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3357:15-19-01 Guidance and Counseling.

(A) Guidance and counseling services are available to provide help for the student to develop academically, personally, and socially. Stark State College students may avail themselves of help from (1) the professional counseling staff; (2) their academic advisor; and/or (3) the Inter-Faith Campus Ministry.

(B) Counseling Staff

The College maintains through the Student Services Office, a counseling office staffed with qualified guidance counselors. Operating practices include the following:

- (1) The counseling office is open twelve months per year to serve prospective and enrolled students.
- (2) The counseling office is open during the evening hours to allow students attending evening courses access to counseling services.
- (3) The counseling staff cooperates with academic advisors and social organizations to provide additional specialized help and make referrals to other agencies when appropriate.
- (4) Counseling services are normally available through scheduled appointments. However, when a student feels the need to see a counselor immediately, efforts are made to make a staff member available.

(C) Academic Advisors

Each enrolled student is assigned to an academic advisor from the faculty. (See paragraph (E) of rule 3357:15-13-03 of the Administrative Code.

(D) Inter-Faith Campus Ministry

Liaison is maintained with the Inter-Faith Campus Ministry on the Stark Campus. Students and personnel may avail themselves of this service at their request.

(E) International Student Policy

International students seeking admission to Stark State College must provide the following documents:

- (1) Proof of English language proficiency. A score of 500 or greater on the Test of English as a Foreign Language (TOEFL) is considered as adequate proof of language proficiency. This test is administered throughout the world in major cities. Registration materials for the test may be obtained by applying to TOEFL, Box 899, Princeton, New Jersey 08541;
- (2) Proof of adequate finances to meet the costs of fees, books, health insurance, room and board off campus, transportation, and personal expenses while attending Stark State College; and
- (3) Proof of satisfactory completion of a program of education which is equivalent to high school in the United States. Any degree, diploma, or certificate should be proved by a certified copy of the document and a translated copy where the original is not in English.
 - (a) Upon receipt of the aforementioned documents, the applicant for admission as an international student will receive a conditional acceptance letter. The acceptance is conditional upon the applicant transferring \$10,000.00 to Stark State College which will be held in trust for the student. The student may withdraw from the trust account funds which are necessary to meet reasonable expenses while attending Stark State College, provided that a minimum balance of \$2,000.00 is maintained. The remainder of the trust account will be returned to the student upon graduation, transfer to another college, termination of attendance, or departure from the United States.
 - (b) Upon the receipt of \$10,000.00 from the applicant, the College will forward a letter of acceptance and the forms necessary to obtain a student visa.

- (c) To maintain a satisfactory student status at Stark State College, the international student must:
 - (i) be taking a full course of studies;
 - (ii) make satisfactory progress toward the degree goal and
 - (iii) maintain a balance of at least \$2,000.00 in the student's trust account at the College.

3357:15-19-02 Career Services.

(A) Active career services are maintained by the College, to assist students and graduates in seeking gainful employment.

(B) Services

(1) Career placement assistance is available to students through the Career Services Office.

(2) The Career Services Office assists students in locating suitable part-time employment while attending college.

(3) The facilities of the Career Services Office are available to all graduates of the College.

(4) Placement Records

Accurate records are maintained to show the initial entry-level employment of graduates and, whenever possible, their subsequent advancement.

3357:15-19-03 Student Activities.

(A) Activities and athletic programs in which students may participate are desirable and will be organized and encouraged as facilities resources, and circumstances permit.

(B) Orientation

To enable students to understand and adjust to college policies, services, faculty, and programs the College offers an orientation program at the beginning of the fall and spring terms. During orientation new students learn about the College, and what it expects from students. They also learn about the various services provided by the College.

(C) Athletic Events

Athletic competition is designed to meet the needs and desires of the student body. Teams are coached by faculty and staff members. The Student Affairs Committee is responsible for administering and controlling the athletic program and the athletic budget.

(D) Student Government Association

1. The Student Government Association (SGA) is the governing body for and official voice of the Stark State College student body. It represents their views and opinions to the administration of the College. It provides student representatives to the appropriate institutional governance committees.

2. Students are encouraged to participate in clubs and organizations in which they are particularly interested. Clubs may be organized by any group of interested students. Each club or organization must have a faculty or staff advisor. To receive official sanction, a copy of the constitution and by-laws must be approved by the dean for student services and kept on file. Upon approval, the club or organization receives an official charter. An elected Student Government Association plans and coordinates the extra-curricular program and the social affairs of the student body. By providing student opinion and advice, the Student Government Association also assists the faculty and administration in making rules and regulations.

(E) Social Events

The Student Government Association has the responsibility for planning the annual activities calendar. Other clubs and organizations have the privilege of planning individual programs for that calendar.

3357:15-19-04 Student Records.

(A) "Student records," as used in this section, includes all official records, files, and data directly related to a student who has attended classes at Stark State College. This term includes all material in the student's cumulative record folder intended for college use or for availability to parties outside the College and specifically includes but is not necessarily limited to data showing identity; academic work completed; level of achievement (grades, standardized achievement test scores); scores on standardized intelligence, aptitude, and psychological tests; interest inventory; health; family background information; teacher or counselor ratings and observations; and verification of serious or recurrent behavior patterns.

(B) Access to Student Records

Effective November 19, 1974, upon presentation of appropriate college identification a student may inspect any information entered in that student's file except for information placed in the file prior to November 19, 1974, which was provided under a clear, written designation of confidentiality or which is described below:

(1) Counseling Center

(a) Where test information obtained in direct counseling services with the student is involved, inspection by the student must be accompanied by discussion and interpretation with a counselor. Summary data of such testing (not raw data from which such summary data is developed) will ordinarily be open to the student so long as release of such data is not in violation of either the Ohio Psychologist Licensing Law or the commonly accepted ethical standards of psychologists.

(b) When test information is obtained in screening or diagnostic procedures (where the counseling center is acting on behalf of another service), such information, whenever disclosed must be discussed with and interpreted by a counselor. Such interpretation must once again be within limits set by Ohio law and subject to the ethical standards of that counselor.

- (c) Progress notes of the counselor are open to the student at the discretion of the counselor under conditions set by Ohio law and the commonly accepted ethical standards of psychologists.
- (d) Special situations concerning releases of information to the student not covered in the above are handled as they arise within limits set by the Ohio law and commonly accepted ethical professional standards.

(2) Student Financial Aids Office

- (a) The Free Application for Federal Student Aid Form (FAFSA) requesting financial aid for a dependent student is not open to a student without the written consent of the parent or guardian.
- (b) Letters from parents or guardians regarding unusual family circumstances, marital problems, serious illness, or other personal family problems that would prohibit the parents or guardians from making the expected family contribution to the student's educational expenses are not open to a student.
- (c) Copies of tax returns are not open to a student without written consent from the parents or guardians.
- (d) Confidential references or recommendations for scholarships received from high schools, universities, colleges previously attended, or faculty and staff at Stark State College are not open to a student.

(3) Medical and Psychological Service Records Medical and psychological diagnostic and treatment records or references to such records are open to a student only if interpreted at the time of disclosure by a licensed practicing physician or psychologist in accordance with applicable state law and generally accepted medical practices and procedures.

(4) Career Services Office

Letters of evaluation or references submitted prior to November 19, 1974, were provided under an understood and stated assumption of confidentiality and are not open to a student.

(C) Procedure to Inspect and Review Records

Subject to the exceptions stated in paragraph (B) of rule 3357:15-19-04 of the Administrative Code, a student at Stark State College has the right to inspect and review official records, files, and data directly related to that student, including material incorporated into the cumulative record folder, in accordance with the following procedure:

- (1) A student requests in writing, the opportunity to inspect and review his/her records.
 - (a) The request is made to the chief administrator of the department in which the records are on file.
 - (b) The request must specify the records to be inspected and reviewed.
- (2) The request is granted within a reasonable period of time, but such time must not exceed forty-five days after the request has been made.
- (3) The student's inspection and review must be made in the presence of the chief administrator of the department or his/her designee(s).
 - (a) Records may not be changed or deleted during the process of inspection and review.
 - (b) The student must be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her college record.
 - (c) Upon written request, the student is provided with a copy of that portion of his/her college record subject to challenge.

(D) Hearing to Challenge Content of Records

To insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, a student shall have an opportunity for a hearing to challenge the content of his/her college records.

- (1) A student may submit a written request to the president or his/her designee(s) for an opportunity for a hearing to challenge the content of his/her college record. The request must:
 - (a) Identify the specific portion(s) of the record to be challenged.
 - (b) State the reason(s) for challenging that portion(s) of the record.
 - (c) State the remedy sought; i.e., the correction or deletion of the information under challenge.
- (2) Hearing Procedures
 - (a) The hearing will be conducted by the president or his/her designee(s).
 - (b) The hearing will be granted within ten days after the request has been made.
 - (c) The director of the department or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
 - (d) Prior to the hearing, a staff member shall be designated by the president as the hearing officer and shall notify the student and the person representing the record of the time, place, and date of the hearing, and of the specific portion(s) of the student's record to be challenged in the hearing.

- (e) The hearing shall be limited to a consideration of the specific portion(s) of the student's college record being challenged.
- (f) The student will have the right to be assisted by the advisor of his/her choice.
- (g) The burden of sustaining the challenge shall rest with the student.
- (h) The student and the department director/designee(s) have the right to present evidence and witnesses directly related to the portion(s) of the student's record being challenged.
- (i) The hearing officer shall keep a taped record of the hearing.
- (j) The hearing officer must provide the student with a written notification of the disposition of the challenge and the reason(s) for that disposition.

(3) Remedies

- (a) The record may stand
- (b) The record may be corrected
- (c) The record may be deleted

(4) Release of Student Records to External Agencies

Information is not released from a student record or file to external agencies or persons without the express written consent of the student except as provided by Section 438(b) (1) of Public Law 93-380.

3357:15-19-05 Medical Emergency.

(A) The student body at Stark State College of Technology consists entirely of commuter students who normally remain home when sick or who can usually drive or be taken home should they become sick while on the campus. Security police trained in first aid are normally stationed on campus and available on call. Emergency medical service is located in close proximity to the campus and is available on call through the Jackson Township Fire Department, and excellent hospitals are located near the campus. For these reasons, it is deemed unnecessary to provide extensive health care facilities on the campus proper. However, information regarding proper emergency procedures is widely disseminated and students have an opportunity to acquire a low-cost health insurance plan. The College has therefore established the following:

(B) Standard Operating Plan

A manual has been compiled to act as a guideline for any emergency situation which might occur in or near Stark State College of Technology. The manual serving as a security and disaster plan, has been distributed to the faculty and staff of the College to be used as a ready reference at all times.

(C) Student Health Insurance

A student health group-insurance plan is available on a voluntary basis to provide hospitalization insurance for students who desire this coverage.

3357:15-19-06 Inappropriate Behavior.

- (A) It is important to keep in mind that the College attempts to provide an environment that is conducive to scholarship, social growth, and individual self-discipline. In pursuit of this goal, students are expected to abide by local, state and federal laws, as well as adhere to all College regulations as outlined in the Student Handbook.
- (B) The following guidelines are established in the event that a faculty or staff member experiences or observes inappropriate behavior.
 - Step 1 Inform those acting in a disruptive or inappropriate manner to behave. Also inform the disrupters that their behavior will not be tolerated and that they may be dismissed and/or suspended from the class or College. Please keep in mind that all incidents should be handled in a discrete manner.
 - Step 2 If the disruption or inappropriate behavior continues, you may order the participant(s) out of the classroom. Also, inform those involved that they may be subject to College disciplinary action and/or arrest.
 - Step 3 If the disruption or inappropriate behavior continues, notify campus security. Do not dismiss class unless there is reason to believe that physical harm to person(s) or property is possible. It is better to take a break and then reconvene the class. If a student has been dismissed or asked to leave a class, he/she should be sent directly to the Student Services Office to schedule a meeting between the student(s), instructor(s) and Dean of Student Services prior to readmittance. The meeting should take place before the next class. The purpose of the meeting will be to identify the inappropriate behavior and clarify conditions of readmittance. If the student(s) wishes to appeal or grieve the meeting, the student(s) will be given the appropriate information from the Dean of Student Services.
- (C) In all cases, notify your department chair and dean of any disruptions or inappropriate behavior and action taken.
- (D) In all cases of disruption or inappropriate behavior, the following should be noted: date, time, class(es), person(s) involved, nature of the conduct, and action taken. Please notify Dean of Student Services in writing.

- (E) Please keep in mind that class order and discipline are the responsibility of the class instructor insofar as possible.

3357:15-19-07 Student Travel Policy Effective: January 1, 2008

(A) Student Travel Policy

The Office of Student Life supports travel for its student leaders and student organizations. The Department recognizes the importance of student participation in college-related activities including but not limited to competitions, conferences, conventions, retreats, workshops, etc.

- (1) Travel is recognized as a part of a student's leadership experience. Directors of departments are responsible for developing consistent and fair policies that encourage student participation while maintaining regard for overall resource allocations and benefits and services for students.
- (2) All student travelers are bound by the Regulations for Student Behavior printed in the Stark State College of Technology Student Handbook.
- (3) To ensure consistency within the Department and to promote appropriate travel for those students interested, the following policies for student travel have been established. In addition, the following policies and practices have also established:

Travel requests for any travel outside the continental United States must be submitted 90 days prior to travel date to the proper Department Administrator to deem appropriate and receive approval of travel, as well as funding prior to review by Director of Student Life and/or the Student Affairs Committee. Applicants for the travel must meet same criteria established for other travel requests.

(B) Student Travel Policy for College Organized or Sponsored Events

- (1) It is the policy of Stark State College of Technology to promote safe travel by students to and from events and activities covered by this policy. This policy applies to the travel of enrolled students to attend activities or events that are: organized and/or sponsored by Stark State College of Technology; and occur more than fifty (50) miles from the College campus.

- (2) The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the College.
 - (3) An organized event is one that is initiated, planned, and arranged by a member of the College's faculty, staff, or by the members of a registered student organization, and is approved by the appropriate department administrator. (Appeals will be reviewed on a case by case basis by the Director of Student Life and/or the Student Affairs Committee.)
 - (4) A sponsored event or activity is one that the College endorsed by supporting it financially, or by sending students to participate in it as official representatives of the College.
 - (5) An enrolled student is one who has been admitted to and is attending classes at the College. (If the activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)
 - (6) An appropriate department administrator is a Department Chair, Dean, Director of an administrative unit, or their delegate.
- (C) Student Travel Policy for Registered Student Organizations
- (1) This policy applies to the travel of student members of a registered student organization when: the organization requires its student members to attend an activity or event; and the activity or event occurs more than fifty (50) miles from the College campus.
 - (2) Registered student organizations that require student members' travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the Office of Student Life.

- (3) If it is necessary for a non-student or minor child to travel, the individual(s) must travel at their own expense. All appropriate paperwork and information/documentation will be required. Minor children must be accompanied at all times by a parent/guardian.

(D) Travel Authorization

- (1) In order to assure that the events or activities that involve student travel are within the course and scope of the College's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate department administrator.
 - (a) To request authorization, members of the faculty, staff or registered student organizations who organize activities covered by this policy must submit a completed Student Travel Request Authorization Form, along with the required documents and information, to the appropriate department administrator for approval before submitting to the Office of Student Life. The request should be submitted at least ten (10) working days in advance of travel to the activity or event.
 - (b) The following information/documents must be submitted along with the Student Travel Request Authorization form:
 - (i) A list of participants including their names, address, e-mail and phone numbers, and the names and phone numbers of persons to contact in case of an emergency (Travel Roster form).
 - (ii) The name and phone number for the responsible College employee(s) who will be available to the students at all times during the travel and activity.
 - (iii) Copies of valid operators' licenses for any students who will operate vehicles plus proof of insurance.
 - (iv) Completed and signed Release and Indemnification Agreements for each participant.

- (v) Completed and signed Authorization for Medical Treatment forms for each participant plus proof of medical insurance.
 - (c) When leading group trips, faculty or staff should carry emergency contact information and the authorization for emergency medical treatment for each participant. Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 150- mile radius of campus. For overnight travel or travel to locations beyond the 150-mile radius of campus, an advisor must accompany the group.
 - (d) The Student Travel Request Authorization, the Authorization for Emergency Medical Treatment and the Release and Indemnification Agreement forms are available from the Office of Student Life or can be downloaded from the Intranet or the Student Life web site at http://www.starkstate.edu/stuserv/student_life.htm.
- (E) Travel by Motor Vehicle
- (1) Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card. The College reserves the right to require a certain monetary level.
 - (2) All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license.
 - (3) Operators shall comply with all laws, regulations and posted signs or direction regarding speed and traffic control.
 - (4) Operators shall take a mandatory 30 minute rest break every four hours.
 - (5) Operators shall drive no more than ten hours in any 24 hour period.
 - (6) Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.

- (7) Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
 - (8) Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
 - (9) Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by College policy, or federal or state law or regulations, whichever is lowest.
- (F) Travel by Rental Vehicle
- (1) Whenever possible, student groups are encouraged to use rental vehicles for travel beyond the local area. Cost of rental will be applied to the club/organization account. An advisor or other College employee must travel in the same vehicle and accompany the student group when traveling. When traveling in a rental vehicle, only the accompanying employee or a currently registered student may drive the vehicle. Drivers must have current and appropriate licensure.
 - (2) Stark State College has an account set up with a rental car company for business travel. If you are interested in using this agreement for college travel, submit a Rental Car Request Form found on the Intranet with the following information.

Driver: Name of Person(s)
Vehicle: Type of vehicle
Drop Off: Date and time you will need to pick up the car
Date Used: Date and time of actual business travel
Pick Up: Date and time for pick up

If you must cancel a car rental (24 hour notice desired if possible), please fill out the Rental Car Request Cancellation Form found on the Intranet.

If you have questions/concerns, please contact the Purchasing Department.

Travel by Privately Owned Vehicles

This use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, shall submit a valid operator's license and a copy of a current liability insurance policy for any vehicle to be used for the proposed travel.

The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification and the Authorization for Medical Treatment forms prior to the trip.

Travel by Bus, Train, Plane (Out of State Travel)

Use of commercial bus, train or plane may be a necessary means of transportation for most out of state travel. Researching the most efficient and affordable arrangements is highly recommended. The most cost effective rate should always be used for student travel. It is preferred with any group travel that all participants take the same bus, train, flight(s).

Any out of state travel will require an Out-of-State Travel Authorization form to be completed prior to incurring any travel expenses. Actual expenses are to be submitted for reimbursement on the College's standard Report of Business Expenses form within three days after completion of travel. The above forms may be obtained from the Office of Student Life.

Steps for Reimbursement after Traveling

Student organizations are strongly encouraged to expect their students who are traveling to show ownership for their participation in the event/activity. Normal expenses that should be incurred by the student include but are not limited to:

hotel accommodations, food, taxi, parking, etc. Some of these expenses may require the use of the student's personal credit card.

Make sure each member of your group save all his or her original receipts paid during the trip. This will be proof of expenses when the student plans to seek reimbursement when he/she comes back. Travel officially begins and ends with arrival at site to departure from site (i.e. From Stark State College to Columbus State Community College and back to SSCT – or - From Akron/Canton Airport to Dallas/Fort Worth Airport and back to Akron/Canton Airport.)

Each student seeking reimbursement must complete a Report of Business Expenses form and attach all original receipts. The club advisor should distribute and review each expense report and sign before submitting to the Business Office – Accounts Payable Department. On the form, make sure all pertinent information is included. If the form is filled out incorrectly, this could delay reimbursement. Normally, reimbursements can take from 7-10 business days.