

CHANGE RECORD

Chapter Number	Chapter Name	Section Number	Sub-Section Number	Date Revision Approved in President's Cabinet
IV	PERSONNEL	4.05		11/01/99
V	COMMUNICATIONS	5.04		12/11/99
VI	BUSINESS MANAGEMENT	Chapter Revised		02/05/01
VIII	ACCESS TO INSTRUCTION	8.04	8.04.01, 8.04.02	12/11/00
III	ACADEMIC	3.03	3.03.02.4 & 3.03.03.2	04/10/01
IV	PERSONNEL	4.06		05/03/01
	INTRODUCTION	i		08/02/01
	PART I GOVERNANCE POLICIES	Table of Contents Updated		-
	PART I GOVERNANCE POLICIES	POLICY TYPE: ENDS	3357:15-04-02 through 3357:15-04-08	06/00
I	BOARD OF TRUSTEES	Table of Contents Updated		-
III	ACADEMICS	Table of Contents Updated		-
VI	BUSINESS MANAGEMENT	Table of Contents Updated		-
VIII	ACCESS	Fee Schedule Updated for Spring 2002		06/13/01
IV	PERSONNEL	Table of Contents Updated Added Section 4.18	4.18	03/05/02
X	UNIVERSITY BRANCH RELATIONSHIP	Remove Chapter		03/05/02
IV	PERSONNEL	Table of Contents Updated Replaced Sections 4.01 through 4.02		05/06/02
IV	PERSONNEL	Table of Contents Updated Revised 4.08.04, 4.08.06 & 4.08.07	4.08.04.5, 4.08.06.1 & 4.08.07.11	10/01/02
V	COMMUNICATIONS	5.04	Sections A, B, C & D	10/01/02

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Chapter Number	Chapter Name	Section Number	Sub-Section Number	Date Revision Approved in President's Cabinet
	APPENDICES	College Organizational Chart Updated Appendix B		10/01/02

Reformatted Policies & Procedures Manual Per Ohio Legislative Service Commission (OLSC) June 2003

Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Chapter III is now 3357:15-13 Chapter 13	ACADEMICS	This is Rule Number 7 3357:15-13-07 Revised Honesty in Learning	12/02/02
		This is Rule Number 8 3375:15-13-08 Revised Grade Appeals Procedure	12/02/02
Page i	INTRODUCTION	Board of Trustees & Administration List Updated	-
Chapter IV is now Chapter 14 3375:15-14	PERSONNEL	This is Rule Number 12 3357:15-14-12 Revised Drug & Alcohol Abuse & Drug-Free Workplace Act Compliance	09/08/03
		This is Rule Number 7 3357:15-14-07 Revised Grievance Procedure	11/04/03
Page i Page iv	INTRODUCTION	Board of Trustees & Administration List Updated Updated Institutional Mission & Vision Statements	-
Part I Governance Policies	ENDS	This is Rule Number 1 3357:15-4-01 Mission & Vision Updated	-
Part II Procedures	PERSONNEL	This is Rule Number 4 3357:15-14-04 Responsibilities, Duties, Code of Ethics Page 7 (3) (c)	12/02/04
Part III	APPENDICES	This is Rule Number 30 3357:15-30 Appendix B - Revised 081005 Updated the College Organizational Chart	-
Part II Procedures	PERSONNEL	Table of Contents Updated This is Rule Number 19 3357:15-14-19 Pay During Emergency School Closing	04/04/05
Part II Procedures	ACCESS TO INSTRUCTION	This is Rule Number 8 3357:15-18-08 Fees Refund Policy Updated	11/3/04

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Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Part I Governance Policies	BOARD-STAFF RELATIONSHIP	Chapter Two Rule 1 3357:15-2-01 Board Staff Relationship Typo corrected	-
Part II Procedures	PERSONNEL	Chapter Fourteen Rule 4 3357:15-14-04 Responsibilities, Duties, Code of Ethics Revised Chapter Fourteen Rule 8 3357:15-14-08 Compensation and Related Benefits Revised Chapter Fourteen Rule 10 3357:15-14-10 Travel and Business Expense Revised	- - -
Part II Procedures	BUSINESS MANAGEMENT	3357:15-16-03 Purchasing Procedures Updated	-

Revision 2.9

Reformatted 3357:15 to 3357.15 according to Legislative Service Commission requirements.

Part II Procedures	ACCESS TO INSTRUCTION	Chapter 18 Rule 5 3357.15-18-05 Cross Registration Updated	-
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Revision 2.10

This revision contains many changes including information on the new President's Committee Structure and reflects the new administrative organization structure.

	TITLE PAGE & CHANGE RECORD	Title Page Revision 2.10 & Change Record Updated	
Pages i and v	INTRODUCTION	Page i Board of Trustees & Administration Page v Core Values and Beliefs Updated	-
Part II Procedures	THE ADMINISTRATIVE ORGANIZATION	Chapter 12 3357.15-12 Table of Contents Administrative Divisions Updated	-
Part II Procedures	PERSONNEL	Chapter 14 3357.15-14 Titles of administrators updated Chapter 14 Rule 3 3357.15-14-03 Contracts and Records. (A)(f)(3) corrected to read as . . . paragraphs (8) and (9) of this rule, . . .	- -

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Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Part II Procedures	PERSONNEL	Chapter 14 Rule 6 3357.15-14-06 (B)(5) page 3 updated. Personnel Affairs Committee - discontinued	9/7/06
		Chapter 14 Rule 7 3357.15-14-07 (C)(4) Step 2 page Grievance Procedure Updated	9/7/06
		Chapter 14 Rule 8 3357.15-14-08 Compensation and Related Benefits (A)(7)(b) page 9 updated	Board of Trustees Resolution 8/9/06
Part II Procedures	COMMUNICATIONS	Chapter 15 Rule 2 3357.15-15-02 Internal Communications Procedures for representatives to serve on the president's cabinet updated	9/7/06
Part III	APPENDICES	Chapter 30 3357.15-30 Appendix G Formal Communication Flow Chart removed. All-text format pending.	Revision proposed during 10/2/06 cabinet meeting

PLEASE CONTINUE REFERRING TO THE POLICIES & PROCEDURES MANUAL POSTED ON THE INTRANET FOR THE MOST CURRENT INFORMATION. REFORMATTING IS ACCORDING TO LEGISLATIVE SERVICE COMMISSION THROUGHOUT THE P & P MANUAL.

Revision 2.11

Part III	APPENDICES	3357:15-30 Appendix B College Organization Chart Human Resources moved from Information Technology & Human Resources to the Business & Finance Division	Special Board of Trustees Meeting 12/04/06 Appendix B revision approved. Intranet updated.
		3357:15-30 Appendix F Revised the Fee Schedule for the Intranet to show fee explanations	Intranet updated.
		3357:15-30 Table of Contents Revised Added Appendix H Policy on Development, Delivery & Ownership of Courses	“
Part II PROCEDURES	PERSONNEL	Added New Rule 3357:15-14-20 Property Use Policy	Approved during the 10/2/06 Cabinet Meeting. Intranet updated.

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Part II PROCEDURES	ACADEMIC	<p>3357:15-13-03 Academic Regulations (D) Academic Probation and Dismissal. (2) <i>The last sentence was approved to read as:</i> Students on academic probation must meet with and have their registration form signed by their academic advisor prior to registering in person in the Registrar/Academic Records Office.</p>	<p>Approved during the 12/6/06 Cabinet Meeting. Intranet updated.</p>
Part II PROCEDURES	COMMUNICATIONS	<p>3357.15-15-02 Internal Communications Page 8 (c) second sentence revised to read as: . . . College Staff Association representative, and the Vice President of Information Technology.</p> <p>3357.15 -15-02 Internal Communications Page 9 (d) second sentence revised to read as: . . . one Student Services and Enrollment Management representative, one Information Technology Division representative</p>	<p>Approved during the 12/6/06 Cabinet Meeting Intranet updated.</p> <p>Reflects change on Page 8 (c). Intranet updated.</p>
Part II PROCEDURES	PERSONNEL	<p>3357.15-14-02 Recruitment and Selection Page 6 (E) (2) Changed the word it to its</p> <p>3357.15-14-08 Compensation and Related Benefits Added Call-Back Policy Item (13)</p> <p>Table of Contents for PERSONNEL updated.</p> <p>3357.15-14-07 Grievance Procedure Deleted the extra (3) found on Page 7 (D)</p> <p>3357.15-14-08 Compensation and Related Benefits Policy on Development, Delivery & Ownership of Courses (13) (a) (b)</p> <p>FORM Working Outside of Contract . . .</p>	<p>Intranet updated 1/3/07</p> <p>Approved during the 2/1/07 cabinet meeting</p> <p>Intranet updated.</p> <p>No P & P language change. Intranet updated</p> <p>Approved during 5/15/06 Cabinet Meeting. Intranet updated.</p> <p>T.Sandrock updated 3/7/07 Intranet updated.</p>
Part II PROCEDURES	ACADEMIC	<p>Added 3357:15-13-10 E-Learning policies & procedures</p>	<p>President's Cabinet Approval 4/3/07</p>
	THE ADMINISTRATIVE ORGANIZATION	<p>Chapter 12 3357:15-12 Administrative Divisions updated.</p>	<p>Intranet updated 6/12/07</p>
Title Page & Change Record		<p>Title Page Revision 2.12 & Change Record Updated</p>	
		page iv	6/1/07

INTRODUCTION	Core Values and Beliefs	The language starting with Integrity was deleted.	Board of Trustees Approval
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Part II PROCEDURES	COMMUNICATIONS	3357:15-15-02 , pages 5,6,7,8 Academic Standards and Procedures committee title changed to Academic Policies and Procedures	10/10/07 President's Cabinet Approval
Part II PROCEDURES	COMMUNICATIONS	Internal Communications 3357:15-15-04 Policy on Responsible Use of College Computing Resources Pages Reformatted	--
Part II PROCEDURES	COMMUNICATIONS	Internal Communications 3357:15-15-05 Responding to Public Records Requests	9/19/07 Board of Trustees Approval
Part II PROCEDURES	ACADEMIC	3357:15-13 Academic Table of contents updated	10/10/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Academic Regulations Added Incomplete Policy and President's List Table of Contents Updated New Policy 3357:15-13-13 Student Travel Policy	10/10/07 President's Cabinet Approval 11/05/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Academic Regulations page 2, item 4 wording change for repeated courses	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures page 6, (V) (1) page 7 (V) (2)	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures starting with page 9 (Y) Student Support Policy and Web 3 definition	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures page 11 (Z) Web 3 Off-Site Test Proctoring Policy	12/5/07 President's Cabinet Approval
Part III APPENDICES	APPENDICES	Appendix A- Chapter 3357, Ohio Revised Code has been moved to the Intranet under the Administrative tab. Appendix B- Organizational Chart was moved to Intranet under the Administrative tab. Appendix C- Statement of Philosophy of Professional Development was deleted. Appendix D- General Copyright Guidelines was moved to 3357:15-13-12. Appendix E- Employment Guidelines was deleted. Appendix F- Fee Schedule was moved to Intranet under Welcome to Stark State College, About Stark State, (click on Site Index: F) and/or click Financial Aid Business Office.	

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Part III	APPENDICES	Appendix G Formal Communications Flow Chart Ad-Hoc Committee Formed—Will be Re-written.	
Part III	APPENDICES	Appendix H contents are located in Academic 3357:15-13-11 Policy on Development, Delivery. . .	10/10/07 President’s Cabinet Approval
Title Page & Change Record		Title Page Revision 2.13 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	3357:15-13-02 Academic Regulations Wording changes to A	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Instructional Programs Added Co-requisite and Pre-requisite sections Table of contents updated	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	PERSONNEL	3357:15-14-17 Weapons Policy Changed/added wording to policy	3/5/08 Presidents Cabinet Approval
Part II PROCEDURES	ACCESS TO INSTRUCTION	3357:15-18-01 Required Course Placement Policy (C, 4) Addition of COMPASS reference. Addition became C,4 and original C,4 (Personal Interview) became C, 5, etc.	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	ACADEMIC	3357:15-13-03 (N), (1) & (2) Policy on Registration in Excess of 18 Credit Hours. Changed registration in excess of 18 credit hours to excess of 21 credit hours.	5/20/08 Presidents Cabinet Approval Effective Spring term 2009
Part II PROCEDURES	FINANCIAL AID	3357:15-18-06 Financial Aid Addition of Standards of Academic Progress section.	5/7/08 Presidents Cabinet Approval Effective 9/4/08
Title Page & Change Record		Title Page Revision 2.14, Change Record, Board of Trustees Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Changed Policy 3357:15-13-03(M) OBR-Approved One-year Certificate policy.	12/3/08 Presidents Cabinet Approval Effective February 2009
Part II PROCEDURES	ACADEMIC	Changed Policy 3357:15-13-06 (C)(1) Credit for Professional Exams, Licensure, or Certifications policy.	12/3/08 Presidents Cabinet Approval Effective January 2009
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-14 Course Syllabus policy.	5/7/08 Presidents Cabinet Approval Effective Fall 2008
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-15 Implementation of Assessment policy.	11/5/08 Presidents Cabinet Approval Effective November 5, 2008

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Part II PROCEDURES	COMMUNICATIONS	Change in policy 3357:15-15-02; B, 1 (d) and B, 2 (g), (i). Changes to name of Office of the Provost...	12/3/08 Presidents Cabinet Approval Effective December 2008
Part II PROCEDURES	COMMUNICATIONS	New Policy 3357:15-15-06 Electronic Communications policy.	12/3/08 Presidents Cabinet Approval Effective February 4, 2008
Part II PROCEDURES	STUDENT SERVICES	Change to policy 3357:15-19-03 Student Government Association (SGA). Added to 15-19-03 (D) & (E). Changed all occurrences of Inter Club Council to Student Government Association.	5/7/08 Presidents Cabinet Approval Effective 7/1/08
Part III APPENDICES	APPENDICES	Appendix I Glossary of Terms for the Policies and Procedures Manuel.	12/3/08 Presidents Cabinet Approval Effective Spring 2009
Title Page & Change Record		Title Page Revision 2.15 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Change to policy 3357:15-13-03; F(President's List) and G (Dean's List)	3/4/08 Presidents Cabinet Approval Effective Spring 2009
Part II PROCEDURES	ACADEMIC	Change to policy 3357:15-13-03, B (1)(2)(3) Prerequisites.	2/4/09 Presidents Cabinet Approval Effective Summer 2009
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 and 15-13-11 Items regarding faculty scheduling/workload deleted to reflect changes made in 15-14-04.	2/4/09 Presented no approval needed due to financial implications.
Part II PROCEDURES	PERSONNEL	3357:15-14-04 Responsibilities, Duties, and Code of Ethics. Changed/added wording to Faculty and Department Chair scheduling guidelines and workload. Removed from 15-13-11 and 15-13-10 and reflected in 15-14-04.	2/4/09 Presented no approval needed due to financial implications.
Part III APPENDICES	APPENDICES	Appendix I definition of Shared Governance added to glossary.	2/4/08 Presidents Cabinet Approval Effective Spring 2009

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Title Page & Change Record		Title Page Revision 2.16 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Changes to policy 3357:15-13-03 3357:15-13-03, (E) addition of new Early Alert Policy. 3357:15-13-03, (K) Changes to Withdrawal Policy 3357:15-13-03, (J), Changes to Class Attendance Policy. Class Attendance Policy was previously reflected in (H) and is now reflected in (J) with updates.	4/1/09 Presidents Cabinet Approval
Part II PROCEDURES	COMMUNICATIONS	Change in policy 3357:15-15-02; (2), Standing Committees. Addition of new HR Standing Committee.	4/1/09 Presidents Cabinet Approval
Part III APPENDICES	APPENDICES	Addition of Shared Governance Structure Flow Chart as Appendix J	4/1/09 Presidents Cabinet Approval
Part III APPENDICES	APPENDICES	Addition of Internal Communication Flow Chart as Appendix K.	4/1/09 Presidents Cabinet Approval