

STARKSTATE COLLEGE STUDENT HANDBOOK

RESOURCES FOR STUDENTS

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, age, disability or veteran's status.

ACADEMIC ADVISING

The academic advising process at Stark State College is a significant aspect of student development. More than helping to schedule courses, the process helps students fulfill their potential. To achieve this objective, the faculty and the counseling personnel are available to advise students in person or online. Every faculty member is an advisor to students enrolled in his/her course. The faculty member is the best source of information pertaining to a course. Students enrolling for 18 or more credit hours must have an academic advisor's signature. All non-major students are assigned to counselors in the Office of Admissions/Student Services. All other students are assigned to faculty advisors in their technology. During the pre-registration process, current students should seek the advising services from their advisors. Academic advising is required for all first-time students at SSCT who are taking more than one course and for students experiencing academic difficulty.

Depending on student need, the academic advising process may involve:

- analysis of the student's long-range aspirations, goals and abilities
- analysis of educational and career objectives
- selection of academic major
- planning course sequence in academic major
- class scheduling
- continuous assessment and possible referral

COUNSELING SERVICES

Students are encouraged to take advantage of advising services. Students will find the name of their advisor printed on their enrollment confirmation form also available on the Web site.

TEACHING AND LEARNING DIVISION

The Teaching and Learning Division is an umbrella of services that assist students in developing problem-solving skills and techniques allowing them greater opportunity for success. The office also provides a center for student personal support and referral information. **Room B230**

Tutoring and Academic Success Center (TASC)

Successful completion of any college curriculum requires mastery of fundamental mathematics and language skills, as well as basic study skills; yet many college students lack proficiency in one or more of these areas. The Tutoring and Academic Success Center (TASC) helps students meet their academic goals by providing a collection of educational services in a comfortable setting. Tutoring is available each semester. An updated schedule is on the College Web site under the Academic section, as well as outside the TASC. Faculty and student tutors are available at scheduled times by subject. No appointments are needed and there is no charge. Additional services include computer-based instruction and tutorials, video instruction, word processing, and Internet access. Instructional technicians are available to assist students and service is designed to provide direct support for selected courses for both students and faculty. There is no charge or need for an appointment to use the Center. **Room C106**

The Testing Center

The Testing Center offers both computer-based and pencil-and-paper testing to specific courses. Some courses provide students with computer-based testing. This allows students in those courses to take tests outside of class in the Testing Center within a timeframe of usually three to four days. This service allows for more instructional time in class and also provides the students with an opportunity to become familiar with this technology. This is an additional advantage for students, as many licensure exams are now computer-based.

Student Success Seminars

Each term, information regarding college success is presented to students either in the classroom or through free seminars. Stop by The Teaching and Learning Division or visit www.starkstate.edu/teachingandlearning for current seminars.

TRIO Student Support Services

The TRIO-SSS project is a federally-funded program offering a wide variety of support and academic services to qualifying students. Participants are low-income, first generation College students who require academic support. Some of these students may also have disabilities. The services provided are education and career planning, advising, tutoring, and educational counseling. **Room B230.**

College Success Seminars

Each term, information regarding College success is presented to students either in the classroom or through free seminars. Watch the walls for “what, when, and where.”

“The Sounding Board” Educational Counseling

Short-term educational counseling services are available for students. Facilitators provide help with issues that affect academic and professional success. Crisis intervention and referral are available. ***All information shared during Teaching and Learning Division activities are kept strictly confidential.*** Services are free and open to all SSCT students. Call 330-966-5467 or stop by **Room B230** for details.

FINANCIAL AID

The College participates in a variety of federal and state aid programs to help meet the student financial need. These programs include grant assistance, work-study, scholarships, and student loans. To apply for financial aid, see the Financial Aid page on the College’s Web site or contact the Financial Aid Office for an application packet. Additional guidelines regarding student financial aid are available on the Web or in the Financial Aid Office. **Room S306**

STUDENT ASSESSMENT

All incoming students are required to take an assessment test prior to registering so that they are properly placed in College courses. As a student of Stark State College, you can expect to participate regularly in a variety of assessment activities in the classroom. These are designed to evaluate both student learning and the effectiveness of the educational services we provide. The information the College gains from assessment is necessary for us to maintain our goal of continuous improvement of our learning community.

THE LIBRARY/LEARNING RESOURCE CENTER

The Learning Resource Center is located east of the main student parking lot. This facility serves both Stark State College and Kent State University Stark Branch. refer to the College Web site for current hours.

LOCKERS

Students interested in renting a locker should go to the Cashier's Office to pay for a locker. Full size and half size lockers are available. Your locker assignment will be posted to the Student Web Access approximately one week before the start of the semester. Locker assignments are processed by the administrative assistant to the vice president for student services and enrollment.

PARKING

The College has parking regulations monitored by Campus Security. Special spaces are available for disabled students with valid stickers. A campus parking guide is available in the Campus Security Office.

SECURITY

In the event of an emergency on campus, Security can be contacted by dialing ext. 4367 or 0 for the operator. If the emergency is after 7:00 pm, Security can be contacted by cell phone at 330-704-2582. Emergency phones are located throughout the campus. These phones are to be used for police, fire and emergency only. For a list of crime statistics and other security related information, refer to the College Web site at <http://www.starkstate.edu/security.htm> or stop by the Security Office. **Room S104**

STARK STATE BOOKSTORE

Textbooks, supplies and retail items are available in the College Bookstore. The College Bookstore is open year round and also provides postage stamps and laminating services.

STUDENT WEB ACCESS

Student Web Access site is a secure, one-stop resource for students. Access to the site can be from any Web-enabled computer using your College ID and password. Access the Web site at www.starkstate.edu/student. See the Student Web Access section of this *Student Handbook*.

STUDENT EMAIL

Stark State College provides email accounts for all current students. Students can read and send email from any Web-enabled computer at the College, in home or any other location that has access to the Internet and a Web browser. Access the student email site at <http://email.starkstate.net> for details.

OPEN COMPUTER LAB

The College provides an open lab for student use. The lab contains computers and printers that can be used by any student for individual work. Many of the application programs used at the College are available on these computers. In addition, computers for use by students are available in the College Atrium. **Room B214 and College Atrium**

CANCELLATION OF SCHOOL

If the College closes for weather or other emergencies, Stark State College makes such announcements on the College Web site at www.starkstate.edu, via a message on the College phone system at 330-494-6170, and through announcements on local radio and television stations, especially WHBC (1480 AM). If you feel the College could possibly be closed, check one of these sources for the appropriate announcement. Announcements are made as timely as possible.

INTERFAITH CAMPUS MINISTRY

Interfaith Campus Ministry was formed in 1967 and serves all persons on the campus - students, faculty and staff - through personal counseling (crisis, family, loneliness, and stress), support groups, study groups and is a link between the campus and religious communities. Interfaith maintains an office in the Career Services Office area of the Student Center. **Room S100**

NON-DISCRIMINATION POLICY

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, age, disability or veteran's status.

CIVIL RIGHTS COMPLIANCE COORDINATOR

The dean of student services acts as the Title IX and Section 504 Coordinator for Stark State College. The dean handles all student grievances in accordance with the Title IX and Section 504 regulations, which incorporate, appropriate due process standards and provides for the "prompt and equitable resolution of complaints" filed on the basis of sex and/or handicap.

DISABILITIES SERVICES

Stark State College provides assistance to students with disabilities in order to maximize educational opportunities and develop individual potential. The disability support services department assists students with disabilities by providing academic support services, admissions procedures, financial aid information and both academic and career counseling. The campus includes many accessible features, such as adapted restrooms, electric doors, handicapped parking (by permit) and Braille tactual room signs. The College's disability support services department coordinates various services with academic and non-academic offices and serves as a liaison between the College community and state/local agencies. Students must inform the disability support services coordinator of their need for accommodations prior to the start of their coursework. Students must provide documentation of their disability, test reports and school records to help the disability support services coordinator provide appropriate academic accommodations and support services. A pre-admission interview prior to applying to the College is suggested. Call the Office of Admission/Student Services at 330-966-5451 for information or to schedule an interview.

NEW STUDENT ORIENTATION

The College provides an orientation program to help new students understand and adjust to college policies, services, faculty and programs. Registered students are notified of the date and time of orientation

CAMPUS PRESCHOOL CENTER

Interfaith operates a Preschool and Child Care Center to serve the needs of students, faculty, and staff and the surrounding community. The Center is located at John Knox Presbyterian Church, 5155 Eastlake Street N.W., North Canton, across the street (Frank Avenue) from the campus; phone number 330-499-0909. This Center provides care for 100 children ages 6 weeks to 12 years of age. Center hours are Monday through Friday, 7 a.m. to 6 p.m. Child care is scheduled according to a student's course hours. Also, Kindergarten to fifth Graders are enrolled in the Before and After School Program. The Center is licensed to operate by the State of Ohio under the laws and rules governing child day care centers.

HOUSING

Stark State College does not provide campus housing. Students who require assistance in locating off-campus housing should refer to local newspapers or local realtors in the area.

INTER-CLUB COUNCIL

Student leaders from the active clubs in the College comprise the Inter-Club Council. This council provides a communication link between students and the College administration. They also coordinate club activities on campus, initiate student involvement in community projects and offer tutoring and support to fellow students. Students are encouraged to attend the ICC open meetings and meet with their representatives. An ICC meeting is scheduled once a semester. Contact the Student Activities office, at 330-494-6170, Ext. 4237. **Room S303**

CLUB ACTIVITIES

Stark State College has a variety of social clubs and exciting activities to provide you with an opportunity to pursue an interest or talent in an organized environment with other students. Students are encouraged to take an active role and get involved in student activities at Stark State College. For information contact the Student Activities Office at 330-494-6170, Ext. 4237. **Room S303**

STUDENT CLUBS

- American Society of Mechanical Engineers (ASME)
- American Society of Civil Engineers (ASCE)
- Animation Club
- Association for Medical Laboratory Technicians (AMLT)
- Association of Information Technology Professionals (AITP)
- Business Leaders at Stark State College
- Cultural Diversity Club
- Environmental Club
- Institute of Electrical and Electronic Engineers (IEEE)
- Institute of Management Accountants (IMA)
- Inter Club Council (ICC)
- International Association of Administrative Professionals Student Chapter
- International Club
- Phi Theta Kappa International Honor Society
- Respiratory Care Club
- Ski and Snowboarding Club
- Society of Manufacturing Engineers (SME)
- Society of Women Engineers (SWE)
- Stark State College Association of Medical Assistants
- Student Ambassador Program
- Student Association of the Dental Hygiene Association (SADHA)
- Student Health Information Management Association (SHIMA)
- Student Informer
- Student Nurse Association-Stark State College (SNA)
- Student Occupational Therapy Assistants Club (SOTA)
- Student Physical Therapy Assistant Club (SPTA)
- Students in Human and Social Service Technology Association
- Veteran's Club - Charles D. Ellis Veteran's Club @ Stark State College

Contact the Office of Student Activities, Room S303 for more information.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Phi Theta Kappa's Mission Statement

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

SSCT's chapter, Beta Gamma Epsilon, requires a cumulative GPA of 3.75 with 16 hours completed in degree-related courses. Students who qualify receive a letter of invitation during the fall or spring semester. A cumulative GPA of 3.4 must be maintained after induction to remain in good standing. When a member's cumulative GPA falls below 3.4, he or she has one semester in which to bring the average to

3.4. If he or she fails to raise the cumulative GPA to 3.4 after one semester, the member's status will be reduced to provisional member. Failure to raise the cumulative GPA to 3.4 after a second semester will result in removal of the student's name from the local chapter roll and the Phi Theta Kappa Headquarters' International roll. Once the student's name is stricken from the roll, all membership privileges are revoked. For information contact the Advisor for Phi Theta Kappa or call 330-966-5450, Ext. 4237.

Room S303

CAREER SERVICES

The mission of the Career Services Office is to assist students and alumni in developing career planning skills, acquire experience, master job search strategies and seek employment in their fields. **Room S100**

Career Center Information

The following information is maintained in the Career Center:

- information on many employers for student research
- information on various careers in the form of publications, videos, and the job outlook
- current materials and information on the job search which include books and videos on resumes, cover letters, interviewing and other related topics

Job Search Assistance

The Career Services Office provides one-to-one assistance on all aspects of the job search, including help with resumes, cover letters and interviewing. All students are encouraged to become familiar with the Career Services Office their first semester.

Part-time/Students Jobs

The Career Services Office maintains a job board outside of Room S100 where student and part-time jobs are posted. Notices of job openings are received from area employers and individuals, and are available to all interested students. **Outside Room S100**

Online Job Board (College Central Network)

Approved students and alumni are eligible to use the Stark State College online job board after completing a registration process. After registered, students/graduates will be able to search jobs and email a resume to employers. Employers will also be able to search resumes and contact candidates directly for job opportunities. All students are encouraged to meet with a career services representative to learn more about the use of the College Central Network. **Room S100**

Once approved, students/graduates are able to visit the Web site any time – 24 hours a day, seven days a week and 365 days a year.

Work-Based Learning Program (Professional Work Experience)

The Career Services Office works with students to help match them with employers for professional work experience opportunities. Students should have a minimum 2.0 GPA, sophomore standing and have relevant coursework completed in their major. This program is designed to help students obtain experience in their field while they are going to school.

The Career Guidance Program can help if you are:

- newly enrolled at Stark State College and you are not sure of your career objectives
- disenchanted with your past career choice
- preparing to make the transition from a homemaker to career person
- investigating your first career
- dissatisfied with your present work or career and wish to make a change

- a midlife career changer seeking more career satisfaction
- divorced, widowed or separated and want to start a career or prepare for a better one

The program measures aptitudes, interests, values and may be summarized with a counseling session. More information on this program is available from the Office of Admissions/Student Services. **Room S305**

OFFICE OF MULTUCULTURAL STUDENT AFFAIRS

Stark State College acknowledges and respects values differences among its students. The Office of Multicultural Student Affairs has been created to provide services to students of various ethnic and cultural backgrounds to enhance each student’s campus experience. The office is designed to serve in the following capacities:

- academic advising
- referrals for scholarships, financial assistance, career counseling, tutoring, mentoring and internship program
- coordination of various services with other academic and non-academic Stark State Offices
- multicultural programming to the campus community

The Office of Multicultural Affairs is located in the Office of Admissions/Student Services. **Room S307d.**

ACADEMIC STANDARDS STATUS OF STUDENT

A full-time student is considered to be any student who is officially enrolled at Stark State College and taking a minimum of 12 credit hours of coursework. Any person meeting the qualifications for admission to the College may enroll as a part-time student. A student enrolled in 11 credit hours of coursework or less is considered a part-time student.

ACADEMIC REGULATIONS

Final grades are available via the Web. No grades will be released over the phone. Students with questions concerning their grade should contact the instructor of the course. Letter grades earn a number of quality points per credit unit according to the following table:

A	Superior	4
B	Good	3
C	Average	2
D	Below Average	1
IN	Incomplete	0
W	Withdrawn	0
AUD	Audit	0
F	Failed	0
CR	Credit	0

In June of 1993, the College changed from a quarter to a semester system. The academic year is composed of fall and spring semesters and summer sessions. All academic credit is recorded on the transcript as semester hours. Historical courses, originally recorded in quarter hours of credit, have been converted to semester hours by multiplying quarter hours by 2/3, and carrying the product out to four decimal places. Note that the semester hour calculations on the official transcript and grade reports are rounded off to the nearest whole number; however, in calculating total semester hours and GPA, values should be carried out to four decimal places.

Example for converting quarter hours:

65 quarter hours $\times \frac{2}{3} = 43.3333$ semester hours. The student's grade point average is computed by the following formula:

Total Quality Points Earned

Total Units of Credit Attempted = GPA

For example, five courses worth three credits each would be 15 total units of credit

If one "A" and four "B's" are earned as final grades, a total of 48 quality points are accumulated.

To determine quality points, multiply credit hours by the value assigned to each letter grade.

Example - $48/15 = 3.20$

Students should consult periodically with their instructor to check their academic progress.

ATTENDANCE POLICY

Attendance should be taken in all classes. This is necessary in order to document that students who are eligible for the federal financial aid funds comply with federal financial aid guidelines. Non-attendees must be dropped since the federal government mandates that federal monies for non-attendees who receive federal financial aid be returned. Therefore, Stark State will monitor class attendance for ALL students since it is not obvious which students receive federal financial aid funds. Students who receive federal financial aid and do not attend their classes risk having their financial aid cancelled or reduced.

ACADEMIC PROBATION AND DISMISSAL

Probation is an emphatic message to alert the students that the quality of their work must improve if they are to obtain the minimum grades required for graduation.

Students who fail to maintain a cumulative grade point average of 2.00 will be placed on academic probation. Students placed on probation must show considerable improvement in coursework or face being dismissed from the College. Students on academic probation must meet with and have their registration form signed by their academic advisor prior to registering in person in the Academic Records/Registrar's Office.

Students will be subject to academic dismissal if they have been on academic probation for one term and do not achieve the required cumulative grade point average for the hours attempted during the next term in which they are enrolled.

Removal of probation status for students is automatic when students raise their accumulated grade point average above a 2.00. After the following specified number of credit hours is attempted, students will be dismissed from the College if their cumulative grade point average falls below the following minimums:

Credit Hours	Cumulative Pt. Avg.
12	1.00
24	1.25
30	1.50
45	1.75
60	2.00

However, students completing an academic term with a 2.0 grade point average will not be dismissed from the College.

Students may apply for reinstatement after one term through the department chair and appropriate dean. Appeals to dismissal may be made to Appeals Committee. No student will be dismissed until completion of two terms.

Be aware that the academic and dismissal policy is a separate policy from the Financial Aid Standards of Academic Progress policy. Refer to our Web site or stop in the Financial Aid Office to pick up a brochure outlining the requirements.

GRADES

Grades are available via the Web Student Access site approximately one week after exams. Grades will no longer be mailed to students and will only be available via the Web. If a student does not have access to the Web, special requests can be made to the Registrars Office to have grades mailed. No grades will be given over the phone. Any discrepancy on a grade needs to be discussed with the instructor of the course.

GRADE OF INCOMPLETE

The grade of incomplete (IN) may be given when the work in a specific course has been passing but some specific course assignment or requirement has not been completed. To receive an (IN) before the end of the semester, the student must contact the instructor and request this grade for the course. If the instructor agrees to grant an (IN) for the course, a written agreement shall be reached between student and instructor outlining the remaining requirements to receive a grade. Both the student and the instructor shall sign this agreement and a copy will be forwarded to the department head. The (IN) will not be computed in the student's grade point average for that semester. Unless the requirements in the written agreement are met within 30 calendar days from the end of the semester in which the (IN) was issued, the grade will automatically revert to an "F."

By special permission of the instructor and notification of the department chair, this time limit may be extended for extenuating circumstances.

ACADEMIC FORGIVENESS

Students who wish to change their major or students who drop out of college after a semester due to poor academic performance and wish to return to college may find that their previous academic performance hinders admission to degree programs and reduces their overall GPA. Academic Forgiveness seeks to respond to those students who want an opportunity to remove grades of "D" or "F" from their overall GPA calculation.

General Information

1. Academic Forgiveness does not apply to coursework transferred from other institutions.
2. Academic Forgiveness is only applicable to Stark State College and does not impose any decision other institutions.
3. A student may only receive Academic Forgiveness once and it is not reversible.
4. Academic Forgiveness may affect financial aid eligibility. A student should consult with Financial Aid before requesting Academic Forgiveness.
5. This policy will not apply to "F" grades given because of academic dishonesty.
6. If a student's request is approved, grades of "D" or "F" in courses that are not required in the current degree/certificate program will be removed from the Student's overall GPA. However, the courses will remain on the student's official transcript and be designated with a special code for Academic Forgiveness.

Criteria

The student must:

1. Be seeking a degree/certificate from Stark State College. A student who has already graduated may not request Academic Forgiveness.
2. Be enrolled in classes at Stark State College during the semester in which the Academic Forgiveness form is filed.
3. Complete a minimum of 6 credit hours from Stark State College with a minimum GPA of 2.00 or better following the return to College or a change of major.
4. Submit a "Change of Major" form if changing his/her major.
5. Request Academic Forgiveness before attempting 30 or more credit hours at Stark State College.

Procedure

1. The student must submit a completed academic Forgiveness form to the Academic Records/Registrar's Office. The information will be reviewed to determine eligibility and the student will be notified of the decision. There is no appeal of the decision if the student is not eligible due to not meeting the criteria for Academic Forgiveness.
2. If Academic Forgiveness is approved, the Academic Records/Registrar's Office will determine which courses will be forgiven. Calculation of the student's GPA will reflect the adjustments and an updated transcript will be sent to the student.
3. If Academic Forgiveness is not granted, the student may appeal directly to the Provost whose decision in the matter is final.

GRADE APPEAL

Students who wish to appeal a grade must initiate the process within 15 school days of the time the grade has been assigned. Students should first discuss the matter with the instructor. If the matter cannot be resolved, the student may initiate the formal grade appeal process. A copy of the grade appeal procedure can be obtained in the Office of Admissions/Student Services.

DROPPING COURSES

A student may drop from a course or from the College during the first 14 calendar days of any academic period by completing the Schedule Change form, which may be obtained from the Academic Records/Registrar's Office. Any changes made during this period will not become a part of the student's transcript.

Stark State College gives students an opportunity to drop a course or all courses without academic penalty provided that the course(s) are dropped on or before the published drop date. A student may not be dropped from a course simply because he or she stops attending. Dropping a course or courses is the student's responsibility; it is also the student's responsibility to be aware of the published drop date and to satisfy any financial obligations to the college. A student has not officially dropped a class until he or she has submitted a Schedule Change form to the Academic Records/Registrar's Office.

Beyond the deadline date through the end of the last class meeting, a student may receive a grade of "W" only upon consultation with the instructor and upon the judgment of the department chair and if an emergency or extenuating circumstance exists. Sufficient supporting documentation shall be provided by the student when making such a request.

Failure to complete a Schedule Change form will result in a grade of “F” being entered on the student’s transcript at the end of the semester. Failure to attend class does not constitute a withdrawal.

Note: Students receiving federal financial aid funds may jeopardize future federal financial aid by withdrawing. For more information, contact the Financial Aid Office.

AUDITING COURSES

Students wishing to audit a course must indicate audit status on the registration form at the time of registration. Students who register for a class for credit may change to audit status during the first week of classes only. Students auditing classes must pay the credit hour tuition for the course.

WITHDRAWAL FROM THE COLLEGE

A student may withdraw from the College during the first 14 calendar days of any academic period by completing the Schedule Change form, which may be obtained from the Academic Records/Registrar’s Office. Any changes made during this period will not become a part of the student’s official transcript. A student has not officially withdrawn from the College until the submission of the “Schedule Change” form has been accepted by the Academic Records/Registrar’s Office. Failure to complete this process will result in a grade of “F” for all classes. **Failure to attend class does not constitute withdrawal from the College.**

REPEATED COURSES

When a student repeats a course both grades will appear on the academic record, and the second grade shall be used in calculating the grade point average. Prior to registering for the course a third time (initial registration and two repeat registrations), including withdrawals, a student must meet with his/her academic advisor for development of an academic plan. Individual departments may have more restrictive guidelines.

EARLY ALERT SYSTEM

Any student whose work is unsatisfactory (below “C” level) will receive an Early Alert letter from the Academic Records/Registrar’s Office during the beginning of the fifth week of the semester to help the student improve his/her academic performance. The letter will advise the student to consult with his/her instructor, who may assist the student in improving academic performance and/or refer him/her to appropriate support services. The Early Alert letter is not part of the student’s permanent academic record.

WAIT LIST OR CLOSED CLASS LIST

Students placed on the “Wait List” or “Closed Class List” are required to pay for the course tuition when they are added to the list (as if they were actually registering). If the student does not actually get registered for the wait listed course, the tuition for the course will be refunded.

COURSE AUDIT

A student who wishes to audit a course must indicate audit status on the enrollment form at the time of registration. A student who is registered for a class for credit may change to audit status during the first week of classes only.

REPEATING A COURSE

If a student repeats a course, the first grade received remains on the student’s record. However, the second grade received is the grade of record used for cumulative grade point average.

PRESIDENT'S LIST POLICY

A President's List of the names of all eligible students who have achieved a grade point average of 4.0 for the semester will be posted on that semester's President's List.

To be eligible, any student taking 15 credits or more during a semester who has earned a grade point average of 4.0 during that semester is placed on the President's List for outstanding academic achievement.

Developmental course credits or credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted as part of the 15 semester-credit minimum. No student who has an IN (Incomplete) at the end of the semester is eligible.

DEAN'S LIST POLICY

A Dean's List of the names of all eligible students who achieved a grade point average of 3.5 or better for the semester will be posted on that semester's Dean's List.

To be eligible, students who have completed 12 credit hours or more during the semester will be listed as full-time on the Dean's List. Students who have completed at least six but fewer than 12 credit hours will be listed as part-time students. Students who have taken fewer than six credit hours during a semester will not be recognized on the Dean's List.

Developmental course credits or credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted as part of the semester-credit minimum. No student who has an IN (Incomplete), D, or F at the end of the semester is eligible.

CONTINUING EDUCATION UNITS

The Continuing Education Unit (C.E.U.) is a national uniform unit of measurement for non-credit continuing education programs. One Continuing Education Unit is awarded for the (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. A record of any student completing a course or program which awards C.E.U. is available to the student, present or prospective employer, and/or an educational institution upon written request from the student. Courses are offered through the Division of Corporate and Community Services, located in the Advanced Technology Center.

CREDIT BY EXAMINATION (PROFICIENCY TESTING)

A student who can demonstrate ability and knowledge in a particular subject area may establish credit in certain courses without enrolling in them. This is done by taking a special examination or performing a special assignment, or both, through the appropriate department. An examination fee is assessed. No letter grade is given. A maximum of 12 credit hours may be taken by examination without prior approval of the Board of Trustees. Students may take the exam once per course. Contact the Office of Admissions/Student Services for information. *Room S305*

CROSS-REGISTRATION

Stark State College has made arrangements with several area Colleges and universities to provide opportunities for cross-registration. Contact the Office of Admissions/Student Services for information. *Room S305*

TRANSFER APPLICANTS

Coursework from other regionally accredited institutions of higher education designated in the Transfer Credit Practices of Designated Educational Institutions of the American Association of Collegiate

Registrars and Admission Officers will be evaluated upon receipt of an official transcript and at the written request of the student. Grades of at least “C quality” must have been earned in any course to permit acceptance of credit.

Transfer Credit Appeal Process

Transcripts for coursework completed at other regionally accredited Colleges and universities are reviewed by the Admissions Office to determine appropriate transfer.

If a student is not satisfied with regard to transfer credit application, the student should pursue the following appeals process to resolve the situation:

- 1. Meet with the transcript evaluator or an admissions counselor to discuss the credit in question.**
- 2. If there is no resolution in step one, meet with the dean of student services to further discuss the matter.**
- 3. If there is a no resolution in step two, the student will be directed by the dean of student services to meet with the provost to further discuss the matter.**

If the student’s request is denied by the provost and further appeal is requested, the Provost will direct the student to file an appeal to:

Articulation and Transfer Appeals Review Committee
Ohio Board of Regents
30 East Board Street
36th Floor
Columbus, OH 43215-3414

Students appealing the transfer of their credits will need to provide the College with the appropriate materials to aid in determining applicable transfer credit.

TRANSFER MODULE

Students with acceptable academic records may transfer credits from one Ohio public college/university to another as guaranteed by the Transfer Module. Students who successfully complete the Transfer Module at one public college/university (such as Stark State College) will have met the Transfer Module requirements of the college/university to which they transfer. However, students may be required to meet additional general education requirements. Students are encouraged to meet with counselors at both institutions to receive the necessary information and advice.

Stark State College Transfer Module contains a minimum of 37-39 semester hours of specified courses in English, mathematics, arts and humanities, social science and natural and physical science. A student must complete all minimum General Education Requirements in the Transfer Module in order to ensure complete transferability of all Transfer Module credits.

Conditions for Transfer Admission

Students meeting the requirements of the Transfer Module are subject to the following conditions:

- The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of D or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
- The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade of C or better in each course and 60 semester hours. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module and only courses in which a C or better has been earned will transfer.

- The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of C or better in each course and less than 60 semester hours. These students will be able to transfer all courses in which they received a grade of C or better.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class stand and other privileges as native students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with a receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the College or university to which they plan to transfer.

TRANSFERABILITY OF CREDITS

Acceptance of credits earned at Stark State College is at the option of the receiving institution. Because primary emphasis in technical education is on employment, not all credits can normally be accepted into a conventional baccalaureate program.

TRANSFER BACCALAUREATE PROGRAM

Most universities in Ohio (and elsewhere in the nation) recognize the purpose and function of the two-year technical curricula, and therefore have developed, or are in the process of developing, special two-year upper division (junior and senior years) programs for technical program graduates who wish to pursue baccalaureate degrees. Information on the availability of these programs is available in The Office of Admissions/Student Services. Students who plan to complete work on a baccalaureate degree after receiving their associate degree are urged to discuss their plans with their department chair or with an advisor in the Office of Admissions/Student Services Office.

GRADUATION REQUIREMENTS

Candidates for graduation must satisfactorily complete the program in which they are enrolled and must have minimum 2.0 GPA in their technical major with an overall point average of not less than 2.0.

A maximum of 30 semester hours of credit transferred from other institutions in accordance with Section 3.06.02 of the *Policies and Procedures Manual* may be used toward the completion of an associate degree at Stark State College. In the event more than 30 semester credit hours are to be transferred for this purpose, approval of the Provost will be required.

Candidates must complete an application for graduation form and pay the fee no later than December 1 of the academic year they expect to receive their degree. Graduation forms are available in the Registration Office, division offices and the Information Desk in the Student Center.

Graduation in Absentia

Commencement exercises are part of the requirements for graduation unless a good cause is submitted to and approved by the Provost.

Academic Honors

Awards are offered for outstanding accomplishments to members of the graduation class. Graduates attaining a cumulative GPA of 3.8 or higher will graduate with High Distinction. Graduates attaining a cumulative GPA of 3.4 or higher will graduate with Distinction.

Questions about Graduation should be directed to the Academic Records/Registrar's Office. **Room S203**

SCHOLASTIC HONESTY AND STUDENT INTEGRITY AND HONESTY IN LEARNING

Student integrity and scholastic honesty are an integral part of the College's scholastic standard, academic quality and a foundation for our society. Students are responsible for reading and following the *Honesty in Learning Policy*.

Honesty in Learning Policy

Stark State College of Technology supports honesty in learning as an institutional value; therefore, dishonesty – such as cheating, plagiarism, or furnishing false information to the College or its staff – will subject a student to disciplinary action which may include dismissal from the College.

- Coursework – Work done for class, which a student submits as the student's own work, shall not contain that which has been obtained from another other than properly credited references, sources, and citations. The work which a student submits shall be prepared in accordance with course guidelines.
- Exams – Work done on a test, exam, or quiz shall be the student's own and shall not contain that which has been obtained from an inappropriate source. A student shall not obtain nor seek to obtain advanced access to questions or advance copies of a test, exam or quiz.
- A student who violates or assists another to violate the *Honesty in Learning* policy may be penalized with a failing grade for the specific work for which the dishonesty was committed. Additional violations may lead to more severe penalties, including failure of the course and/or dismissal from the College.

Taking Exams, Tests and Quizzes

Work done on a test, exam, or quiz, which a student submits to a professor, should be the student's own work and should not contain that which has been knowingly obtained from another student. The College will not tolerate the breach of this integrity through cheating, plagiarism, or other forms of academic dishonesty. Faculty and staff will take precautions to prevent academic dishonesty, but it is also the joint responsibility of all students to report known infractions to any College employee. Infractions impact the final grade/GPA of all students as well as the reputation of the College. Confirmed violations may result in a failing grade in the course(s). Offenses which may warrant additional disciplinary action including probation, suspension, or expulsion, may include and not limited to the following:

- cheating, plagiarism or other forms of scholastic dishonesty, include the use without permission of tests or other academic material belonging to a member of the College faculty or staff
- furnishing false information to the College with the intent to deceive
- forgery, alteration, or misuse of College documents, records, or identification cards

Misuse of computer privilege, including unauthorized use of an account number, password, program, or file.

A faculty member who detects academic dishonesty will handle the discipline. A written report of the incident and action taken will be submitted to the department head and the provost, to be placed into the student's departmental academic file, with the student being informed of this action. The student may appeal any disciplinary action in accordance with the *Guidelines for Addressing Alleged Violations of Regulations or Policy* set forth elsewhere in this *Student Handbook*.

DISCIPLINARY PENALTIES FOR ACADEMIC DISHONESTY

- For a first offense, a grade of "F" (specific value to be defined by instructor) may be issued for the assignment in which dishonesty occurred.
- For a second offense (not necessarily in the same course or term) a grade of "F" may be issued for the course in which dishonesty has occurred.
- Any student who has been involved in three offenses (not necessarily in the same course or term) may be dismissed from the College immediately and suspended for the next full term. Upon readmission to the College, any future offense will cause the student to be dismissed immediately with no right to readmission.
- A student may appeal a course grade or suspension by following the Grade Appeal Procedure described in the *Policies and Procedures Manual*.

STUDENT RECORDS

DISSEMINATION OF STUDENT RECORDS POLICY and PROCEDURES

Copies of *Section 19.04 (Student Records) of the Policies and Procedures* as adopted by the Board of Trustees of Stark State College shall be made available by the Office of Admissions/Student Services Office to any student desiring the same.

STUDENT PRIVACY REGULATIONS

The College has implemented the statutory requirements pertaining to the access, inspection, and review of student records, in accordance with the *Family Education Rights and Privacy Act of 1974*.

RELEASE OF STUDENT RECORDS TO EXTERNAL AGENCIES

Information will not be released from a student record or file to external agencies or persons without the express written consent of the student except as provided by *Section 438(b) of Public Law 93-380*.

STUDENT RECORDS

Student records include all official records, files and dates directly related to a student who has attended classes at Stark State College. This includes all material that is incorporated into the student's cumulative record folder, which is intended for College use or to be available to parties outside the College. This information includes specifically but not necessarily limited to identifying date, academic work completed, level of achievement (i.e. grades, standardized achievement test scores), attendance records, scores of standardized intelligence, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. These records are kept in the Academic Records/Registrar's Office.
Room S308

All information entered in a student's file is available for inspection by that student upon presentation of appropriate College identification except for that information described in *Section 19.04 of the Policies and Procedures* as adopted by the Board of Trustees of Stark State College.

Students may request, in writing, the opportunity to inspect and review their records. The request should be made to the Registration Office and must specify records to be inspected and reviewed. Requests by students to inspect and review their records will be granted within a reasonable period of time, but such time is not to exceed 45 days after the request has been made. Records will be inspected and reviewed by the student in the presence of the Registration Office Staff. Records may not be changed or deleted during the process of inspection and review. Students shall be advised of their right to challenge and the procedure to challenge any portion(s) of their College record. Upon written request the student shall be provided with a copy of that portion(s) of the College record subject to challenge.

DIRECTORY INFORMATION

At its discretion, Stark State College may provide "directory information" in accordance with the provisions of the *Family Education Rights and Privacy Act of 1974 (FERPA)* Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Stark State College includes the following: Student's name, address, telephone number, major and academic honors. Students may block the public disclosure of directory information by notifying the Academic Records/Registrar's Office in writing. Forms are available via the Web or through the office. Consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Stark State College not to release any of this "directory information;" thus, any future request for such information from non-institutional persons or organizations will be refused.

Stark State College will honor your request to withhold directory information, but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Stark state College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed anytime, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

HEARING TO CHALLENGE THE CONTENT OF RECORDS

Students shall have an opportunity for a hearing to challenge the content of their College records to insure 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.

CHANGE OF MAJOR/ADVISOR, ADDRESS/NAME

When a student wishes to change major/advisor, or address/name, a change form needs to be filled out in the Registration Office. The student is responsible for contacting in writing the new department chair for evaluation of transcripts into their new major. Changes made in the Office will transfer to other major offices.

COLLEGE I.D. CARDS

Identification cards will be issued by mail to all students enrolled at the College. This card also serves as a student's library card. Students are expected to carry I.D. cards at all times. Loss or theft of an I.D. card should be reported to the Academic Records/Registrar's Office. **Room S308**

TRANSCRIPTS

An official copy of a student's record is issued upon a written request. Transcripts will not be issued to students who have unpaid financial obligations to the College. There is a 24-hour turn around time for processing. The College also issues unofficial transcripts upon written request. There is no charge for transcripts. Transcripts are available in the Academic Records/Registrar's Office. **Room S308**

FEES AND REFUNDS

FEES

Stark State College reserves the right to change the schedule of fees at any time and without prior notice. For an explanation of the fee schedule, see the most recent Class Schedule or contact the Business Office.

STUDENT INSTALLMENT PROGRAM (SIP)

This program is an alternative to the single payment of fees due at the beginning of each academic semester. For a \$15 non-refundable fee, registered students pay one-third of their fees by the published fee payment deadline as noted each semester in the Class Schedule and on the Web site. The remaining balance is divided into installments and is payable in approximately two 45-day increments. There are many guidelines students need to know before they elect to participate in this payment alternative. Students can obtain this information in the Office of Admissions/Student Services. **Room S305**

OPEN REGISTRATION

Registration after the announced open registration period will be permitted through the first week of classes each term. A **late** registration fee of \$15 will be charged for those registering during late registration.

MEDICAL REFUNDS

In the event of a severe or life threatening medical condition to the student or an immediate family member, a student may appeal for consideration above and beyond the normal refund policy. Such appeals must be made in writing no later than 30 days after the end of the semester and fully explain the circumstances involved and specify the consideration desired. The appeal must be accompanied by a signed physician's letter explaining the medical condition. Verbal or incomplete requests will be refunded according to the normal refund policy. All appeals will be reviewed within 30 days of receipt and students will be notified of the determination in writing. Documentation should be given to the Bursar's Office.

OLDER CITIZENS

Citizens who are 60 years of age or older and have paid the application/matriculation fee, and the parking fee, may take credit courses free of charge on a space available basis.

REFUND SCHEDULE

Students who wish to withdraw from courses in which they are enrolled and which are being conducted in accordance with the class schedule must complete academic withdrawal procedures to qualify for a refund. The following regulations apply to refunds:

- Full refunds are given to students who enroll in classes that are cancelled by the College.
- Full refunds are given to students the College does not permit to enroll or continue in coursework.
- Refunding of fees for the above circumstances is automatic and students are not required to complete academic withdrawal procedures.
- The application fee and all miscellaneous fees are not subject to refund.

- Instructional fees, general fees, and tuition surcharge fees paid at the beginning of each semester are subject to refund to students who officially withdraw for valid reasons at the following rates:

16-week course

- Before the seventh day of the semester - 100% refund
- On the seventh through the ninth day of the semester - 80% refund
- On the tenth through the sixteenth day of the semester – 60% refund
- On the seventeenth through the twentieth day of the semester - 40% refund
- On the twenty-first day of the semester and beyond – no refund

10-week course

- Before the seventh day of the semester - 100% refund
- On the seventh through the eleventh day of the semester - 60% refund
- On the twelfth through the thirteenth day of the semester - 40% refund
- On the fourteenth day of the semester and beyond- no refund

8-week course

- Before the seventh day of the semester - 100% refund
- On the seventh day through the eighth of the semester - 60% refund
- On the ninth through the tenth day of the semester - 40% refund
- On the eleventh day of the semester and beyond - no refund

5- week course

- Before the seventh day of semester - 100% refund
- On the seventh day of the semester and beyond - no refund

Please Note: In calculating the tuition cost incurred, the total cost of tuition will be used regardless of the payments that have been made. All outstanding fees will be deducted from all refunds prior to issue.

The first day of the semester is defined as the official starting day of the semester or portion of the semester. Days of the semester will be counted as any Monday through Friday that classes are in session. Weeks of the semester will be counted as starting on the first day of the semester and every week thereafter. Holidays Saturdays and Sundays will not be included as days of the term for those refund sections counting days. Holidays, Saturdays and Sundays will be included as days of the term for those refund sections counting weeks. For those classes meeting only once a week on Friday, Saturday or Sunday, the 100% refund period will extend through the Tuesday after the first scheduled class or through the sixth day of the semester, whichever is later. Students who pay fees with VISA, DISCOVER or MASTERCARD and are eligible for a refund will be issued a credit to their credit card.

The Business Office will audit each registration. If fees are paid under mistake of law or fact, appropriate charges or refunds will be made. All refunds will be made within thirty days of withdrawal or schedule change.

STUDENT HEALTH INSURANCE

Students may subscribe to the Student Health Group Insurance Plan. This is a voluntary program to provide hospitalization insurance to those students no longer covered by their parent's policy. It should be noted that many family insurance plans do not cover children over the ages of 18 or 19. Forms are available in the Office of Admissions/Student Services. **Room S305.**

STUDENT RIGHTS AND RESPONSIBILITIES

REGULATIONS FOR STUDENT BEHAVIOR

The College attempts to provide for all students an environment that is conducive to scholarship, social growth and individual self-discipline. In pursuit of this goal, we take for granted the fact that the large majority of students will maintain an acceptable standard of common honesty and decent human behavior. Students are expected to abide by local, state and federal laws, as well as to adhere to all rules, policies and regulations printed in the *Student Handbook*, in the *College Catalog* or otherwise distributed throughout the College. Students are also expected to abide by the College's *Policies and Procedures* as adopted by the Board of Trustees of Stark State College and available in the Office of Admissions/Student Services to any student desiring the same. **Room S305**

Disruption

Students are free to express their views on issues of general interest. However, when the expression of such views interferes with the rights of those students whose principal objective is the peaceful and orderly pursuit of their formal education, such expression must be construed, as conflicting with necessary operation of the College and appropriate action will be taken.

Definition of Disruption

In its broadest and most generic sense, the term "disruption" applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of the other students to learn and of instructors to teach. Extreme forms of this behavior may even threaten the physical safety of students and staff.

The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative imposition of discipline:

- Persistent or gross acts of willful disobedience or defiance toward College personnel.
- Assault, battery, or any other form of physical abuse of a student or College employee.
- Verbal abuse of a student or College employee.
- Any conduct that threatens the health or safety of another individual (including any such action that takes place at an event sponsored or supervised by the College).
- Theft or damage to the property of the College or another student.
- Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities including its public service functions).
- Use of personal portable sound amplification equipment (i.e., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
- Unauthorized entry into, or use of, College facilities.
- Forgery, falsification, alteration of/or misuse of College documents, records, or identification.
- Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials.
- Disorderly, lewd, indecent, or obscene conduct.
- Extortion.
- Breach of peace on College property or at any College-sponsored or supervised function.
- The use, possession, sale or distribution of narcotics or other dangerous illegal drugs on College property, or at any function sponsored or supervised by the College.
- Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
- Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.
- Smoking in classrooms or other unauthorized campus areas.
- Failure to satisfy College financial obligations.

- Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
- Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
- Gambling.
- Sexual harassment or sexual and racial discrimination.
- Violation of other applicable federal, state and local laws and College rules and regulations.
- Theft or other abuse of computer time, including but not limited to:
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or College official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the College computing system.
- Abuse of the judicial system, including but not limited to:
- Failure to obey the summons of a judicial body or College official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the student code.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Hazing, defined as an act with which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

TYPES OF DISCIPLINARY ACTION

If a student should be guilty of unbecoming conduct, violating College rules, regulations or policies, academic dishonesty, or should neglect academic duties, the College authorities will take such action, as the particular offense requires. The scope of College disciplinary actions are: (a) informal oral reprimand, (b) formal written reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion. Monetary fines also may be levied on students to cover the cost of labor, materials and time to repair damage items. In addition, disciplinary penalties for academic dishonesty may be imposed as set out elsewhere in this handbook.

GUIDELINES FOR ADDRESSING ALLEGED VIOLATIONS OF REGULATIONS OR POLICY

Any breach of regulations or policy shall be reported to the dean of student services. Upon receiving such a report, the dean shall do whatever investigation deemed necessary. Once investigation is completed, the dean shall advise and explain the alleged conduct and disciplinary procedure to the student charged. At that time, the dean shall also advise the student of his/her right to make an appointment to meet with the dean to discuss the violation within 72 hours of the notice of the charge. At that meeting, the student shall have the opportunity to discuss his/her involvement in the incident with the dean. If the student fails to respond, or elects not to respond, he/she waives the right to resolve the alleged violation at this level and the dean will then move forward in the student's absence, with any determination in the case, including the appropriate discipline, if any, and issue a written decision.

Appeals

- If the student and the dean of student services agree on the level of involvement and the level of discipline, the student may so indicate in writing and the matter shall be concluded. If an agreement on the level of involvement or the level of discipline is not reached, the student may elect to appeal to the Student-Faculty Court if the discipline involves suspension or expulsion. If a lesser level of discipline is to be imposed, or the student so chooses regardless of the level of discipline, the student may elect to appeal through the Administrative Review process.

- Administrative Review is used in the disciplinary process if the disciplinary action does not involve a suspension or expulsion, or if the student chooses to utilize this procedure regardless of the discipline imposed. Administrative Review must be initiated by a request for Administrative Review in writing to the dean of student services within 48 hours of receiving written notice of the dean's decision in the matter. In the Administrative Review process, the president of the College, or the president's designee, usually the vice president for instruction and corporate services, shall review the facts of the incident; including any supporting materials and statements submitted in support of either the dean of student services recommendation or the student's position. If deemed necessary, the president or the president's designee may schedule a hearing with either or both parties before reaching a decision. Once the president or the president's designee has reached a decision, the determination and the discipline selected, if any is final and must be accepted by both the dean and the student. The president or the president's designee shall issue a decision in writing, providing a copy to both the student and the dean of student services. Students should be aware that the end result of such an Administrative Review process cannot be appealed.

- In the event that the disciplinary action involves suspension or expulsion, the student may elect to appeal to the Student-Faculty Court by filing with the dean of student services a written notice within 48 hours of receiving written notice of the dean's decision, which sets forth the grounds for the appeal. Notification of the charge, date, time and place of the hearing shall be issued by the Court in writing at least 72 hours before the hearing is scheduled. Within 30 days of the filing of the notice of appeal, members of the Student-Faculty Court shall assemble to hear the case according to the following guidelines:

- The chairperson shall read to the student the statement of the charges made against him/her.
- The student charged shall be given the opportunity to briefly state his/her position with regard to the charges.
- The College and/or the complaining party will be given the opportunity to present the facts of the case, including testimony by any witnesses.
- The student charged may question the complaining party and witnesses at the hearing.
- The student charged may present the other side of the case and witnesses if he/she so desires.
- The members of the Court may question any of the participants in the hearing.
- The College representative or the complaining party may question the student charged and witnesses
- The chairperson shall ask for any closing remarks the College, the complaining party or the student charged may wish to give.
- After the information has been presented and received, the Court will go into deliberation. Only members of the Court shall be present during deliberation and the disposition of the case.
- After deliberations are completed, the student charged shall be asked to return to the hearing room where the chairperson shall report and explain the decision of the Court.

Written notification of the decision shall be given to the student and to the dean of student services by the chairperson of the Court, and shall be final and binding. All disciplinary proceedings will be closed to protect the confidentiality of the student. Only principals in the case, their representatives, if any, and witnesses will be allowed in the hearing or witness rooms. The outcome of all disciplinary proceedings may become a part of the student's record.

The student charged does not have a right to representation by legal counsel at the hearing unless the College has legal representation. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during the disciplinary hearing, but the role of counsel shall be limited as to consultation only.

Disciplinary action shall normally not take effect until all hearings and appeals have been exhausted. In the event that the dean of student services determines that the student charged has been arrested for violation of criminal laws which relate to the same incident in which the student is charged with breaking regulations or policies by the College, or the dean has a reasonable basis to believe that the student presents a threat of bodily harm or loss of property to other students or the College if he/she is permitted to continue in classes pending appeals because the student may commit further acts of a similar character, the dean may impose an interim suspension and the student shall be given prompt notice of charges and an opportunity to appear for a hearing within 14 days from the imposition of the interim suspension.

STUDENT GRIEVANCE PROCEDURES

If a student has reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the College community, the procedures listed below are followed with respect to the faculty and/or administrators.

Cause

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question. Students must contact the dean of student services prior to initiating grievance procedures.

Procedures

The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:

- Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's dean or immediate supervisor. This notification shall be in writing. The dean or immediate supervisor will attempt to resolve the matter within five (5) school days. The dean or immediate supervisor shall communicate a decision to the student and staff member. If however, the student is not satisfied, he/she may then, within ten (10) school days:
- Bring the matter to the attention of the dean for student services, who shall, after conferring with the student, call either an informal or formal hearing according to the wishes of the student, within ten (10) school days.
- An informal hearing will be held between the student and other appropriate College representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.
- A formal hearing will consist of the student, and if appropriate, his/her advocate, the aggrieved and his/her advocate, the dean for student services, the dean from the division of the aggrieved, and four (4) neutral faculty members, two (2) selected by the student, and two (2) by the

aggrieved. If the results of either the informal or the formal hearing are not satisfactory to the grievant, further appeal will be as follows:

- Desiring further appeal, the student shall, within ten (10) school days, bring the matter to the vice president for instructional and corporate services who shall then render a decision within ten (10) school days.
- Desiring further appeal, the student shall, within ten (10) school days, go to the College president, who shall then render a decision within ten (10) school days.

The intent is to ensure that each and every step will take place as expeditiously as possible.

POLICY PROHIBITING HARASSMENT

The College has always been and will continue to be committed to providing students an environment that is free of intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist, religious, or sexist slurs or through other derogatory comments or objectionable conduct is not only offensive behavior, but is also a violation of College policy and will not be tolerated.

DISCRIMINATION GRIEVANCE PROCEDURE

Students of Stark State College who feel they are victims of discrimination on the basis of sex, disabilities, age, race or color may file a complaint with the College's Civil Rights Compliance Coordinator. Copies of the detailed *Grievance Procedure for Complaints Concerning Discrimination* are available to students upon request in the Office of Admissions/Student Services. **Room S305**

PRACTICES FOR AFFIRMATIVE ACTION

The College will recruit all students without regard to race, religion, national origin, sex, age or disability. The College will administer its financial aid program without regard to race, religion, national origin, sex, age or disability, and in compliance with appropriate laws.

Counseling and guidance will be offered to all students without regard to race, religion, national origin, sex, age or disability. Student social and recreational programs will be administered without regard to race, national origin, religion, sex, age, or disability.

MEDICAL PROBLEMS/ EMERGENCIES

Medical emergencies should be reported to the Information Desk or the Security Office located in the Student Center. Emergency telephones are also positioned throughout the College. The Jackson Township Fire Department provides an emergency ambulance service to transport persons requiring emergency medical treatment to a nearby hospital. Anyone with a medical problem should report this information to the Security Office.

DRUGS AND NARCOTICS POLICY

The use of illegal substance is in violation of civil or criminal laws. Stark State College will not and cannot protect a student from prosecution by the civil law. The College will invoke disciplinary penalties on any student who possesses, manufactures, consumes, provides, sells, or even shares illegal substances. For any student who is personally experiencing problems of substance abuse, the Office of Admissions/Student Services is available for guidance.

DRUG-FREE CAMPUS COMPLIANCE

The College considers the use of drugs as well as their abuse to be a very serious matter and one that cannot be tolerated on the campus. Illegal drug use poses health and safety hazards to employees and students. As a responsible source and participant with the Federal Government funding in many programs and activities, illegal drug use by anyone in the College jeopardizes Federal Government funding in light

of the Federal Government's increasing efforts to combat drug abuse. Therefore, it shall continue to be the policy of the College to maintain a drug-free campus. The employees and students are notified that the unlawful manufacture, distribution, dispensing, possession, or use of any drug or controlled substance is prohibited on all College property and at any other location where the College is conducting business. It is expected that all students and faculty/staff will abide by the terms of this policy.

ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages on campus is prohibited.

SMOKE-FREE FACILITIES

State laws prohibit smoking in state-supported school buildings except in designated areas. Stark State College is a smoke-free facility. Smoking is permitted outside the buildings only in designated areas.

CONCEALED WEAPONS POLICY

The use, possession or carrying of a handgun or other weapon by any person, who is not a professional law enforcement officer, on College property is prohibited and in violation of State law.

CHILDREN ON CAMPUS

While the College recognizes that arranging for child care is sometimes difficult, the College and its agents cannot be responsible for the safety of children brought into the classroom or left unattended on campus while parents attend classes or other activities.

Both the safety of the children and the need for a proper learning environment indicate the need for the parents to make other arrangements for the care of their children during the time they are attending classes.

While it is up to the individual faculty member's discretion as to whether or not they allow children in their classroom in exceptional situations, children are not permitted in the following areas:

- Automotive Labs
- Center for Accelerated Learning Lab
- Computer Labs
- Office Administration Labs
- Engineering Labs
- Health Labs
- Science Labs
- Open Lab
- Placement/Admission Assessment Lab

For your convenience, a list of local childcare facilities is available in the Office of Admissions/Student Services. *Room S305*

TAPE RECORDING

The College has long recognized that the recording of instructional activities has the potential to be helpful in the learning process. The instructor must approve the use of recording devices in the classroom.

CELLULAR PHONES/PAGERS

The College does not permit cellular phones to be used in classrooms. Beepers and cell phones must have the sound turned off when in classroom.

ATTIRE

In today's society a standard for dress is difficult to interpret and enforce. It is not the intent of the College to take away an individual's uniqueness or creative expression through dress. The College does recognize that a person's appearance reflects something of the individual. It is expected that students develop some degree of maturity that prompts pride in their dress and grooming. When dress goes beyond the boundaries of good taste, the College must accept the responsibility of informing the student.

LABORATORY EQUIPMENT

All laboratory equipment is to remain in the laboratory unless written permission is given by a member of the faculty. All equipment used during the class laboratory period is expected to be returned in good shape. Any breakage, loss or malfunction should be reported to the class instructor.

COMPUTING AT STARK STATE

Introduction

The use of computing facilities at Stark State College is a privilege and users are subject to compliance with certain principles designed to assure that all users have reasonable access to facilities and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. The College's *Policy on Responsible Use of College Computing Resources*, these guidelines and the *Student Handbook*, as well as local, state and federal laws govern student computing. The use of College computing facilities for purposes that are illegal, unethical or in violation of the College's policies may result in temporary or permanent loss of privileges, criminal penalties and/or other disciplinary action. The policies can be viewed on the College's Web Student Access site or in the Student Services or Academic Computing offices.

Conditions of Use

- The computing resources of Stark State College are available for use by students currently enrolled at the College and other individuals granted special access by College officials. Persons who are not affiliated with the College are not permitted to use these resources.
- Computing resources at Stark State College are to be used for educational purposes only. Appropriate uses of these resources include, course related activity, independent study, authorized and independent research, and the official work of recognized College student and campus organizations. Users may not exploit these resources for commercial purpose or personal financial gain.
- Each user shall be responsible for proper usage as outlined in the College's *Policy on Responsible Use of College Computing Resources*. Users should be familiar with the ethical and legal standards pertaining to computer and network usage and are subject to both state and federal laws pertaining to such activity.
- User files left on hard drives or network drives are considered public and become property of the College. Users should save all work to removable media (e.g. CD-RW, diskettes or Zip disks).
- Stark State College makes no representations concerning the availability of service of its computing resources and the integrity or ability to retrieve material placed on such resources. Stark State College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. The College reserves the right to collect, process, and retain appropriate information pertaining to users and use of its computing resources.
- In no event will the College be liable for any damages, including lost files, emails, or other incidental or consequential damages arising out of the use or inability to use computing resources even if the College has been advised of the possibility of such damages, or for any claim by any other party.
- Stark State College reserves the right to change or amend the *Student Computer Usage Guidelines* at any time.

- If these conditions are unacceptable to the user, then the user is advised to not take advantage of the College's computing resources.

Ethics and Computer Academic Honesty

Student users are reminded that computer-assisted plagiarism is still plagiarism. Refer to the *College Catalog* for detailed information on this subject.

Computer Use Policies

The following rules apply to all users and compliance with them may be monitored. Users shall NEVER:

- bring food or drink into the labs
- violate any software license agreement or copyright, including copying or redistributing copyrighted computer software or data.
- save work to computer hard drives unless directed by your instructor or lab attendant.
- delete or copy files from computer hard drives unless directed by your instructor or lab attendant.
- load or run personal software programs or games on lab computers.
- deliberately crash or attempt to crash a system; system crash is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations, which renders it unavailable for use
- install a virus of any type, destructive or non-destructive
- transmit or print language or images, which in the opinion of Stark State College officials, is obscene, vulgar or abusive
- leave a PC you are working at unattended (SSCT is not liable for loss of belongings or loss of PC work)
- use the College's computing resources to harass or annoy others, or to prevent them from legitimately using the facilities. Specifically, to use electronic mail to send unsolicited messages having obscene, demeaning and/or menacing content.

Computer Account Policies

The following rules apply to all users and compliance with them may be monitored:

- Each student is assigned a user account to use while they are an active student at the College (registered for at least one credit course). This account provides access to computer labs, the open lab, student email and Web learning facilities if the student is registered for a Web-enabled class.
- The student is assigned a unique and permanent login name.
- User accounts are created at the start of each term for students registered for at least one credit class in that term. The student retains their permanent login name each time their account is created. A student's account may be terminated after withdrawal of the student from all classes in a term. All accounts are terminated at the end of the summer term and new accounts created at the beginning of the subsequent fall term. When an account is terminated, all information, files, email and any other data the student has stored in their account is deleted and cannot be recovered.
- A separate account is used for student access to the Web Student Access site. This account is permanent and is not terminated.
- Users must only use the computing resources and computer accounts, which have been authorized for their use by the College. Each user is responsible for all activities that take place associated with the use of his or her accounts. Resources may be used only for their authorized purpose and in a manner consistent with the policies of the College.
- Users must not, under any circumstances, attempt to use a computer account or computer resource for which they have not been granted access. The use of or attempt to access unauthorized computing resources is prohibited.
- Users may not authorize others to use their accounts or resources for any reason. It is expected that authorized users will take all necessary precautions (e.g. regular password maintenance, and disconnection from accounts or resources when not in use) to prevent unauthorized access.

- Users must report unauthorized use of their accounts to their instructor, the academic network coordinator, or other appropriate College authority.
- The institution reserves the right to terminate accounts at any time for violations of College policies and procedures. Due process is described in this *Student Handbook* under *Student Rights and Responsibilities*.

Violations of Policy

- Abuse of computing privileges is subject to disciplinary action. Disciplinary action is governed by the College's discipline policy outlined in the *Student Handbook* and may include loss of computing privileges and other disciplinary sanctions up to and including dismissal from the College. An abuser of the College's computing resources may also be liable for civil or criminal prosecution.
- It should be understood that nothing in these guidelines precludes enforcement under the laws and regulations of the State of Ohio. For example, if a user is found guilty of committing a crime as outlined in the Ohio statutes relating to criminal mischief, he or she could be subject to criminal penalties.
- If a user violates the College's computer policies, a written record of the violation(s) shall be maintained by the dean of student services and the following consequences can result:
 - Warning: Alerting a student to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
 - Loss of Computer Privileges: Limitation or removal of computer privileges and accounts, including restriction from the use of computer facilities for a period specified by Stark State College officials.
 - Restitution for Damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, facilities, and any other cost associated with the violation.
 - Other Consequences: Other disciplinary action may be taken.

Lab Guidelines

Access to the facilities of the College's labs is a privilege and users are subject to certain rules governing the use of the lab. Students are also responsible for any damage to lab equipment.

Policy on Student Printing in SSCT Computer Labs

All students are assigned a printing account. At the beginning of each semester each student's account is given a \$25 credit, which amounts to 357 black and white print pages. There is no charge to the student for this initial credit. As students print, the account is debited at a rate of 7 cents per black and white print and 14 cents per color print. The \$25 dollar initial credit gives each student 357 free black and white pages.

If a student uses all of the \$25 credit they must purchase additional printing credits at the rate of 7 cents per black and white print and 14 cents per color print. Students may purchase additional credit by buying a "Top-Up" card at the College Bookstore in \$1, \$5, and \$10 increments. Printed on the top of the card is the address of a College Web site. The student visits the Web site and enters the code on the "Top-Up" card. Their printing account is credited the amount of the card.

The student can view their printing account balance at any time by clicking a small icon on the desktop tray. Students are informed of their print account balance each time they print.

At the beginning of each semester, each student's printer account balance is reset to \$25 at no charge to the student. There is no carryover from one semester to the next and there are no refunds to students who do not use all of their printing credits. "Top-Up" cards must be used in the semester in

which they are purchased. Students should purchase the lowest denomination “Top-Up” card that meets their printing needs.

If there are problems or questions, contact the Help Desk at Ext. 4357.

Internet and Email Guidelines

- To ensure the availability of email service for educational purposes the College limits the amount of storage space allocated for each student’s email account. Once this limit is reached the student must delete existing emails. The College also reserves the right to delete emails from a user account without notice to the student if the space limitation is exceeded. These deleted emails and data are not recoverable. The College will also limit the size of email attachments and reject any message that exceeds that limit. The College is not responsible for email messages that are not delivered to the student’s account.
- All emails and files that exist at the time an account is terminated will be deleted and cannot be recovered.
- Use of student email is restricted to sending and receiving mail consistent with academic and scholarly activities. You must properly identify yourself as the originator of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students at the College.
- Use restraint and observe the rules of “netiquette” in your email communications.
- Don’t send messages or postings that may be construed as abusive or offensive.
- Don’t send messages or postings for commercial or personal gain.
- Don’t propagate chain letters or send the same message to multiple inappropriate newsgroups.
- Respect the laws governing the use of copyrighted, intellectual property, which includes computer software.

Student Web Access

To use Student Web Access, go to www.starkstate.edu/student. Student Web Access is accessible from any Web-enabled PC inside or outside of the College daily from 7 a.m. – 10 p.m.

Student Web Access is a one-stop resource where you can:

- search for course offerings and view course descriptions and prerequisites
- register for classes and drop/add classes,
- pay tuition and fees on-line using a credit or debit card
- view financial aid awards
- view class schedule and tuition information
- use *degree audit* to monitor progress toward a degree and perform *what ifs* on changing an academic major
- view grades
- view the Student Web Access guide for an overview of the capabilities and more information about the site
- complete teacher evaluations
- buy textbooks online
- view course transfer equivalencies using Ohio’s Course Applicability System (CAS)
- view your official enrollment information using the National Student Clearinghouse
- access your College email

Logging on to the site

Student Web Access is a secure site. Except for the course search capability, you will need to log onto the site. Each student has a **login (College ID number)** and a **PIN (initially the fourth through seventh digits of social security number)**.

Example:

College ID Number = jsmith0505

PIN Number = 4567 (fourth-seventh digits of social security number)

You must change your PIN the first time you use the site. Note that the login and PIN for Student Web Access is different from the login used in the College's labs, student email, helpdesk and Web Learning. For information on student user accounts and login procedures go to Resources For Students on the College's home page (www.starkstate.edu) registering, your schedule and payment information is displayed.

National Clearinghouse Enrollment Information

If you are currently enrolled, you can view your enrollment information at the national clearinghouse. The clearinghouse information is available to perspective employers and student loan agencies nationwide.

Course Applicability System (CAS)

If you are contemplating a transfer, you may submit your coursework to other Ohio institutions for evaluation against that institution's academic programs. **CAS** provides information on courses, course equivalencies, and program requirements at provided institutions.

Computer Assistance

- Help with a computer application program can be obtained by using the help function within the program. Programs such as Microsoft Word include such features as Intelligent Help or the Office Assistant. Look on the menu bar for help.
- The lab attendant may be helpful when experiencing problems using computer application programs. The lab attendant cannot help students having writing problems such as grammar usage and proper word usage or with specific problems with software associated with a class. See the instructor or a staff member in the Office of Admissions/Student Services for assistance.
- For computer or network problems, see the instructor or lab attendant or examine the online help desk pages. If the problem persists, file a problem report using the online help desk system.

E-learning

E-learning at Stark State is an exciting addition to the world of education providing anywhere, anytime access to course materials. Most of Stark State's classes have some type of Web enhancement or Web delivery. E-learning makes learning even more accessible and interesting for students. For more details, <http://www.starkstate.edu/elearning>

Help Desk

The Help Desk provides the first line of technical support for the Stark State campus computing community. The Help Desk may be located in Room B223 where students may stop by to enter a problem report or request information. Students may also call Ext. 4357 (HELP) for assistance or email helpdesk@starkstate.net. *The Help Desk is a feature which can only be accessed from a College network computer.*