

12/08/09

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**3357:15-13-01 Academic Calendar.**

- (A) Semester System. The College academic year is based on the semester system consisting of two terms, each of which is normally 16 weeks in duration.
- (B) Summer Sessions. The summer session consists of 5-, 8- or 10-week sessions.
- (C) Flexible Scheduling. Courses may be offered anytime as needed.

### **3357:15-13-02 Instructional Programs.**

- (A) Instructional programs and courses of study shall be developed and offered in the following appropriate ways to fulfill the educational mission of the institution.
  - 1. Associate Degree Programs. The college will offer associate degree programs developed in accordance with the provisions of Ohio Board of Regents.
  - 2. Academic Credit. Each associate degree program must contain a minimum of 60 semester credits of enrollment and should not exceed a maximum of 74 semester credits.
  - 3. Degree Titles. Upon evidence of satisfactory completion of an approved program previously authorized by the Ohio Board of Regents, the Board of Trustees may confer the following degrees:
    - (a) The Associate of Applied Business
    - (b) The Associate of Applied Science
    - (c) The Associate of Technical Studies
    - (d) The Associate of Science Degree (joint degree with Kent State University)
    - (e) The Associate of Arts Degree (joint degree with Kent State University)
- (B) Special Interest Programs. The College provides instruction, classes and programs in a wide variety of special interest areas.
- (C) Seminars, Workshops, and Conferences. The College will sponsor those events in keeping with the mission and vision of the College.
- (D) Certificate Programs. The College offers certificate programs to meet specific technical needs of the community.
- (E) Contract Training. The Corporate and Community Services division offers contract training/education programs to business, industry, health care facilities and non-profit organizations. Contract training services are convenient, cost-effective and customized to meet the unique needs of individual companies.

**3357:15-13-03 Academic Regulations.**

(A) Full-Time, Part-Time, FTE Definitions.

- (1) Full-Time. A full-time student is one who is officially enrolled in the College for a minimum of 12 semester hours of course work.
- (2) Part-Time. A part-time student is one who is officially enrolled in the college for less than 12 semester hours of course work.
- (3) FTE. Full-time equivalent student (FTE) is calculated by the Ohio Board of Regents as total student credit hours divided by 30.

(B) Late Registration

To encourage student success, no student may register later than the following business days after the start of the course session.

Semester Length	Late Registration Days
16 weeks	6 business days
10 weeks	4 business days
8 weeks	3 business days
5 weeks	2 business days
Courses less than 5 weeks	1 business days

Any exception to this policy will be based only on extreme circumstances and requires the permission of the Provost.

(C) Credit Residency Requirement

Stark State students must meet credit residency requirements to complete a degree. The following credit residency requirements must be met:

- (1) All degree requirements must be met by completing SSCT courses or through equivalent transfer coursework.
- (2) At least the last 18 semester hours of the technical or major courses or approved substitution coursework in the degree program must be completed at Stark State College.

- (3) Exceptions to these credit residency requirements may apply, including accreditation and articulation agreements, TAG courses, CTAG courses, OTM courses, and professional certifications/licensures/exams.
  - (4) Approval from the appropriate department chair in consultation with the appropriate dean or the Provost is required.
- (D) Pre-requisite.
- (1) Certain courses require that the student meet prerequisites in order to register for the course. The prerequisite course(s) are designated by the academic departments to assist the student in selection appropriate course levels. The prerequisite(s) may be one or more courses, a minimum placement test score, or a minimum grade in a prerequisite course(s). The student may register for the course even if the student has not completed the course prerequisite(s) provided the student is currently enrolled in the prerequisite course(s).
  - (2) Departments may elect to have the course that required the prerequisite dropped from the student's schedule if the student does not satisfactorily complete the prerequisite course(s). To ensure proper placement, prerequisites for all classes will be checked at the time of registration.
  - (3) If a student has taken a prerequisite course(s) at another institutions other than Stark State College, the student should request to have an official transcript (raised seal) sent to the Academic Record/Registrar's Office prior to registration or bring an unofficial copy of the transcript for purposes of verification at time of registration. All verifications will be kept with the student's Academic Record in the Registrar's Office.
  - (4) The department of the student's current major may establish the requirements for prerequisite grades. If the major department does not specify the prerequisite grade, the passing grade established by the department offering the course will apply.

(E) Co-requisite.

- (1) A corequisite is a course that must be taken at the same time or prior to another course(s) as designated by the academic department.
- (2) Departments may elect to have the course that required the corequisite dropped from the student's schedule if the student does not satisfactorily complete the corequisite course(s). To ensure proper placement, corequisites for all classes will be checked at the time of registration.
- (3) If a student has taken a corequisite course(s) at another institution other than Stark State College, the student should request to have an official transcript (raised seal) sent to the Academic Record/Registrar's Office prior to registration or bring an unofficial copy of the transcript for purposes of verification at time of registration. All verifications will be kept with the student's Academic Record in the Registrar's Office. Corequisite overrides will be considered prior to the start of the semester. Override request can be made directly to the appropriate department chair through email or appointment. At the time of initial registration, Admissions counselors will process a temporary override with final approval of the department chair. The students will be notified of approval or denial through postal mail.
- (4) The department of the student's current major may establish the requirements for prerequisite grades. If the major department does not specify the prerequisite grade, the passing grade established by the department offering the course will apply.

(F) Course Substitution Policy

For degreed programs and OBR approved certificates, a course substitution may be approved by the appropriate department chair prior to the student applying for graduation. The maximum number of courses for substitution is four (4) courses. Course substitution applies to the required curriculum within the student's major. No developmental course can be used for course substitution.

The following list of criteria must be met for course substitution approval:

1. Technical equivalency (technical for technical; nontechnical for nontechnical; general education for general education)
2. Course level (100 to 100; 200 to 100, NOT 100 to 200)
3. Equivalent credit hours or higher
4. Same discipline or subject matter

Procedures:

1. The student must request a course substitution from the department chair within his/her major.
2. The department chair or program coordinator, if so designated, will review the request based on the course substitution criteria. Upon department chair approval, the course substitution form must be completed and signed by the department chair and the student.
3. The department chair will submit the approved course substitution form to the Academic Records/ Registrar's Office. All course substitutions will be recorded on the student's academic record by the Academic Records/Registrar's Office.

(G) Grading System.

- (1) Final grades. Final Grades are issued at the end of each term. Letter grades are used to indicate performance for the course.

## (2) Quality Points. Letter grades earn the following quality points:

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failed	0
*IN	Incomplete	0
*W	Withdrawn	0
*AU	Audit	0
*CR	Credit	0
*NC	No Credit	0
^D	Academic Forgiveness	0
^F	Academic Forgiveness	0

\*Not calculated in GPA. No Credit (NC) can only be used for developmental or special training courses.

- (3) Grade-Point Average. The student's grade-point average is computed by the following formula: Total quality points earned divided by GPA earned hours equal grade point average
- (4) Repeating a Course Policy: When a student repeats a course, both grades will appear on the academic record, and the most recent grade will be used in calculating the grade point average.
- (5) Prior to registering for the course a third time, including withdrawals, a student must meet with his/her academic advisor. Individual departments may have more restrictive guidelines. Course grades from another institution will not replace a Stark State College of Technology grade nor will they be used in calculating the grade point average.

(E) Early Alert Policy.

Students not making satisfactory academic progress in a class will be sent an Early Alert letter and electronic communication on or before the completion of 25% of the course. This letter and electronic communication will inform students of their lack of academic progress and will detail various academic support services available to them through the College.

Procedures.

- (1) The Office of the Provost will email faculty members directing them to identify students failing to make satisfactory academic progress.
- (2) Faculty members will enter the appropriate code for students receiving an Early Alert in the Student Information System.
- (3) The Academic Records/Registrar's Office will send the Early Alert letter and electronic communication to students

(E) Incomplete Policy.

The grade of incomplete (IN) may be given only if 75 percent of the required work in a course is complete and, based on that work, the student is earning a passing grade. To receive an IN, the student must request this grade by contacting the instructor before grades are submitted. If the instructor agrees to grant an IN for the course, an Incomplete (IN) Agreement Form shall be completed and signed by the student and instructor within thirty (30) days of the request. A copy of the completed form will be forwarded to the department chair. The requirements of the agreement must be met within thirty (30) calendar days of the signed agreement. Following the completion date, a Change of Grade Form will be submitted by the

- (1) Instructor or department chair.
- (2) At the discretion of the instructor and with the concurrence of the department chair, the conditions for the granting an IN and the time limit for completion may be altered in extenuating circumstances.

(3) Incomplete Policy Procedure

- (a) Based on the incomplete policy, a student may request a grade of incomplete (IN) for the course from the course instructor.
- (b) If the instructor agrees to grant an IN grade, the instructor will complete an Incomplete (IN) Agreement Form, which will outline the remaining requirements and the due date. Both the student and instructor must sign the IN Agreement Form.
- (c) If all work is completed as specified in the Agreement, then the IN grade will be changed to an appropriate one. If the terms of the Agreement are not fulfilled by its completion date, the IN grade will be changed to an F.

(F) President's List.

- (1) 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.
- (2) 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.
- (3) Credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted in part of the 15 semester credit minimum. No student who has an IN (Incomplete) at the end of the semester is eligible.

(G) Dean's List.

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

- (2) 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.
  - (3) Credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted in part of the semester-credit minimum. No student who has an IN (Incomplete), D, or F at the end of the semester is eligible.
- (H) Academic Probation and Dismissal.
- (1) 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.
  - (2) 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 class work, 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.
  - (3) 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.
  - (4) Removal of probation status for students is automatic when students raise their accumulated grade point average above a 2.00.
  - (5) 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 Point Average
12	1.00**
24	1.25
30	1.50
45	1.75
60+	2.00

\*\*No student will be dismissed with less than two completed terms.

- (6) Students completing an academic term with a 2.00 grade point average for that term will not be dismissed from the college.
  - (7) Students may apply for reinstatement after one term through the department chair and appropriate dean.
  - (8) Students dismissed may appeal the action to the Appeals Committee consisting of the appropriate department chairs and the Provost.
- (I) Academic Advisors.
- (1) The department chair and faculty members in each technology will serve as academic advisors to the students enrolled in that particular technology.
  - (2) Each department chair has the responsibility of equitably dividing among the members of the department the students majoring in that department.
  - (3) Students will be notified of their academic advisor.
- (J) Class Attendance Policy.
- (1) Attendance must be taken in all classes. This is necessary in order to document that students who are eligible for the federal financial aid attend class.

- (2) Non-attendees must be dropped since the federal government mandates federal monies for non-attendees who receive federal financial aid be returned. A student is considered a non-attendee in any course modality when he/she does not physically attend a class or does not login to the course prior to completion of 25% of the course.
- (3) 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.

(K) Withdrawal Policy.

A student may withdraw from a course or all courses from the College during the first fourteen calendar days of any academic period. A student has not officially withdrawn from a class until withdrawing from the courses online or his or her "Schedule Change" form is submitted to the Academic Records/Registrar's Office. Any changes made during this period will not become a part of the student's transcript.

Procedures:

- (1) After the first fourteen days, the College gives students an opportunity to withdraw from a course or all courses without academic penalty provided they withdraw from the courses on or before the published withdrawal date. A student will not be withdrawn from a class simply because he or she stops attending. A grade of "W" will appear on the student's transcripts as long as the student withdraws before the published withdrawal date. Withdrawing from a course or courses is the student's responsibility; it is also the student's responsibility to be aware of the published withdrawal date and to satisfy any financial obligations to the college. A student has not officially withdrawn from a class until withdrawing from the course online or his or her "Schedule Change" form is submitted to the Academic Records/Registrar's Office.

- (2) The College recommends that the student consult with the instructor, advisor, or department chair, and the Financial Aid Office prior to withdrawal.
  - (3) Beyond the published withdrawal 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 approval 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.
  - (4) Failure to follow the requirements outlined in the previous sections will result in a grade of "F" being entered on the student's transcript at the end of the semester.
- (L) Graduation Requirements.
- (1) Candidates for graduation must satisfactorily complete the program in which they are enrolled.
  - (2) Candidates must have a grade point average of 2.00 or above in their technical major and an overall point average of not less than 2.00.
  - (3) Candidates must be recommended by the department chairs and faculty.
  - (4) Candidates must pay the graduation fee.
  - (5) Participation in commencement exercises is one of the requirements for graduation unless a valid excuse is submitted to and approved by the Registrar.
  - (6) A maximum of 30 semester hours of credit transferred from other institutions in accordance with Transferability of Credits Section 3357:15-13-06 of this manual may be used by a student 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.

(M) OBR-Approved One-year Certificate. Students must satisfy all of the requirements below to be eligible to receive a certificate from Stark State College of Technology as defined by the Ohio Board of Regents in the Operating Manual for Two-Year Campuses.

(1) Requirements

- (a) A candidate for a certificate must satisfactorily complete the program requirements (courses) in which they are enrolled and must have a minimum grade point average of 2.0 in their technical courses and an overall grade point average of not less than 2.0.
- (b) See Catalog-In-Force policy concerning the catalog to follow when meeting requirements.
- (c) A maximum of fifteen (15) semester hours of credit transferred from other institutions may be used toward the completion of a certificate.
- (d) A candidate must apply for the certificate by the deadline dates listed on the certificate application.

(2) Procedures

- (a) Candidate completes the program requirements as outlined in curriculum.
- (b) Candidate completes Application for Certificate.
- (c) A candidate must apply for the certificate by the deadline dates listed on the certificate application.
- (d) A candidate receiving multiple certificates must complete an application for each certificate.
- (e) Application along with degree audit is submitted to appropriate department chair for review and approval.

- (f) Application(s) is submitted to the Academic Records/Registrar's Office.
  - (g) When final requirements are met, the candidate must be
  - (h) Certificate completers will receive the certificate at the end of the semester they complete the requirements.
  - (i) Certificate completers will receive an official transcript with certificate completion date indicated.
- (N) Academic Honors.
- (1) Graduates in each curriculum attaining a cumulative point average of 3.8 or better will graduate with high distinction.
  - (2) Graduates in each curriculum attaining a cumulative point average of 3.4 or better will graduate with distinction.
- (O) Policy on Registration in Excess of 21 Credit Hours.
- (1) Students in good academic standing with no outstanding financial obligations to the college can register via the web for 21 credit hours or less according to the dates and times published.
  - (2) Students wanting to take more than 21 credit hours must have a department chair or dean's signature and must register for those hours in person in the Academic Records/Registrar's Office.
- (P) Changes in Major/Option.
- Students transferring from one technology to another shall not be required to carry the grade point average of the previous program courses as part of the grade point average of the new program. Only those courses comprising the curriculum of the new program will be considered when calculating the program grade point average. However, the grades of all courses taken shall remain as part of the official transcript record.

(Q) Academic Forgiveness.

A student who changes his/her major/certificate program or reapplies for admission to the college and wishes to improve his/her cumulative GPA may apply for academic forgiveness.

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 on other institution(s).
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 received as a result of academic dishonesty. The Academic Records/Registrar’s Office will check student files in the Provost’s Office on all grades of “F”.
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. All courses and grades 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. Stark State graduates and students with more than 30 credits may appeal directly to the academic dean for consideration and recommendations for admission into specific programs.
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 12 credit hours (not necessarily completed in any one semester) from Stark State College with a minimum GPA of 2.0 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. A student who meets the criteria stated in the policy must submit a completed academic forgiveness form to the Academic Records/Registrar's Office.
2. The student will be notified by the Academic Records/Registrar's Office of the decision.
3. If academic forgiveness is approved, the Academic Records/Registrar's Office will update the student's transcript. Recalculation of the student's GPA will be reflected in the updated transcript.
4. If academic forgiveness is not granted, the student may appeal directly to the Provost within 30 calendar days. The Provost's decision regarding academic forgiveness is final.

**3357:15-13-04 Academic Field Trips.**

- (A) The College recognizes that field trips are necessary and very beneficial in certain courses to enhance the learning situation. All field trips should be tentatively scheduled at the beginning of each term and prior approval should be obtained from the dean.
  
- (B) Safety should be emphasized at all times during field trips, while going to and from and while touring the facility.

### **3357:15-13-05 Continuing Education Unit.**

#### **(A) Definition of the CEU**

- (1) The continuing education unit is defined as follows: ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
- (2) Continuing education includes all institutional learning experience in formats organized to impart education in courses and activities that are not applicable to the attainment of any formal degree program offered by the College.

#### **(B) Purpose and Objectives of the CEU**

- (1) The continuing education unit may be used for the measurement, recording, reporting, accumulation, transfer and recognition of participation by students in special interest courses.
- (2) The individual student will be able to accumulate, update, and transfer his record of continuing education throughout life.
- (3) Some specific objectives which the CEU will fulfill are:
  - (a) To systematize the recording and reporting system for continuing education by utilizing a uniform, nationally accepted unit of measurement of participation in continuing education.
  - (b) To provide a uniform system for accumulating statistical data on the total amount of participation in continuing education activities.
  - (c) To permit the accumulating, updating, and transfer of the continuing education record of an individual.
  - (d) To encourage long-range educational goals and continuing education as a process of life-long learning for individuals, for professional groups, and by institutions.

(C) Determination of Units to be Awarded

- (1) The determination of the number of units to be awarded for a particular continuing education experience is the responsibility of the director of continuing education based on the recommendation of the program director or instructor immediately responsible for the activity.
- (2) The number of CEUs awarded will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program.
- (3) The decimal system will allow the records to reflect the number of CEUs to be awarded, e.g., 1.5 units, 2.4 units, 3.0 units, etc.
- (4) Reasonable allowances may be made for activities such as required reading and reports, laboratory assignments, field trips, and independent study.
- (5) The number of CEUs to be awarded will be included in the program announcement sent to potential participants.

(D) Grading System and Completion Awards

- (1) Upon conclusion of the learning experience, the program director is responsible for certifying that the program has been completed in a satisfactory manner by each individual for whom units are approved.
- (2) The following grading system will be used for CEU courses or programs: CR - Credit; NC – No Credit; and W - Withdrawal.
- (3) CEUs will be awarded only when 80 percent to 100 percent of class attendance and the class requirements are completed.
- (4) All students satisfactorily completing such a course or program will receive the Certificate of Achievement awarded by the College. The Certificate will include participant's name, course number and title, CEUs awarded, dates offered, and cooperating sponsor (if any).

(E) Transcript Recording and Reporting

- (1) A record of all students completing a course program which awards CEUs will be maintained by the Registration Office.
- (2) A transcript will be made available to the student, present or prospective employer, and or an educational institution upon written request from the student.
- (3) A fee must accompany each transcript request.

(F) Cooperating Sponsor

- (1) As a community service to the citizens of its area, the College seeks to cooperate with existing and prospective sponsors of adult and continuing education programs in order that their participants also may be afforded the benefits of the CEU.
- (2) A cooperating sponsor may consist of any company, association, agency, or institution which offers eligible programs to participants, provided the cost to participants is calculated on a non-profit basis.
- (3) Where definite funds have been allocated to the cooperating sponsor for the offering of the program, consideration is given to reimbursing the College for its supporting role of co-sponsor and CEU depository.

(G) Cost

- (1) Because of the diversity of professional continuing education, education, vocational retraining, and adult liberal education, as well as all other programs in adult and continuing education, the determination of participant cost will be calculated on a course-by-course basis.
- (2) The determination of the participant cost to be charged for a particular CEU course or program is based on the recommendation of the program director or instructor and the director of continuing education.

### **3357:15-13-06 Articulation.**

- (A) Credit by Proficiency Examination. 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 subject department chair.
  - (1) A proficiency examination form must be obtained from and filed with a subject department chair. After permission has been granted to take the proficiency examination, the proficiency examination fee, as specified in the Fees rule 3357:15-18-08 of the Administrative Code must be paid at the Business Office. This form and the fee-paid receipt must be presented to the examiner at the time of the exam.
  - (2) If a student has enrolled in a course, he is not eligible to take a proficiency examination for the course after being enrolled for twenty calendar days or more for a regular term and seven term days or more for an eight-week summer session. The refund policy is specified in the Fees rule 3357:15-18-08 of the Administrative Code.
  - (3) Credit by proficiency examination requires the prior approval of the assessment tool by the department chair.
  - (4) Credit for the course, after a satisfactory proficiency examination, will become a part of the student's permanent record, although no quality points are applied for the "CR" grade for the proficiency examination.
  - (5) The privilege of attempting to demonstrate proficiency by examination is limited to a single attempt per course.
  - (6) A student who has received credit by proficiency examination will not be required to take additional credit hours in lieu of the credit hours earned through such an examination.
- (B) Transferability of Credits
  - (1) Transfer of credit from other institutions will be determined upon receipt of an official transcript.

- (2) A grade of at least "C" must have been earned in any course to permit acceptance of credit.
  - (3) Transcripts are not automatically evaluated for transfer of credit. A specific request must be made to the Student Services Office for transcript evaluation prior to admission.
- (C) Credit for Professional Exams, Licensure, or Certifications. Students currently taking a credit course in their declared major at Stark State College of Technology may be eligible for a maximum of 30 hours of credit in that major if they hold appropriate and current certification(s) or licensure(s) or have passed a current professional exam(s). The department chair will determine the acceptability of these credentials with the approval of the division dean.

#### Procedures

- (1) The student will complete the "Credit for Professional Exams, Licensure or Certifications Application" and will attach a copy of the appropriate documentation.
- (2) The department chair and division dean will review the documentation for approval.
- (3) Upon approval, the department chair will forward the signed request with appropriate documentation to the Academic Records/Registrar's office for processing. This documentation will become part of the student's academic file and the official transcript.

### **3357:15-13-07 Honesty in Learning.**

#### **(A) 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. Faculty, staff and students are responsible for promoting honesty in learning. Students are responsible for being familiar with the policy located in the Student Handbook. Any student who violates or assists another to violate the Honesty in Learning Policy will be penalized.

- (1) Plagiarism – according to the Council of Writing Program Administrators, “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”
- (2) Coursework – Work done for class, which a student submits as the student’s own work, will 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.
- (3) Exams – Work done on a test, exam, or quiz shall be the student’s own and will 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 without the instructor’s permission.

#### **(B) Procedure**

- (1) A faculty member of record of the course in which the alleged violation of the Honesty in Learning Policy occurred will make an attempt to communicate directly with the student within 14 calendar days upon discovering or learning of the alleged violation.

- (2) If the faculty member determines that a violation of the Honesty in Learning Policy has occurred, the faculty member will prepare an Honesty in Learning Violation Report for submission to the Provost.
- (3) The faculty member will provide a copy of the Honesty in Learning Violation Report with all supporting documentation to the student involved..
- (4) Items B(1), B(2), and B(3) must be completed within 14 calendar days upon discovery of the alleged honesty in learning violation.
- (5) For a documented offense, the reporting faculty may choose to issue up to a failing grade for the assignment and/or the course. All supporting documentation and the Honesty in Learning Violation Report must be sent to the Provost within seven calendar days of the communication with the student as described in B(1).
- (6) The Provost will forward the supporting documentation and the Honesty in Learning Violation Report to the Academic Records/Registrar's office for placement in the student's academic record.
- (7) The student may appeal the Honesty in Learning Violation Report by following the Student Grievance Procedure or the grade by following the Grade Appeal Procedure. Both procedures are located in the Student Handbook(s).
- (8) Under the authority of the Provost, any student who has been involved in three documented dishonesty offenses (not necessarily in the same course of semester) may be immediately dismissed from the college for the current semester and for the next full semester without refund of tuition and fees. Upon readmission to the college, any future documented offense will cause the student to be dismissed immediately with no right to be readmitted.

### **3357:15-13-08 Grade Appeal Procedure.**

College grading policies reflect the quality of performance and achievement of competency by students who complete one or more course. Students have the right to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is inaccurate. Students have the responsibility of providing documentation that establishes sufficient grounds for changing a grade.

- (A) A grade appeal should not be entered lightly by a student, nor lightly dismissed by an instructor. It is the responsibility of the instructor to assign a final grade. Within this appeals procedure, course grades can only be changed by the instructor or in the final appeal stage by the Provost. If an instructor is no longer employed by the College or is not available, the department chair will assume responsibility for handling any necessary course of action regarding a student's appeal of a grade.
- (B) Students who wish to appeal the assignment of a course grade should begin the informal process within 15 school days of the time the grade has been assigned. Additionally, this entire process of appealing a grade is intended to proceed expediently and, if possible, within one semester. It is the responsibility of both the student and the instructor during this informal process to document the outcome of their discussion.
- (C) If there is not a satisfactory resolution between the student and the instructor, the student can begin a formal process by submitting the grade appeal in writing to the department chair and dean. If the student is challenging an insufficient grade in a prerequisite course, the decision as to whether the student is admitted to the next course while a grade appeal is in progress is to be handled at the departmental level.
- (D) If a mutually satisfactory resolution is not reached among the student, instructor, department chair, and dean, the student may take the grade appeal to the final stage by appealing in writing to the Provost for a hearing with the Student-Faculty Grade Appeal Committee. The Provost appoints the committee.

- (E) The final appeal stage is a presentation before the Student-Faculty Grade Appeal Committee. All parties involved will have the opportunity to call witnesses and introduce relevant documentation. A written record of the hearing will be prepared. A record of the hearing and the committee's recommendation will be forwarded to the Provost for consideration and review. The Provost will forward in writing the final outcome to all parties involved. The Provost's decision is final.

**3357:15-13-09 Catalog-In-Force.**

- (A) Requirements to earn a degree or certificate are based initially on the Catalog which is in force at the time of the student's initial enrollment. However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the student during his or her enrollment. In that regard, the following guidelines determine which Catalog a student must follow in meeting program requirements:
  - (1) Students may elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
  - (2) Students who change majors must meet the requirements of the Catalog which is in force at the time they change majors.
  - (3) Students who transfer to another college or university and return to Stark State College will be readmitted under the Catalog which is in force at the time of readmission.
  - (4) Students who do not earn any credit hours in two calendar years must satisfy requirements of the Catalog in force at the time of re-enrollment.
  - (5) Dismissed students are readmitted under the Catalog which is in force at the time of readmission.
- (B) Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in College programs.
- (C) Questions concerning this policy should be directed to the Student Services Office.

### **3357:15-13-10 Course Development and Delivery.**

#### Purpose:

In support of the college's strategic goals of maintaining high value and maintaining student centeredness and accessibility, the college encourages the development of new courses and the migration of existing courses to new delivery modalities.

#### Policy:

- (A) Development of a new course or the migration of an existing course to a new modality must be approved before development work begins, and the course must be approved before it is delivered.
1. This policy applies to the development of all new courses, the migration of existing courses to new delivery modalities and the delivery of courses.
  2. Any new course development or the migration of an existing course to a new delivery modality must be approved by the instructor, department chair, and dean and submitted to the Curriculum Committee for approval and then reported to the President's Cabinet.
  3. Any new course development or the migration of an existing course to a new delivery modality must be done by an instructor in the department in which that course is taught.
  4. A Course Development Agreement must be completed and approved before any development work begins.
  5. The dean will recommend the monetary and/or non-monetary compensation that is appropriate for new course development or the migration of an existing course to a new delivery modality. Compensation is approved by the Provost and the Vice President for Business and Finance.
  6. The level of monetary and/or non-monetary compensation for course development is based on degree of effort, complexity, amount of material to be developed, availability of existing material, existence of a similar course, availability of publisher supplied material, level of assistance from other faculty and staff, and other factors.

7. Course development work receiving monetary and/or non-monetary compensation is done outside of the faculty member's normal contract hours.
8. A faculty member who assists the primary course developer in the development of a course may also be compensated where that assistance is approved and provided outside of that faculty member's normal contract hours.
9. Upon completion of the course development, the course will be evaluated by the course/programs coordinator, if applicable; the department chair, and the dean.
10. Any compensation for course development is due at the completion of development, review, and approval of the course content.
11. Compensation for delivering a course is included in the standard contact hour compensation model. Additional compensation in the form of release time, overload or other support may be granted if warranted by unusual circumstances. By formal letter, the dean will recommend any additional compensation that is appropriate. Additional compensation is approved by the Provost and the Vice President for Business and Finance and must be established and approved in writing before the course is taught.

Procedure:

- (B) This procedure applies to the development of new courses and the migration of existing courses to new delivery modalities.
  1. The instructor completes a "REQUEST TO CHANGE A COURSE" form. This form is signed by both the Department Chair and the Dean. The Dean then forwards the form and supporting documentation to the Provost's office for review by the Curriculum Committee.
  2. The curriculum committee establishes that:
    - a. The course fits into the division's strategic plan;
    - b. The course has not already been developed in the specified modality;
    - c. The course will meet the required course objectives and core competencies;

- d. The projected enrollment is adequate to warrant course development; and
  - e. The support plan for students, technology, and future growth is in place.
3. Approved curricular changes are sent to the Provost for review and signature.
  4. The Provost notifies the Registrar of approved changes.
  5. The Registrar notifies the dean, the Director of Marketing and Communications, and the Vice President of Student Services and Enrollment Management.
  6. The instructor completes a Course Content Checklist and submits it to the dean to determine compensation. This checklist identifies the content that the instructor plans to develop.
  7. The instructor completes a Course Development Agreement. This agreement establishes deliverables, resource requirements, training, support, monetary and/or non-monetary compensation (e.g. stipend, release time, and overload pay) copyright, ownership, royalties, and patents relating to the course. The Course Content Checklist is attached to the agreement.
  8. The Course Development Agreement is reviewed and approved by the dean, the Director of E-Learning if this is an E-Learning course, the Provost, the Vice President for Business and Finance, and the Vice President for Information Technology if the development and/or delivery of the course requires the use of new or non-standard IT resources and/or systems.
  9. The completed Course Development Agreement is returned to the dean with a copy to the Director of E-Learning if this is an E-Learning course.
  10. The instructor completes any required training including the complete course management system training and E-Learning Development and Delivery Training if this is an E-Learning course.
  11. The instructor develops the course with the resources available to faculty as specified in the Course Development Agreement.

12. The instructor reviews the completed course with the department chair and the course/programs coordinator (if a coordinator position is applicable to the department). The department chair determines if the conditions of the Course Development Agreement are met.
13. The department chair forwards the Course Development Agreement with a statement that the conditions of the Course Development Agreement have been met to the dean for signature.
14. The dean forwards the signed agreement to the Business Office for faculty compensation.

### **3357:15-13-11 eLearning**

Purpose:

- (A) The elearning courses and degree programs support two of the five college strategic goals:
1. Maintaining student centeredness and accessibility and
  2. Maintaining high value
    - a. Specifically, the College is committed to:
      - i. Increasing accessibility for students; the college has documented that the student population geographic base has been widening each semester, that access to students for whom college would not be an option if distance delivered degrees and courses were not available; and that complex transportation and scheduling problems can be resolved by offering online degrees;
      - ii. Increasing the technological literacy of our students; the college recognizes that the ability to acquire information electronically has become a core competency expected by employers and critical to the student's future success. To this end, the college is committed to offering every student the opportunity to take at least one web-based course;
      - iii. Fostering learning beyond the classroom; the college recognizes that the ability to communicate electronically with a diverse population has become a core competency. We believe that online courses provide students with unique opportunities to develop electronic communication skills; and
      - iv. Managing smart growth; the college recognizes that elearning courses and degrees can be a cost-effective way to increase infrastructure capacity provided that the pedagogical and technological support is in place.

- b. The delivery of courses and degrees through the distance learning modalities will present new challenges including: supporting faculty through the availability of high-quality professional development opportunities; ensuring that the technological infrastructure is in place to meet the demand; assessing faculty preparation and capability for distance learning; ensuring that the quality of distance courses and course delivery meets College standards; assessing student readiness for distance learning; supporting students throughout the process of learning a new way to acquire knowledge; ensuring that distance students have access to our student services, advising, tutoring and other student support services; and monitoring student persistence and success.

Policy:

- (B) All policies and procedures that apply to face-to-face courses apply to elearning courses unless specifically excluded. The following are specific policies that apply to elearning.
  - 1. elearning courses must meet the same course objectives and core competencies as the equivalent face-to-face course.
  - 2. elearning courses must meet the same quality standards as the equivalent face-to-face course.
  - 3. The college's standard course development process must be followed for elearning courses. The Course Development Agreement must be completed and approved before any course development is done.
  - 4. Various elearning delivery modalities may be implemented with approval of the Curriculum Committee of the President's Cabinet.
  - 5. The college's approved course management system will be used to deliver all Web 2, Web 3 and Web 4 courses unless another delivery method, such as a publisher-hosted system, is approved by the dean, the Director of elearning, the Provost, and the Vice President for Information Technology.

6. The course syllabus, which includes a master syllabus and a class syllabus, for an elearning-delivered course will utilize the approved college course syllabus for that course with the inclusion of any elearning-specific requirements for that course section. The course syllabus will be available to students on the first day of the class session. Students are required to satisfy the requirements outlined in the syllabus in order to take an elearning course.
7. Remote access to core student services including the admissions, registration, financial aid, advising, payment, tutoring, and testing processes must be provided for all fully online students. Each responsible department will develop procedures to support online students.

(C) Faculty Training

1. Prior to teaching a web-based course (Web 2, Web 3, Web 4), instructors must complete all current course management system and the Faculty Online Delivery Basics training courses which includes the expectations and best practices of teaching online at Stark State College.
2. Prior to developing a web-based course (Web 2, Web 3, Web 4), instructors must complete all current course management system training classes and must complete the *elearning Delivery and Development* course which includes the expectations and best practices of teaching online at Stark State College.

(D) Required Student Orientation.

1. Students enrolled in a Web 3 course for the first time MUST complete the required elearning orientation course, *Succeeding Online*, found on the ANGEL home page before being given access to the course. This is a one-time orientation and will not be required for any subsequent Web 3 courses. Included in the orientation course is an Online Student Agreement form that the Online Student must be completed before students are given access to the course. It is recommended the student complete the orientation two days prior to the start of class.

2. Web 3 definitions: All instruction is conducted via the Web, although a particular course may require proctored tests at Stark State College or another approved testing facility. Web-delivered courses are identified with a W3 in the class schedule.

(E) Web 3 Off-Site Test Proctoring.

1. Students enrolled in Web 3 courses who do not have access to a SSCT facility are required to obtain a proctor to administer tests. It is the responsibility of the student to secure an acceptable proctor and to pay any costs associated with the tests. SSCT does not reimburse proctors for their time. (The Agreement form and Information form can be found on the *mystarkstate* and in the course management system.)
2. Criteria for Proctors:
  - a. Proctors may be any of the following:
    - b. Education official, counselor or teacher at a two-year college, university, elementary or secondary school
    - c. Librarian
    - d. Workplace education or staff director or human services training director
    - e. Test administrator
    - f. Educational services officer (military) or any commissioned officer of higher rank than the student
3. Proctors may not be:
  - a. A current Stark State College student
  - b. A relative of the student
  - c. A resident at the same address as the student
  - d. A personal friend of the student
  - e. A direct supervisor of the student
  - f. A co-worker of the student

- g. An employee of the student
- h. Anyone whose position or relationship may present a conflict of interest

4. Procedures:

- a. The student secures approval for the proctor from the instructor.
- b. The student secures a Student Proctor Agreement form from the ANGEL site (locate the Stark State College Resources on the Resources tab of any course).
- c. The student completes the proctor form and returns the form to the instructor before the test is sent.
- d. The instructor sends all tests directly to the test proctor if applicable.
- e. The test proctor administers the test in a quiet and secure environment, ensures the testing instructions are followed, and if applicable, sends the original test back to the instructor.
- f. The test proctor maintains the integrity of the test at all times. Students are allowed access to the test only when the test is administered. No copies of tests or answers shall be made.
- g. The student is responsible for reimbursing the proctor for any costs.
- h. Proctor Agreement Forms may be faxed to expedite processing.

### **3357:15-13-12 General Copyright Guidelines**

These guidelines are intended to assist the faculty, administration and staff of Stark State College of Technology in understanding and complying with the 1976 copyright law (Title 17, United States Code). While some areas of the copyright law are clear, there are some portions which remain open to legal and judicial interpretation. For this reason, these guidelines will be periodically updated.

#### **(A) Definition of Copyright**

Copyright is a right granted by Congress to the author or originator of certain literary or artistic productions whereby the author's works are protected for a period of his/her lifetime plus fifty (50) years. A copyright provides the author with the sole and exclusive privilege to perform the following acts:

- (1) To reproduce the copyrighted work
- (2) To prepare derivative works
- (3) To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease or lending
- (4) To perform or display the copyrighted work publicly.

#### **(B) Legal Framework for Copyright**

Article I, Section 8, Constitution of the United States provides the basis for the concept of copyright. It states as follows: "The Congress shall have the power --- To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." The first federal copyright law was enacted by Congress in 1790 and was revised periodically with the latest act passed in 1976, effective on January 1, 1978. The Copyright Act is found in Title 17 of the United States Code, Section 101 *et seq.*, and various sections of the act will be referenced in these guidelines.

#### **(C) Subject Matter of Copyright**

Copyright protection exists for original works of authorship fixed in any tangible medium of expression, not known or later developed, from which

the works can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include but are not limited to the following categories:

- (1) Literary works
- (2) Musical works, including any accompanying words
- (3) Dramatic works, including any accompanying music
- (4) Pantomimes and choreographic works
- (5) Pictorial, graphic, and sculptural works
- (6) Motion pictures and other audiovisual works
- (7) Sound recordings
- (8) Copyright protection does not extend to any idea, procedure, process, system, method of operation, concept, principle or discovery, regardless of the form in which it is described, explained, illustrated or embodied in such work.

(D) Duration of Copyright

- (1) For works created on or after January 1, 1978, copyright begins when the work is first "fixed in copy," i.e., when it is first written down or recorded and extends through the life of the author plus 50 years.
- (2) For works created prior to the new copyright law there are two safe ways to handle these copyrights.
  - (a) Treat any pre-1978 copyright as valid from its date to the end of its 75th calendar year, or
  - (b) Contact the publisher, if still in existence or the U.S. Copyright Office, to identify the copyright owner so that continued vitality to the copyright can be determined.

(E) Compliance with Copyright Law

No employee or agent of Stark State College shall knowingly infringe upon the copyrights of another.

(F) Permission

Employees shall seek and obtain the permission of the copyright owner prior to making use of copyrighted materials unless one of the following exemptions pertains:

- (1) The work was never copyrighted. (This is often difficult to ascertain since recent amendments no longer make it mandatory to place the copyright notice on copyrighted works.)
- (2) The copyright has expired. These works are part of the public domain and may be freely copied.
- (3) The work lies in the public domain. Examples of works in the public domain are works which were never copyrighted, works where the copyright has expired and works originally published by the U.S. Government.
- (4) The copying and/or distribution falls within "fair use."
- (5) The copying and/or distribution falls under certain library or archive copying.

(G) Fair Use

The 1976 copyright law incorporated into the law the judicial doctrine of "fair use" (Section 107) which allows limited copying of copyrighted works in teaching, scholarship and research situations. In determining whether a work in a particular case constitutes fair use the factors to be considered shall include the following:

- (1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

- (2) The nature of the copyrighted work;
- (3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) The effect of the use upon the potential market for or value of the copyrighted work.

(H) Obtaining Permission or Licenses

In General

Most copyright owners will grant permission for one-time use of parts of their works without charge, or upon payment of a minimal fee. However, repeated use or republication is often not allowed unless royalties are paid. These royalties are the legitimate compensation for the creative effort made by the author or originator of the copyrighted work. While the budget funds may be limited, the College does not condone any violation of law simply because that violation saves the taxpayers' money. Accordingly, in every circumstance possible, prior permission shall be obtained for the use of copyrighted works.

(I) Requests for Permission

Whenever possible, requests for permission shall be in writing. All requests shall identify the user as Stark State College of Technology.

Requests by instructors or administrators should include the following information suggested by the Association of American Publishers:

- (1) Title, author and/or editor, and edition of materials to be duplicated
- (2) Exact material to be used giving amount, page numbers, chapters and, if possible a photocopy of the material
- (3) Number of copies to be made
- (4) Use to be made of duplicated materials

- (5) Form of distribution (classroom, newsletter, etc.)
- (6) Whether or not the material is to be sold, and
- (7) Type of reprint (ditto, offset, typeset)

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question.

### 3357:15-13-13 Course Syllabus Policy

Faculty in all credit courses must make available to students a course syllabus, which includes the standardized master syllabus (cover sheet) and the class syllabus, on the first day of a class session.

## 3357:15-13-14 Implementation of Assessment

### A. Assessment.

All divisions and departments in the college are to participate in the outcomes assessment procedure. Assessments are to lead to improvements in programs and services.

- (1) Assessment reports are due to the Provost by October 1 of the appropriate year. Divisions will establish earlier deadlines for submission of their departments' assessment reports.
- (2) The Dean of Teaching and Learning is responsible for coordinating and facilitating the academic assessment process. The non-academic support operations are coordinated by the respective Vice Presidents. Additionally, the Dean of Teaching and Learning in conjunction with Director of Institutional Research and Planning and Director of Advising and Student Engagement provide educational opportunities and recommendations for resources related to assessment.
- (3) The Director of Research and Planning, with support from Computer Services, maintains the College's Assessment Web page. Detailed information regarding the preparation and submission of assessment reports is also posted on the Assessment Web page.
- (4) Academic programs, including program content, quality, and assessment, are the primary responsibility of the faculty within the academic disciplines. Learning or service outcomes assessments of academic programs are included in the departments' biennial assessment reports.
- (5) The Institutional Effectiveness Committee is responsible for reviewing compliance with outcomes assessment and ensuring compliance with college policy regarding assessment of all academic programs and support operations. The Institutional Effectiveness Committee will review the assessment policy biennially and provide a report to the President's Cabinet regarding the effectiveness of the policy in advancing the work of the college. This policy and procedure will be reviewed by October 1 of every

odd-numbered year by the Institutional Effectiveness Committee and presented to the President's Cabinet by November 1.

- (6) Academic department chairs, deans, and the provost are responsible for ensuring that academic programs are appropriately organized and outcomes of student learning are assessed biennially for program improvement.
- (7) Provost/Vice presidents and other administrators are responsible for ensuring that their departments and divisions are engaged in biennial assessment of program improvement.
- (8) Assessment reports are processed from the department level to the divisions through the college administrative organization. Administrators at each level are to ensure that assessment reports from all their departments have been completed and submitted, and the final assessment report is submitted by the Provost to the Office of Institutional Research and Planning.
- (9) Administrators (deans, vice presidents, and provost) are to provide feedback to departments and/or divisions in their administrative organization and to use the assessment to direct decision making.
- (10) Changes made in programs and services as a result of assessment are to be reported in the next immediate biennial assessment reports to document these changes.