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POLICY:

Instructional programs, certificates, and courses of study shall be developed and offered in accordance with the provisions of the Ohio Department of Higher Education in the fulfillment of Stark State College.

1. **Associate Degree Programs.** The Ohio Department of Higher Education defines an associate degree as an award that requires completion of 60 semester credit hours. Per the Ohio Department of Higher Education, each associate degree program should not exceed 65 semester credit hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements. Programs requiring hours beyond the 65-hour maximum in order to meet accreditation or licensing requirements are expected to align similarly to like programs at other two-year public institutions and shall not exceed 73 semester credit hours.

   a. **Degree Titles.** Upon evidence of satisfactory completion of an approved program previously authorized by the Ohio Department of Higher Education, the Board of Trustees may confer the following degrees:

      i. **Associate of Arts and Associate of Science degrees** are designed for students wishing to complete the first two years of a bachelor’s degree, as well as those desiring two years of a liberal arts education.

      ii. **Associate of Applied Business and Associate of Applied Science degrees** are awarded in recognition of successful completion of career technical education programs and prepare students for immediate employment upon graduation. The curricula for applied associate degree programs are described in terms of technical and non-technical studies. Non-technical studies include general education and courses that serve as a base for the technical field (sometimes referred to as “applied general education” or “basic” coursework). Non-technical studies should make up at least 30 semester hours of the degree.

      iii. **Associate of Technical Study degrees** are awarded for successful completion of an individually planned program of study designed to respond to the need for specialized technical education. The program must have an area of
concentration which is equivalent to at least 30 semester credit hours in technical studies and a clearly identifiable career objective. The area of concentration can either be formed by: Type A—a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college to serve a career objective that would not be adequately addressed by one of the existing programs alone; or Type B—courses completed or training received by a student at other institutions of higher education, career centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit.

2. **Certificate.** The Ohio Department of Higher Education defines a certificate as a formal award certifying the satisfactory completion of an organized program of study at the postsecondary level. In accordance with the Ohio Department of Higher Education, certificates are designed as building blocks toward future degrees and with the intent of articulating the program into the next degree. Students can earn general or technical certificates.

   a. General Certificates require completion of an organized program of study and are classified by IPEDs as “less than one year” or “at least one but less than two academic years.”

   b. Technical certificates are designated as one year or less than one year.

      i. One Year Technical Certificate: Certificates awarded by a post-secondary institution for the completion of an organized program of study in at least 30 semester credit hours, with the majority of the coursework completed in a prescribed technical area. While the certificates are designed to have value apart from a degree, these certificates should serve as building blocks to an associate degree. The technical certificate is designed for an occupation or specific employment opportunities. These certificates should prepare students for a valid occupational license or third-party industry certification, if available, related to the field of study.
ii. Less Than One Year Technical Certificate: Certificates awarded by a post-secondary institution for the completion of an organized program of study in less than 30 semester credit hours that are designed for an occupation or specific employment opportunity. These certificates should prepare students for a valid occupational license or third-party industry certification, if available, related to the field of study.

3. **Non-credit instruction.** A course or activity for which the student does not receive academic credit that applies to a degree, certificate or diploma.

4. **Contract Training.** Training offered to business, industry, health care facilities, and non-profit organization. Contract training services are convenient, cost effective, and customized to meet the unique needs of individual companies.
POLICY:
To encourage student success, the last day to register for classes is the last business day before the semester, term, or session is scheduled to begin. Students who fail to register by this date need permission from a designated administrator. Extreme circumstances (with documentation) must exist in order for students to register after this date.

PROCEDURE:
1. Adds/Drops:
   a. For students in good academic standing, permission is not needed and instructor signatures are not required for adding or dropping during the first week of classes for fall and spring semesters, the first and second day for 8- and 10-week terms, the first day of a five-week term, and the first day for terms shorter than five weeks. Please note: Students on academic probation are not permitted to register or make a schedule change without an advisor’s signature and are prohibited from registering through their mystarkstate account.

   b. Audit Classes:
      (1) Students wishing to audit a course must complete the process to do so during the first week of classes for fall and spring semesters, the first and second day for 8- and 10-week terms, the first day of a five-week term, and the first day for terms shorter than five weeks.

   c. After these initial time periods, as stated above, students will be required to obtain approval and signatures as defined in items 1, 2, 3, and 4 below. The processes and timeline for adding and dropping a course for each semester type will be the second week of class for a 16-week semester, the third and fourth day for 8- and 10-week terms, the second day for a 5-week term, and the second day for terms shorter than 5 weeks. Students must complete the Schedule Change Form and refer to the Refund Schedule on mystarkstate.

      (1) Students switching sections of the same course need the signature of both instructors and the department chair.
      (2) Students switching from a higher-level course to a lower-level course need the signature of both instructors and the department chair.
      (3) Students requesting permission to add new classes to their schedule need the approval and signature of the instructor, department chair, and dean.
(4) With the consent of the instructor, the department chair may grant approval via email or telephone verification for students to add or switch a class to accommodate online and satellite classes.

d. Students attempting to gain entrance to closed courses must have both the instructor and department chair signatures with a notation providing permission to increase enrollment for the CRN indicated. (Instructors need to check room capacity and class rosters.) The Registration Schedule Change Form – Add, Drop, or Withdrawal, with both signatures, should be taken to the Gateway Student Services Center.

2. Important Considerations:
   a. Students who have been academically dismissed must follow the Academic Probation and Dismissal Policy. See Policy 3357:15-13-13.
   b. Students who have been conditionally admitted may not add a course. See Policy 3357:15-18-01.

3. Any exception to this Registration Deadline Policy will be based only on extreme circumstances, with evidence, and requires the permission of the academic dean.
POLICY:
Stark State students must meet credit residency requirements to complete a degree/certificate(s). The following credit residency requirements must be met:

(A) All degree requirements must be met by completing Stark State College courses or through equivalent transfer coursework.

(B) At least 20 semester hours in the degree program, at least 15 semester hours in the one-year certificate, and at least one course in a career enhancement certificate must be completed at Stark State College. Exceptions to the Credit Residency Requirement require approval from the appropriate program coordinator (if applicable) and department chair in consultation with the appropriate dean and Provost.
POLICY:
1. A prerequisite is a course taken prior to another course(s) as designated by the academic department. 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 selecting 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).

PROCEDURE:
1. 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 courses(s) for the next level course(s).

2. The course requiring the prerequisite will be dropped by registration from the student’s schedule if the student does not satisfactorily complete the prerequisite course(s). The registration office will notify the student of the schedule change via mail and email within one week after the end of the semester the prerequisite course was not completed.

3. If a student has taken a prerequisite course(s) at another institution, the student should request to have an official transcript sent to the Academic Records/Registrar’s Office prior to registration. Prerequisite overrides will be considered prior to the start of the semester. Override request(s) can also 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. If the override is denied, the student will be notified.

4. The department of the student’s current major may establish the requirement(s) 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.
POLICY:
A co-requisite is a course that must be taken at the same time or prior to another course(s) as designated by the academic department. To ensure proper placement, co-requisites for all classes will be checked at the time of registration.

PROCEDURE:
1. The course that required the co-requisite will be dropped from the student’s schedule if the student drops the other course.
2. If a student has taken a co-requisite course(s) at another institution, the student should request to have an official transcript sent to the Academic Records/Registrar’s Office prior to registration. Co-requisite overrides will be considered prior to the start of the semester. At the time of initial registration, Admissions counselors will process a temporary override with final approval of the department chair. If the override is denied, the student will be notified. Override requests can also be made directly to the appropriate department chair through email or appointment.
3. The department of the student’s current major may establish the requirements for co-requisite grades. If the major department does not specify the co-requisite grade, the passing grade established by the department offering the course will apply.
POLICY:
For Ohio Department of Higher Education associate degree programs and one-year certificates, a course petition may be approved prior to the student’s applying for graduation. Four courses is the maximum number of courses for substitution. Exceptions processed for Stark State College courses and transfer courses with equivalent classes do not count toward the four maximum substitutions.

PROCEDURE:
1. The student must request a course substitution by petition with an academic advisor, department chair, or program coordinator within the student’s program through the MyAcademicPlan (MAP) system. The substitution by petition will be approved or rejected electronically by the department chair/program coordinator, the registrar, and the Provost, if needed. The student will be notified electronically via Stark State College email of the decision.
2. For a limited number of 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:
   a. Technical equivalency (technical for technical; nontechnical for nontechnical; general education for general education)
   b. Course level (100 to 100; 200 to 100, NOT 100 to 200)
   c. Equivalent credit hours or higher
   d. Subject matter with common learning outcomes should be consulted with the department chair of that discipline.
3. The registrar will apply the approved substitution by petition to the student’s record, in consultation with the department chair of that discipline.
4. Students changing majors will need to resubmit course substitutions by petition to be considered for the new major. However, when changing only the catalog-in-force, a new petition is not required.
POLICY:
Letter grades are used by the faculty member assigned to the course to indicate the student’s performance. The grades shall be in accordance with the standards of expected achievement of the course and the College. The student’s grade point average is computed by the following formula: total quality points earned divided by Grade Point Average (GPA) earned hours. Programs requesting a variance from the established numerical range for each letter grade must follow the shared governance approval process outlined in the Departmental Academic Policy (3357:15-13-38).

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

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

1. AH Excellent (Honors Course) 4
2. A Excellent 4
3. BH Above Average (Honors Course) 3
4. B Above Average 3
5. C Average 2
6. UC Unsatisfactory Average 2
7. D Below Average 1
8. UD Unsatisfactory Below Average 1
9. F Failed 0
10. *IN Incomplete 0
11. *W Withdrawn 0
C. The numerical range for each letter grade is as follows:

90 – 100% = A  
80 – 89% = B  
70 – 79% = C  
60 – 69% = D  
0 – 59% = F

D. UC and UD indicate unsatisfactory completion of the performance expectations for a developmental course.

E. Points with an * are not calculated in GPA.
POLICY:
When a student repeats a course, both grades will appear on the academic record, and the highest grade will be used in calculating the grade point average. Students may receive financial aid for repeating courses. However, if the student is retaking a previously passed course, financial aid can only be used for one repeat of that course. Any courses that are repeated will be used in the calculation of a student’s Satisfactory Academic Progress status.

PROCEDURE
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 grade nor will they be used in calculating the grade point average.
POLICY:
Students not making satisfactory academic progress in a class will be sent an Early Alert letter on or before the completion of 25 percent of the course.

PROCEDURE
(A) The Office of the Provost will email faculty members directing them to identify students failing to make satisfactory academic progress.

(B) Faculty members will enter the appropriate code for students receiving an Early Alert in the Student Information System.

(C) The Academics Records/Registrar’s Office will send the Early Alert letter to students on behalf of the Provost and Chief Academic Officer. The letter informs students of their lack of academic progress and details various academic and student support services available to assist them at the College.

(D) In support of retention, faculty are expected to follow-up with students who receive an early alert.
GRADE OF INCOMPLETE
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POLICY:
The grade of incomplete (IN) may be given only if the student is currently attending the course, the student has completed 75 percent of the semester and required work in a course and, based on that work, the student is earning a passing grade.

PROCEDURE
(A) To receive an IN, the student must request this grade by contacting the instructor before grades are submitted and if the instructor agrees to grant an IN for the course, an Incomplete (IN) Agreement Form shall be completed by the instructor, including outlining the remaining requirements and due date and signed by the student and instructor prior to the end of the term. A copy of the completed form will be forwarded to the department chair and the Academic Records office.

(B) The requirements of the agreement must be met within 5 calendar days of the start of the following term (including summers). At the discretion of the instructor and with the concurrence of the department chair, the time limit for completion may be altered in extenuating circumstances. The Department Chair will send any adjustments to the deadline to the Academic Records Office.

(C) If the terms of the agreement are fulfilled, then the IN grade will be changed to the earned grade. If the terms of the Agreement are not fulfilled, then the IN grade will be changed to an F by the instructor. The instructor or department chair will submit a Grade Change Form to the Academic Records Office.
POLICY:
A President’s List of the names of all eligible students who have achieved a grade point average of 4.0 for the semester will be posted on that semester’s President’s List.

PROCEDURE:
(A) To be eligible, students who have completed 12 credit hours or more during the fall or spring semester or 6 hours in summer semester will be listed as full-time on the President’s List for outstanding academic achievement. Students who have completed at least 6 but fewer than 12 credit hours during the fall or spring semester will be listed as part-time students. Students who have taken fewer than 6 credit hours during a semester will not be recognized on the President’s List.

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

(C) The President’s Office will post the names of students who qualify for the President’s List and will send letters and certificates to the individual students and authorize press releases to local newspapers, the web, and the Stark State College portal.
POLICY:
The names of all eligible students who achieved a grade point average of 3.50 - 3.99 for the semester will be posted on that semester’s Dean’s List.

PROCEDURE:
1. To be eligible, students who have completed 12 credit hours or more during the fall or spring semester or 6 hours in summer semester will be listed as full-time on the Dean’s List.
2. Part-time students who have completed at least 6 but fewer than 12 credit hours during the fall or spring semester will be listed as part-time students on the Dean’s List. Students who have taken fewer than 6 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 as part of the semester-credit minimum. No student who has an IN (Incomplete), D, or F at the end of the semester is eligible.
4. The Provost’s Office will post the names of students who qualify for the Dean’s List and will send letters and certificates to the individual students and authorize press releases to local newspapers, the Web, and the Stark State College portal.
POLICY:
Probation is an emphatic message to alert students that the quality of their work must improve if they are to obtain the minimum grades required for graduation.

PROCEDURE:
(A) Students who fail to maintain a cumulative grade point average (GPA) of 2.00 will be placed on academic probation.
   1. 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.
   2. Students on academic probation who have registered for future semesters must meet with their academic advisor regarding future class schedules or be dropped from future class schedules.
(B) Students who are currently on probation and earn a GPA of 2.00 or better in the current semester completed, and are showing improvement will not be dismissed even if their cumulative (overall) GPA falls below the following standards.
(C) Students who have attempted 12 or more semester credits and have a 0.00 cumulative GPA at the end of any enrollment period will be academically dismissed.
(D) Students will be academically dismissed if they have been on academic probation for one term and their cumulative GPA any term falls below the minimum requirements as listed:
   
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<td>45+</td>
<td>2.00</td>
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(E) Dismissed students may apply for reinstatement based on the conditions below:
   (1) Dismissals and Reinstatement
      (a) First Dismissal
         (i) The student must sit out one semester (not including summer term).
(ii) The student must submit a “Conditional Readmission Application” at least thirty (30) calendar days prior to the start of the returning term/semester to the appropriate department chair or program coordinator, if applicable, and dean of their declared major.

(iii) Readmission will be determined by the appropriate academic dean.

(iv) The student must meet with an academic advisor for class scheduling and have the registration form signed prior to registering in person in the Academic Records/Registrar’s office (maximum of 12 hours of credit).

(v) Any student who achieves a minimum of 2.0 GPA in the current semester will not be dismissed.

(b) Second Dismissal

(i) The student must sit out for one calendar year from dismissal date.

(ii) The student must submit a “Conditional Readmission Application” at least thirty (30) calendar days prior to the start of the returning term/semester to the appropriate department chair or program coordinator, if applicable, and dean of their declared major.

(iii) The student must attend a “Conditional Readmission Workshop.”

(iv) Readmission will be determined by the Provost.

(v) The student must meet with an academic advisor for class scheduling and have the registration form signed prior to registering in person in the Academic Records/Registrar’s office (maximum of 9 hours of credit).

(vi) Any student who achieves a minimum of 2.0 GPA in the current semester will not be dismissed.

(c) Third Dismissal

(i) This is the final dismissal. The student is not eligible for readmission. Exceptions to the final dismissal require approval from the Provost and Chief Academic Officer and will only be granted if several years have passed since the final dismissal or there is a unique situation.
ACADEMIC ADVISORS

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POLICY:

(A) The department chair and faculty members in each technology will serve as academic advisors to the students enrolled in that particular technology.

(B) Each department chair has the responsibility of equitably dividing among the members of the department the students majoring in that department.

(C) Students will be notified of their academic advisor.
POLICY:
To ensure the commitment to student success, attendance must be taken in all classes, regardless of modality, starting with the first day of the class. Faculty may elect to relate course attendance to the course grading policy. Students will be notified of this through the course syllabus.

PROCEDURE:
1. Face-to-face students are considered non-attendees when they do not physically attend a class session within the first 14 days of the term for fall and spring (excluding holidays and emergency closings) and within the first 7 days of the term (excluding holidays and emergency closings) for accelerated terms as per the Federal Financial Aid Guidelines. Online students are considered non-attendees if they do not log in and complete an assigned course activity within the first 14 days of the term for fall and spring (excluding holidays and emergency closings) and within the first 7 days of the term (excluding holidays and emergency closings) for accelerated terms as per the Federal Financial Aid Guidelines. Non-attendees will be dropped from their classes, and if applicable, financial aid will be returned to the federal government.

2. Attendance will also be documented at the end of each semester to verify the last day attended in each class and will be submitted in conjunction with final grades to the Academic Records/Registrar’s Office.
WITHDRAWAL
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POLICY:
A student may drop a course or all courses from the College during the first 8 calendar days (excluding holidays) of any academic period without academic penalty. Any changes made during this period will not become a part of the student’s academic record. Students should refer to the posted refund schedule available at www.starkstate.edu/<semester>-refund-schedule.

After the first eight calendar days, the College gives students an opportunity to withdraw from a course or all courses. It is the student’s responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the College. A student is officially withdrawn from a course once a signed “Schedule Change” form has been submitted to the Academics Records/Registrar’s Office. A grade of “W” will appear on the student’s academic record.

Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of “W” only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing.

PROCEDURE:
1. After the first eight calendar days (excluding holidays), the College requires students to obtain the instructor’s, advisor’s, or department chair’s signature, and to submit the form to the Academic Records/Registrar’s Office to process the withdrawal. The person signing the Schedule Change form should discuss the reason for the withdrawal with students to ensure they are aware of all their options. Web 3 and Web 4 students can submit an electronic request for withdrawal, including discussion of all options, via the instructor, advisor, or department chair to the Academic Records/Registrar’s Office. The Schedule Change form is available via the mystarkstate portal.

2. A student is officially withdrawn from a course once a signed “Schedule Change” form has been submitted to the Academic Records/Registrar’s Office. A grade of “W” will appear on the student’s academic record after the first 8 calendar days (excluding holidays) of any academic period, as long as the student withdraws before the published withdrawal date.

3. Failure to follow the procedures may result in the student remaining registered for the class and accepting the grade outcome on the academic record at the end of the semester.
POLICY:
A student is eligible to become a candidate for an associate degree when the student has completed all the requirements of the program that the student is enrolled in based upon the Catalog-In-Force and Change of Major policy (3357:15-13-28).

(A) Requirements:

(1) Candidates for graduation must satisfactorily complete all required and elective courses in their program of study as defined by the Ohio Department of Higher Education.
   (a) See Catalog-In-Force and Change of Major policy (3357:15-13-28) concerning the catalog to follow when meeting requirements.
   (b) Coursework over 10 years old is subject to review and acceptance by the chair of the department offering the course or dean of that division. However, Stark State will consider granting permission to graduate under a catalog more than 10 years old if the candidate has been enrolled continuously and the degree program has not changed appreciably.

(2) Candidates must have a grade point average (GPA) of 2.00 or above in their technical major and a cumulative GPA of 2.00 or above. For programs that do not have technical concentration courses, no technical GPA is calculated. Based on accreditation standards, certain programs require a higher technical and cumulative GPA.

(3) Credit transferred from other institutions must be in accordance with the Transfer and Articulation Policy 3357:15-13-25 of this manual and may be used by a student toward completion of an associate degree at Stark State College.

(4) In order for candidates to be considered for an associate degree, they must submit a completed graduation application and follow the procedures established by the College.

(5) The College shall verify eligibility of individual candidates to receive degrees in accordance with established procedures. High school students will receive their associate degrees upon completion of their high school diploma requirements.

(6) Candidates are required to pay all fees on their account prior to a recognition ceremony in order for the candidate to receive a diploma.
   (a) If fees are not paid prior to the ceremony, the candidate is still eligible to participate in the commencement ceremony. However, the diploma and transcript will be held, and the candidate will receive a memo stating why they are being held.
   (b) Candidates who do not complete course requirements in the semester indicated on the application will have their application automatically advanced to the next semester.

(7) Candidates who receive an incomplete grade for any course in the term in which they apply for graduation must finish the required course work in the timeframe stipulated in the incomplete contract in order to receive their diploma and official transcript.
POLICY:

(A) A student is eligible to become a candidate for an Ohio Department of Higher Education (ODHE) One-Year Certificate or other certificate(s) when the student has completed all the requirements of the program that the student is enrolled in based upon the Catalog-In-Force policy.

(B) Requirements:

1. Candidates for the certificate must satisfactorily complete all required and elective courses in their program of study as defined by the Ohio Department of Higher Education.
   
   a. See Catalog-In-Force policy concerning the catalog to follow when meeting requirements.
   
   b. Coursework over 10 years old is subject to review and acceptance by the chair of the department offering the course or dean of that division. However, Stark State College will consider granting permission to certificate completer under a catalog more than 10 years old if the candidate has been enrolled continuously and the certificate program has not changed appreciably.

2. Candidates must have a grade point average of 2.00 or above in their technical program and a cumulative grade point average (GPA) of 2.00 or above. For certificates that do not have technical concentration courses, no technical GPA is calculated.

3. A maximum of 15 semester hours of credit transferred from other institutions in accordance with Articulation and Transfer 3357:15-13-25 of this manual may be used by a student toward the completion of an ODHE One-Year Certificate at Stark State College.

4. In order for candidates to be considered for an ODHE One-Year Certificate or other certificate(s), they must fill out an application and follow the procedures established by the College.

5. The College shall verify eligibility of individual candidates to receive certificates in accordance with established procedures. High school students will receive their associate degrees upon completion of their high school diploma requirements.
(6) Candidates are required to pay all fees on their account prior to the recognition ceremony in order for the candidate to receive their certificate.

(a) If fees are not paid prior to the ceremony, candidates are still eligible to participate in the recognition ceremony; however, the certificate and transcript will be held, and the candidate will receive a memo stating why they are being held.

(b) Candidates who do not complete course requirements in the semester indicated on the application will have their application automatically advanced to the next semester.

(7) Candidates who receive an incomplete grade for any course in the term in which they apply for their certificate must finish the required course work in the timeframe stipulated in the incomplete contract in order to receive their diploma and official transcript.
POLICY:

1. Graduates in a declared major attaining a cumulative point average of 3.40 to 3.79 will graduate with distinction.

2. Graduates in a declared major attaining a cumulative point average of 3.80 to 4.00 will graduate with high distinction.

3. Graduates in a declared major who earn a minimum of 14 credit hours in Honors Program coursework will qualify as Honors Program graduates.
POLICY:

(A) 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.

(B) 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.
STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC FORGIVENESS
Policy No. 3357:15-13-22
Effective: 10/26/2009
Revision: 05/17/2012
Page 1 of 1
Revision: 01/12/2015
Revision: 03/12/2015
Revision: 06/04/2018

POLICY:
Students who change their program of study or reapply for admission to the College and wish to improve their cumulative GPA may apply for academic forgiveness.

1. General Information
   a. Academic forgiveness applies only to courses formerly taken at Stark State College.
   b. Academic forgiveness does not take into account grades or credit hours for developmental courses.
   c. A student may only receive academic forgiveness once and it is not reversible.
   d. 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 on all grades of “F.”
   e. Academic forgiveness does not change a student’s academic standing for the current term.
   f. Academic forgiveness will apply to courses that are inactive and cannot be retaken or do not apply to the current major.
   g. If a student’s request is approved, grades of “D” or “F” in courses that are not required in the current program of study 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.

2. Criteria
   a. The student must be seeking a degree/certificate from Stark State College. A student who has already graduated may not request academic forgiveness.
   b. The student must be enrolled in classes at Stark State College during the semester in which the academic forgiveness form is filed.
   c. The student must 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.
   d. Students must submit a “Change of Major” form if changing their major.

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.
POLICY:

(A) A field trip is a course-related off-campus activity involving students that is organized by the instructor and the appropriate personnel of the visited destination. Field trips are intended to enrich the learning experiences of students and should be planned in a manner that assesses and manages risks for the students and for college employees. Practicums, clinicals, field experience, cooperative work experience, and directed practice are not considered academic field trips.

(B) If a field trip is a required class activity, care should be taken in selecting an accessible site for students with mobility or health concerns. If no accessible site is available, an alternate activity and related assignment must be available for students unable to participate in the field trip.

(C) All expenses incurred by students during field trips may not be paid by College funds.

(D) All student travelers are bound by the Stark State College Policies and Procedures Manual including but not limited to the following policies:
   1) Anti-Harassment (3357:15-14-13)
   2) Sexual Assault (3357:15-14-15)
   3) Student Code of Conduct (3357:15-19-10)
   4) Travel and Business Entertainment Expense (3357:15-14-10)

PROCEDURE:

(A) The instructor must coordinate with the appropriate personnel of the visiting destination to plan the field trip. Field trips should not be scheduled during the first or last week of classes of any term, nor should a field trip interfere with other courses.

(B) The instructor should submit the Academic Field Trip Authorization Form containing the planned schedule of field trips for the semester and their itineraries to the department chair prior to the start of the semester. This form can be found on the mystarkstate portal under the Faculty/Advisors tab under Academic Forms. The department chair must be notified of any changes that occur to the planned schedule and/or field trip itineraries prior to the field trip(s).
(C) The instructor will then fill out the Academic Field Trip Roster form (keeping a copy for the field trip(s)) to submit to the department chair one week prior to the first field trip. The department chair must be notified of any changes to the travel roster during the semester.

(D) Information about field trip(s) should be communicated to students as soon as is feasible. Basic information and details if available should be included in the class syllabus. The information provided to students should include full address, parking, appropriate dress code, and costs, as well as visiting restrictions, such as photography, citizenship, and current employment.

(E) Prior to the field trip(s), each student must complete and submit to his/her instructor the following: an Academic Field Trip Release and Indemnification Agreement form, one per field trip, and the Academic Field Trip Authorization for Emergency Medical Treatment form, one per semester. These forms are available on the mystarkstate portal under the My Stuff tab under Student Forms. The due date(s) for these forms will be set by the instructor.

(F) If an employee of the college is traveling and requests reimbursement for expenses, he/she should refer to the Travel and Business Entertainment Expense Policy 3357:15-14-10.
POLICY:
Continuing Education provides opportunities for personal enrichment, career advancement, transition back into the workplace, or exam preparation.

PROCEDURE:
1. Determination of Units to be Awarded
   a. The determination of the number of Continuing Education Unit(s) (CEUs) to be awarded for a particular continuing education experience is the responsibility of the Director of Career Services and Workforce Development based on the recommendation of the department chair immediately responsible for the activity, and in consultation with the respective licensing agency where required.
   b. 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.
   c. The name of the granting organization and number of CEUs to be awarded will be included in the program announcement.

2. Grading System and Completion Awards
   a. Upon conclusion of the learning experience, the Director of Career Services and Workforce Development and the instructor are responsible for certifying that the program has been completed in a satisfactory manner by each individual for whom units are approved.
   b. The following grading system will be used for CEU courses or programs: CR – Credit or NC – No Credit.
   c. Continuing Education Unit(s) (CEUs) will be awarded only when established criteria for completion have been met.
   d. 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).

3. Transcript Recording and Reporting
   a. A record of all students completing a course program which awards CEUs will be maintained by Gateway Student Services.
   b. A transcript will be made available to the student, present or prospective employer, and/or an educational institution upon written request from the student. A fee will accompany each transcript request.

4. Cost
   a. Federal student financial aid is not available for Continuing Education courses.
POLICY:

State of Ohio’s Transfer and Articulation Policy

Stark State College abides by the Ohio Department of Higher Education Ohio Articulation and Transfer Policy.

Institutional Transfer

The following information is a policy of the Ohio Department of Higher Education: The Ohio Department of Higher Education, following the directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students’ ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Ohio Transfer Module

The Ohio Transfer Module contains 36-40 semester hours of course credit in English composition (minimum 3 semester hours); mathematics, statistics, and formal/symbolic logic (minimum of 3 semester hours); arts/humanities (minimum 6 semester hours); social and behavioral sciences (minimum of 6 semester hours); and natural sciences (minimum 6 semester hours).1

1Students completing a technical associate degree may complete the Transfer Module, but will likely have to take additional general education courses beyond those required for the applied associate degree. Alternatively, students may transfer individual transfer module courses without completing the entire module.

Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student’s residency. (See Ohio
Articulation and Transfer Policy Transfer Module Guidelines, Appendix B, The Ohio Articulation & Transfer Policy: Appendices | Ohio Higher Ed

a. Transfer students with an earned A.A. or A.S. degree which contains an identifiable Transfer Module will have met the Transfer Module requirements of Stark State College. The application of transfer work to general education requirements which go beyond those contained in the Transfer Module will be done on a course-by-course basis.

b. Other transfer students who have completed the Transfer Module as certified by the sending institution will be considered to have met the Transfer Module requirement of Stark State College. The application of transfer work to general education requirements which go beyond those contained in the Transfer Module will be done on a course-by-course basis.

c. Students transferring without an earned A.A., A.S., applied associate, or baccalaureate degree, and who have not completed the Transfer Module, will have the application of transfer work to the general education requirements done on a course-by-course basis.

d. Individual courses that are part of an approved Transfer Module are guaranteed to transfer to Stark State College on a course-by-course basis. Students will receive credit for successfully completed courses from the Transfer Module without completing the entire module.

Transfer Assurance Guides (TAGs)

Discipline-specific guides have been developed, each containing selected courses from the existing Transfer Module, major, and pre-major requirements. These courses are guaranteed to transfer and be applied to degree/program requirements. The Transfer Assurance Guides (TAGs) are designed to improve advising and empower students to make more informed course selection decisions at the sending institution. Additional Transfer Assurance Guides (TAGs) and courses within existing TAGs may also be developed in the future. The Transfer Assurance Guide program became effective Fall 2005. (See Ohio Articulation and Transfer Policy, Appendix E, TAG Guidelines, The Ohio Articulation & Transfer Policy: Appendices | Ohio Higher Ed.)

To support the development and ongoing use of Transfer Assurance Guides, a universal course equivalency system has been established to relate course content to a common set of learning outcomes. The system is designed to reduce unnecessary variability in the transfer credit evaluation process.

Career-Technical Credit Transfer (CT)²

Built upon the concept of Transfer Assurance Guides (TAGs), Career-Technical Credit Transfer (CT)² helps more high school and adult career-technical students to go to college and enter with college credit; technical credit saves students money and time; and Ohio business and industry will benefit from more employees with higher education and advanced skills.

The courses to which the criteria, policies, and procedures apply shall be those that adhere to recognized industry standards and equivalent coursework common to the secondary career pathway and adult career-technical education system and regionally accredited state institutions of higher education. Where applicable, the policies and procedures shall build upon the articulation agreement and transfer initiative course equivalency system required by section 3333.16 of the Revised Code.
Students who successfully complete specified technical programs are eligible to have technical credit transfer to Stark State College. This transfer of credit is described in Career Technical Assurance Guides (CTAGs). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education.

**Prior Learning Assessment Policy**

To help students earn postsecondary certificates and degrees, Stark State College will advance and promote the awarding of credit to students for prior learning based on transparent, consistent, and rigorous statewide standards. Assessing the prior learning of students recognizes that college-level learning is acquired through means in addition to credit course enrollment. Prior Learning Assessment (PLA) is a comprehensive phrase used to reference the evaluation methods to measure prior learning experience. PLA extends articulation and transfer policy to current professional licensure or certification; completion of formal training/certificate – including non-credit training; military transcript/ACE transcript; portfolio; divisional proficiency exam/challenge exam; personal interview; bypass prerequisites; or CLEP or AP up to the maximum established credit hours. Prior Learning Assessment (PLA) is evaluation of learning acquired outside of the college and is documented as "CR" credit.

**PROCEDURE:**

1. **CREDIT-BY-PROFICIENCY EXAMINATIONS**
   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.
   a. The Request for Award for Prior Learning Credit 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 3357:15-18-09 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.
   b. If a student has enrolled in a course, the student is not eligible to take a proficiency examination for the course after the sixth business day of the semester (16-, 10-, 8- and 5-week). The refund policy is specified in the Fees rule 3357:15-18-09 of the Administrative Code.
   c. Credit by proficiency examination requires the prior approval of the assessment tool by the department chair.
   d. 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.
   e. The privilege of attempting to demonstrate proficiency by examination is limited to a single attempt per course.
   f. 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.

2. **PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO**
A student who can demonstrate prior learning and knowledge through experience in regards to a particular course may establish credit in certain courses without enrolling in them. Credit may be awarded for demonstrated learning through the composition of a Prior Learning Assessment Portfolio that is assessed by faculty experts and/or subject-specific department chairs.

a. The Request for Award of Prior Learning (PLA) Credit form must be obtained from and filed with a subject department chair. The PLA fee, as specified in the Fees rule 3357:15-18-09 of the Administrative Code, must be paid at the Business Office. The request form and fee-paid receipt must be presented to the PLA Coordinator or Registrar.

b. A student must meet with the PLA Coordinator to review the portfolio composition process and develop an appropriate plan.

c. The PLA Portfolio Handbook is the assessment tool instructions/template used for PLA Portfolio review. A PLA Portfolio must be developed for each course for which a student seeks credit.

d. Faculty experts and/or a subject-specific department chair review the PLA Portfolio, assessing it using the Ohio Department of Higher Education’s Rubric for Portfolio-Based Assessment.

e. If a student has enrolled in a course, the student is not eligible to create a PLA Portfolio for the course after the sixth business day of the semester (16-, 10-, 8- and 5-week). The refund policy is specified in the Fees rule 3357.09:15-18-09 of the Administrative Code.

f. Credit for the course, after an approved PLA Portfolio, will become a part of the student’s permanent record, although no quality points are applied for the “CR” grade for the PLA Portfolio.

g. The amount of credits a student can request through the creation of a PLA Portfolio adheres to the Credit Residency Policy 3357:15-13-03.

h. A student may appeal a decision of denial for PLA Portfolio credit by requesting an additional reading of the original PLA Portfolio submitted for review. A student seeking an appeal cannot revise the original PLA Portfolio submitted.

1. OTHER OPTIONS IN MEETING THE TRANSFER MODULE

a. In response to the legislative requirement (Ohio Revised Code 3333.163) to adopt standards for each public institution of higher education to award credit to any student enrolled who has attained a passing score on an Advanced Placement (AP) examination, college credit is guaranteed for students who achieve an AP test score of 3 or higher. The state of Ohio, working through the Ohio Department of Higher Education, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio’s public colleges and universities.

   1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

   2. General education courses and credits received will be applied toward graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.

b. The Ohio Department of Higher Education implemented a statewide policy on the awarding of college credit for 12 College-Level Examination Program (CLEP) exams in January 2017. Many CLEP exams have been assigned courses aligned to Ohio Articulation Numbers (OANs) under the Transfer Assurance Guide (TAG) guarantee. By definition, TAG courses are guaranteed to apply as equivalent toward appropriate TAG-related majors. For non-majors, appropriate Ohio Transfer Module area credit as endorsed and indicated for certain exams is to be awarded and applied. This credit should be reevaluated if the student transfers into the appropriate major later in his or her study.
   1. Students obtaining a threshold score for a CLEP exam(s) aligned with Stark State College courses/credits will be awarded appropriate credit.
   2. Students who complete a CLEP exam(s) should send the score(s) to the Admissions Office. The score(s) will be evaluated to determine if course credit(s) can be awarded.
   3. General education courses and credits received will be applied toward graduation and will satisfy a general education requirement if the course(s) to which the CLEP exam(s) is equivalent fulfill a requirement.
   4. If an equivalent course is not available for the CLEP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.

c. In response to the legislative requirement (Ohio Revised Code 3345.38), board of trustees of Ohio’s public institutions of higher education shall adopt and implement a policy to grant undergraduate course credit to a student who has successfully completed an International Baccalaureate (IB) diploma program.
   1. Students obtaining an IB examination test score of 4 or above will be awarded the aligned course(s) and credits for the IB exam area(s) successfully completed.
   2. If an equivalent course is not available for the IB exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
   3. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering, and Mathematics–STEM), students are strongly advised to confer with the college advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

4. ADDITIONAL CREDITS ACCEPTED FOR PRIOR QUALIFICATIONS
   a. College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force.
1. Stark State College will use *ACE Guide to the Evaluation of Educational Experiences in the Armed Services and Military Transfer Assurance Guides (MTAGS)* in evaluating and awarding academic credit for military training, experience, and coursework.

2. If the course to which the military training, experience, or coursework is equivalent fulfills a general education or major course or degree program requirement at Stark State College, the credit should count toward graduation and meet a requirement accordingly. Otherwise, appropriate course credit including free elective course credit will be granted.

3. Credits earned via military training, experience, and coursework are transferable within public institutions of higher education in Ohio according to the state’s Transfer Module, Transfer Assurance Guides, Career-Technical Credit Transfer, and transfer policy.

### Transfer Credit

**1. CONDITIONS FOR TRANSFER ADMISSION**

Transfer admission to Stark State College is governed by the following requirements and guidelines:

a. Ohio residents with associate degrees and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their grade point average is at least 2.0 for all previous college-level courses. Transfer students so qualified shall be able to compete for admission to specific programs on the same basis as native students of that institution. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

b. When associate degree holders do not have a completed Transfer Module, they may be eligible for preferential consideration for admission as transfer students if they have a grade point average of at least a 2.0 for all previous college-level courses. This provision assumes that all other institutional admissions criteria (e.g., grade point average) are equal.

c. In order to encourage completion of the baccalaureate degree, students who are not enrolled in A.A., A.S., or Applied Associate degree programs but who have earned 60 semester hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students. This provision assumes that all other institutional admissions criteria (e.g., grade point average) are equal.

d. Students who have not earned an A.A., A.S., or Applied Associate degree or who have not earned 60 semester hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as a transfer student on a competitive basis. Note: The grade point average for items a, b, and c above will be computed in the same manner as for native students at the receiving institution (e.g., some institutions count only the second of repeated courses, others count both; some count certain preparatory courses, and others do not).
e. Transfer applicants who have been dismissed from another institution will be considered for admission on the same basis as native students who have been dismissed from the receiving institution.

f. Transfer students may be admitted on a conditional basis or with a probationary status based on their previous academic records. The criteria for being admitted with conditions or on probation will be equivalent to those for native students.

g. The admission of transfer students to a given institution does not guarantee admission to degree granting programs, all majors, minors, or fields of concentration. Some programs have specific requirements beyond those for basic acceptance to the institution (e.g., a grade point average higher than a 2.0 or a grade point average higher than the average required for admission to the institution).

h. Students who plan to seek admission to programs with special requirements beyond those for basic acceptance to the institution should satisfy those special program admission requirements prior to transfer, if possible. It is the responsibility of the student to be aware of program requirements and to plan their schedules accordingly. Advice should be sought from a program counselor. Stark State College’s policy generally preserves the College’s practice of making transfer admission decisions on the basis of academic standards, space availability, adherence to deadlines, payment of fees, and other non-academic requirements applicable to all students entering the institution.

2. ACCEPTANCE AND APPLICATION OF TRANSFER CREDIT

Because individual programs have such varied purposes and course requirements, universal application of all transfer work is not feasible. Attempts to do so would, in many cases, seriously compromise program integrity. Certain credits will transfer and remain part of the student's record, but those same credits will not necessarily be applicable to all or any degree granting programs at Stark State College. The following sections outline the basic requirements and guidelines for making those determinations.

Certain preplanned sets of courses (i.e., Ohio Transfer Modules, Transfer Assurance Guides, and Career-Technical Assurance Guides) are specifically designed to be both acceptable for credit and applicable to degree requirements within the provisions of this policy.

Acceptance of credit is a process carried out by Stark State College in which a determination is made as to which credit will be posted to the student's record and will appear on the student's transcript. The following guidelines and requirements shall govern the acceptance of transfer credit.

a. Transfer credit will be accepted for successfully completed (as defined below), college-level courses from Ohio institutions of higher education which are accredited by the Higher Learning Commission or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).1

1 The Council on Higher Education Accreditation (CHEA) was created after the former Commission On Recognition of Post-Secondary Accreditation (CORPA) was dissolved in April of 1997. CHEA was created for the purpose of assuring the quality of post-secondary education through the process of voluntary, non-governmental accreditation.
CHEA does this through the establishment of criteria and provisions for the evaluation and recognition of accrediting agencies.

b. Stark State College will determine which courses are college-level on the basis of three standards: 1) the course is not remedial or developmental; 2) the course carries one or more credit hours; 3) the hours of the course are eligible to count toward graduation at the sending institution.

c. To recognize fully the successfully completed A.A. degree, A.S. degree, and Applied Associate degree and to encourage the completion of such degrees, individuals who have an earned A.A., A.S., or Applied Associate degree with an overall GPA of 2.0 or better will receive transfer credit for all college-level courses which they have passed. Pass/fail courses, Credit by Examination courses, Experiential Learning courses, and other non-traditional credit courses which meet these conditions will be posted to the record and will appear on the student's transcript. This provision applies only to courses taken prior to Fall 2005. (See Ohio Articulation and Transfer Policy, Appendix D regarding grades).

d. To recognize courses appropriately completed at previous accredited Ohio institutions and provide equity in the treatment of transfer and native students, incoming transfer students will receive transfer credit for all college-level courses which they have passed, including pass/fail courses, credit by examination courses, experiential learning courses, and other non-traditional credit courses which meet these conditions. This provision applies to coursework taken in and/or after Fall 2005. Transfer credit from other institutions will be determined upon receipt of an official transcript. Grades of at least “D” quality must be earned in any course to permit acceptance of credit. Transcripts will be evaluated for transfer of credit based on ODHE policy and the Articulation and Transfer Policy.

e. A maximum of 40 credit hours toward an associate’s degree and 15 hours toward a one-year certificate, including transferred credits from other institutions in accordance with this policy, credit by proficiency examinations, or prior learning experience, may be used by a student toward the completion of these Stark State College credentials. At least 15 semester hours in the one-year certificate must be completed at Stark State College. At least one course in a career enhancement certificate must be completed at Stark State College.

3. TRANSFER STUDENT RESPONSIBILITIES

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students must take responsibility for planning their course of study to meet the requirements (both academic and non-academic) of Stark State College as early in their matriculation as possible. The student is responsible for seeking out the information and advising necessary to develop such a plan. Delays in developing and following an appropriate plan or changes in plans (e.g., changes in major) may reduce the eventual applicability of transfer credit to the degree program ultimately selected. Transfer students should:

a. Seek out program/degree and transfer information and an advisor to assist them in preparing a course of study to meet the academic requirements for the intended
program/degree; consult the course applicability system, Transfer Assurance Guides, and other information relevant to their educational goals; select courses which satisfy requirements at Stark State College in order to maximize applicability of transfer credit;
b. Be aware that remedial and developmental courses will generally NOT be transferable or applicable to any degree program;
c. Be aware that changes in the course of study (e.g., change of major) most likely will reduce the number of credits which are applicable to the program ultimately selected at both the sending and receiving institutions;
d. Understand the application fees, transfer admission, course transfer, financial aid, scholarship, and procedures of the colleges to which they plan to apply;
e. Be aware of deadlines, restrictions, and other criteria such as the policies regarding deposits required prior to enrollment and the dates when refunds of those deposits are available; and
f. Complete all material required for application and submit the application on or before deadlines.

4. TRANSFER STUDENT APPEALS

When notifying a student of the results of the official transcript evaluation of the student’s transfer credits, Stark State College shall provide the student with a statement of transfer credit applicability. At the same time Stark State College will inform the student of Stark State’s appeals process should the student wish to contest the evaluation. A student disagreeing with the application of transfer credit must submit a Reevaluation of Credit Transfer form.
HONESTY IN LEARNING  
Policy No. 3357:15-13-26  
Page 1 of 2

POLICY:
Stark State College 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 will be prepared in accordance with course guidelines.

3. Exams. Work done on a test, exam, or quiz will be the student’s own and will not contain that which has been obtained from an inappropriate source. A student will not obtain nor seek to obtain advanced access to questions or advance copies of a test, exam or quiz without the instructor’s permission.

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 15 calendar days, excluding holidays, 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 1, 2, and 3 must be completed within 15 calendar days, excluding holidays, upon discovery of the alleged honesty in learning violations.
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 original supporting documentation and the original Honesty in Learning Violation Report must be sent to the Provost within seven calendar days, excluding holidays, of the communication with the student as described in (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 Complaint Procedure, which is located in the Policies and Procedures Manual (Chapter 19 Student Complaints 3357:15-19-08).

8. Under the authority of the Provost, any student who has been involved in three documented dishonesty offenses (not necessarily in the same course or 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.
POLICY:
College grading policies reflect the quality of performance and achievement of competency by students who complete one or more courses. Students have the right to ask instructors for an explanation of any grade received. A final 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. 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. Within this appeals procedure, course grades can only be changed by the instructor or in the final appeal stage by the Provost and Chief Academic Officer. 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.

PROCEDURE:
1. Students who feel their final grade is inaccurate must first contact their instructor. If there is not a satisfactory resolution between the student and the instructor, the student can begin a formal process by submitting the final grade appeal form in writing with supporting documentation to the department chair and then the dean. If the student is challenging an insufficient final grade in a prerequisite course, the decision as to whether the student is admitted to the next course while a final grade appeal is in progress is to be handled at the department level.

2. Students who wish to appeal the assignment of a course grade must begin the formal process within 15 calendar days, excluding holidays, from the date grades were posted to a student’s transcript. Additionally, this entire process of appeals is intended to proceed expeditiously and be completed within 30 calendar days, excluding holidays, from the date grades were posted to a student’s transcript. It is the responsibility of the student, instructor, department chair, and dean during this formal process to document the outcome of their discussion using the final grade appeal form.

3. 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 and Chief Academic Officer for a hearing with the Student-Faculty Final Grade Appeal Committee. The Provost and Chief Academic Officer appoints the ad-hoc committee. The committee shall consist of three faculty members and two students. The committee members shall not be from the division in which the student’s major is located.
and/or the course is offered. One of the faculty members shall serve as the chair of the ad-hoc committee as designated by the Provost and Chief Academic Officer.

4. The final appeal is a presentation before the Student-Faculty Final 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 by the chair of the committee. The chair of the committee will forward a record of the hearing and the committee’s recommendation to the Provost and Chief Academic Officer for consideration and review. The Provost and Chief Academic Officer will forward in writing the final outcome to all parties involved. The Provost and Chief Academic Officer’s decision is final.
POLICY:
Upon initial enrollment to the College, the student will be placed in the current catalog-in-force of a student’s intended major. Requirements to earn a degree or certificate are based initially on the catalog-in-force. 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 students during their enrollment.

PROCEDURE:
(A) All students must have a discussion with an advisor regarding major, program, goal, or catalog-in-force options. Students who elect to change a major, program, goal, or catalog-in-force must meet with an advisor for a signature, then submit the completed change of major, program, goal, or catalog-in-force form to the Academic Records/Registrar’s Office. Web 3 and Web 4 students can submit an electronic request form with advisor signature, or email from the advisor, to the Academic Records/Registrar’s Office. The following guidelines determine which catalog a student must follow in meeting program requirements:
(1) Students who change majors must meet the requirements of the Catalog which is in force at the time they change majors and will not be permitted to revert to previous Catalog requirements.
(2) Students may elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
(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 stop-out or are academically dismissed and are readmitted after two years will be placed under the Catalog which is in force at the time of readmission.
(5) Students who change from one major to another shall not be required to carry the technical grade point average (GPA) of the previous major as part of the GPA of the new major. Only those courses comprising the curriculum of the new major will be considered when calculating the technical GPA. However, the grades of all courses taken shall remain as part of the overall GPA on the official transcript record.
(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 Academic Records/Registrar’s Office.
POLICY:
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 changes in modality.

PROCEDURE:
(A) Development of a new course or change in modality of an existing course must be approved by the instructor, department chair, dean, and Provost, and be submitted to the Curriculum Committee for approval before any work begins.

(B) The department chair or program coordinator completes a CC500 Request to Create a New Course and/or a CC700 Request to Change Course Modality form(s). These forms are 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 before submitting to the Curriculum Committee.

(C) The Curriculum Committee establishes that:

(1) the course aligns with the College’s strategic plan;

(2) the course has not already been developed in the specified modality;

(3) the course will meet the required course objectives and core competencies;

(4) the projected enrollment is adequate to warrant course development;

(5) a support plan for students, for software/technology and its ability to work with existing software/technology, and future growth is in place.

(D) Approved curricular changes are sent to the, department chair, division dean, curriculum committee chair, and Provost for review and signatures.
If applicable, changes must also be sent to the OTM/TAG Course Coordinator for review and signature.

(E) After approval, new course development or change in modality of an existing course must be completed by an instructor in the department in which that course is taught unless otherwise approved by the respective dean and Provost. The instructor completes a Course/Program Development Agreement, and for web courses, a Course Content Checklist. The Course Content Checklist is submitted to eStarkState and identifies the content that the instructor plans to develop. The Course/Program Development Agreement is reviewed and approved by the department chair, Dean, Provost, and Vice President for Business and Finance before any development works begins. This agreement establishes deliverables, resource requirements, training, support, monetary and/or non-monetary compensation, copyright, ownership, royalties, and patents relating to the course. The Course Content Checklist, if necessary, is attached to the agreement.

(F) The level of monetary and/or non-monetary compensation for course development is established by Categories of Course Development, defined in General Copyright Guidelines Policy 3357: 15-13-34, the Course/Program Development Agreement document, and the Compensation for Course Development by Level and Category document.

(G) Course development work receiving monetary and/or non-monetary compensation is done outside of the faculty member’s normal contract hours.

(H) 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.

(I) Upon completion of the course development, the course will be evaluated by the course/programs coordinator, eStarkState, and if applicable the department chair, and the dean. If applicable, the Course Content Checklist is returned to the faculty member and department chair, and any necessary updates to the course are made, including support for Quality Matters Rubric.
(J) Any compensation for course development is due at the completion of development and review, and upon approval of the course content. The Course/Program Development Agreement, and if necessary, the Course Content Checklist, are sent to the Business Office for processing of payment.

(K) Compensation for delivering a course is included in the Compensation for Course Development by Level and Category document. 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.
POLICY:
All policies and procedures that apply to face-to-face courses apply to e-Learning courses unless specifically excluded. Additionally, to prepare students for careers in our modern world and in accordance with Stark State College’s general learning outcomes (GLOs) regarding Information Literacy, Stark State College expects students to utilize technology in the classroom. Students may be required to use the College’s Learning Management System (LMS), publisher-hosted system, application specific software, and other technologies as part of their face-to-face courses. The following are specific policies that apply to e-Learning:

(A) E-Learning courses must meet the same course objectives and core competencies as the equivalent face-to-face course.

(B) E-Learning courses must meet the same quality standards as the equivalent face-to-face course.

(C) The College’s standard course development process must be followed for e-Learning courses. The Course Development Agreement must be completed and approved before any course development is done.

(D) Web course delivery modalities are created by eStarkState and approved by the Curriculum Committee of the President’s Cabinet. The following modalities are currently in place:

(1) Web-Enabled Course (Web 2) – Students attend class for up to 50 percent of the regularly scheduled class time. Students must attend on the dates listed in the class schedule. The remaining classroom time is replaced with Web-based learning. This type of course offers the student the advantage of face-to-face interaction with the instructor and classmates, while also offering the convenience of fewer visits to the College and the availability of course materials on the Web. The course Web site may contain the syllabus, homework assignments, or handouts; and students may be required to utilize Email, chat rooms, discussion boards, or Web-based testing. Web-enabled courses are identified with a W2 in the class schedule.
(2) Web-Delivered Course (Web 3) – The majority or all of the classroom time is replaced with Web-based learning. This type of course is sometimes called an online or e-Learning course. Generally, all instruction is conducted via the Web, although a particular course may require proctored tests at Stark State College or another instructor-approved testing facility. Web-delivered courses are identified with a W3 in the class schedule.

(3) Web-Blended or Web-Essential Course (Web 4) – Web 4 (W4) courses may combine diverse modalities of delivery and technology that are beyond what is used in face-to-face, W2 and W3 courses. Date, time, financial and technology requirements may vary by course. Students interested in taking a W4 course should review the course description and course syllabus on mystarkstate or contact the department chair for additional details. A particular course may require proctored tests at Stark State College or another instructor-approved testing facility. Web-blended or Web-essential courses are identified with a W4 in the class schedule.

(E) 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 eStarkState, and the Provost.

(F) The course syllabus, which includes a master syllabus and a class syllabus, for an E-Learning-delivered course will utilize the approved College course syllabus for that course with the inclusion of any e-Learning-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 e-Learning course.

(G) 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.
FACULTY TRAINING FOR WEB-BASED COURSE
Policy No. 3357:15-13-31 Effective 01/14/2013
Page 1 of 1 Revised: 03/14/2015

POLICY:
(A) Instructors must complete all Learning Management System (LMS) training classes before utilizing a course management system in their course(s).

(B) Prior to teaching a Web-based course (Web 2, Web 3, Web 4), instructors must complete a required training course, which includes the expectations and best practices of teaching online at Stark State College.

(C) Prior to developing a Web-based course (Web 2, Web 3, or Web 4), instructors must complete all current course management system training classes and the appropriate development and delivery classes, which outline the Quality Matters standards as well as expectations and best practices of teaching online at Stark State College.
REQUIREd STUDENT ORIENTATION  
FOR WEB-BASED COURSES  
Policy No. 3357:15-13-32  
Page 1 of 1

POLICY:

(A) Students enrolled in a Web 2, Web 3, or Web 4 course for the first time MUST complete the required e-Learning orientation course, Succeeding Online, found on the learning management system (LMS) home page before being given access to the course. This is a one-time orientation and will not be required for any subsequent Web 2, Web 3, or Web 4 courses. Included in the orientation course is an e-Learning Student Agreement form that the e-Learning student must complete prior to gaining course access. It is recommended the student complete the orientation at least two days prior to the start of class.

(B) Faculty teaching classes which are not Web 2, Web 3 or Web 4 will be responsible for orienting students enrolled in their classes on their intended use of the LMS.
WEB 3 OFF-SITE TEST PROCTORING  
Effective: 01/12/15
Policy No. 3357:15-13-33  
Revised: 03/14/15
Page 1 of 2

POLICY:
(A) Students enrolled in Web 3 courses who do not have access to a Stark State College (SSC) 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. SSC does not reimburse proctors for their time. The Procedure to Locate an Offsite Proctor, Proctor Form for Instructor to Complete, and Proctor Form for Student and Proctor to Complete can be found on mystarkstate under the Faculty/Advisors tab and in the learning management system.

(B) Proctors may be any of the following:
   
   (1) Education official, counselor or teacher at a two-year college, university, elementary or secondary school
   (2) Librarian
   (3) Workplace education or staff director or human services training director
   (4) Test administrator
   (5) Education services officer (military) or any commissioned officer of higher rank than the student

(C) Proctors may not be:

   (1) A current Stark State College student
   (2) A relative of the student
   (3) A resident at the same address as the student
   (4) A personal friend of the student
   (5) A direct supervisor of the student
   (6) A co-worker of the student
   (7) An employee of the student
   (8) Anyone whose position or relationship may present a conflict of interest.
PROCEDURE:

(A) The student secures approval for the proctor from the instructor.

(B) The student secures a Student Proctor Agreement form from the learning management system (locate the Stark State 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 sent electronically to expedite processing.
POLICY:
These guidelines are intended to assist the faculty, administration, staff, and students of Stark State College in understanding and complying with the Copyright Act of 1976 (Title 17, United States Code) and the Digital Millennium Copyright Act of 1998. 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 the protection provided by the laws of the United States for “original works of authorship,” including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. Duration of copyright varies depending on many variables including authorship, ownership and type of work. “Copyright” literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work which includes:

(1) The right to reproduce the copyrighted work.

(2) The right to prepare derivative works.

(3) The right to distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease or lending.

(4) The right 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 Copyright Act is found in Title 17 of the United States Code.

(C) Subject Matter of Copyright. Copyright protection exists for original works of authorship from the moment they are 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. Copyright does not have to be visibly evident for an item to be protected under the Copyright Act. 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 a tangible medium of expression i.e., when it is first written down or recorded and extends through the life of the author plus 70 years. For a “joint work prepared by two or more authors who did not work for hire,” the term lasts for 70 years after the last surviving author’s death. For works made for hire and anonymous and pseudonymous works, the duration of copyright is 95 years from first publication or 120 years from creation, whichever is shorter.

(2) For works created prior to January 1, 1978 there are two safe ways to interpret copyrights:

(a) Treat any pre-1978 copyright the same way as works published on or after January 1, 1978: Life plus 70, 95, or 120 years, depending on the nature of authorship. However, the law specifies that in no case would copyright in a work in this category have expired before December 31, 2002. In addition, if a work in this category was published before that date, the term extends another 45 years, through the end of 2047, 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 fall within “fair use.”

5. The copying and/or distribution fall under certain library or archive copying.

(G) Fair Use. The only substantial exception to the rule that only copyright holders may distribute copyrighted material is the judicial doctrine of “fair use.” Use of a copyrighted work "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" (17 USC 107) is generally considered fair use. Fair use does not extend to extensive quotations and may not adversely affect the commercial market for the work in question. 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.

(4) The effect of the use upon the potential market for or value of the copyrighted work.

(H) Obtaining Permission or Licenses. If use does not fall under “fair use,” permission must be obtained. Repeated use or republication is not considered “fair use.” Permission must be obtained or royalties must be paid for such use of copyrighted works. 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, a good faith effort must be made to obtain permission to use copyrighted material that falls outside of the doctrine of “fair use.”

(I) Requests for Permission. There are two ways to obtain permission to use copyrighted material. You may either contact the copyright holder directly, or you may use a rights clearinghouse. The permission process is not instantaneous. Allow one-three months for requests to be processed. Whether you are contacting a rights holder directly or using a clearinghouse, you will need to have the following information:

(1) Include an exact description/citation of the work to be used or copied: Title, author and/or editor, and edition of material to be duplicated including page numbers, chapters, and if possible a photocopy of the material to be duplicated.

(2) Include an exact description of what rights you are requesting, how you plan to use the work, the form of distribution (classroom, online class, newsletter, etc.), whether or not the material will be sold, reproduction medium (photocopy, digital file, etc.).

(3) You must request and pay for, if applicable, each type of right you request. For example, if you are granted the right to use an image in a PowerPoint presentation, it doesn’t mean you have the right to use that image in a
paper you are writing unless you have also been granted that right.

(4) Whenever possible, requests for permission should be in writing.

(5) All requests shall identify the user as Stark State College.

(6) Permission to use copyrighted material must be in writing.

(7) Questions about copyright at Stark State College should be directed to the Director of Library Services.

(J) Digital Media and the Digital Millennium Copyright Act

(1) Copyright law applies to digital resources as well as to conventional paper works. Any distribution of copyrighted digital files — music, movies, text or software —is a violation of federal law. (See the Policy on Use of College Computing Resources, 3357:15-15-05.) Placing media files in a location where they are available to other Internet users counts as distribution, as does providing copies to friends. It is also illegal to attempt to subvert copyright protection mechanisms (17 USC 1201). Willful infringement for commercial advantage or private gain constitutes a criminal offense.

(2) Stark State College encourages the use of legal online resources. A comprehensive list of legal sources for online content and downloading may be found through the EDUCAUSE website at: http://www.educause.edu/legalcontent.

(3) The Digital Millennium Copyright Act (DMCA), enacted in 1998, provides protection for copyrighted material in digital form. The DMCA requires that Online Service Providers — including colleges and universities —follow a particular set of procedures in resolving copyright violation claims. Stark State College has implemented these DMCA-mandated procedures. (For more
information, see Report a Copyright Infringement below.) The College is also taking active measures to educate users about the provisions of copyright law and encourage compliance with it.

(K) Report a Copyright Infringement

(1) To report copyright infringements on servers located at Stark State College, please notify:

Director of Library Services
Stark State College
6200 Frank Ave. NW
North Canton, OH 44720
Phone: (330) 494-6170

(2) Director of Library Services is the agent designated under the Digital Millennium Copyright Act, P.L. 105-304.

(3) Director of Library Services will comply with the "Notice and Take Down" provisions of the DMCA by removing the material in question and informing the individual user of the complaint. Users must file a counter-notice if they wish to make the material available again.
POLICY:
Faculty in all credit courses must make available to students the standardized master syllabus and the class syllabus on the first day of a class session.

PROCEDURE:
Faculty are required to obtain and utilize the current standardized master syllabus and class syllabus templates from the respective department chair or coordinator, and/or mystarkstate.
POLICY:
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.

PROCEDURE:
(A) Assessment reports are due to the Provost and the vice presidents by the published due dates. Divisions will establish earlier deadlines for submission of their departments’ assessment reports.

(B) Aligned with the College’s strategic plan for continuous improvement, the academic assessment process should be coordinated and facilitated by the assessment coordinator or designee. The co-curricular support operations are coordinated by the Director of Institutional Research, Planning, and Assessment. The Institutional Effectiveness Committee and the Assessment Council will oversee the implementation of assessment policies and procedures.

(C) The Communications/Web Specialist maintains the College's assessment web page. Detailed information regarding the preparation and submission of assessment reports is also posted on mystarkstate and the College’s assessment web page, which includes the assessment handbook, the general learning outcomes, the program learning outcomes, the student learning outcomes, the course assessment and reassessment templates, the assessment summary template, division and institutional assessment summary reports, and the academic program review materials.

(D) Academic programs, including program content, quality, and assessment, are the primary responsibility of the faculty within the academic disciplines. Learning outcomes assessments of academic programs are included in the departmental, divisional, and the institutional annual summary reports. Academic department chairs, deans, and the Provost are responsible for ensuring that academic programs are appropriately organized, and outcomes of student learning are assessed annually for program improvement.

(E) Academic 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 by the published due dates, and the divisional assessment reports are submitted to the Provost.

(F) Co-curricular assessment reports are the primary responsibility of the appropriate staff and vice presidents in the specific support areas in collaboration with the Director of Institutional Research, Planning, and Assessment. Vice presidents and other
administrators are responsible for ensuring that their departments and divisions are engaged in biennial assessment of program improvement.

(G) Co-curricular 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. Final assessment reports are submitted to the Director of Institutional Research, Planning, and Assessment and then to the vice presidents.

(H) The final assessment reports will be posted on mystarkstate and the College’s website.

(I) Administrators (Provost, vice presidents, and deans) are to provide feedback to departments and/or divisions in their administrative organization and to use the assessment to lead quality improvement.

(J) Changes made in programs and services as a result of assessment are to be reported in the next annual assessment report to document these changes.
STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ELECTRONIC DEVICES IN THE CLASSROOM Effective: 02/18/2010
Policy No. 3357:15-13-37 Revised: 03/14/2015
Page 1 of 1

POLICY:
In the classroom, the use of personal electronic devices, including but not limited to audio/video recorders, computers, cell phones, and music players, can hinder instruction and learning, not only for the student using the device but also for other students in the classroom. The College maintains the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.

PROCEDURE:
(A) Instructors may restrict or prohibit the use of personal electronic devices in their classrooms, labs, or any other instructional settings with the default provision being that personal electronic devices are not permitted unless explicit permission is granted and other students are notified.

(B) Instructors may direct students to turn off permitted personal electronic devices if the devices are not being used for approved class purposes. Students who fail to turn off the device(s) will be considered in violation of appropriate classroom behavior. Please refer to the Inappropriate Behavior section in the Student Services Chapter in the College’s Policy and Procedure Manual.

(C) Instructors must work with Disability Support Services (in accordance with section 504 of the ADA) if restrictions are established to make reasonable accommodations for students with disabilities that require such devices. Students must agree in writing to the provisions listed below.

(D) Students who have been granted permission to use personal electronic devices to record class lectures must agree to abide by each of the following provisions:

(1) Recordings of class lectures are only for students’ personal use in study and preparation related to the class.

(2) Students may not share these recordings with any other person, whether or not that person is in the class.

(3) Students acknowledge that the recordings are sources to enhance any academic work as governed by rules of academic conduct at the College.

(4) Students agree to delete any recordings that were made when they are no longer needed for their academic work.
POLICY:
Academic departments may recommend specific departmental academic policies and procedures in such areas as grading, admissions criteria, co-requisites and prerequisites, and associate degree and certificate requirements. Once approved by the department’s full-time faculty, department chair, dean, and provost, policy recommendation will be considered for approval within the shared governance process from academic division faculty to standing committees to President’s Cabinet to Board of Trustees. Academic department policies cannot conflict with college-wide policies without Board of Trustees approval.
LENGTH OF PROGRAMS, SEMESTERS, AND CREDIT HOURS

Effective 04/20/2012
Revised: 05/17/2012
Policy No. 3357:15-13-39
Revised: 03/14/2015

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POLICY:

(A) Stark State College follows the Ohio Board of Regents guidelines for the length of programs, semesters, and credit hours. The length of associate degree programs falls between a minimum of 60 credit hours and a maximum of 65 credit hours unless it can be shown that additional coursework is required to meet professional accreditation or licensing requirements. Programs requiring hours beyond the 65 hour maximum in order to meet accreditation or licensing requirements are expected to align similarly to like programs at other two-year public institutions and shall not exceed 73 semester credit hours. The length of a semester shall consist of no fewer than 15 calendar weeks and no more than 17 calendar weeks of instructional time. Term lengths at Stark State College in the fall semester and spring semester range from one week to sixteen weeks of instruction. Term lengths in the summer session range from one week to ten weeks of instruction.

(B) The number of credits which should be awarded for the completion of courses in associate degree programs is determined by the instructional arrangements as follows:

(1) Classroom: Classroom instruction is formalized instruction, conducted on or off-campus, in which the instructor presents an educational experience to students, applying any combination of instructional methods.

(a) This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit.

(b) One hour of credit shall be awarded for each 750 minutes of classroom instruction for a semester calendar.
(2) Laboratory: Laboratory instruction is educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

(a) One hour of credit shall be awarded for a total of 2,250 minutes laboratory instructional time for a semester calendar.

(b) If laboratory instruction is supplemented by out-of-class assignments, which would normally average one hour of out-of-class study preparing for or following-up the laboratory experience, then one hour of credit shall be awarded for a total of 1,500 minutes laboratory instructional time for a semester calendar.

(3) Clinical laboratory: Clinical laboratory instruction applies only to health technology programs, during which students are assigned to laboratory sections, which meet at a health-related agency rather than in on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by regular faculty members, full-time or part-time, of the College.

Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory instruction.

(4) Directed practice: This definition applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the College, may be used for the direct supervision of students and for the delivery of part of the didactic phase of the experience.

(a) The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.
(b) One hour of credit shall be awarded for a total of 4,500 minutes of directed practice instructional time for a semester calendar.

(5) Practicum: Practicum instruction is on or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus.

(a) Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

(b) A maximum of nine semester credit hours or thirteen quarter credit hours may be earned in practicum, or any combination of practicum cooperative work experience, over the associate degree program. One hour of credit shall be awarded for a total of 6,300 minutes practicum instructional time for a semester calendar.

(6) Cooperative Work Experience: A cooperative work experience is on or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the College who visits the job site for a conference with the student and supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer.

(a) Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

(b) One hour of credit shall be awarded for a total of 9,000 minutes cooperative work experience instructional time for a semester calendar. A maximum of nine credit hours for a semester calendar may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.
Field Experience: Field experience is planned, paid work activity that relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the College who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

A maximum of nine credit hours for a semester calendar may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the associate degree program. One hour of credit shall be awarded for a total of 10,800 minutes field experience instructional time for a semester calendar.

Observation: Observation occurs when students participate in an educational experience as observers of practitioners, who are representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience.

One hour of credit shall be awarded for a total of 13,500 minutes observation instructional time for a semester calendar.

Seminar: A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.

Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

Miscellaneous Applications Courses: Miscellaneous application courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism or courses of an independent study nature are examples.
One hour of credit shall be awarded for a total of 6,300 minutes of instructional time for miscellaneous applications courses for a semester calendar.

(11) Studio Course: Studio courses require little or no out-of-class study.

(a) One hour of credit shall be awarded for a total of 2,250 minutes of instructional time for a studio course for a semester calendar. If supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the studio experience, one hour of credit shall be awarded for a total of 1,500 minutes instructional time for a semester calendar.

(b) Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student and personally provide whatever instruction is required. In addition, the instructor periodically assesses the student’s progress and assigns the final grade.
POLICY:
All new students and transfer students seeking a degree must take SSC101, a 1-credit, 1-contact hour Student Success Seminar course that is standardized across all divisions, within the first 18 earned credits.

PROCEDURE:
1. The 3-credit IDS115 College Success Skills course can be substituted for SSC101.
2. Students will be required to continuously enroll in the student success course until it is successfully completed.
3. All new and transfer students must take SSC101 within the first 18 earned credits at Stark State College. Students who do not take SSC101 within the first 12 credits will receive notification of the policy requirement during advising.
4. Students who transfer with 24 credit hours with at least a 2.5 grade point average (GPA) or with an existing degree from an accredited college will be encouraged but not required to take the course.
5. Exceptions to this procedure are to be approved by the appropriate academic dean in consultation with the provost.
POLICY:

(A) All new students seeking a degree or an Ohio Department of Higher Education (ODHE) one-year certificate must attend a New Student Orientation session as part of their enrollment process, prior to their first term at Stark State College.

(B) Students with an existing degree from an accredited college will be encouraged but not required to attend New Student Orientation.
POLICY:
Midterm grades will be entered for students in every class in which they are enrolled. Students will be notified after all midterm grades have been posted.

Students earning an F and failing to attend after the initial Never Attend deadline will be assessed a midterm grade of an F with the last date of attendance and will be administratively withdrawn.

PROCEDURE:
1. The Office of the Provost will email faculty requesting midterm grades to be entered by a specific date and time.
   a. 16-week classes will enter grades after the completion of the seventh week for fall and spring semesters.
   b. 8-week and 10-week classes will enter grades after the completion of the fourth week for summer semester.
2. Faculty members will enter midterm grades, using the appropriate code, in the Student Information System. An F grade will require the last date of attendance.
   A = Excellent
   B = Above Average
   C = Average
   UC = Unsatisfactory Average
   D = Below Average
   UD = Unsatisfactory Below Average
   F = Failed
3. The Academic Records/Registrar’s Office will be notified of any students not earning a passing grade and failing to attend after the initial Never Attend deadline. These students will be administratively withdrawn with the last date of attendance noted.
4. The Academic Records/Registrar’s Office will send midterm grade notification to students.
“TEACH OUT” STATEMENT FOR INACTIVATED EDUCATIONAL PROGRAMS

Policy No. 3357:15-13-44 Effective: 03/27/2015
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POLICY:
In the event that Stark State College should decide to inactivate an educational program or certificate, the College will make every effort to “teach out” currently enrolled students. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by faculty regarding suitable options including transfer to comparable programs. The College will offer the courses required for graduation to continuously enrolled program students at the time of inactivation until those students have been provided an opportunity to complete their degrees.
POLICY:
In compliance with Ohio Revised Code (ORC) 3332.20 and House Bill (HB) 488, Stark State College will grant a student a military leave of absence or withdrawal from the College while a student is serving on active duty or participating in mandatory training. Eligible students include those currently serving (Active Duty), National Guard, Reserves, and Inactive Ready Reserves.

PROCEDURE:
1. Withdrawal - If a student chooses to withdraw from coursework, the student must submit a copy of Notice of Induction or Orders to Active Duty to the Military Services department and/or the school’s certifying official. Upon receipt of the documentation, the student will be withdrawn from all courses, and 100% of the tuition and fee charges will be refunded. If the student is a financial aid recipient, the student needs to contact Gateway Student Services.

2. Short term absences - Military students may have required military activities which cause the student to be absent from class for a short period of time (two [2] weeks or less). These absences should qualify as “excused absences” and will not be subject to penalty. Coursework must be satisfied through a written agreement between the instructor and the student and be completed within a specified time frame. A copy of the military orders must be presented to the instructor as soon as it is available.
MEDICAL WITHDRAWAL POLICY  
Effective: 06/05/2017
Policy No. 3357:15-13-46
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POLICY:
In order to promote student success, if a student or immediate family member (as referenced in Policy 3357: 15-14-08) experiences a serious illness, injury, or medical condition while the student is enrolled in Stark State, a student may petition to receive a medical withdrawal. When a licensed health care or mental health practitioner deems a withdrawal medically necessary, the student’s petition for withdrawal must be submitted for all classes which have not been completed for the current semester, in addition to submitting through the normal refund policy (see Policy 3357:15-18-09) or the normal withdrawal procedure (see Policy 3357:15-13-16).

The medical withdrawal policy covers both physical health and mental health conditions. Students may only submit two petitions while attending Stark State College; however, if the student has exceptional circumstances, as deemed so by the Medical Petition Committee, an exception to the two-petition minimum may be considered.

PROCEDURE:

Student Procedure:
1. Students may request a medical withdrawal by completing the Medical Withdrawal Form, which can be obtained from the mystarkstate portal or the Bursar’s Office. In order to be considered, students must submit a complete form no later than 15 calendar days, excluding holidays, from the last day of the semester.
2. Students must attach to the form documentation from a licensed health care or mental health practitioner that supports the medical petition and any other supporting documentation, including onset of the illness and the dates under professional care. The documentation must include a signature from the licensed health care or mental health practitioner. Non-family member caregivers will be required to attach documentation of caregiver status from a licensed health care or mental health practitioner. In cases involving pregnancy and parental status, a student should consult with the Title IX Coordinator to assure appropriate consideration of her case under the protections of Title IX.
3. Stark State strongly suggests submitting the form and attached documentation as soon as possible because incomplete documentation will not be considered. If the documentation is incomplete, the student will be notified in writing by the Bursar’s Office of the insufficient items. Students must submit all of the required documentation 15 calendar days, excluding holidays, from the last day of the semester. If the missing documentation is not submitted in the allotted time, the student forfeits his/her medical petition request.

College Procedure:
1. The Medical Petition Committee will review the student’s request form and attached documentation within 30 calendar days from the date that the completed request is received by the Bursar’s Office. The members of the Medical Petition Committee consist of individuals from Academic Records, Financial Aid, Admissions, and the Business
Office. The Medical Petition Committee reserves the right to utilize ad-hoc members to assist with the medical condition details.

2. The Bursar’s Office will notify the student of the Committee’s decision by a mailed letter, postmarked within 10 calendar days of the Committee’s decision. The notification will be mailed to the address on record for the student and will include the student’s Bursar account status, including any outstanding payments due or credits on the account.

3. If the student’s request is approved, the Bursar will credit any balance up to the cost of the student’s tuition for the time period in which the Committee found the medical emergency. Approved requests do not absolve the student of paying balances outside of the time period the Committee made a finding of a medical emergency or paying fees other than tuition. If the student’s request is approved and the student was unable to withdraw from courses prior to the end of the semester, the grade(s) will be changed to a “W.”
POLICY:

In support of the College’s strategic goals of Academic Excellence and Fiscal Stability and Stewardship, Stark State College requires the textbook selection process to meet the standards required of the course as determined by the department while selecting the best cost solution. The College expects all departments and faculty to select appropriate, high quality course materials that benefit the student’s learning experience. The policy supports academic freedom and departmental autonomy for faculty making the textbook selections. This policy applies to the selection of textbooks and other instructional materials for use in courses offered by the College.

PROCEDURE:

A. Textbook selection will be communicated to the College Bookstore by the department chair/program coordinator at least six weeks prior to the end of each semester with required and recommended textbooks clearly indicated.
   1. The College Bookstore conducts an ordering strategy that includes finding the least expensive books from wholesalers and non-traditional sources. The Bookstore also conducts a Finals Week Buyback where current students can sell back their used textbooks.
   2. The required course materials are posted on the College website along with a price comparative site for transparency. Exceptions would require approval of the Provost and Chief Academic Officer and Vice President of Business and Finance.
   3. The Stark State College Bookstore is very conscientious about textbook pricing. The College will work with the National Association of College Stores and the Ohio Association to stay informed about ways to save money for students on course materials. The College will maintain a Textbook Affordability Committee in a collaborative effort. This committee plays a vital role in a collaborative effort to make textbook affordability a college priority.
   4. The Bookstore will offer choices in course materials whenever possible to meet the needs of all students. The choices will include used books, access codes that include e-books, rental books, new books, and loose-leaf books. The bookstore will maintain a competitive course materials selection process to help the student reduce the cost of required textbooks.

B. Departments are required to adopt the same course textbooks for all sections of each of the same course.

C. The textbook selected should carry a commitment of at least three years unless the content precludes this possibility, as determined by the department. Maintaining an edition for at least three years will ultimately reduce the cost of the coursework for the student by enabling used books to be bought and sold.

D. Faculty will select materials that are appropriate to the course and will enhance the student’s learning experience and lead to success.
E. In accordance with the Ohio Ethics Law Section 102.03, Faculty should not accept any improper inducement, directly or indirectly, which may be described as a bribe, kickback, excessive commission, or fee that is contingent on the adoption of publishers’ textbooks or their ancillary materials.
   1. Faculty or staff are not permitted to accept any inducements offered by publishers when adopting a textbook. These inducements may include but are not limited to trips, free seminars, gift cards, textbook review payments, equipment/personal property, or any other monetary payment even if the payment is to benefit the department or a charitable cause.
   2. Faculty members who assign books or other materials that they have written, edited, or published and from which they receive royalties or other form of payment from the publisher may not profit financially from the purchase of these materials by their students.
   3. No fees will be collected directly by faculty or staff, and no materials may ever be sold directly to students by faculty or staff.
   4. Faculty or staff may not sell textbooks to any organization or individual soliciting the purchase of such materials.