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3357:15-18-01 Regular Admission Procedures.

- (A) Access to Ohio's state assisted colleges must be assured for every person who wants and can benefit from higher education. Stark State College maintains an "Open Door" policy and cordially welcomes anyone who wishes to further his/her education.

- (B) Section 3345.06 of the Ohio Revised Code states, "A graduate of the twelfth grade should be entitled to admission without examination to any college or university which is supported wholly or in part by the state."
 - (1) Equal Opportunity

Open admission carries with it the full weight of equal opportunity for all which means the College must make every effort to be both sensitive and responsive to the needs of prospective students. The open admission policy allows a student to enroll in the College but not necessarily in a specific degree-granting program.

 - (2) Normal Admission

Normal admission to the College is open to anyone who is a high school graduate or the equivalent, completes the enrollment procedures, and pays the fees established for admission. This is exclusive of academic record or placement testing results. This open door policy does not deny the right of specific technology departments to require particular preliminary training or talent.

 - (3) Restricted Program Admission

Students who do not meet specific program requirements at the time of admission as set forth by the College, may be required to satisfactorily complete such requirements before admission into a specific technology.

- (C) The following procedures pertain to all students who apply for regular admission in an associate-degree program.

(1) Application.

An application form furnished by the College must be completed and submitted with the application fee.

(2) Transcripts

It shall be the applicant's responsibility to provide the Registration Office with an official copy of his/her transcript of high school grades and any previous college work completed.

(3) Standardized Tests

It is the responsibility of the student to provide the College with the results of the A.C.T. or S.A.T. testing program by requesting that they be sent to the College directly by the testing service. This requirement is waived for students who have been out of high school over two years or who are enrolled in special interest classes.

(4) Every first-time Stark State College of Technology degree-seeking student is required to take the COMPASS exam unless he/she has ACT scores. Students may elect to take COMPASS if they have ACT scores. Students may retake the COMPASS test once per academic year; however, once a student has begun a course based on COMPASS placement, he/she may not retest in that area. Students with applicable transfer credits are not required to test in that area.

(5) Personal Interview

A personal interview may be required in cases where other standard procedures do not provide sufficient information.

(6) Matriculation

Upon notification of acceptance, the admission process is completed and the student is matriculated into the College.

(D) Required Course Placement Policy

- (1) First-time SSCT degree-seeking students are required to complete all developmental courses into which they are placed by COMPASS or ACT scores and that are required by their programs, beginning with their first semester of credit enrollment and continuing for all subsequent semesters to completion. Reading proficiency is required of all students as determined by placement or course completion.
- (2) Exceptions may be made on a case-by-case basis for a student returning after an absence at the discretion of the subject department chair or designee of the department chair.

3357:15-18-02 Early Admission.

(A) Stark State College of Technology's Early College Admission Program is designed to provide qualified high school Juniors and Seniors with access to college level coursework. College courses taken under the Early College Admission Program may also fulfill high school graduation requirements, if approved by the student's local school district.

(B) Early Admission Procedures

Students who plan to participate in the Early College Admission Program should have an overall GPA of 3.0.

- (1) Provide the college with a written recommendation from the high school principal or counselor indicating approval of the student's specific plan of action.
- (2) Demonstrate superior over-all academic achievement as evidenced by a transcript which must accompany the early admission application. Demonstrate preparedness for college-level coursework as indicated by scores achieved on the entrance placement test.
- (3) Reflect a level of personal and social maturity which would make it possible to function in a college atmosphere.
- (4) Present evidence of having completed the sophomore year in high school.
- (5) Obtain final acceptance into the program by securing the approval of the dean for student services.
- (6) Depending on credit option selected, the student may be required to pay the standard credit hour fee.

3357:15-18-03 Limited Admission.

Audit of Credit Courses

A student who has no immediate degree goal and desires no credit toward a degree may, upon payment of the applicable course fees, be permitted to audit a course being conducted for degree-seeking students, with the payment of the application fee to the College.

3357:15-18-04 Older Citizens.

- (A) To encourage and promote life-long learning experiences for older citizens, all instructional and general fees are waived for Ohio residents 60 years of age or older who take credit classes. Such citizens are free to enroll in any section or course where there may be less than the maximum number of regular students in a class. The application fee must be paid at the time of initial registration.

- (B) Continuing education classes will be offered to older citizens at a discount whenever possible. The rate will be set annually by the vice president for business and finance and the dean of continuing education excluding courses designed specifically for older citizens offered at a special rate.

3357:15-18-05 Cross Registration.

(A) Stark Campus Students

Full-time Stark Campus students in good standing who are registered at the Stark Branch of Kent State University may take credit courses of study at Stark State College without charge on a space available basis. The following regulations must be observed:

- (1) The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to KSU following the completion of a course by a KSU student at Stark State College.
- (2) Full-time students for the purpose of this section are defined as students currently registered for twelve or more credit hours of work at the Stark Branch of Kent State University.
- (3) No admission and matriculation fees shall be collected either from the participating students or from Stark Branch of Kent State (except regular lab or academic fees).
- (4) No additional instructional or general fees shall be collected either from the participating students or from the Stark Branch of Kent State University for credit courses taken under this provision at Stark State College.

(B) The University of Akron Students

Full-time students in good standing registered at the University of Akron (including the Wayne General and Technical College Branch) may take credit courses of study at Stark State College without charge, on a space available basis. The following regulations must be observed:

- (1) The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to the University of Akron following the completion of a course by an Akron University student at Stark State College.

- (2) Full-time students for the purpose of this section are defined as students currently registered for twelve or more credit hours of work at the University of Akron.
- (3) No additional instructional or general fees shall be collected either from the participating students or from the University of Akron for credit courses taken under this provision at Stark State College.
- (4) This agreement may be modified by mutual consent of both institutions at any time. Either institution may withdraw from participation by giving written notice to the other prior to September 1st of each year.

(C) Walsh University Students

Full-time students in good standing registered at Walsh University and Stark State College may take credit courses for which they qualify at the other institution for the Stark State College tuition fee. The following regulations must be observed:

- (1) The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to Walsh University following the completion of a course by a Walsh University student at Stark State College.
- (2) Full-time students for the purpose of this section are defined as students currently registered for fifteen or more credit hours of work at Walsh University.
- (3) Students will be accepted on a space-available basis, generally for courses not offered at the other institution.
- (4) No admission and matriculation fees shall be collected either from the participating students or from Walsh University. The Stark State College tuition fee shall be collected from the participating students.

- (5) This agreement will be effective beginning at the start of the fall semester 1981 and may be modified by mutual consent of both institutions at any time. Either institution may withdraw from participation by giving written notice to the other prior to September 1 of each year.

(D) Malone College Students

Full-time students in good standing registered at either Malone College or Stark State College may take courses of study at the other institution without charge. The following regulations must be observed:

- (1) The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to Malone College following the completion of a course by a Malone College student at Stark State College.
- (2) Full-time students for the purpose of this section are defined as students currently registered for fifteen or more credit hours of work at Malone College.
- (3) Students will be accepted on a space-available basis.
- (4) No admission and matriculation fees shall be collected either from the participating students or from Malone College (except regular lab or academic fees).
- (5) This agreement will be effective beginning at the start of the summer semester 1986 and may be modified by mutual consent of both institutions at any time. Either institution may withdraw from participation by giving written notice to the other prior to September 1 of each year.

3357:15-18-06 Financial Aid.

(A) Purpose

Our mission is to provide student access to SSCT by minimizing financial barriers. We value and are committed to the following: Kind, courteous, and supportive service; Proactive and efficient student-centered processes; Fostering future success by empowering student self-sufficiency.

(B) Principles

- (1) The College shall cooperate with schools and other colleges and otherwise publicly encourage enrollment by, arrange for, and administer financial aid to such students.
- (2) In selecting needy students to receive financial aid, the College shall place primary emphasis upon academic achievement and potential.
- (3) The student and his/her family shall be expected to make every effort to assist with the student's college expenses.
- (4) The student shall provide a reasonable part of the total required to meet college costs by accepting employment, a loan, or both.
- (5) The financial aid offered to a student by the College shall only supplement that available from his/her efforts and his/her family's resources.
- (6) The total financial aid offered to a student by the College and by other sources shall not exceed the amount he/she needs.

(C) Operating Policies

The following policies shall prevail to assure the effectiveness of the Financial Aid Office in carrying out the above-listed principles.

- (1) The Financial Aid Office shall coordinate all financial assistance offered to students at the College.

- (2) The Financial Aid Office shall administer all Federal Work Study (FWS) funds available to the College for financial assistance to students.
- (3) The Financial Aid Office shall be responsible for the general supervision of the on-campus employment of students under FWS.
 - (a) The Financial Aid Office shall assist other campus departments or agencies in the establishment of student part-time FWS positions.
 - (b) The Financial Aid Office shall receive and process the on and off-campus employers' requests for assistance in obtaining student employees.
 - (c) Any department or agency wishing to hire a student for employment may do so.
- (4) The Financial Aid Office shall be responsible for the general supervision of all departmental scholarship funds, and all other financial funds at the College if and when they are available.

The appropriate department or agency shall select the candidate for designated awards; however, the selection must be made in time to permit inclusion of the award in the financial-aid package for any student receiving such aid.

- (5) The Financial Aid Office shall serve as a clearing house for detailed and summary data about the student-aid program.

(D) Standards of Academic Progress Policy

- (1) Stark State College of Technology requires that any student who applies for or receives federal financial aid make satisfactory academic progress toward an Ohio Board of Regents (OBR) approved degree or certificate.

- (2) Satisfactory academic progress is measured as follows:
 - (a) Overall grade point average of 2.0
 - (b) Completion of 67 percent of the attempted credit hours (per term or cumulative)
 - (c) Completion of OBR approved degree or certificate (within the number of required credit hours listed in the college catalog for the associate or certificate degree multiplied by 150 percent as determined by the Financial Aid Office)
- (3) Failure to meet these measurements may result in the loss of federal financial aid.

(E) Procedure

- (1) Academic Progress will be evaluated at the end of each term of attendance using the following measures:
 - (a) Overall grade point average of 2.0
 - (b) Completion of 67 percent of the attempted credit hours (per term or cumulative)
 - (c) Completion of OBR approved degree or certificate (within the number of required credit hours listed in the college catalog for the associate or certificate degree multiplied by 150 percent as determined by the Financial Aid Office)
- (2) If a student fails to meet any of the above requirements, a notification letter will be sent. After the first term in which the requirements are not met, a student will be placed on financial aid probation for one subsequent term. During the probationary period, a student is required to meet with an academic advisor prior to registering. Interventions may occur to help the student comply. Interventions may include the following:

- (a) Referral to the Tutoring Center
 - (b) Referral to the Writing, Math, or Reading Lab
 - (c) Required participation in the Freshman Experience
 - (d) Development of a Life Skills Portfolio and Learning Plan
 - (e) Career counseling
- (3) After the second term in which the requirements are not met, a student will become ineligible for federal financial aid. Students may regain eligibility by completing the credit hours necessary for compliance without the use of federal funds.
- (4) Students with unusual or mitigating circumstances may submit an appeal requesting to continue to receive federal financial aid. Mitigating circumstances must be documented and approved by the Standards of Academic Progress Appeal Committee. The appeal must be submitted by end of the first week of classes in the term in which the student is applying for continued federal financial aid.
- (5) If federal financial aid is reinstated as a result of the appeals process, a student is placed on probation until the student regains full eligibility.
- (F) The Appeal Process
- (1) Step one: Complete the Standards of Academic Progress Appeal form and submit it to the Financial Aid Office along with an explanation and documentation of the reasons for failing to comply with the stated academic standards.
 - (2) Step two: The Standards of Academic Progress Appeal Committee will review the appeal and render a decision. The Committee will be made up of faculty and Admissions counselors.

- (3) Step three: The written decision of the Committee will be sent by the Financial Aid Office to the student within ten business days of the committee meeting. The decision of the Standards of Academic Progress Appeal Committee is FINAL.

3357:15-18-07 Transfer Applicants.

Transfer credit from other institutions will be determined upon receipt of an official transcript. Grades of at least "C" quality must be earned in any course to permit acceptance of credit. Transcripts are not automatically evaluated for transfer of credit. A specific request must be made of the Student Services Office for transcript evaluation.

3357:15-18-08 Fees.

Stark State College is financially assisted by the Ohio Board of Regents and the State Department of Education. However, some portion of the total expense must be borne by the student. The following are comprehensively outlined fees that have been established by the Board of Trustees for the purposes indicated:

(A) Application Fee

A one-time non-refundable application fee shall be submitted. This fee may be waived for selected contractual instructional programs.

(B) Instructional Fee

A charge to supplement other sources of income to cover the cost of instruction and general operating expenses shall be charged.

(C) General Fee

A charge used to supplement state subsidies for general institutional services for the benefit of enrolled students shall be charged. A portion of the general fee is designated by the Board of Trustees to support technology.

(D) Tuition Surcharge

A surcharge is the legislative term used to designate the higher amount that must be paid by students who are not Ohio residents. Out-of-state students shall be charged a tuition surcharge.

(E) Miscellaneous Fees and Charges

The following miscellaneous fees have been authorized for the purposes stated. The amounts are specified in a separate schedule.

- (1) Registration Fee - A registration fee is charged after the open registration period through the first week of classes.

- (2) Locker Fee - During registration periods on a first-come first-serve basis, students may rent lockers.
- (3) Transcript Fee - A copy of a student's record is issued by the registrar upon request of the student or alumnus. The first transcript is issued at no charge. A charge will be made for each additional transcript.
- (4) Change-of-Schedule Fee - A change-of-schedule fee is charged each student who, after completing registration, wishes to drop, substitute, or add a course or section, except when such change is made at the request of the Provost.
- (5) Graduation Fee - A fee is charged to help defray the cost of graduation expenses.
- (6) Credit-by-Examination Fee - A fee is assessed for each examination given under the provisions of rule 3357:15-13-06 (A).
- (7) Parking Decal Fee - A fee is assessed for parking privileges in designated areas.
- (8) A fine will be levied for parking and traffic violations.

(F) Refunds

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 (see rule 3357:15-13-03 (G)). The following regulations apply to refunds:

- (1) 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 course work. Refunding of fees is automatic, and students are not required to complete academic withdrawal procedures (see rule 3357:15-13-03 (G)).

- (2) Instructional fees, general fees, and tuition surcharge fees paid for 16 week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
 - (a) Before the seventh day of the semester – 100 per cent refund.
 - (b) On the seventh through the ninth day of the semester – 80 per cent refund.
 - (c) On the tenth through the sixteenth day of the semester – 60 per cent refund.
 - (d) On the seventeenth through the twentieth day of the semester – 40 per cent refund.
 - (e) On the twenty-first day of the semester and beyond – no refund.
- (3) Instructional fees, general fees, and tuition surcharge fees paid for 10 week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
 - (a) Before the seventh day of the semester – 100 per cent refund.
 - (b) On the seventh through the eleventh day of the semester – 60 per cent refund.
 - (c) On the twelfth through the thirteenth day of the semester – 40 per cent refund.
 - (d) On the fourteenth day of the semester and beyond – no refund.
- (4) Instructional fees, general fees, and tuition surcharge fees paid for 8 week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:

- (a) Before the seventh day of the semester – 100 per cent refund.
 - (b) On the seventh through the eighth day of the semester – 60 per cent refund.
 - (c) On the ninth through the tenth day of the semester – 40 per cent refund.
 - (d) On the eleventh day of the semester and beyond – no refund.
- (5) Instructional fees, general fees, and tuition surcharge fees paid for 5 week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
- (a) Before the seventh day of the semester – 100 per cent refund.
 - (b) On the seventh day of the semester and beyond – no refund.
- (6) The first day of the semester is defined as the official starting date 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 per cent refund period will extend through the Tuesday after the first scheduled class or through the sixth day of the semester, whichever is later.

- (7) 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.

(G) Student Fee Credit

The Board of Trustees of Stark State College recognizes that students may sometimes require credit arrangements for payment of their fees. To this end, the vice-president for business and finance is authorized to extend credit for the following reasons:

- (1) Any student who has secured from any agency a grant which is directly payable to Stark State College may be granted credit and permission to enter classes. Some examples are:
 - (a) Federal Grants - PELL, S.E.O.G.,
 - (b) State Grants - O.I.G. and B.V.R.
 - (c) Foundations - student scholarships.
- (2) Any student who has not secured a grant and desires credit must meet the following criteria before being extended credit and permission to enter class.
 - (a) The student must complete the Application for Payment Arrangements form.
 - (b) The student's reasons for credit must be accepted by the vice-president of business and finance.
 - (c) The student must have a 2.0 average.
 - (d) The student must have completed payment for previous term.
 - (e) The student must agree to a specific repayment schedule.
 - (f) The student must obtain a co-signer when requested by the vice-president for business and finance.

(3) Documentation and Reimbursement

- (a) Each student is issued an invoice for the amount of credit granted him/her.
- (b) Each student is required to pay all debts as scheduled.
- (c) Any student not meeting this repayment schedule is notified that the entire balance on his/her fees is due. If the student cannot pay his/her fees, he/she is removed from the class lists.

3357:15-18-09 Student Recruitment.

(A) An extensive continuing program is conducted to inform potential students about the educational offerings of the College. While increasing enrollments may result, the primary purpose of this program is to provide enough information about the College to enable potential students to make an intelligent decision regarding their future educational plans. In the recruitment of students, therefore, the following regulations are rigorously observed.

(B) Accuracy

All promotional literature, news releases, and other materials distributed in either oral or written form shall be truthful, informative, and constructive, and shall avoid conveying any false, misleading, or exaggerated impressions with respect to the College, its personnel, or its courses and services, or the career opportunities for its graduates.

(C) Disparagements

Printed materials and oral remarks shall emphasize the merits of the College in a manner which will not cast derogatory or inaccurate implications or disparage other educational institutions, their activities, or their students. The College shall not encourage a student to leave another educational institution nor to change his plans after he has enrolled or reached a decision to enroll in that institution.

(D) Documentation

An affirmative claim shall not be used unless there is a reasonable basis for making such a claim. When used in promotional releases, such claims are to be supported by previously documented factual data or research which is available at the College for review by interested persons.

(E) Endorsements

A testimonial or endorsement shall be dated and must be current and factual and may contain no misleading or exaggerated claims. Segments shall not be taken out of context or combined so as to alter the meaning of the original statement. Individual names and photographs may be used only when authorized in writing by that individual.

(F) Illustrations

Illustrations and other copy shall be accurately prepared and pertain directly to the institution and its typical students and graduates. Illustrations from any source which might incorrectly imply portrayal of the College facilities, equipment, or other conditions shall not be used unless captioned with illustration sources or other clear disclosures to avoid false or exaggerated impressions in the minds of readers.