thermodynamics, and elementary quantum chemistry to the determination of mechanisms of inorganic reactions;

structural aspects of inorganic reactivities. Introduction to bioinorganic chemistry. Applications cover almost every element and examples from the newest chemical literature.

(March 31, 2005)

CHM 642/742 Theoretical Inorganic Chemistry (4-0-4).

Prerequisite: CHM 441 or equivalent. Application of chemical kinetics, thermodynamics, and elementary quantum chemistry to the determination of mechanisms of inorganic reactions; structural aspects of inorganic reactivities. Introduction to bioinorganic chemistry. Applications cover almost every element and examples from the newest chemical literature.

(March 31, 2005)

CHM 642/742 Theoretical Inorganic Chemistry (4-0-4).

Prerequisite: CHM 625/725 or equivalent. Symmetry and group theory of inorganic and organometallic compounds; irreducible representations and character tables; applications to valence-bond and molecular-orbital theories of chemical bonding, structures, and spectroscopy. Applications cover examples from the newest chemical literature.

(March 31, 2005)

CHM 661/761 Macromolecular Structure and Dynamics (4-0-4).

Prerequisite: Undergraduate organic chemistry, physical or analytical chemistry or prior permission of the Faculty instructor. Survey of basic and advanced analytical techniques that are critical in investigations of structure and dynamics of biomolecules, including protein, DNA and RNA folding and structures and function. Examination of biomolecules using basic and ADVANCED techniques including spectroscopic, time-resolved, and molecular imaging techniques.

(March 31, 2005)

CHM 502 Biochemistry (4-0-4).

Prerequisite: CHM 332. Protein chemistry and metabolism of carbohydrates, lipids, proteins, nucleic acids, vitamins, and hormones, with major emphasis on biochemical processes in human cells and organs, protein purification, enzyme kinetics, and energetics of metabolic reactions. Immunology and AIDS, cancer and oncogenesis, DNA replication, RNA synthesis, protein synthesis, and regulation of gene expression. A scientific review manuscript on a research topic will be required from students signing up for CHM 502.

(May 01, 2005)

MME 550 Advanced Dynamics (3-0-3): (4-0-4).

(July 05, 2005)

ENG ESL 503 Intermediate English as a Second Language Speaking Skills (4-0-4).

Spoken English for non-native, international graduate students. Practice in speaking and listening to American English. Recognition and production of sounds, rhythm, and intonation patterns at an intermediate level. Development of competence and confidence in listening comprehension and speaking skills in both academic and general conversation within supportive structured and non-structured situations.

(October 28, 2005)

ESL 503 Intermediate English as a Second Language Speaking Skills (4-0-4) (2-0-2).

Spoken English for non-native, international graduate students. Practice in speaking and listening to American English. Recognition and production of sounds, rhythm, and intonation patterns at an intermediate level. Development of competence and confidence in listening comprehension and speaking skills in both academic and general conversation within supportive structured and non-structured situations.

(July 05, 2005)

ENG ESL 504 Communication Skills for International Teaching Assistants (4-0-4).

Designed to improve the communication skills of international teaching assistants. Focus is on improving pronunciation and language use in the classroom, general teaching skills, and understanding the American educational system.

(October 28, 2005)

ESL 504 Communication Skills for International Teaching Assistants (4-0-4) (2-0-2).

Designed to improve the communication skills of international teaching assistants. Focus is on improving pronunciation and language use in the classroom, general teaching skills, and understanding the American educational system.

(July 15, 2005)

OMS 517 Just-In-Time Manufacturing Principles of Lean Operations (4-0-4) (3-0-3).

Prerequisite: OMS 511. Presents the just-in-time philosophy in manufacturing. In-depth exploration of how to synchronize the production process and eliminate unnecessary inventory and non-value-added activities by controlling the process through the use of modern quality methods, such as supplier relationships and preventative maintenance. Students develop a strong understanding of the financial and non-financial incentives used to justify JIT/TQA activities. A solid implementation program also is examined. Prerequisite: OMS 511 or permission of the Department Chair. The primary focus of this course is to present techniques which are intended to synchronize and streamline the production/operations process including inventory management. Non-value added activities and waste are the targets of these techniques. Topics include value stream mapping, 5S, set-up time reduction, six sigma, maintaining and improving equipemtn, small lott production, and level scheduling in pull production.

(July 15, 2005)

NUR 530 Health Assessment Strategies of the School Aged Child: Strategies for Nursing Praetice and the Child with Special Needs (2-0-2) (3-0-3).

Prerequisite: Enrollment in the School Nurse Licensure Program; co-requisite: NUR 532. Expands the student's ability to use the nursing process through health appraisal of the school-aged child. Introduces the techniques of physical assessment of the school-aged child. Designed to view the child from a developmental perspective. Interviewing skills will be introduced. Theories associated with the care of children and their families will be explored, with emphasis given their health-seeking behaviors. Strategies for assessment of the medically fragile child will be discussed. The etiologies, characteristics, and treatment of medical disorders of children with moderate and severe disabilities will be addressed as will their learning and behavioral needs when participating in the development and implementation of individualized plans for education and health care.

(July 15, 2005)

NUR 532 Health Assessment of the School-aged Child: Strategies for Nursing Praetice Laboratory (0-2-4) and the Child with Special Needs Laboratory (0-4-2).

Prerequisite: Enrollment in the School Nurse Licensure Program; Co-requisite: NUR 530. Provides supervised laboratory practice to develop health appraisal skills. A comprehensive assessment tool based on the stress framework is used specifically related to the school-aged child. Designed to encourage application of learned assessment techniques. The student will have the opportunity to practice skills in the laboratory environment and assist in physical assessment of school-aged children during medical exams. Focuses on providing nursing care to the child with special medical needs, including those with moderate and sever disabilities. Addresses the requirements of family, school, and other medical personnel when providing comprehensive health care and related educational services to children.

(July 29, 2005)

CNS 633 Women and Mental Health (three two credits).

Provides counselors and other mental health professionals with an understanding of the changing nature of treatment modalities for women in counseling and psychotherapy. Introduces feminist theories of counseling and special topics such as victimization, dual careers, gender discrimination, reproductive issues, and mid-life transition. Offered every other summer (odd years).

(July 29, 2005)

EEC 623 Software Quality Assurance and Testing (4-0-4).

Prerequisite: EEC 521. Software quality, software process, quality metrics, quality models, defects, test case design, unit testing, integration testing, white box testing, black box testing, regression testing, Capability Maturity Model (CMM), and process improvement. Software quality, software quality aspects; software quality assurance SQA; SQA components, activities, and infrastructures; cost of software quality; software quality metrics and models;

software quality standards.*(July 29, 2005)*

EEC 681 Distributed Computing Systems (4-0-4).

Prerequisite: ~~EEC 581~~EEC 584. Overview of distributed computing systems. Topics include networking, interprocess communication, remote-procedure calling, name services, distributed time management, and file services. Some new technologies, including ATM networking, internetworks, multicast protocols, microkernel-based distributed operating systems, and distributed-shared memory, are discussed.

(July 29, 2005)

EEC 683 Computer Networks II (4-0-4).

Prerequisite: ~~EEC 682~~EEC 581 and EEC 584. Broadband networks, traffic characterization, admission and access control, switch architectures, congestion control. Emphasis on quantitative analysis and performance modeling.

(July 29, 2005)

EEC 685 Modeling and Performance Evaluation of Computer Systems (4-0-4).

Prerequisites: EEC 581 and ~~EEC 610~~EEC 512. Evaluation of the performance of various computer systems through measurement, analytic modeling, and simulation techniques. Topics include performance metrics, workload characterization, statistical modeling, hybrid techniques, and case studies.

(July 29, 2005)

EEC 687 Mobile Computing (4-0-4).

Prerequisite: EEC 581 and EEC 584. Provides a comprehensive overview of mobile computing, which is likely to become a pervasive part of future computing infrastructures with technical advancements in wireless communication, mobility, and portability. Topics include mobile TCP/IP protocols, mobile ad hoc networks, mobile application architectures, system issues for mobile devices, and some pervasive and ubiquitous computing examples.

(July 29, 2005)

EEC 781 Distributed Computing Systems (4-0-4).

Prerequisite: ~~EEC 581~~EEC 584. Overview of distributed computing systems. Topics include networking, interprocess communication, remote-procedure calling, name services, distributed time management, and file services. Some new technologies, including ATM networking, Internet works, multicast protocols, micro kernel-based distributed operating systems, and distributed shared memory, are discussed.

(July 29, 2005)

EEC 783 Computer Networks II (4-0-4).

Prerequisite: ~~EEC 782~~EEC 581 and EEC 584. Broadband networks, traffic characterization, admission and access control, switch architectures, congestion control. Emphasis on quantitative analysis and performance modeling.

(July 29, 2005)

EEC 787 Mobile Computing (4-0-4).

Prerequisite: ~~EEC 484~~EEC 581 and EEC 584. Provides a comprehensive overview of the mobile computing that is likely to become a pervasive part of future computing infrastructures with technical advancements in wireless communication, embedded processors, and portability technologies. Topics include mobile TCP/IP protocols, mobile ad hoc networks, mobile application architectures, system issues for mobile devices, and some pervasive and sensor-computing examples.

(July 29, 2005)

MCE 503 System Modeling (4-0-4).

~~Modeling and analysis of dynamic systems with interacting energy domains: fluids, thermal, electrical, and mechanical; formulation of linear and nonlinear state equations; unified treatment of diverse systems with bond graphs~~ *Prerequisite:* Permission of instructor. Unified approach to modeling of dynamic systems using bond graphs, with emphasis in electromechanical systems. Object-oriented and automated modeling concepts. Computer simulation and model validation.

(October 07, 2005)

ACT 600 Managerial Accounting (2-0-2 3-0-3).

Prerequisite: Graduate standing and ACT 501, or its equivalent. Development of analytical skills using management accounting problems. Emphasis on the basics of managerial accounting; using managerial accounting for planning, controlling, and decision-making purposes; and the behavioral implications of using managerial accounting methods in decision-making. For MBA students: potential behavioral implications of using managerial accounting.

(October 07, 2005)

IME 698 Master's Thesis Research (3-0-3 one to three credits).

Intended for students planning to enroll in IME 699 but who have not developed a topic or structured a committee to the level of being able to submit, and get approved, a Thesis and Dissertation Proposal Form. The thesis course is taken the last semester in which the student is enrolled. The student should design a plan of study around his or her thesis and begin the process one or two semesters prior to graduation. The students must have the thesis approved by his or her committee and the Graduate Program Committee prior to registering for IME 698. Before a student may register for IME 698, the Thesis and Dissertation Proposal Form must be on file with the College of Graduate Studies. Each student pursuing the thesis option must successfully defend his or her work in an oral examination, in person, before the committee. This examination is open to the public and a notice must be posted two weeks prior to the examination. The student must be enrolled in IME 698 or IME 699 to defend the thesis.

(October 07, 2005)

IME 699 Master's Thesis (4-0-4): (one to three credits).

Prerequisite: Completed Thesis and Dissertation Proposal Form, approved by the IME Department, on file with the College of Graduate Studies. Students must register for a minimum of 3 credits hours the first semester in which the student is enrolled in IME 699. This course may be repeated with 1 – 3 credit hours until the Thesis is successfully defended. Each student pursuing the thesis option must successfully defend his or her work in an oral examination. The oral examination is open to the public, and a notice must be posted two weeks prior to the examination.

Prerequisite: Completion of one semester of IME 698. Students may enroll in this course only if they were not able to defend their thesis during the last semester of enrollment.

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Course Descriptions

- Deleted Courses

(January 01, 2005)

COM 590 Internship in Communication (four credits). -

Fieldwork with community agencies concerned with promotional communication, communication in organizations, political campaigns, and the media. Offered every semester; see advisor for help in scheduling. Graded S/F. No more than four credit hours from either COM 590 or COM 596 may be counted toward the M.A.C.T.M. degree.

(July 29, 2005)

EEC 586 Advanced Digital Systems Laboratory (0-4-2). -

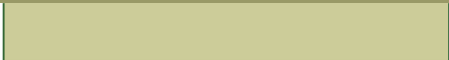
Prerequisite: EEC 580. Experiments and projects utilizing VHDL, modern EDA software tools and CPLD/FPGA devices to design, synthesize, simulate, implement and test combinational circuits, sequential circuits and register transfer level systems. No graduate credit for students who have completed EEC 481.

(July 29, 2005)

EEC 682 Computer Networks I (4-0-4). -

Prerequisite: EEC 581. Network architectures, communication protocols; data link control, medium access control, LANS and MANS; network layer, TCP/IP.

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Graduate Catalog 2004-2006

Dear Prospective Student:

Thank you for your interest in Cleveland State University, Northeast Ohio's choice for graduate and professional education. The College of Graduate Studies is committed to providing the highest quality opportunities for scholarly excellence. Whether you are pursuing a master's, post-graduate, or doctoral degree, or you are seeking to hone your professional skills through our graduate certificate or licensure programs, you will find intellectually stimulating course work, research and internship opportunities. We also offer a non-degree enrollment option for individuals who wish to "test the waters" before entering a degree program, or who are just seeking to expand their knowledge in a particular area. Whichever option you choose, we look forward to your association with the University.

For your convenience, you may apply on-line at www.csuohio.edu/gradcollege. In addition, an application form is attached inside the back of this *catalog*, along with a pre-addressed return envelop. Directions for [applying for admission](#) appear on the back of the form. If the program to which you are applying requires letters of recommendation, please use the [recommendation forms](#) provided in the back of this *Catalog*. For additional information, refer to the section on [Admission](#) to the Graduate College".

If you are applying, you should submit all required application materials at least six weeks in advance of the term for which you are seeking admission. The filing deadlines are:

Intended enrollment	2004-2005 Academic Year	2005-2006 Academic Year
Fall Semester	July 19, 2004	July 18, 2005
Spring Semester	December 6, 2004	December 5, 2005
Summer Semester	April 11, 2005	April 10, 2006

Programs with Earlier Application Deadlines

Program	Deadline	(Completed files)	Comments
Accelerated MBA		June 1 & November 1 respectively	For fall and spring admission
Chemistry (PhD., MS)		January 15	
Computer and Information Science (MCIS)		March 15 & May 15	Deadline for International applicants only for summer or fall respectively.
Doctor of Business Administration (DBA.)		February 1 fall semester only	Students admitted
Executive MBA		June 15 fall semester only	Students admitted
Nursing		March 1	Consult Nursing chapter
Occupational Therapy (MOT)		March 15	For summer admission
Physical Therapy (MPT)		November 1 spring semester only	Students admitted
Psychology:			
Clinical/Counseling Psychology		February 15 fall semester only	Students admitted
Consumer/Industrial Research		March 15 fall semester only	Students admitted
Diversity Management		May 31 fall semester only	Students admitted
Experimental Research		March 1 fall semester only	Students admitted
Psychology Specialist (Psy.S.)		February 10 fall semester only	Students admitted
Public Health (MPH)		January 15 fall semester only	Students admitted
Social Work (MSW)		February 28 fall semester only	Students admitted
Speech Language Pathology		March 1 fall semester only	Students admitted
Urban Education (Ph.D.)		February 6 fall semester only	Students admitted
Urban Studies and Public Affairs (Ph.D.)		January 15 fall semester only	Students admitted

For further information about admission requirements and procedures, please contact the [Office of](#)

[Graduate Admissions](#) at (216) 687-5599 or visit our web site at www.csuohio.edu/gradcollege/. I hope we have the pleasure of processing your application.

Sincerely,

Mark A. Tumeo, Ph.D., J.D., P.E.
Vice Provost for Research and
Dean of Graduate Studies

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College of Graduate Studies

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Graduate Catalog 2004-2006

CLEVELAND STATE UNIVERSITY ACADEMIC CALENDAR

Fall Semester 2004

Date	Activity
August 28	Classes begin
September 3	Last day to add
September 6	Labor Day (University closed)
September 10	Last day to drop
October 11	Columbus Day (University closed)
November 5	Last day to withdraw
November 11	Veterans' Day (no classes)
November 25-28	Thanksgiving recess
December 11	Last day of instruction
December 13-18	Final examinations
December 19	Commencement

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Spring Semester 2005

Date	Activity
January 15	Classes begin
January 17	Martin Luther King Day (University closed)
January 21	Last day to add
January 28	Last day to drop
February 21	President's Day
March 13-20	Spring recess
March 21	Classes resume
April 1	Last day to withdraw
May 7	Last day of instruction
May 7-13	Final examinations
May 14	Commencement

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First 6-week Summer Session 2005

Date	Activity
May 21	Classes begin
May 30	Memorial Day (University closed)
June 30	Last day of instruction
July 1	Final examinations

Second 6-week Summer Session 2005

Date	Activity
July 4	Independence Day (University closed)
July 5	Classes begin
August 12	Last day of instruction
August 12	Final examinations

Additional Summer Sessions: Courses that are more than six weeks in length will have the same start date as the first 6-week session. For example, an 8-week course in the 2004-2005 summer session would begin on May 23 and end on July 15, 2005.

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Fall Semester 2005

Date	Activity
August 27	Classes begin
September 2	Last day to add
September 5	Labor Day (University closed)
September 9	Last day to drop
October 10	Columbus Day (University closed)
November 4	Last day to withdraw
November 11	Veterans' Day (no classes)
November 24-25	Thanksgiving recess
December 9	Last day of instruction
December 12-17	Final examinations
December 18	Commencement

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Spring Semester 2006

Date	Activity
January 14	Classes begin
January 16	Martin Luther King Day (University closed)
January 20	Last day to add
January 27	Last day to drop
February 20	President's Day
March 12-19	Spring recess
March 20	Classes resume
March 31	Last day to withdraw
May 5	Last day of instruction
May 6-12	Final examinations
May 13	Commencement

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First 6-week Summer Session 2006

Date	Activity
May 20	Classes begin
May 29	Memorial Day (University closed)
June 29	Last day of instruction
June 30	Final examinations

Second 6-week Summer Session 2006

Date	Activity
July 3	Classes begin
July 4	Independence Day (University closed)

August 11 Last day of instruction

August 11 Final examinations

Additional Summer Sessions: Courses that are more than 6-weeks in length will have the same start date as the first 6-week session. For example, an 8-week course in the 2005-2006-summer session would begin on May 22 and end on July 14, 2006.

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Graduate Catalog 2004-2006

A message from the President

Welcome to Cleveland State University, and thank you for your interest in our graduate and advanced programs. Whether your interest is in one of our doctoral or master's degree programs, a graduate or professional certificate program, or you simply wish to take a few graduate courses on a non-degree basis, you will find your experience at Cleveland State University to be intellectually stimulating as well as professionally rewarding.

We believe that we change lives at Cleveland State University, and in so doing, contribute to the intellectual and economic growth of our region. Our goal is to answer students' ever-changing intellectual and professional needs and prepare them fully for the workplace of the 21st century. This may be why we have the highest percentage of graduate and professional students of any of Ohio's public universities: fully one-third of our entire student body is enrolled in our challenging graduate programs.

Our graduate students contribute vast life experience and maturity, as well as cultural and ethnic diversity, to make our campus an exciting learning environment. In the breadth and depth of our graduate programs, you will meet a faculty that is first-rate by every academic standard. They will welcome you as partners into their projects and research. We also are committed to being the model for a modern urban university, relating to the surrounding region as classroom, laboratory, and field station. Faculty, students, and community work together to achieve the goal of excellence in performance and accomplishment.

In the pages that follow you will find brief descriptions of our graduate and professional programs. If you have a career direction or academic goal clearly in mind, then I encourage you to apply to the graduate program most suited to your interests and to make an appointment to meet with that unit's graduate program director. If you are uncertain about your interests or about which program might best serve your academic needs, please contact the College of Graduate Studies. The Graduate Dean and the College of Graduate Studies staff are prepared to explore with you the best possible fit between your personal goals and our graduate offerings. Our faculty and staff welcome the opportunity to discuss with you how our programs might best accommodate your interests in advanced study.

Best wishes for success in your graduate studies at Cleveland State University.

Michael Schwartz

President

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Contact Webmanager

Cleveland State University
2121 Euclid Avenue, Cleveland, Ohio
44115 • 216.687.2000

ABOUT SITE | AFFIRMATIVE ACTION

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College of Graduate Studies

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Addenda

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Cleveland State University (See Addenda)

The University

Cleveland State University is a state-assisted, metropolitan university whose mission is to recruit and instruct a diverse student population, provide strong arts and sciences programs, support excellence in education, reaffirm its commitment to basic and applied research, and provide a supportive and nurturing educational environment for members of the community.

Cleveland State has over 16,000 students enrolled in more than 70 undergraduate programs, 38 master's-level programs, two law degree programs, three specialist degrees (two in education and one in school psychology), six doctoral programs, and joint law-business, law-public administration, and law-environmental studies programs. The University also offers over a dozen graduate certificate programs. Approximately one third of Cleveland State's students are enrolled in graduate or professional programs.

The University's eight colleges are the College of Liberal Arts and Social Sciences, the College of Science, the James J. Nance College of Business Administration, the College of Education and Human Services, the Fenn College of Engineering, the Maxine Goodman Levin College of Urban Affairs, the Cleveland-Marshall College of Law, and the College of Graduate Studies. Descriptions of the University's baccalaureate programs are contained in the Cleveland State University Bulletin: Undergraduate Catalog. Programs in the College of Law are described in the Cleveland-Marshall College of Law Catalog.

Other important academic divisions of the University are Continuing Education, which offers a variety of special, non-credit learning opportunities, and the Division of University Studies, which provides comprehensive academic and student support services, including orientation programs, academic advising, tutoring, assistance to students with disabilities, the English as a Second Language program, mentoring services, and career development and planning.

Another program of interest is Project 60. This program, administered through the University Studies Advising Center, offers senior citizens the opportunity to take undergraduate and graduate courses on a tuition-free, non-credit, and space-available basis regardless of their academic backgrounds. Project 60 allows elders to sample undergraduate and graduate courses without being admitted formally to a degree program.

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University Mission Statement

Our mission is to encourage the development of human and humane knowledge in the arts, sciences, humanities, and professions through scholarship, creative activity, and research while providing an accessible and contemporary education to all individuals. We are here to serve and engage the public and prepare our students to lead productive, responsible, and satisfying lives in the region and global society.

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University Vision Statement

We will be recognized as a student-focused center of scholarly excellence that provides an accessible and exceptional education to all. We will be a place of opportunity for those who seek truth, strive toward excellence, and seek a better life for themselves and for their fellow citizens. As a leader in innovative collaboration—both internally and externally—with business, industry, government, educational institutions, and the community, the University will be a critical force in the region's economic development. We will be at the forefront of moral, ethical, social, artistic, and economic leadership for the future and embrace the vitality that comes with risk. We will be the strongest public university in the region and be known for our scholarship in service to students and to our community.

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History

Established as a state-assisted university in 1964, Cleveland State was created out of the buildings, faculty, staff, and curriculum of the former Fenn College, a private institution of 2,500 students that was founded in 1929.

Cleveland State University's historical roots go back to the 19th century. During the 1880s, the Cleveland YMCA began to offer day and evening courses to students who did not otherwise have access to higher education. The YMCA program was reorganized in 1906 as the Association Institute, and this in turn was established as Fenn College in 1929. A significant contribution of Fenn College was its pioneering work in developing internships for students in engineering and business. These internships, as joint ventures between the college and local businesses and industries, provided students with professional contacts and experience as well as an affordable education. The historic Fenn Tower still stands as a reminder of these early years, when the University already had a strong commitment to equal access to higher education.

The Cleveland-Marshall College of Law traces its origins to 1897 when the Cleveland Law School was founded. It was the first evening law school in the state and one of the first to admit women and minorities. Another evening law school, John Marshall School of Law, was founded in 1916. In 1946, the two schools merged to become the Cleveland-Marshall School of Law. Cleveland-Marshall became part of Cleveland State University in 1969.

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Evening and Weekend Classes

Most graduate degree programs are available in the evening. During a typical term, more than 5,500 undergraduate and graduate students attend the hundreds of classes offered during the late afternoon and evening hours. Many classes meet once a week or on Saturdays, providing other scheduling alternatives.

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Location

Strategically located in downtown Cleveland, the University sits in the midst of major businesses and institutions that provide students with internships and other career opportunities. Nearby neighbors include The Plain Dealer (Ohio's largest newspaper), Playhouse Square Center (home of the Cleveland Ballet, the Cleveland Opera, the Great Lakes Theater Festival, and touring Broadway productions), Tower City Center, Jacobs Field, Gund Arena, and the North Coast Harbor, which is the home of the Rock and Roll Hall of Fame and Museum, the Great Lakes Science Center, and Cleveland Browns Stadium.

Within easy reach of the University are the Cleveland Clinic, Severance Hall (home of the Cleveland Orchestra), the Cleveland Museum of Art, the Cleveland Museum of Natural

History, the Cleveland Play House (the oldest repertory theater company in the country to have a continuous existence), Karamu House (America's oldest African American community theater company), and the Western Reserve Historical Society.

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Extended Campuses

Expanding its horizons, Cleveland State University has established extended campus sites in both Westlake and Solon to better serve Northeastern Ohio.

The West Center is located in the Fencorp Building at 26202 Detroit Road.

The East Center is located in the Centre Point Building at 34055 Solon Road.

These new facilities house six to 10 classrooms each, state-of-the-art computer labs, student lounges, and various administrative offices. These one-stop academic hubs are conveniently located at major highways, serving eastern and western suburbs. For information, call (216) 875-9600.

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Accreditation



In addition, individual Cleveland State degree programs hold the following professional accreditations:

Business Administration: B.B.A. and M.B.A. programs of the James J. Nance College of Business Administration are accredited by AACSB International, the Association to Advance Collegiate Schools of Business. In a separate accrediting process, the graduate and undergraduate programs in accounting are accredited by the AACSB. The Health Care Administration program is accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA).

Chemistry: The Chemistry Department's undergraduate curriculum is approved by the American Chemical Society. Its clinical chemistry Ph.D. program is accredited by the Commission on Accreditation in Clinical Chemistry (ComACC).

Education: The College of Education is accredited by the Ohio Department of Education and the National Council for Accreditation of Teacher Education (NCATE). The Community Agency Counseling and School Counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Engineering: The bachelor's degree programs in Chemical, Civil, Electrical, Industrial, and Mechanical Engineering are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. The Bachelor of Science in Electronic Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduate programs in engineering are reviewed through regular self-study and by other state/OBOR agencies.

Law: The College of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools.

Music: The graduate and undergraduate Music Department curricula are accredited by the National Association of Schools of Music.

Nursing: (See Addenda - January 06, 2005) The Nursing Department curriculum is fully accredited by the National League for Nursing Accreditation Commission (NLN-AC). The graduate program in nursing is accredited by CCNE, the Commission on Collegiate Nursing Education.

Occupational Therapy: The curriculum in Occupational Therapy is accredited by the Accreditation Council for Occupational Therapy Education.

Physical Therapy: The curriculum in Physical Therapy is accredited by the Commission on Accreditation in Physical Therapy Education.

Public Administration: The Master of Public Administration curriculum is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

Social Work: The Department of Social Work curriculum is fully accredited at the undergraduate and graduate levels by the Council of Social Work Education (CSWE).

Speech and Hearing: The academic and clinical program in Speech-Language Pathology is accredited by the American Speech-Language and Hearing Association (ASHA). The graduate academic program is accredited by the ASHA Council on Academic Accreditation (CAA), and the clinical program is accredited by the Professional Services Board (PSB).

Urban Planning, Design, and Development: The Master of Urban Planning, Design, and Development curriculum is accredited by the Planning Accreditation Board.

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Student Assessment Policy

Cleveland State University has an abiding commitment to the assessment of students' academic achievement (student outcomes) to provide excellent teaching in its undergraduate and graduate programs. Assessment occurs within colleges, departments, and programs, and all units adhere to the same institutional principles. Clear statements of learning outcomes developed by the faculty provide the basis of the evaluation, and more than one assessment technique is generally utilized. Faculty use the information gained from assessment activities in program improvement. Students play a significant role in the assessment process at Cleveland State University. Assessment data typically are gathered at three points in students' academic careers—at the start, midpoint, and conclusion of their studies. Faculty and students benefit from participating in assessment activities, and collectively these efforts keep the University mindful of, and responsive to, the needs of the community.

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Affirmative Action Policy

Cleveland State University is committed to the principles of equal employment and educational opportunity for all individuals and to the development and implementation of results-oriented procedures and programs to enhance access and opportunity for minorities and women, persons with disabilities, and Vietnam-era veterans. The Board of Trustees has charged everyone associated with the University to support and implement these procedures and programs and to participate in achieving their maximum success.

The Affirmative Action Office is responsible for the administration of the University's equal opportunity and affirmative action policies and procedures. Through formal and

informal procedures, the Affirmative Action Office is primarily responsible for the investigation and resolution of all complaints of unlawful discrimination including complaints of sexual, racial, and any other types of unlawful harassment. The Affirmative Action Office seeks to achieve a fair and prompt resolution of discrimination complaints and takes appropriate action when necessary. The Affirmative Action Office works cooperatively with departments and units to provide training and information on unlawful discrimination and affirmative action issues to increase awareness of these issues throughout the University community and promote the full participation, well-being, and equitable treatment of all students, faculty, and staff, regardless of age, race, color, religion, national origin, ancestry, sex, sexual orientation, disability, disabled Veteran, Vietnam Veteran or other protected Veteran status.

The Affirmative Action Office is located in the Keith Building, Room 1401; telephone (216) 687-2223.

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Sexual Harassment Policy

It is the policy of the University that no member of the University community shall engage in sexual harassment. Sexual harassment is a form of sex discrimination that is both reprehensible and unlawful. It is contrary to the most fundamental ethical canons of the academic community. The University will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity; 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making a decision affecting instruction, employment, or other University activity; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive University environment.

Copies of the University policy, including complaint procedures, may be obtained from the Affirmative Action Office, the Office of Minority Affairs and Community Relations, the Department of Student Life, and the Department of Human Resources Development and Labor Relations. The Director of Affirmative Action has primary responsibility for the investigation and resolution of sexual harassment complaints.

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College of Graduate Studies

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 - Biomedical and Health Institute (BAHI)
 - Labor-Management Relations Center
 - The Maxine Goodman Levin College Research, Public Service, and Training Centers

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Educational Resources

Research Facilities

Basic and applied research is central to the University's mission and is an integral part of graduate and professional education. The purpose of research is to advance existing knowledge in a discipline, subject area, or field; to fill significant gaps in such knowledge; to devise new modes or means of expression; and to develop new perspectives in the sciences, arts, and humanities. Faculty at Cleveland State University have built and continue to expand a solid reputation for quality research by attracting highly qualified graduate students and by garnering significant new external research funding. The University maintains that research and teaching are not only symbiotic but are also the focus of quality graduate education.

To encourage student and faculty research, the University provides a complete range of support facilities, including a University Library with a strong emphasis on computerized information services, microcomputer and mainframe computer-access laboratories, animal care facilities, a DNA-sequencing facility, and specialized research facilities within academic departments. Descriptions of other specialized equipment and major analytical instrumentation facilities are included under the headings of the respective graduate programs.

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Research Collaborations

The University maintains a variety of research links with the Cleveland community. Several local businesses and institutions share financial resources, personnel, and/or facilities with Cleveland State faculty and students for the purpose of research. The University's ties to the institutions below are important examples of partnerships that enhance specific [graduate degree](#) programs:

- [The Cleveland Clinic Foundation's Lerner Research Institute](#) is an equal partner in the research offerings and administration of three Cleveland State University doctoral programs: the Ph.D. in Regulatory Biology, the Ph.D. in Clinical-Bioanalytical Chemistry, and the Doctor of Engineering specialization in Applied Biomedical Engineering. This strategic inter-institutional partnership provides doctoral students with access to major analytical instrumentation facilities in biochemistry, immunology, and molecular biology, as well as to the federally funded laboratories of world-renowned scientists.
- [The NASA-Glenn Research Center](#) annually sponsors millions of dollars of basic and applied research at Cleveland State, while the University provides off-campus graduate programs in engineering and computer and information science at the Center.
- [The Cleveland MetroHealth Medical Center](#) is a partner with Cleveland State University in the education of graduate students in the speech pathology program, as well as in the Clinical-Bioanalytical Chemistry Ph.D. program.
- A formal agreement with [Case Western Reserve University](#) provides for collaboration in the areas of biomedical research, development of cooperative doctoral and professional graduate programs, and faculty enrichment opportunities. The agreement also establishes reciprocal library privileges for faculty and students at both universities.

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University Library

Library Collections and Services

The University Library supports Cleveland State's instructional and research programs through resources and services made available to students both in-house and over the Internet. Located on the first five floors of Rhodes Tower, the Library contains more than 900,000 volumes of print resources, 7,200 serial subscriptions (both online and in-print), over 100 online research databases, 670,000 microforms, and substantial holdings of sound recordings, curriculum materials, art slides, films, videotapes, and multimedia products. The Library provides over 125 public computers connected to the Internet for access to online resources to conduct research. Information regarding library holdings is available online through SCHOLAR from any computer via the Internet at scholar.csuohio.edu/. The Library also includes an Adaptive Technology Lab in which students with disabilities will find hardware and software programs especially designed for their use.

The Library facilitates the integration of information technology into the instructional program by offering information literacy seminars, Internet training, course-related instruction when requested by faculty, and research assistance to students and faculty. Subject librarians are available to instruct graduate students on research methodology in their disciplines and to get them started with research projects. Students may visit the Reference Center for assistance at any time the Library is open. An appointment can be made with a subject librarian by visiting the Reference Center or by calling (216) 687-5300. When classes are in session, library hours are typically Monday through Thursday, 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. to 5 p.m.; Saturday, 11 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. Changes to hours are posted in the Library and on the Library's web page at www.ulib.csuohio.edu/hours.shtml.

Electronic Information

Providing access to information 24 hours a day, to users both on and off campus, is a high priority. The University Library implemented the first Electronic Course Reserve service in Ohio. This service provides the full text of selected reserve materials online both from inside the Library or remotely from any computer with Internet access. The Library also makes information resources and services available from its home page at www.ulib.csuohio.edu. This page provides links to a multitude of web sites via the Electronic Reference page or the various Subject Portals, which offer quick links to research resources. Although a partial depository for printed federal government documents, much government information is available online from the Political Science Subject Portal. Distance learners are further served from the Distance Learning web page at html.ulib.csuohio.edu/de/.

Resource Sharing, OhioLINK, and Beyond

The University Library's in-house collections are complemented by retrieval and delivery services made possible through resource-sharing networks, traditional interlibrary loan, document delivery, and OhioLINK. OhioLINK, a statewide academic network reporting to the Ohio Board of Regents, provides the Cleveland State community with access to 31 million library items statewide. Through its retrieval and delivery services, OhioLINK delivers print materials upon request to other libraries within a few days. Other services also are available that can provide users with access to information from sources around the world, often in a matter of days, sometimes quicker.

Special Collections

Special Collections at Cleveland State University Library focus on primary research materials for the study of the economic, cultural, social, and political history of Cleveland, Northeastern Ohio, and the Great Lakes region. Of special interest are the Cleveland Press Collection, the Cleveland Union Terminal Collection, the Watson Bridge Collection, the Great Lakes

Industrial History Collection, and the Sacred Landmarks of Cleveland Collection. The Cleveland Memory web site at www.clevelandmemory.org represents a major effort to digitize these collections. Additional information about the Library's Special Collections is available on the Library's Special Collections web page at web.ulib.csuohio.edu/SpecColl/.

University Archives (Rhodes Tower, Room 320):The archives are the University's official repository for records, publications, audio-visual materials, and artifacts pertinent to Cleveland State's history and development. Materials are available to users under controlled conditions and are non-circulating. The archives' electronic indexes to the meeting minutes of the University Board of Trustees, Faculty Senate, and Graduate Council are available to users through the Internet at www.ulib.csuohio.edu/vrd/csu.shtml.

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Law Library

The Law Library has a strong tradition of service designed to meet the research and instructional needs of students and faculty. The Law Library's service mission is supported by a collection of over 500,000 volumes, a federal government document depository, 3,100 periodical subscriptions, and an array of online research tools, including numerous legal and general databases, CD-ROM titles, the OhioLINK catalog and database sources, and Internet resources. These resources, with interlibrary loan arrangements and cooperative resource sharing through the Ohio Regional Consortium of Law Libraries, provide Law Library users with access to a wide spectrum of legal research materials.

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Information Services and Technology

The Department of Information Services and Technology (IS&T) is maintained by the University as an educational and research facility for its faculty, staff, and students; additionally, it supports the data-processing requirements of the administrative offices at Cleveland State.

Services for Students

Through the use of technology, students can explore faster and better ways to find books, do research with the Internet, and communicate with others around the world. The following is a brief description of the many services that are available to students.

Cleveland State University Web Site

The Cleveland State University web site at www.csuohio.edu is full of useful information. Anyone who has a personal computer and access to the Internet also has access to information about the University. General data about the University is available to everyone. In addition, each student can use CampusNet, a secured system that provides grades, unofficial transcripts, course offerings, and more.

A wide variety of information is available on the web site, including an [international student guide](#), a student admissions guide, a [campus map](#) with photos of all buildings, directories on how to reach Cleveland State and where to park, and even weather information. In addition, each college has its own home page, which includes a general description, course offerings, faculty members, special programs, and more. Many individual departments and professors also have web pages.

Useful Web Sites:

Resources for classes, research, and other academic pursuits: www.csuohio.edu/ats/stu.html

Cleveland State University Call Center for computer-related questions/issues: www.csuohio.edu

edu/ist/

Computer Labs, equipment and hours, and other useful information: www.csuohio.edu/ats/campuslabs

IS&T Information/Services: www.csuohio.edu/ist/

Free Internet Access

Cleveland State University provides students with an Internet-access account that provides 320 hours per month of free dial-up Internet access from home. To use the Internet account, a dial-up connection needs to be added to the student's home computer. Instructions are available online at www.csuohio.edu/ist and on paper from Rhodes Tower, Room 1104. Students also can contact the Call Center for instructions at (216) 687-5050.

The Internet Access account logon name is the student's Cleveland State ID number. The password is the student's VIKing PIN. Students who do not know their ID or VIKing PIN can contact the Call Center for assistance.

Free Virus Scanning and Internet-Related Software

IS&T provides free virus-scanning software on CD and access to free weekly updates. The CD is available from Rhodes Tower, Room 1140 and includes instructions for set-up and use. In addition, IS&T provides several freeware and shareware packages through IAP (Internet Access Pack). Students can download IAP for free from the web site at www.csuohio.edu/iap. A copy of the software also is available on free CD in Rhodes Tower, Room 1104.

Electronic Mail (E-mail)

Every applicant and registered Cleveland State student—part-time, full-time, graduate, undergraduate, and law—has an account on the campus e-mail system. Students who prefer to forward their Cleveland State University e-mail to another e-mail address can do this in CampusNet or by contacting the Call Center at (216) 687-5050. Since emergencies, many special events, and other student-specific announcements are sent via e-mail, students are encouraged to check their Cleveland State University e-mail regularly or forward their Cleveland State University e-mail to another e-mail address.

For help accessing e-mail, call the Call Center at (216) 687-5050 or follow the links on the web site at www.csuohio.edu/ist.

E-mail is available from any networked PC, anywhere. Access to e-mail is available from a link on the Cleveland State home page or by visiting www.csuohio.edu/ist/email.shtml. E-mail also can be accessed via Outlook, Outlook Express, Eudora, or other POP mail clients. The student labs also provide access to student e-mail. Instructions for using Eudora and Outlook are available from the Cleveland State University IS&T web page at www.csuohio.edu/ist.

Campus Net

CampusNet is a user-friendly student information system available for students. CampusNet is available from any computer with an Internet connection, including home computers, on-campus kiosks, and campus networked computers. The Internet address for the CampusNet system is <https://campusnet.csuohio.edu/index.jsp>.

Using CampusNet, students can register for classes, add and drop classes, and pay their tuition and fees. In addition, CampusNet provides commonly requested student information. A student may view and print his or her tuition and fees balance, registration schedule and course list, financial aid award amount, student record information, unofficial transcript, and personal information, such as address and e-mail address.

CampusNet is accessible with the student's Cleveland State ID and CampusNet password. Students who do not know their ID or CampusNet password can contact the Call Center at (216) 687-5050.

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Computer Use on Campus

Discounts on purchases: Students may purchase Gateway computers at significant discounts following the links at www.csuohio.edu/ist. Apple computers also are available at an educational discount rate from this web site.

Laptop loaners through the Mobile Campus: The Mobile Campus, located in University Center, first floor, provides free laptop loaners to students for up to four hours per loan. These laptops can include either a floppy or CD/RW/DVD drive. There is no cost to either sign up for the program or to borrow the laptops. More information, including open hours, is available at www.csuohio.edu/ist.

Student laptop use on campus: Students may use their own laptops on campus or may borrow a wireless laptop from the Mobile Campus in University Center.

Wireless: A student who wants to use his or her own laptop and a wireless connection will need a Cisco wireless card (available in the [bookstore](#)) configured for Cleveland State University, and the Cleveland State University ID number and VIKing PIN, which are available from the IS&T Call Center at (216) 687-5050. Students who do not have CISCO wireless cards should check the IS&T web site for compatibility. The entire campus is wireless. A map and more information about WoWnet, the Cleveland State wireless network, is available online at www.csuohio.edu/ist.

Network drops: A student who wishes to connect his or her laptop to the Internet on campus using an Ethernet card will need:

1. An Ethernet card set up for the Cleveland State University environment. Instructions are available in campus computer labs and [Rhodes Tower](#), Room 1104.
2. A Cleveland State University ID number and VIKing PIN, which are available from the IS&T Call Center at (216) 687-5050.
3. A plug-in port, available in each General Purpose Lab, the [Library](#), the [Law Library](#) and areas of Urban Studies.
4. A network cable.

Campus Connection Lounge: The University Center Campus Connection Lounge is available for casual computer use. Over 50 computers, including Macs, are available and are equipped with MS Office, Internet access, e-mail access, and more. To use a lounge computer, a student will need his or her Cleveland State University ID number and VIKing PIN, which are available from the Call Center at (216) 687-5050. The lounge provides free printing. A schedule of hours is available at www.csuohio.edu/ist.

General Purpose Labs: Student labs are available across the campus. General Purpose Labs are located in [Rhodes Tower](#), Room 403 (in the [Main Library](#)), [Stilwell Hall](#), Room 128, Main Classroom, Room 446, and the basement of [Ahuja Hall](#). The General Purpose Labs are quiet study areas that provide free printing and scanning. The [Stilwell Hall](#) lab also has two group work areas in which four to five students can use a PC together. A list of hours, software, and equipment is available at www.csuohio.edu/ist.

In the labs, students can use software such as the current Microsoft Office Suite of products and SAS and SPSS statistical software, search the Internet, and check e-mail. Lab assistants are available to answer questions and help with problems.

To use the labs, students will need to sign in using their Cleveland State University ID number and VIKing PIN, available by calling (216) 687-5050.

College Computing Labs: In addition to the General Purpose Labs, many colleges also maintain student labs. A list of college labs and information about equipment and hours may be found at www.csuohio.edu/ats/campuslabs/.

Microsoft Office: Through a special contract with Microsoft, the University offers a significant discount on most Microsoft products to students, staff, and faculty. For information about available products, contact the IS&T Call Center at (216) 687-5050. The Microsoft special deals include Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Front Page, as well as other specialized products.

Software Training: Introductory training on Microsoft software topics, such as Word and Excel, is available free on CD to students, staff, and faculty. CDs can be picked up in Rhodes Tower, Room 1104 during regular work hours. A list of currently offered programs is available at www.csuohio.edu/ist.

IS&T Call Center: The IS&T Call Center at (216) 687-5050 provides technical and software assistance to students, staff, and faculty. The IS&T Call Center can assist with Internet access, e-mail, and many other problems.

Contact the IS&T Call Center by:

- Accessing the web site at www.csuohio.edu/ist,
- Visiting Rhodes Tower, Room 1104,
- E-mailing a question to call.center@csuohio.edu, or
- Calling (216) 687-5050.

IS&T Call Center normal hours during fall and spring semesters are 8 a.m. to 5 p.m., Monday through Friday. Phone hours are 7:30 a.m. to 10 p.m., Monday through Thursday; 7:30 a.m. to 5:30 p.m., Friday; and 9 a.m. to 5:30 p.m., Saturday. Vacation, holiday, and summer hours are posted on the web site.

System News

IS&T also maintains a phone line with a recording that lists any current system outages. The System News line is updated each weekday; telephone (216) 687-5252.

Distance Learning

Some classes use WebCT to enhance or replace traditional classrooms. Each professor using WebCT or other web-accessed course materials will provide students with directions for access and use. Once students have accessed WebCT, they can contact the Call Center for password changes.

IS&T Communications

IS&T provides a monthly newsletter online at www.csuohio.edu/ist/whats happening/infonewsletters/info.htm.

When students have specific questions, they can send an e-mail directly to the vice president of IS&T at ask.vp@csuohio.edu.

General questions also can be directed to call.center@csuohio.edu.

Campus Mailbag

Students can view special events and other announcements by selecting Campus Mailbag at

www.csuohio.edu.

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Center for Teaching and Learning

The Center for **Teaching and Learning** provides training and assistance to faculty and teaching assistants to bring improved and innovative teaching methods to the classroom. Goals of the center include helping instructors achieve effective teaching styles, incorporating innovative technologies into classrooms, and improving student learning and comprehension by means of more participative and interactive teaching methods. The center conducts workshops on various topics and administers the Teaching Enhancement Award Program. For additional information, contact Dr. William A. Beasley, Director of the Center for **Teaching and Learning**, Rhodes Tower, Room 203; telephone (216) 687-5583.

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Instructional Media Services

Instructional Media Services (IMS), a division of the University **Library**, is primarily devoted to assisting Cleveland State University faculty with the production and utilization of media materials and facilities. Experienced staff work closely with faculty members to plan and develop quality materials for the enhancement of teaching. IMS also provides cutting-edge equipment and facilities.

Services include: media consultation/ production with emphasis on creative applications of multimedia in the teaching- learning process; media equipment loan with or without operator assistance; assistance with media equipment maintenance and installation; distribution of programming through a media retrieval system; satellite teleconferencing; and distance learning facilities. IMS offers a full range of production services such as computer graphics; broadcast quality audio and video production; and multimedia production.

For loan purposes, IMS holds an inventory of portable media equipment, including video projectors, video monitor or playback equipment (3/4" and VHS), computer combo units, and more.

Cleveland State students who need to use instructional media materials will find a full range of media services on the third floor of the University **Library**, including various kinds of audio and video equipment. In addition, instructors may place materials on reserve for student review outside of class.

The Main Office for **Library Systems and Instructional Media** is located in **Rhodes Tower**, Room 807. Equipment loan centers are located in **Rhodes Tower**, Room 705, **Main Classroom Building**, Room 201A, and **Business Building**, Room 18.

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Continuing Education

The Division of **Continuing Education** provides learning opportunities for individuals who seek to improve their careers and further their personal development. Each year over 10,000 adults from throughout Northeast Ohio enroll in the Division's seminars, workshops, short courses, and conferences. The Division offers non-credit programs in such fields as business and management, computers and information technology, engineering and construction hazardous materials management, emergency preparedness, and nursing and health professions. These programs enable adults to keep current in their work, develop new skills, acquire new knowledge, and enter new careers.

Designed and scheduled to meet the needs of adult learners, continuing education programs are

offered on- and off-campus, during days, evenings, and weekends. The Division also offers customized training programs for business, industry, government, health, and community organizations at their choice of locations.

The Joseph E. Cole Center for Continuing Education offers state-of-the-art education and conference facilities. The Cole Center features hands-on computer laboratories, seminar rooms, an 850-seat auditorium, and a 150-seat lecture hall, all specifically designed to meet the needs of the adult learner. Spacious lounges, meeting rooms, and dining areas supplement the educational facilities, making the Cole Center an ideal conference location.

Continuing education programs are open to all adults. The Division awards Continuing Education Units (CEUs) for participation in its programs. In addition, the Division offers certificate programs in several specialty areas. Program brochures and catalogs are published throughout the year. For further information, call the Division of Continuing Education office at (216) 687-4850, e-mail conted@csuohio.edu, or visit the web site at www.csuohio.edu/ce/.

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Cooperative Education

Graduate students may elect to participate in the Cooperative Education Program. Students in the Co-op Program can choose either part-time semesters or full-time alternate semesters of paid, career-related employment that allows them to apply academic theory to on-the-job problems. In addition to enabling students to gain practical, career-related experience in a field, the co-op experience can assist in financing graduate studies. Students interested in this program should contact the Career Services Center, located on the second floor of Rhodes Tower (West Wing); telephone (216) 687-2233.

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Center for Environmental Science, Technology, and Policy

Cleveland State University places high priority on providing leadership in the area of environmental education and research in Northeast Ohio. In keeping with this institutional focus, in 1995, the Center for Environmental Science, Technology, and Policy (CESTP) was established to help position the University as a critical regional resource in support of environmental education, research, and service for Cleveland, Northeast Ohio, and the Midwest region.

The staff and faculty of CESTP play important roles in the coordination and implementation of many environmental educational and research activities. For example, CESTP coordinates several environmental degrees under the Environmental Academic Studies Program (EASP), including a B.S. in Environmental Science, a B.A. in Environmental Studies, an M.S. in Environmental Science, an M.A. in Environmental Studies, an M.S. in Environmental Engineering, and a J.D./M.A.E.S. In addition, environmental options are offered in several doctoral programs.

Another major activity of CESTP involves the Woodlake Environmental Field Station in the Cuyahoga Valley National Recreation Area (CVNRA). The Station represents a unique partnership between Cleveland State, John Carroll University, and the National Park Service. The field station facilitates environmental and ecological research, particularly research utilizing the eco-systems in the CVNRA. It also is used for teaching undergraduate and graduate field courses, special summer courses, and workshops.

CESTP's primary mission is to improve the region's problem-solving capabilities regarding environmental questions by:

- Facilitating the development of multi-disciplinary research teams;
- Coordinating the development of environmental curricula available to Cleveland State students, including environmental systems, science, engineering, technology, policy, law,

ethics, and management;

- Improving the effectiveness and coordination of teaching of environmental issues at all levels; and
- Increasing collaboration between industry, government, and universities.

The Center strives to be the main regional resource and focal point for information and research on environmental issues for government, industry, and the general public.

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Center for Research in Electronics and Aerospace Technology

The Center for Research in Electronics and Aerospace Technology (CREATE), housed in the Fenn College of Engineering, constitutes a collaboration between universities, government, industry, and other organizations with the purpose of advancing the state of the art of power technology, and introducing this technology into the private sector. The goals of CREATE are to:

1. Assist in maturing aerospace power-system technologies to levels that show potential for commercialization;
2. Develop the means for capturing and disseminating the knowledge produced during technology-development activities in a productive and efficient manner so as to effectively transfer the technology to the private sector;
3. Integrate the activities with the educational program such that the students gain hands-on experience in the CREATE activities.

Faculty from the Electrical and Computer, Mechanical, and Industrial and Manufacturing Engineering Departments participate in a variety of research projects under the auspices of CREATE. Numerous opportunities exist for graduate students to conduct master's and doctoral research on CREATE projects.

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Cleveland Center for Mass Spectrometry

The Cleveland Center for Mass Spectrometry allows scientists to identify and characterize biological compounds, such as proteins, peptides, lipids, DNA, and drugs, to aid in the understanding of many disease processes. The Center strongly supports the research and teaching activity of undergraduate and graduate students, post-doctoral fellows, and faculty at Cleveland State University. The Center utilizes state-of-the-art mass spectrometry instruments located in the Department of Chemistry at Cleveland State.

The Cleveland Center for Mass Spectrometry employs technology for determining chemical composition at the molecular level. It allows scientists to examine minute structural details at a level previously unattainable. The impact of this technology on biomedical research is highly significant. Many diseases are characterized by defects in protein, DNA, or other molecules. Mass spectrometry analysis plays a critical role in determining the structure of defective molecules. The use of mass spectrometry has resulted in advances in the understanding of disease mechanisms and the early detection of disease markers. It also aids in designing more effective drugs and treatment strategies.

Mass spectrometry is being used to study diabetes, heart disease, cancer, Alzheimer's disease, kidney diseases, birth defects, and infectious diseases such as AIDS.

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Cleveland State University DNA Analysis Facility

The Cleveland State University DNA Analysis Facility provides DNA sequencing and DNA fragment analysis services in support of research efforts at Cleveland State University and other Northeast Ohio-area researchers. The facility's services include DNA sequencing of double- or single-stranded DNA plasmids and PCR products, as well as DNA fragment analysis. The mainstay of the facility is a Beckman Coulter CEQ 8000 Genetic Analysis System, which uses state-of-the-art capillary gel electrophoresis and laser-induced fluorescence technologies, in combination with a comprehensive, scientifically accepted software package for detailed results analysis. This instrument is capable of providing greater than 98% accurate sequence information on 600 to 800 bases routinely, with the potential of 1,000 bases. It also can analyze DNA fragments up to 600 bases with single-base accuracy.

Research collaborations are encouraged between Cleveland State faculty, researchers at other research institutions, and industrial partners. Information about the Cleveland State University DNA Analysis Facility can be found at www.csuohio.edu/uored/dna/index.html.

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Biomedical and Health Institute (BAHI)

The Biomedical and Health Institute (BAHI), formed in 2002, is a cross-collegiate structure that provides coordination and support for research, application, and education in the areas of biomedicine and health science, service, management, and policy. Under the leadership and direction of its director, BAHI serves as the single point of contact for partnership development in this arena, which includes a broad range of activities and projects, such as biotechnology and its applications, health-related research and policy development, and biomedical initiatives.

Cleveland State has a long and active tradition of research and education in biotechnology, biomedicine, health sciences, and other health-related fields, and offers a range of degree opportunities, including doctoral programs in Regulatory Biology, Bioanalytical Chemistry, and Applied Biomedical Engineering; a Molecular Medicine concentration option in these three doctoral programs; and master's degree programs in biology, chemistry, nursing, health sciences, public health, health care administration, occupational therapy, and physical therapy. In recent years there has been a significant increase and expansion of these types of efforts. In recognition of the University's growing strength in this area, the Cleveland State Board of Trustees passed a resolution in April 2001 that designated the area of biotechnology, biomedical, and related health sciences as a top-priority educational and research area.

The existence of Cleveland State's long-standing excellence in this area, together with the more recent recognition of the biotechnology, biomedical, and health science-related industry as an important basis for economic development, place Cleveland State in a unique position to play a leadership role. Cleveland State is poised to make crucial contributions to a knowledge-based, biotech economy. University research laboratories generate the cutting-edge ideas that create new processes and products, and degree programs produce the highly trained professionals to sustain and expand the new economy. By providing Northeast Ohio's companies greater access to and benefits from the research and educational resources at Cleveland State, the University increases the success of business and industry already in the region and strengthens the ability to attract new biotechnology, biomedical, and health-science-related companies.

Additional information is available at www.csuohio.edu/bahi.

Labor-Management Relations Center

Established in 1978, the Labor-Management Relations Center actively provides education, training, research, access to publications, and services to all members of the labor-management community. The purpose of the Center is to increase the knowledge, professional competence, and mutual understanding of those engaged in labor relations; enhance the personal and career development of the participants in labor relations; and contribute to solutions to problems arising from the employment relationship. To achieve these goals, the Center administers a Certificate Program in Labor-Management Relations and sponsors conferences, seminars,

workshops, and customized training; supports faculty research in labor relations; and supports cooperative labor-management relations through training, facilitation, and programs designed for labor and management. The Center is guided by an Advisory Committee composed of leaders of the Cleveland labor-management community.

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The Maxine Goodman Levin College Research, Public Service, and Training Centers

Research and Public Service

The Maxine Goodman Levin College of Urban Affairs provides applied research and outreach services to the community through a number of integrated centers and initiatives. The collective mission of these research centers is to serve as a source for the investigation of issues and challenges facing urban communities and to apply the College's resources to solutions.

Students have opportunities to work with faculty and staff in the research, public service (including training), centers, programs, and related initiatives of the Levin College. These include major programs in economic and neighborhood development, public finance, public management, and capacity-building training. These activities support the academic programs of the Department of Urban Studies by providing opportunities for graduate and undergraduate students to participate in ongoing research, training, technical assistance, and database development projects. Centers include:

Center for Economic Development

The Center for Economic Development encompasses research and technical assistance activities aimed at furthering the development potential of the Cleveland region. It concentrates on the analysis of federal, state, and local public policies and their impact on the economic functions, growth, and development of Cleveland and the region. Areas of expertise include industrial restructuring, industry clusters, labor force development, and urban tourism and redevelopment of cities.

Center for Housing Research and Policy

The Center for Housing Research and Policy studies critical housing supply-and-demand issues. In addition to undertaking a comprehensive inventory and analysis of the region's housing stock and its conditions, the program also identifies and analyzes housing directions and trends useful for neighborhood and regional revitalization.

Center for Neighborhood Development

The Center for Neighborhood Development provides assistance to nonprofit, neighborhood-based development organizations, helping them implement a broad range of housing and economic development projects. The Center also directs Neighborhood Leadership Cleveland.

Center for Nonprofit Policy and Practice

The Center for Nonprofit Policy and Practice was founded in 2001 to support and foster the health of the nonprofit sector in the region through training and technical assistance that support the role of nonprofits in civil society; scholarly and applied research; and undergraduate and graduate education in the leadership and management of nonprofit organizations.

Center for Public Management

The Center for Public Management provides technical assistance to State of Ohio departments,

local governments, civic groups, and nonprofit organizations in such areas as strategic planning and fiscal analysis.

[Center for Sacred Landmarks](#)

The Center for Sacred Landmarks provides information about Cleveland's religious structures and organizations and their past and present roles in strengthening and maintaining communities within the Cleveland metropolitan area.

[Great Lakes Environmental Finance Center \(GLEFC\)](#)

The GLEFC is one of nine university centers established by the United States Environmental Protection Agency to help create sustainable environmental systems in the public and private sectors.

[Levin College Forum](#)

The Levin College Forum is a focal point and catalyst for thoughtful public debate, innovative thinking, new ideas, and timely action addressing the critical urban issues that impact Northeast Ohio, the state, and the nation. All Forum programs are open to the community and Cleveland State University students, faculty, and staff.

[Northern Ohio Data Information System](#)

The Northern Ohio Data Information Service (NODIS), as a Census Bureau affiliate, provides census and other data resources to the public. It also provides mapping and GIS services, data, and training. Services include standard and customized community profiles, demographic analysis, census tract look-up guides, demographic and environmental mapping, geocoding, and database and web site development. GIS training includes ESRI certified instruction as well as MapInfo workshops and customized training. Named as one of the three regional data centers in the state by the State of Ohio and the U.S. Bureau of the Census in 1981, NODIS has more than 20 years experience in demographic and geographic data dissemination and analysis.

[Ohio Center for the Advancement of Women in Public Service](#)

The Ohio Center for the Advancement of Women in Public Service is another new initiative that was founded to promote the advancement of careers of women in public service within the executive, legislative, and judicial branches of government at the national, state, and local levels. Key functions of the Center are to produce research on the state of women's careers in public service, identify particular barriers to the movement of women into positions of authority and leadership, and devise strategies to address these barriers.

[Ruth Ratner Miller Center for Greater Cleveland's Future](#)

Named in honor of Ruth Ratner Miller's lifelong commitment to and vision for Greater Cleveland, the Center utilizes the intellectual capital of the region to develop alternative strategies for the metropolitan area. The Center produces information and analysis to advance Greater Cleveland's economic and social future and looks to collaborate with private and nonprofit organizations and governments to drive the growth of the region.

[Unger Center for Local Government Leadership](#)

The Unger Croatia Center for Local Government Leadership is a collaborative effort of the Levin College and the Faculty of Economics at the University of Rijeka. Its goal is to respond to the training, research, and educational needs of local government leaders by providing workshops, courses, and literature that focus on concepts and ideas underlying improved practices as well as perspectives on the pragmatic day-to-day policy concerns that confront government officials. The Center is a repository of information on best practices in local government and develops case studies and research projects for use by administrators,

managers, and supervisors throughout Croatia. The core activity of the Center is an annual or bi-annual public administration program held in Croatia and a two-week seminar at the Levin College.

[Urban Child Research Center](#)

The Urban Child Research Center (UCRC) was developed to bring a multidisciplinary approach to addressing risk factors for urban children and youth. The UCRC provides the expertise of academia to the community, using the perspectives of the social and behavioral sciences, education, and health care to research issues that affect urban children and families.

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Cleveland State University

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College of Graduate Studies

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Campus Services and Programs

Student Services and Activities

The Division of Student Affairs and Minority Affairs is committed to “supporting the total development of each and every student so that they achieve their educational goals in a satisfying way.” The Division offers a wide array of programs, services, and activities to support students. Staff professionals focus on the whole student and his or her development as it pertains to the educational process. Providing a supportive educational environment that enhances student satisfaction is central to the mission of the Division, and students are kept at the center of decision making.

A partial list of Division services of value to graduate students includes Student Life programming, activities, organizations, publications, leadership development, wellness education, and volunteer opportunities; college enrichment courses and tutoring; the Career Services Center; the Office of Services to Persons with Disabilities; the Counseling and Testing Center; and University Health Services. (More information on many of these services can be found elsewhere in this Catalog).

Student leaders meet with the President and Vice President of Student Affairs and Minority Affairs on a monthly basis and serve on administrative committees and task forces. Two student representatives sit on the University Board of Trustees.

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Student Life

The Department of Student Life strives to provide a variety of quality services and programs to enhance the University experience and complement Cleveland State University's academic mission. A highly trained staff of professionals is available to support students from their first day on campus to the completion of their academic goals. Services include new student orientation, a mentoring program, leadership training, support of recognized Cleveland State University student organizations, judicial affairs, campus activities, and many other programs and services that support the successful matriculation of all students. Students are welcome to share issues, concerns, and ideas. The Department of Student Life is located in University Center, Room 102; telephone (216) 687-2048; e-mail student.life@csuohio.edu. The web site is www.csuohio.edu/student-life. The following areas function under Student Life:

Campus Activities and Educational Programs

The entire campus community, including students, faculty, and staff, are provided with an array of campus-wide programs to attend throughout the year. These activities, sponsored by the Department of Student Life, the Campus Activities Board, and other sponsoring groups throughout campus include social events, lectures, dances, holiday celebrations, and food and music activities. Events include Welcome to Cleveland State University Week, Springfest, Homecoming, and many more. Students interested in volunteering to help plan these events, or who want more information about attending them, should contact the Student Life staff at (216) 687-2048 or e-mail student.life@csuohio.edu. Most events are free and open to the entire campus.

Volunteer Programs

The Department of Student Life Volunteer Program is designed to serve as a campus-wide clearinghouse for volunteerism, community service, and service learning opportunities available to all Cleveland State University students, faculty, and staff. The primary goal is to assist members of the Cleveland State University community to develop or strengthen interest in service others. Information about short-term and long-term volunteer opportunities is available in the Volunteer Binder in Student Life, University Center, Room 102, on the volunteer bulletin board (University Center, first floor, by elevators), and on the Volunteer Programs web site at www.csuohio.edu/student-life/volunteer.

The City is Our Campus

Through developing partnerships with a variety of organizations, the Department of Student Life offers opportunities for Cleveland State University students to experience all that Cleveland has to offer—often at a discounted (sometimes free) price. Updated information about The City is Our Campus program is available on the bulletin board in the University Center Atrium and on the web site at www.csuohio.edu/student-life/activities/citycampus.html. Students also can sign up to receive e-mail updates by contacting activities@csuohio.edu.

Judicial Affairs

The Judicial Affairs Office exists to provide a safe environment for the entire campus community. Through the Trustee-approved policies called the Student Conduct Code, students involved in misunderstandings with other students, faculty, staff, or administration can discuss informal and formal resolution options. The Student Conduct Code thoroughly explains the due process procedures for incidents that violate University policies. A copy of the Code is available in the Department of Student Life, located in University Center, Room 102, or on the web site at www.csuohio.edu/student-life/SCC.

Leadership Programs

Leadership programs help students explore various leadership competencies. Events range from hour-long roundtables to daylong retreats. Program topics include leadership styles, communication, group dynamics, delegation, and creativity. Students attending at least 16 roundtables over the course of the year can receive Leadership Certification. There is also a free Leadership Consultation Service for student groups and a wide variety of leadership resources available including leadership portfolio, free leadership assessment, and developmental plan. Additional information, including a listing of upcoming programs, is available from the Student Life office in University Center, Room 102; telephone (216) 687-2048; web site: www.csuohio.edu/student-life/leadership.

Gay, Lesbian, Bisexual, and Transgender Student Services

GLBT Student Services provides innovative and select programming to the Cleveland State University community and serves as a resource and information center for gay, lesbian, bisexual, transgender, and questioning students and their allies. The Safe Space program allows faculty and staff to show support for GLBT students by displaying a Safe Space card. There is also a Student Safe Space program for students who wish to show their support. A student listserv keeps students informed and connected. More information on GLBT Student Services or any of its programs is available by calling (216) 687-2048; e-mail gibt@csuohio.edu; web site: www.csuohio.edu/student-life/GLBT.

Student Organizations

More than 100 recognized student organizations exist on the Cleveland State campus to provide students with opportunities for involvement, campus decision making, leadership experience, and networking. These organizations invite students to join and participate in academic, social, professional, and recreational activities through their many events on campus. Organizations are open to all students, and the Department of Student Life assists in establishing new organizations. Other exciting developmental opportunities for involvement

include the Student Government Association, Campus Activities Board, Student Bar Association, fraternities and sororities, and student media organizations (newspapers, literary magazine, and radio station). The Student Organization Directory in the Department of Student Life includes information on the many student groups available to complement students' academic and career goals.

Campus Activities Board

The Campus Activities Board (CAB) is a student organization whose primary function is to plan and facilitate cultural, social, recreational, and educational events. CAB is responsive to student interests, with a primary goal of fostering campus community and unity. CAB offers leadership opportunities in event planning, promotions, budget management, and team development. CAB features five student officer positions (Director, Assistant Director, Office Manager, Events Coordinator, and Promotions Coordinator), and a variety of intern volunteer, and committee opportunities for those interested in campus event planning.

Student Bar Association

The Student Bar Association (SBA) represents and advocates the interest of the student body in matters pertaining to the Cleveland-Marshall College of Law by allocating funds to duly recognized student organizations of the College of Law and coordinating and promoting programs and activities for students of the College of Law. SBA consists of a Senate of five executive officers and Student Senators from each of the law divisions. Student Bar organizes activities such as the annual Barrister's Ball, fund raisers such as the T-shirt Sale and Book Sale, and various educational and social opportunities for the law student body. Elections are held annually at the end of the spring semester. SBA is located in the Law Building, Room 28; phone (216) 687-2339.

Student Media Organizations

Student publications provide students with excellent opportunities for experience in writing and editing a literary magazine or newspaper as well as on-air and behind-the-scenes radio experience. These media are financed in part by general fees and are run by students, who are selected by the respective media staff. The media organizations include: *The Cauldron*, published weekly and pledged to provide information and opinions about the campus, the Cleveland community, and beyond [phone (216) 687-2270]; *The Vindicator*, published once a month with special interest in presenting the news as it relates to multicultural issues and diversity [phone (216) 687-2118]; *Whiskey Island Magazine*, a literary magazine published two to three times a year, featuring selected prose, poetry, graphic arts, and photography [phone (216) 687-2056]; *The Gavel*, published six times per year by and for the interest of students enrolled in the [Cleveland-Marshall College of Law](#) [phone (216) 687-4533]; *WCSB Radio Station*, the University-owned, 1,000-watt, non-commercial FM station operated by Cleveland State University students. WCSB can be found at 89.3 on the radio dial and offers a wide variety of programming [phone (216) 687-3515 or (216) 687-3523].

Fraternities and Sororities

Cleveland State University is home to seven nationally recognized fraternities and seven sororities as well as local fraternities and sororities. Faculty and chapter advisers advise these Greek-letter organizations. The Coordinator of Greek Affairs also provides assistance with fall recruitment for the sororities, Greek Games, Greek Council, Greek [Alumni Council](#), and Homecoming activities in which the members participate. Greek-letter organizations provide opportunities for brotherhood/sisterhood, philanthropic events, social activities, scholarship, and leadership. Membership in a Greek-letter organization provides students with a wide array of transferable skills useful in life and future careers.

Student Government

The Cleveland State University Student Government Association (SGA) provides an open forum for students to formulate their beliefs and voice their concerns to the University Board of Trustees, administration, and faculty. Student Government is composed of two branches. The Executive Branch consists of the president, vice president, treasurer, and secretary; the

legislative branch (the Senate) is composed of 28 elected student delegates, who represent each class and each college at Cleveland State University. Elections are held during the spring term. Student Government offices are located in University Center, Room 160A; telephone (216) 687-2262.

[Campus411](#)

Campus411 provides information and assistance with registration, academic records, student billing, and financial aid. Cleveland State University's comprehensive approach to providing student service is based on a "one-stop" philosophy: provide a central office to serve the University community effectively and efficiently. Campus411 is located on the first floor of University Center, Suite 162.

[VIKINGCARD](#)

New Cleveland State students may obtain identification cards that are valid for as long as they attend the University. To obtain a card, a student must present his or her current semester registration schedule and driver's license to the VIKINGCARD Office, located in University Center, Room 272B.

Normal office hours are:

Monday-Thursday-Friday 8 a.m. to 5 p.m.

Tuesday-Wednesday 8 a.m. to 6 p.m.

Updates are available on the web site at www.csuohio.edu/vcard.

[Counseling and Testing Center](#)

Cleveland State University offers a wide range of counseling services to students. The licensed counselors and psychologists who staff the Counseling Center help students with the following matters: selection of majors, study skills, vocational choice, blocks to learning, personal concerns, stress management, test anxiety, assertiveness, relationship concerns, drug and alcohol dependence, sexual issues, and relaxation training. Support groups and workshops are offered on many of these topics.

Testing services include interest, ability, and personality tests. Widely used entrance examinations, such as the C.L.E.P. and PRAXIS examinations, the Miller Analogies Test, and many others, are given. Test scoring for faculty for courses also is available.

Counseling services are offered free of charge to students. Faculty and staff are seen for assessment and referral. Appointments can be made for both day and evening hours by calling (216)687-2277, or by visiting the Counseling Center located on the second floor balcony in University Center, Room 254B.

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[Career Services Center](#)

The Career Services Center, located on the second floor of Rhodes Tower West, provides graduate students and alumni with a full range of services in the career development process, including the programs listed below. For more information, visit the Career Services web site at www.csuohio.edu/career/.

[Career Preparation Workshops for Graduate Students](#). These career workshops are specifically designed for graduate students. The workshops provide career insight, job readiness, and fulfill the requirements for participation in the Cooperative Education Program. A schedule of workshops is available in the Career Services Center.

[The Career Resources Library](#). The Career Resources Library contains career reference materials that include industry and corporate directories; information and literature on local,

national, and international companies; a videotape collection on career and professional development; a collection of publications concerning career assistance; and computer access to career and employer data. The [library](#) also contains a reference section on recently posted job notices and internships.

Career Conversations. Students have the opportunity to conduct informational interviews with [alumni](#) and other professionals to better understand how academic studies and career development work hand-in-hand. Students should contact their Career Coordinators for more information.

Job Location and Development. Job Location and Development is a federally funded program designed to help all Cleveland State University students find part-time and seasonal work while still in school. A Career Services Coordinator can assist students in locating these opportunities.

Career Counseling. One-to-one career exploration and career development counseling is available to all graduate students at Cleveland State University. Career Coordinators are assigned to specific majors for which they have developed competencies. Students should call the Career Services Center to make appointments with Career Coordinators who specialize in their majors.

EChoices. This computer-based program enables students to explore and assess their interests, skills, aptitudes, and values. By using this system, along with a follow-up meeting with the Career Coordinator, a student will learn how his or her choices relate and how understanding personal characteristics will help the student begin to make an informed career decision.

Sloan Career Cornerstone Series. The Sloan Career Cornerstone Series is a program designed to assist students interested in engineering and other technical programs in their career development process. By using the Sloan program, students learn more about the differences in various technical careers, along with the various skills and specializations they may wish to develop.

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On-Campus Employment

Excellent opportunities exist for part-time student employment on campus. Students employed on campus can develop valuable skills and have the convenience of working flexible hours. Both federal work-study and no-work-study positions are available. Jobs are posted at www.csuohio.edu/career/jobpostings.htm#job.

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Cooperative Education

Students in the co-op program can choose either part-time or full-time alternate semesters of paid, career-related employment that allows them to apply academic theory to on-the-job problems. In addition to enabling students to gain practical, career-related experience in their chosen field, the co-op experience can assist in financing graduate studies. Career Services Coordinators can provide details to graduate students interested in participating in this program.

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Senior and Alumni Services

The Career Services Senior and [Alumni Services Office](#) provides career implementation programs to graduate students in all academic areas. All full-time and part-time graduate students are eligible to register for assistance at no cost.

All graduate students registered with the Career Services Center can access the employment community through: employers that recruit on campus, employers that participate in Cleveland State University career fairs and programs, and employers that post opportunities in the CampusNet system.

The full range of placement services also includes:

- A video-taped Mock Interview program;
- Access to the web-based recruitment system, CampusNet; and
- Individual career counseling.

For additional information on any of these programs and services, call or visit the Career Services Center, Rhodes Tower West, Room 280; telephone (216) 687-2233.

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Women's Comprehensive Program

Cleveland State University's Women's Comprehensive Program (WCP), located in University Center, Room 363, enriches campus life through a series of lectures and cultural events pertinent to women. Each semester, the WCP's Re-Entry Women's Project offers a series of orientation sessions for students whose educational goals have been delayed or deferred, as well as a range of other services for women.

The WCP administers an undergraduate interdisciplinary major and minor in Women's Studies and a course on Women in Corporate America in conjunction with the Cleveland business community. A list of Women's Studies courses that can be taken for graduate credit is available from the WCP Office.

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Health and Wellness Services

Convenient ambulatory health care is available for Cleveland State University students, faculty, and staff. Nurse practitioners and a University physician provide services. Appointments are necessary and can be made by calling (216) 687-3649. The Health Center is located in the Science and Research Building, Room 153. Hours are Monday and Tuesday from 8 a.m. to 5:30 p.m., and Wednesday through Friday from 8 a.m. to 5 p.m. during the academic year. During the summer and during semester breaks, hours are Monday through Friday from 8 a.m. to 5 p.m.

The Health Center provides the following services:

- Physical examinations and treatment for common illnesses such as sore throats, upper respiratory infections, urinary tract infections, and conjunctivitis.
- Laboratory testing for cholesterol levels, anemia, throat cultures, pregnancy, sickle cell, HIV, chlamydia, sexually transmitted infections, and more.
- Health prevention and promotion, education, and counseling to support individuals and groups in maintaining wellness.

There is no charge for most office visits. There is a minimal charge for complete physical examinations, laboratory tests, and medications.

For additional information, visit the web site at www.csuohio.edu/health.

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Students with Disabilities

The University is committed to providing equal opportunity to all of its students. Services to students with disabilities are available to those who might need extra help or specialized assistance. This program is designed to address the personal and academic issues of students with disabilities as they participate in campus activities. A full range of services, including Braille writers, sign language interpreters, special computer equipment, and specialized test administration, is offered. The Cleveland State University campus is significantly barrier free. Interested students should contact the Office of Services to Persons with Disabilities, University Center, Room 304, telephone (216) 687-2015 or 687-3633.

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Graduate Student Housing

Located at the heart of campus, **Viking Hall** can accommodate 475 students and offers large, spacious rooms with wall-to-wall carpeting, individual heating, air conditioning, and individual bathrooms with a shower/tub.

Viking Hall is more than just a place to live. Residents can take advantage of an in-house computer lab, educational and recreational programming, 24-hour security, cable television, phone mail, a game room, laundry facilities, an exercise room, big-screen TV lounge, dining facilities, a secured **parking** lot, and a convenience store.

Special options for living arrangements include Graduate, Law, and Quiet Study accommodations. Students may choose to live in either single or double rooms. Single rooms are available on a limited basis.

All residents participate in a food service plan and can choose from a variety of meal options. The Dining Hall, located on the first floor of **Viking Hall**, provides a convenient, full-service meal program seven days a week.

Requests for information and applications for **Viking Hall** housing are available in the Department of Residence Life, located in the lobby of **Viking Hall**, 2130 Euclid Avenue. For information call (216) 687-5196, e-mail reslife@csuohio.edu, or visit the web site at www.csuohio.edu/reslife. The Department of Residence Life is open from 8 a.m. to 7 p.m., Monday through Friday.

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Safety at Cleveland State

The University Police Department works to prevent crime through vehicular, bicycle, and foot patrol, surveillance operations, investigations staffed with plain-clothes officers, and community-based crime prevention programs. For general information concerning the Police Department, telephone (216) 687-2020.

Safety Escort Service: The University Police Department maintains a 24-hour escort service for the security of students, faculty, and staff. To request an escort to or from any location on or near campus, telephone (216) 687-2020. The Escort Service also may be reached by dialing 2020 on any campus phone.

CAMPUS WATCH Program: **CAMPUS WATCH**, founded in 1981, is a community-based crime prevention program tailored to meet the needs of the campus community. It is an innovative application of the highly successful block watch program. Campus Watch members attend a one-hour training session on safety issues, actively participate in quarterly business meetings with speakers on safety, and receive *The Watcher*, a monthly newsletter that provides information on campus crime incidents as well as crime prevention. Campus Watch members are eligible for training seminars and routinely receive information on campus safety via the broadcast system.

Emergency Phone System: Emergency “blue light” telephones are located throughout the campus and in parking facilities. By picking up the receiver on most phones, the caller is in immediate contact with the University Police Dispatch.

Campus Awareness and Security Act of 1990: Cleveland State is in compliance with the Campus Awareness and Security Act of 1990. Updated annually, published statistics on crimes committed at Cleveland State University are distributed to all students, faculty, and staff.

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Parking

Parking is available to day and evening students who obtain a parking hangtag. The hangtag entitles students to park in designated lots or garages. With the daily hangtag, students pay a daily fee each time they park. With the prepaid hangtag, the student prepays for parking for the entire semester at a discounted rate. To obtain a parking hangtag and information about parking lots and garages, students must register at the Office of Parking Services, located in the **Chester Building Annex**, Room 128. The license plate number, a photo ID, and a computer printout of the student’s schedule are required in order to register a vehicle. Students are responsible for observing the regulations governing parking on campus. A parking guide and campus map are issued to each person when registering his or her vehicle.

The Office of Parking Services also provides emergency road service for vehicles that are legally parked on campus. By calling the department at extension 2023 from any campus telephone, students can take advantage of the following services: 1) have a car jumpstarted; 2) temporarily repair a flat tire with an aerosol can; 3) use a department gas can to get gas at the nearest service station, with free transportation provided; 4) get into a locked car, by special arrangement with the University Police, upon proof of ownership.

The Parking Services office maintains hours from 8 a.m. to 5 p.m. Monday through Friday. Office hours are extended the first week of each semester.

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Student Activities and Cultural Programs

The University sponsors a wide variety of student activities and cultural programs to enrich the collegiate experience. Programs are designed to appeal to students, faculty, staff, and audiences from the community.

Seminars, lectures, plays, and other presentations offered by the Department of Student Life, academic departments, and support units are open to the public. National and international authorities are brought to campus to discuss topical issues and the arts.

Seminars, lectures, plays, and other presentations offered by the Department of Student Life, academic departments and support units are open to the public. National and international authorities are brought to campus to discuss topical issues and the arts.

Prominent poets visit the campus under the auspices of The Poetry Center, which also sponsors a Creative Writing Contest each semester for tuition reimbursement for Cleveland State students.

The Office of Minority Affairs and Community Relations presents cultural programming, diversity training and conferences, topical study circles, and community outreach and services activities including retention initiatives for underrepresented populations.

The Dramatic Arts program presents numerous plays during the year.

The Cleveland State Dance Program presents concerts, master classes, and summer intensive workshops featuring faculty and nationally recognized guest artists. Performances include the

Cleveland State University Modern Dance Company, a student and alumni repertory ensemble, and The Dance/ Theater Collective, as well as informal showings of dance student works.

The Cleveland State University Art Gallery, located in Room 101 of the [Art Building](#), is one of the finest art galleries in downtown Cleveland. It hosts shows by local, regional, and national artists and features an annual juried exhibition of works by Cleveland State University art students.

The Black Studies Program operates an African American Cultural Center located in Room 103 of University Center. The Cultural Center displays a permanent collection of African art; contemporary and traditional works of African American artists; and revolving exhibits of the art, culture, and history of peoples of the African Diaspora. Formal and informal colloquia, films, video recordings, and programs designed for student retention are presented in the Cultural Center and it is a place where students are cordially invited to relax, engage in discussions, study, and receive tutoring. The African American Cultural Center is available for meetings by students, faculty/staff groups, and organizations, as well as community organizations and groups.

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Study Abroad Programs (CISP)

Cleveland State University offers a number of international educational activities for Cleveland State students through the Center for International Services and Programs (CISP). CISP is located in University Center, Room 302; telephone (216) 687-3910; e-mail: studyabroad@csuohio.edu. These activities include the following:

Faculty-Led Short-Term Programs

Every summer, CISP facilitates study abroad opportunities offered by several Cleveland State academic departments in different areas of the world. Programs include study in India (Social Work); Guatemala (Health Science); France, Spain, and Mexico (Modern Languages); China (Political Science); England (Marketing); and Germany (Computer and Information Sciences). Interested students should contact the relevant department or CISP's study abroad coordinator for more information.

International Internships

CISP offers paid internships in Germany for Social Work, Business, and Engineering majors. German-language competency preferred. Unpaid internship opportunities are available around the world. Additional information is available from CISP.

Independent Programs

A resource area of current study abroad program materials is maintained by CISP in University Center, Room 302. Students should make an appointment with the Cleveland State study abroad coordinator to discuss plans and learn about requirements for the transfer of credit, financial aid, and registration.

Scholarships

Students can apply through CISP for study abroad scholarships. Awards range from \$200 to \$1,000. The Office of Minority Affairs and Community Relations also offers a study abroad scholarship of up to \$500 for minority students.

Fellowships

Annual competitions are held for the Fulbright Grants and NSEP Fellowships. These fellowships facilitate research and study abroad in a variety of fields and countries. Planning should begin at least six months before the campus deadline. Information on this and other scholarship competitions is available on the CISP web site at www.csuohio.edu/internat.

Students should contact the Cleveland State study abroad coordinator for campus deadlines and advising.

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Athletics

The cocurricular activities of intramural and intercollegiate athletics play an important role in the development of healthful physical exercise. Intramural athletics form the base of organized activity for the general student body and include basketball, touch football, volleyball, racquetball, indoor soccer, table tennis, and badminton. Intercollegiate athletics provide athletic expression for the more highly skilled student. Sports scheduled with similar institutions assure balanced competition. The University is a member of NCAA and competes at the Division 1 Level and fields men's varsity teams in soccer, basketball, wrestling, swimming, tennis, fencing, baseball, and golf, and women's varsity teams in cross-country, volleyball, golf, basketball, swimming, soccer, fencing, softball, and tennis.

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University Center

University Center, which is located on Euclid Avenue between East 21st and East 22nd streets, is the center of student activities and services at Cleveland State University. Campus411 provides a comprehensive approach to ensure University students are well served. At Campus411, questions and concerns regarding financial aid, student accounts, registration, and academic records are addressed. Professionals work proactively to provide cross-functional service in one central location. The Financial Aid Office, Office of the University Registrar, Treasury Services, and Disability Services also are located in University Center. Student Government, student publications, and student organizations are housed in the Center as well. The Center also contains lounges, a game room, an ATM, a full-service food court, a convenience store, and a restaurant.

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Dining on Campus

Dining options in the University Center include a full-service Food Court on the second floor, with chicken, grab-and-go sandwiches and salads, sushi, pizza, and hot entrees. The Market at UC in the University Center Atrium provides convenience-store needs, while Tortilla Fresca, on the lower level, serves lunch and dinner, as well as beer and wine coolers. Dining in the University Center opens at 7:30 a.m. Other food service venues are located in Ahuja Hall, the Law School lounge, Rhodes Tower lobby, and Stilwell Hall.

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Bookstore

The Bookstore is located at 2400 Euclid Avenue, across from Fenn Tower. It sells new and used textbooks, books related to various disciplines, reference books in professional fields, bargain books, school and office supplies, Cleveland State sportswear and souvenirs, special occasion cards, gifts, and gift wrapping. The store is open Monday through Thursday from 9 a. m. to 6 p.m., Friday from 9 a.m. to 5 p.m., and Saturday from 10 a.m. to 2 p.m.

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Cleveland State University Alumni Association

The Department of Alumni Affairs and the Cleveland State University Alumni Association

provide services to Cleveland State University alumni. Approximately 85 percent of these 85,000 graduates live in the Northern Ohio area. Located in Mather Mansion, the Department of Alumni Affairs assists the Alumni Association Board of Directors and its constituent organizations in the development and implementation of professional and continuing education programs, career networking opportunities, endowment of student scholarships, and recognition of outstanding alumni, as well as a varied blend of social, athletic, and student-related activities. For information, students should call the Department of Alumni Affairs at (216) 687-2078 or e-mail alumassoc@csuohio.edu, or visit the web site at www.csuohio.edu/alumni.

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College of Graduate Studies

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 - [Enrollment Deadlines](#)
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Enrollment

Each term, it is necessary for students to select courses, complete required advising and registration forms, and pay the appropriate fees to officially enroll for classes. Graduate degree, licensure and certificate students must receive advisor approval to register for classes. Graduate non-degree students are restricted by some programs to enroll in only selected courses. Non-degree graduate enrollment conditions appear at the end of this section. Students may not attend class without officially enrolling with the [University Registrar](#).

Students may elect to enroll via the web, touch-tone telephone system, or in person. Additional details regarding these options are available on the [University Registrar's](#) web page at www.csuohio.edu/registrar.

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Enrollment Deadlines

There are specific enrollment deadlines and procedures each term to which the student is responsible for adhering. This information is located on the [University Registrar's](#) web page. Enrollment/withdrawal deadlines vary for summer sessions and for special sessions during any term.

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Changes to Enrollment

A student may enroll for a course by the end of the first week of classes in fall and spring terms or before the posted deadline for summer sessions without permission. After the first week and up to the end of the second week of the term for fall and spring, or until the last day to enroll/add with permission for summer term, enrollment may only occur with the permission of the instructor via the Late Registration/Late Add form. After the 15th day of the fall and spring terms or the last day to add with instructor permission, a student may enroll only with approval of the instructor and the graduate program director of that program. Non-degree students should consult the Late Enrollment Form for special regulations. Late Registration/Late Add forms may be downloaded from the College of Graduate Studies web site at www.csuohio.edu/gradcollege/forms.htm and are available from the Office of the [University Registrar](#).

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Official University Withdrawal Regulations

A student may withdraw from a course without permission up to the 10th week of fall and spring or before the published deadline for summer sessions. Students may withdraw from classes via the web, touch-tone phone system, or in person.

A withdrawal prior to the 15th day of fall and spring semester or before the published summer session deadline will not result in a grade on the student's transcript. A withdrawal after the 15th day up through the withdrawal deadline will be indicated on the University official

academic record by a W.

Non-attendance does not constitute an official **withdrawal** from a course.

Students are strongly encouraged to consult their Graduate Program Advisors and the **Financial Aid Office** prior to dropping/withdrawing from classes in the current term or retroactively via petition.

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Administrative Withdrawal

The University has the authority to withdraw students from class. Such **withdrawals** can occur upon the request of instructors or academic departments for various reasons, including lack of prerequisite course work or inappropriate placement results.

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Attendance Requirements

Students are expected to attend class. If a student expects to be absent for an extended period of time, notification should be given to the course instructor. Non-attendance does not constitute a **withdrawal**.

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Enrollment Conditions for Non-Degree Students

The following conditions must be met by non-degree graduate students:

1. Students must meet course prerequisites unless waived by the instructor (in some cases, program authorization is required).
2. Students are permitted to enroll in classes on a space-available basis. Priority is given to graduate degree, certificate, and licensure students where there is limited enrollment.
3. Non-degree students are graded on a letter-grade basis. **Petitions** are made only if the student requests **Audit** (N/C) or **Satisfactory/Fail** (S/F) status at the time of registration or within the first week of classes. Students must perform at the B or better level to receive a Satisfactory grade.
4. Non-degree students may not earn a graduate degree, certificate, or license awarded by the University.
5. Non-degree graduate students are not eligible for Graduate Assistantship or Graduate Tuition Grant awards.

A non-degree graduate student who wishes to enroll in a graduate degree, certificate, or licensure program must submit an updated graduate admission application form, submit all credentials required for admission to a graduate degree, certificate, or licensure program, and meet all requirements thereof. A student who has an undergraduate **grade-point** average of less than 2.75, but who has completed 12 or more graduate credit hours with a 3.00 or better **grade-point** average as a non-degree graduate student at Cleveland State University, may be exempted from taking a graduate admission examination. Such exemptions require the approval of the graduate program that the student wishes to enter.

Non-degree graduate students with a Cleveland State University graduate **grade-point** average below 3.00 are not eligible for admission to a graduate degree, certificate, or licensure program. To be considered for degree, certificate, or licensure admission, the graduate **GPA** must be raised to at least 3.00.

A student who changes from non-degree to degree status may be permitted, with program approval, to apply a maximum of 12 graduate credits of non-degree course work toward fulfillment of master's degree requirements. A student may petition for an extension of the 12-credit limit. If approved by the graduate committee, such requests do not require the review and approval of the [College of Graduate Studies Petitions Committee](#). However, if denied at the departmental level, requests for an extension of the 12-credit limit may be submitted to the [College of Graduate Studies Petitions Committee](#) for review and disposition.

Not more than eight credits of graduate work taken on a satisfactory/fail basis may be applied toward graduate degree requirements.

Unless otherwise noted elsewhere in this Catalog, a non-degree student is subject to the same academic regulations that govern degree-seeking students.

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Re-enrollment

A former student who was in good [academic standing](#) at the end of his or her last semester in school and who has not attended another institution may file a Re-Enrollment Application form with the Office of the [University Registrar](#) if he or she wishes to register for classes and if there has been a lapse of three or more consecutive semesters, including summer, in attendance at Cleveland State University. A former student who has attended another institution since leaving Cleveland State University, or has not attended Cleveland State University for six or more years, must contact the graduate program director and request [readmission](#) to the program before the student will be permitted to register for classes. The graduate program director must forward a copy of a letter of [readmission](#) to the Office of Graduate Admissions. Academically dismissed students must file a petition for readmission, or obtain admission to a new graduate program (please see the Readmission section of this Catalog) in order to register at Cleveland State University.

Additional details regarding registration and enrollment options are available on the [University Registrar's web page](#) at www.csuohio.edu/registrar.

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College of Graduate Studies

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 - [Key to Locations – Alphabetical Listing](#)
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Campus Map

[Click here to view the Campus Map](#)

Key to Locations – Alphabetical Listing

Advanced Manufacturing Center AM
 AMC Annex AA
 AMC Extension AX
 Art Building AB
 Bookstore BS
 Business, James J. Nance College of BU
 Chester Building CB
 Chester Building Annex CA
 Cole Center for Continuing Education CE
 Wolstein Center at Cleveland State University CC
 Fenn Tower . .CLOSED FOR RENOVATION. FT
 Health Sciences HS
 Intramural Sports Center IS
 Keith Building KB
 Law, Cleveland-Marshall College of LB
 Law Library LL
 Library RL
 Main Classroom Building MC
 Mather Mansion MM
 Music & Communication Building MU
 Pavilion Conference/Banquet Center CP
 Physical Education Building PE
 Plant Annex PA
 Plant Services PS
 Rhodes Tower RT
 Rhodes Tower West RW
 Science Building SI
 Science & Research Center SR
 Stilwell Hall SH
 Theater Arts Building TA
 University Annex UA
 University Center UC
 Urban Affairs Building UR
 Viking Hall VH

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Key to Locations – CORE CAMPUS

BU James J. Nance College of Business Administration **S**
 UR Urban Affairs Building **S** College of Urban Affairs
 LB Law Building **S**
 Cleveland-Marshall College of Law

LL Law Library **S**

MU Music and Communication Building **S**
Waetjen Auditorium
Drinko Recital Hall

UC University Center **S**
International Conference Center
Registrar, Bursar, Auditorium
Student Center, Financial Aid

RT James A. Rhodes Tower **S**
College of Liberal Arts and Social Sciences
College of Education and Human Services

RW Rhodes West **S**
Admissions Welcome Center, Campus Tours Tower Classrooms, Career Services

RL Library **S**

MC Main Classroom Building **S**

SR Science and Research Center **S**
College of Science

SI Science Building **U**

SH Stilwell Hall **S**
Fenn College of Engineering

CA Chester Building Annex **S**
Police, Parking

CB Chester Building **S**
First College

FT Fenn Tower **CLOSED FOR RENOVATION S**

PE Physical Education Building **U**
Woodling Gymnasium, Robert Busbey Natatorium

IS Intramural Sports Center **U**

HS Health Sciences **S**

MM Mather Mansion **U**

UA University Annex **U**

KB Keith Building (Temporary) **n**
College of Graduate Studies
Affirmative Action
Human Resources

CE Joseph E. Cole Center for Continuing Education **S**
CAMPUS-North of Chester Avenue

AB Art Building **U**
CSU Gallery

TA Theater Arts Building **U**
Factory Theatre

AM Advanced Manufacturing Center **n**

AA AMC Annex **S**

PS Plant Services **n**

AX AMC Extension **S**

PA Plant Annex **n**
CAMPUS-South of Euclid Avenue

VH Viking Hall **S** Student Housing

BS Bookstore **S**

CC Wolstein Center at Cleveland State University **S**

CP Pavilion Conference and Banquet Center **S**

Access Code to Buildings

S Accessible

n Limited Access

u Accessible with Assistance

l No Access

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Parking

Parking for visitors is available in Lot A, E.24th Street and Euclid Avenue, east of the Bookstore (\$5.00) and at University Center (UC), E. 22nd Street (\$5.00).

Students who wish to park in Cleveland State University lots must register their vehicles with the Department of University Parking Services.

All handicap parking is by Special Permit ONLY. Permits may be secured from Handicap Services M–F 8 a.m.–5 p.m. Call 687-2015 for information.

Parking fees are \$3.00 per day except Visitor parking (\$5.00) and metered parking (.25 per half hour). Daily tickets may be purchased in advance at the Office of University Parking Services. Parking fees are applicable on Saturdays and Sundays. (Pre-payment of parking covers fees for Saturday and Sunday.)

Only Pre-Paid parking is permitted in the campus core Monday - Friday, 7 a.m. to 2 p.m., with the exception of the UC Visitor Lot.

Underline denotes lots as part of the campus core

Lot A Visitor Parking (ticket dispenser)

Students after 2:00 p.m.

Lot B Staff, Faculty, and Student

Lot C Staff and Faculty

Lot D Staff, Faculty, and Student

Lot F Staff and Faculty **

Students after 2:00 p.m.

Lot G Staff and Faculty **

Students after 2:00 p.m.

Lot I Staff and Faculty

Lot M Staff, Faculty, and Student

Lot O Staff and Faculty

Lot Q Staff and Faculty

Lot S1 Staff, Faculty, and Student

Lot S2 Staff, Faculty, and Student

Lot S3 Staff, Faculty, and Student

Lot V Staff, Faculty, and Student

Lot Y Staff, Faculty, and Student

Lot Y2 Staff, Faculty, and Student

Lot Z Staff, Faculty, and Student

Lot AA Staff, Faculty, and Student

Lot CC Handicap Only

Lot HH Staff, Faculty, and Student
Lot KK Viking Hall Students Only
Lot PF Staff, Faculty, and Student *
Lot UC Visitor Parking and Handicap Only **
Lot WG Staff, Faculty, and Student *

Accessible Parking Info

Reserved parking spaces available
* Garage parking
** Under the building parking

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Directions to Campus

From the south: Follow I-71 north to the East 22nd Street exit (#172C). Turn left onto East 22nd Street; drive several blocks to Euclid Avenue.*

From the south: Follow I-77 north to the East 22nd/East 14th Street exit (#162B). Turn left onto East 22nd Street, drive several blocks to Euclid Avenue.*

From the east: Follow I-90 west to the Chester Avenue/CSU exit (#173B). Turn left onto East 24th Street and left at the light onto Chester. Take Chester to East 30th Street, turn right. After one block, turn right onto Euclid Avenue and proceed west across the bridge.*

From the west: Follow I-90 east to the East 22nd Street exit (#172C). Turn left onto East 22nd Street, drive several blocks to Euclid Avenue.*

From the west: Follow the Shoreway (Route 2) east to I-77/I-71 South. Exit at the Chester Avenue/CSU exit (#173B). Turn left onto East 24th Street and left at the light onto Chester. Take Chester to East 30th Street, turn right. After one block, turn right onto Euclid Avenue, and proceed west across the bridge.*

From the airport: Rapid transit trains leave from Hopkins International Airport to Public Square, where several bus routes regularly serve the campus.

*Parking for visitors is available in Lot A off Euclid Avenue east of the Bookstore and in Lot UC, under University Center off East 22nd Street.

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Online Resources

- **FEATURES REQUIRING INTERNET ACCESS:**
 - [Apply On-Line](#) (Complete and submit electronically - not available to non-degree applicants)
 - [Graduate Admissions Web Site](#)
 - [On-Line Course Schedule](#) (to view class times and locations)

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Graduate Catalog

2004-2006

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[Nondiscrimination Policy and Procedure](#)

A. Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran, or other protected veteran status.

B. Inquiries concerning implementation of the above policy and compliance with relevant statutory requirements, including, inter alia, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be directed to the Director, Affirmative Action Office, Keith Building, Room 1401, (216) 687-2223.

C. Students who wish to seek accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 must request such accommodations and should contact either the Director of Admissions or the Office of Services to Persons with Disabilities (216) 687-2015 for information or to request accommodations.

D. Complaints of discrimination may be addressed through the Affirmative Action Office and the Student Grievance Procedure outlined in the Cleveland State University Student Handbook, copies of which are available through the Cleveland State University Department of Student Life, University Center 102, (216) 687-2048.

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Affirmative Action Office

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Mailing Address

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Affirmative Action Office
2121 Euclid Avenue
AC 236
Cleveland, OH 44115-2214

Campus Location

2300 Euclid Avenue
AC 236

Phone: 216.687.2223

Fax: 216.687.9274

NON-DISCRIMINATION STATEMENT

Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the university will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or other protected veteran status.

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