

POLICIES AND PROCEDURES
OF THE
BOARD OF TRUSTEES
STARK STATE COLLEGE

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Revision 7

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STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

BOARD OF TRUSTEES

	Current Term Expires
Jeffrey Halm, Esq. (Chair)	August 1, 2015
Ms. Kari Groh (Vice Chair)	August 1, 2016
*Mr. Stan Jonas	August 1, 2014
Mr. Christopher Maurer	August 1, 2014
*Mr. William Schweizer	August 1, 2013
Michael Thomas, D.D.S.	August 1, 2015
Mr. Fonda Williams II	August 1, 2016
*Denotes Gubernatorial Appointee	

ADMINISTRATION

Dr. Para Jones	President
Mr. Thomas Chiappini	Vice President for Business and Finance
Dr. Lada Gibson-Shreve	Provost and Chief Academic Officer
Mrs. Cheryl Rice	Vice President for Student Services and Enrollment Management
Mr. Michael Droney	Vice President for Administration

FOREWORD

The purpose of this manual is to provide all employees of the College with uniform written statements which will enable them to better understand their duties, responsibilities, and privileges. It creates the framework within which our administration and instructional staff can discharge their assigned duties with dispatch and positive direction.

Since the contents of this manual affect each employee of the College, it is important that every employee accept responsibility for the intelligent study and interpretation of the information contained herein in the light of his own assignment.

As Chapter 3357 of the Ohio Revised Code delegates and defines the power and authority of Boards of Trustees of Technical Colleges, the Board of Trustees of Stark State College, in the following pages, has in turn defined the power and authority it has delegated to those in its employ.

In compiling this manual, the Board has studied minutes of its meetings and has sought input from board members, administrators, and faculty. The Board has also examined published policies of other institutions and the position paper submitted by the Ohio Organization of Technical Colleges to the Citizens' Task Force on Higher Education. Some practices in these sources which seemed appropriate to local conditions were therefore modified and included in the manual.

INSTITUTIONAL MISSION AND VISION STATEMENTS

THE MISSION

Stark State College provides quality, high-value associate degrees, certificates and professional development in a diverse, student-centered learning environment. The College is dedicated to lifelong learning, affordability, transferable higher education and career success. We advance quality of life through access, inclusion, stewardship and business and community partnerships.

THE VISION

Stark State College will be a leader in higher education and a catalyst for economic growth and community prosperity.

STRATEGIC PLAN VALUES

Student Access

We welcome and promote the diversity and range of perspectives that every person brings to our college. We strive to meet the different academic needs of our students through a wide variety of educational offerings, delivery methodologies, outreach strategies, and community locations.

Student Success

We provide an engaging, supportive, and empowering environment that creates the foundation for lifelong learning and individual professional development. This environment contributes to students' persistence in attaining their educational and career goals. In partnership with the University System of Ohio, Stark State College supports students in advancing their education by providing transferable opportunities to continue a career path.

Academic Excellence

We foster a college culture that provides high-quality education through affordability, transferability and institutional excellence. We uphold high academic standards and individual student support to ensure excellence in all aspects of teaching and learning.

Business, Education and Community Partnerships

We build strong alliances with businesses, educational institutions, government and the community to enhance opportunities for our students, foster innovation, and improve the quality of life. We support economic growth by responding to the immediate and emerging needs of our region in a global economy.

Fiscal Stability and Stewardship

We believe the stewardship of human, fiscal, physical and environmental resources is integral to a shared governance model that upholds the mission and vision of the college and values the quality of teaching and learning. We take a dynamic approach to serving our students and community through fiscal responsibility, sustainability and strategic planning for change and growth.

People

We are committed to working both within the College and the community with high standards of personal and professional behavior, integrity and accountability. We believe that each individual is important. We pledge to treat each person – whether student, employee, colleague or client – with respect, equality and fairness. We value hard work, honesty, trust and commitment and believe that these traits bring achievement and self-fulfillment.

Stark State College
Policies and Procedures Manual

Title: **GOVERNANCE COMMITMENT**

Effective: November 20, 2013

Policy No.: 3357:15-1-01

Revision 1

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POLICY:

1. The Board of Trustees will govern Stark State College in accordance with the Constitution and laws of the State of Ohio. The Board will always act in the best interest of the College (students, faculty, and staff) and the community as a whole. The Board is committed to excellence.
2. Educational programs and other services of the College shall be of high quality and provide open access.

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POLICIES AND PROCEDURES MANUAL

GOVERNING STYLE

Effective:

Policy No. 3357:15-1-02

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POLICY:

1. The Board will govern with a style that emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership rather than administrative detail, clear distinction of board and presidential roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.
2. More specifically, the Board will:
 - a. Operate in all ways mindful of its trusteeship obligation to the public. It will allow no officer, individual, trustee or committee of the Board to prevent its fulfilling this commitment.
 - b. Discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice, and ensuring the continuity of governance capability. The Board, not the staff, will be responsible for excellence in governance.
 - c. Direct, control and inspire the organization through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long-term impact outside the operating organization (Ends), not on the administrative or programmatic means of attaining those effects (Means).
 - d. Cultivate a sense of group responsibility. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
 - e. Monitor and discuss the Board's process and performance regularly. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories. Continual development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement.
 - f. Seek input from various sources including faculty, staff, students, alumni, employers, and other community members on Board policies on Ends.
 - g. Make decisions, to the extent possible, on a consensus basis.

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POLICIES AND PROCEDURES MANUAL

BOARD JOB DESCRIPTION

Effective:

Policy No. 3357:15-1-03

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POLICY:

1. The job of the Board is to represent the public in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following responsibilities:
 - a. Serving as the link between the College and political entities, the Board of Regents and the public.
 - b. Enacting written governing policies which, at the broadest levels, address:
 - (1) Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.
 - (2) Board-Staff Relationship: How power is delegated and its proper use monitored; the President's authority and accountability.
 - (3) Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - (4) Ends: College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost). Ends include college mission, values, vision, goals, and priorities.
 - c. Monitoring institutional performance and the President's performance (against Board policies on Ends and Executive Limitations) and monitor the Chairperson's performance (against Board Policies on Governance Process).
 - d. Promoting a positive image for the College.
 - e. Recommending appointments to the Board.

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POLICIES AND PROCEDURES MANUAL

CHAIRPERSON'S ROLE

Effective:

Policy No. 3357:15-1-04

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POLICY:

1. The Chairperson is responsible for the integrity of the Board's process and occasional representation of the Board to outside parties. The Chairperson is the only authorized spokesperson for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.
2. The Chairperson shall ensure the Board and individual Board members act consistent with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among Board members.
3. The authority of the Chairperson consists in making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Relationship, except where the Board specifically delegates portions of this authority to others. The Chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
4. The Chairperson has no authority to make decisions about policies created by the Board within the Ends and Executive Limitations policy areas.
5. The Chairperson has no authority to supervise or direct the President, unless authorized by the Board.
6. The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.
7. The Chairperson shall appoint members of committees established by the Board.

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BOARD COMMITTEE PRINCIPLES

Effective:

Policy No. 3357:15-1-05

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POLICY:

1. Board committees, when used, will operate so as to minimally interfere with the wholeness of the Board's job and so as never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.
2. Board committees are to help the Board do its job, not to help the staff do its jobs. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
3. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
4. Board committees cannot exercise authority over staff. Because the President works for the full Board, the President is not required to obtain approval of a Board committee before an executive action. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.
5. This policy applies only to committees which are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.
6. The Board shall not have standing committees.
7. The Board will act as a committee of the whole and will establish ad-hoc committees when appropriate.

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BOARD PLANNING AND AGENDA

Effective: Spring 2016

Policy No. 3357:15-1-06

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POLICY:

- (A) The Board will carry out its responsibilities using a governance style consistent with Board policies by:
 - (1) re-exploring Ends policies annually;
 - (2) holding an annual planning session;
 - (3) following an agenda at its regular monthly meetings which implements the Board policy on Governing Style; and
 - (4) continually improving its performance through Board education and enriched input and deliberation.
- (B) The agenda for all Board meetings will be prepared by the President after consultation with the Chairperson and based on input from other Board members. The agenda will be delivered to the Board at least five days before the meeting.
- (C) Education, input, and deliberation will be paramount in structuring meetings, and other Board activities.
- (D) The College budget will be approved by the Board each May. Revised budgets will be submitted to the Board for approval as necessary during the fiscal year, but no more often than quarterly.
- (E) Board policies and policy revisions will not be adopted until they have been considered at a minimum of two meetings, unless Board action waives this requirement and immediate effect is authorized.

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BOARD MEMBERS' CODE OF CONDUCT

Effective:

Policy No. 3357:15-1-07

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POLICY:

1. The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.
2. Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.
3. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as procedurally controlled to assure openness, competitive opportunity, and equal access to “inside” information.
 - b. Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.
4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board members’ interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted in Board policies.
 - b. Board members’ interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
 - c. Board members will express no judgments of the President’s or staff performance except as that performance is assessed in accordance with explicit Board policies.
5. Board members will participate in educational activities, including state, regional, and national meetings, to enhance their ability to serve effectively as members of the College’s governing Board.
6. Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.

7. Board members will not violate confidentiality including discussions which occur at legally held closed meetings of the Board.
8. Board members will not present an item for action or discussion at a Board meeting which is not on the agenda unless item is approved for discussion by the Board.
9. Board members must comply with attendance requirements according to state law.

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DELEGATION TO THE PRESIDENT

Effective:

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POLICY:

1. All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the President.
2. The Board will direct the President to achieve certain results through the establishment of Ends policies. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other “means” through establishment of Executive Limitations policies.
3. As long as the President uses any reasonable interpretation of the Board’s Ends and Executive Limitations policies, the President is authorized to establish all administrative policies, make all decisions, take all actions, establish all practices, and develop all activities.
4. The Board may change its Ends and Executive Limitations policies. However, as long as a policy is in effect, the Board will respect and support the President’s decisions that conform to that policy.
5. Only decisions of the Board acting as a body are binding upon the President. The President is accountable to the full Board.
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. If Board members or committees request information or assistance without Board authorization, the President can refuse such requests which require, in the President’s judgment, a material amount of staff time or funds or is disruptive.
6. The President shall apply to the Board for a waiver of a Board policy if the President deems a waiver is in the best interest of the College.

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PRESIDENT'S JOB DESCRIPTION

Effective:

Policy No. 3357:15-2-02

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POLICY:

1. The President is the chief executive officer of the College. The President is the Board's single official link to direct action within the College. The President is accountable to the Board acting as a body. The Board will instruct the President through written policies, delegating implementation to the President. The organizational performance of the College as a whole will be a primary factor in evaluating the President's performance.
2. The President's responsibilities can be stated as performance in two areas.
 - a. Organizational accomplishment of the Board's policies on Ends.
 - b. Organizational operation within the boundaries established in Board policies on Executive Limitations.

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MONITORING PRESIDENTIAL PERFORMANCE

Effective:

Policy No. 3357:15-2-03

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POLICY:

1. Organizational performance against Board policies on Ends and on Executive Limitations is a primary factor in monitoring presidential performance against Board policies on Ends and on Executive Limitations. The Board will monitor performance in a manner as to have systematic assurance of policy compliance, including accomplishments of Ends.
2. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.
3. A given policy may be monitored in one or more of three ways:
 - a. Internal reports—Disclosure of compliance information to the Board from the President. Internal reports include:
 - (1) Institutional data collection.
 - (2) Community surveys.
 - (3) Placement data.
 - (4) Assessment of student learning.
 - (5) State-mandated accountability data.
 - (6) Financial reports.
 - b. External reports—Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include:
 - (1) Audit reports.
 - (2) Licensing examination results.
 - (3) Accreditation reports.
 - (4) Transfer data.
 - c. Direct Board Inspection—Discovery of compliance information by a Board member, a committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.
4. Policies may be monitored by any method at any time, except each Ends and Executive Limitations policy will be monitored by the Board at regularly scheduled times pursuant to an agreed method.

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**DELEGATION TO THE TREASURER
AND HANDLING DISTRICT FUNDS**

Effective:

Policy No. 3357:15-2-04

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POLICY:

1. The Board of Trustees of the Technical College District shall elect a treasurer, who is not a member of the Board, to serve at its pleasure. The treasurer may serve as secretary. The treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the Board.
2. Certify all contracts of the Board of Trustees involving the expenditures of money.
3. Keep accounts of the Board of Trustees in a manner prescribed by the bureau of inspection and supervision of public offices.
4. Provide for inspection and examination of the accounts of the technical college district and the technical college.
5. Upon ceasing to hold office, he or his legal representatives shall deliver to the Board of Trustees or his successor all monies, books, papers, and other property of the district in his possession as treasurer.
6. Upon death or incapacity of the treasurer, his legal representatives shall deliver all monies, books, papers, and other property of the district to the Board of Trustees or to the person named as successor.
7. The Board of Trustees may select a depository for the funds of the district, in the manner provided in Sections 135.01 to 135.21 inclusive of the Revised Code, upon the adoption of a resolution declaring such intent.

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GENERAL EXECUTIVE CONSTRAINT

Effective:

Policy No. 3357:15-3-01

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POLICY:

1. The President shall not cause or allow any practice, activity, decision, or organizational circumstance which is illegal, imprudent, or in violation of commonly accepted business and professional ethics.
2. Accordingly, the President may not:
 - a. permit conflict of interest in awarding purchases or other contracts or hiring of employees.
 - b. allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the institution.
 - c. manage the College without adequate administrative policies for matters for involving finances, staff, students, facilities, and college services.

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POLICIES AND PROCEDURES MANUAL

PEOPLE TREATMENT

Effective:

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POLICY:

1. Treatment of and dealing with students, staff, and persons from the community shall not be inhumane, unfair, or undignified.
2. Accordingly, the President may not:
 - a. operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
 - b. fail to comply with all state and federal laws, rules, and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, and sexual harassment.
 - c. prevent students and staff from using established grievance procedures.
 - d. fail to acquaint students and staff with their rights and responsibilities.
 - e. fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules, or regulations or of Board policies.

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COMPENSATION AND BENEFITS

Effective:

Policy No. 3357:15-3-03

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POLICY:

1. The President may not jeopardize fiscal integrity or public image with respect to employment compensation and benefits to employees, consultants, and contract workers.
2. Accordingly, the President may not:
 - a. change his or her own compensation and benefits.
 - b. provide for or change the compensation and benefits of other employees except in accordance with salary schedules and plans adopted by the Board.
 - c. promise or imply permanent or guaranteed employment.
 - d. employ professional employees under a contract for longer than three years' duration.
 - e. grant fringe benefits not approved by the Board.

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BUDGETING/FORECASTING

Effective:

Policy No. 3357:15-3-04

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POLICY:

1. Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board Ends priorities, risk fiscal jeopardy, or be unrealistic in projections of income and expenses. No budget will become effective until approved by the Board.
2. Accordingly, the President may not:
 - a. propose a budget without information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
 - b. plan the expenditure in any fiscal year of more funds than are conservatively projected to be received during that year.
 - c. propose a budget which does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development and training, and Board professional fees.
 - d. propose a budget which does not have a broad base of input.
 - e. propose a budget which fails to take into account Board Ends priorities.
 - f. propose a budget which fails to include adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FINANCIAL CONDITION

Effective:

Policy No. 3357:15-3-05

Page 1 of 1

POLICY:

1. The President may not cause or allow financial conditions which jeopardize the College's fiscal situation or materially deviate from the Board approved budget.
2. Accordingly, the President may not:
 - a. expend more funds than have been received in the fiscal year without prior Board approval.
 - b. indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
 - c. expend funds from restricted or designated accounts except for the purposes for which the account was established.
 - d. fail to provide a monthly report of the College's current financial position.
 - e. make any purchase or commit the organization to any expenditure that would exceed the total approved budget.
 - f. make any purchase that does not comply with applicable laws.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ASSET PROTECTION

Effective:

Policy No. 3357:15-3-06

Page 1 of 1

POLICY:

1. The President may not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.
2. Accordingly, the President may not:
 - a. fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
 - b. allow unbonded personnel access to material amounts of fund.
 - c. permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
 - d. unnecessarily expose the College, the Board, or staff to claims of liability.
 - e. receive, process, or disburse funds under controls which are not sufficient to meet the auditing standards.
 - f. invest funds in non-interest bearing accounts or in investments not permitted by Ohio law. Further, no investments shall be made without compliance with, in order of priority, the following principles:
 - (1) Security of the investment.
 - (2) Receiving favorable consistent interest earned on the investment.
 - (3) Local financial institutions receiving favorable consideration where (1) and (2) are relatively equal.
 - g. dispose of real and personal property in excess of \$50,000 without Board approval.
 - h. fail to protect property, information, and files from loss or damage.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COMMUNICATION AND COUNSEL TO THE BOARD

Effective:

Policy No. 3357:15-3-07

Page 1 of 1

POLICY:

1. The President may not permit the Board to be inadequately informed.
2. Accordingly, the President may not:
 - a. neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
 - b. fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
 - c. fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
 - d. present information in unnecessarily complex or lengthy form or that is knowingly inaccurate, incomplete, or untimely.
 - e. fail to provide a mechanism for official board, officer, or committee communications.
 - f. fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.
 - g. fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MISSION AND VISION

Effective:

Policy No. 3357:15-4-01

Page 1 of 1

POLICY:

1. **Mission.** Stark State College provides quality, high-value associate degrees, certificates and professional development in a diverse, student-centered learning environment. The College is dedicated to lifelong learning, affordability, transferable higher education and career success. We advance quality of life through access, inclusion, stewardship and business and community partnerships.
2. **Vision.** Stark State College will be a leader in higher education and a catalyst for economic growth and community prosperity.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TECHNOLOGY-BASED WORKFORCE DEVELOPMENT Effective:

Policy No. 3357:15-4-02

Page 1 of 1

POLICY:

Stark State College will provide learning opportunities that distinguish students with technology competence and enable them to become employed and to advance in a variety of occupations.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACCESS AND OPPORTUNITY

Effective:

Policy No. 3357:15-4-03

Page 1 of 1

POLICY:

Stark State College will reach out to the community with open access to college services. Individual programs may establish selective admissions standards, when appropriate.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

STUDENT DEVELOPMENT

Effective:

Policy No. 3357:15-4-04

Page 1 of 1

POLICY:

Stark State College will assist students in identifying and achieving their educational goals and participating successfully in general, career, and/or technical programs.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ARTICULATED EDUCATION

Effective:

Policy No. 3357:15-4-05

Page 1 of 1

POLICY:

Stark State College will articulate educational experiences with other institutions and/or organizations in order to promote career development and enhancement for students.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MARKET-DRIVEN WORKFORCE DEVELOPMENT

Effective:

Policy No. 3357:15-4-06

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POLICY:

Stark State College will demonstrate agility in developing and offering educational programs for workforce development, career advancement, and lifelong learning.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INSTITUTIONAL EFFECTIVENESS

Effective:

Policy No. 3357:15-4-07

Page 1 of 1

POLICY:

Stark State College will practice responsible stewardship of institutional resources and assets.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

Adopted 8/13/75
Revised 2/22/09
Revised 2/24/2012

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STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COMPOSITION

Effective:

Policy No. 3357:15-11-01

Page 1 of 1

POLICY:

1. The Board of Trustees shall consist of seven qualified electors residing within Stark County who are not employees of any governmental agency.
 - a. Gubernatorial appointees. Two trustees shall be appointed by the governor with the advice and consent of the senate.
 - b. Local appointees. Five trustees shall be appointed by the county and city boards of education of school districts whose territories are embraced by Stark County. Prior to the appointment of the trustees, the president of the board of education of the city school district having the largest pupil enrollment shall call a caucus of the members of the aforementioned boards of education at a time and place designated by such president. At such caucus, the board members shall elect, from time to time as required, by majority vote of the attending members, the five trustees.
 - c. Terms. The term of office for each trustee shall be three years, with terms arranged so that not less than two or more than three expire in a given year, and terms of the gubernatorial appointees shall expire in different years.
 - d. Vacancies. If there is a vacancy, such vacancy shall be filled by the authority making the original appointment for the balance of the unexpired term.

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POLICIES AND PROCEDURES MANUAL

OFFICERS

Effective:

Policy No. 3357:15-11-02

Page 1 of 1

POLICY:

1. The officers of the Board of Trustees shall consist of a Chair, a Vice-Chair, and a Secretary to the Board.
 - a. Election of officers. Election of officers shall be held at the August meeting of the Board of Trustees or first meeting thereafter if there is no August meeting. All officers shall take office at the adjournment of the meeting at which they were elected and shall hold office for a term of one year and until their successors are elected and qualified. The Chair and Vice-Chair are eligible for re-election to their respective offices for up to three consecutive terms. If a vacancy occurs for either the Chair or Vice-Chair or either officer is unable or unwilling to serve a full term and such vacancy occurs more than 60 days prior to the August meeting, then the Board shall hold a special election for such office, which may be held at the next regular or special meeting of the Board of Trustees. The Chair and Vice-Chair must be members of the Board of Trustees. The Secretary may be a member of the Board of Trustees or the President or the President's designee. The Secretary may serve unlimited terms.
 - b. Duties of the Chair. The Chair shall preside at all meetings of the Board of Trustees, appoint or provide for the election of individuals to serve in advisory capacities for special objectives of an ad-hoc basis, and perform such other duties as may be prescribed by law or action of the Board of Trustees.
 - c. Duties of the Vice-Chair. The Vice-Chair shall preside at meetings of the Board of Trustees in the absence of the Chair and perform such other duties as may be assigned by the Board.
 - d. Duties of the Secretary. The Secretary shall keep a correct journal of all proceedings, cause the agenda and other pertinent materials to be distributed to Board members prior to regular meetings, and perform all other duties imposed by statute.
 - e. Presiding Officer, Chair, and Vice-Chair absent. In the absence of the Chair and the Vice-Chair, the Board shall by majority vote, choose a chair pro tem.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DISTRICT AND PLACE OF BUSINESS

Effective:

Policy No. 3357:15-11-03

Page 1 of 1

POLICY:

1. The Stark State College service district shall consist of the whole territory of Stark County.
2. The permanent principal place of business of the Stark State College district is designated as Stark State College, 6200 Frank Avenue NW, North Canton, Ohio 44720, in accordance with the requirements of Section 3357.06 of the Ohio Revised Code.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MEETINGS

Effective:

Policy No. 3357:15-11-04

Page 1 of 2

POLICY:

1. The Board of Trustees will normally meet once a month throughout the calendar year. Should there be no pressing business to transact, any regular meetings may be omitted by common consent of the majority of the Board members.
 - a. Annual organizational meeting. The first regular meeting held in January of each year shall be designated as the annual organizational meeting.
 - b. Regular meetings. The regular meetings of the Board of Trustees shall be determined for the year at the annual organizational meeting. The date, time, and place of regular meetings shall be designated at that time. The Chair may change any date, time, and/or place of any regular meeting by giving a three-day written notice to each member of the Board; or Board members may make such change by agreement at the prior regular meeting and give a three-day written notice to each Board member absent at such prior regular meeting.
 - c. Special meetings. Special meetings may be called by the Chair or at the request of no less than three members of the Board of Trustees. Written notice of such special meetings, stating the time and place of such meeting and purpose or purposes for which the same is called, to each member at least three days prior to the date of said meeting. Any trustee may waive such notice and, by attendance at any special meeting, shall be deemed to have waived notice thereof.
 - d. Open meetings. All meetings of the Board of Trustees shall be open to the public. The following sections are adopted in compliance with, and under the authority of, Section 121.22 (F), Ohio Revised Code, as amended, effective November 28, 1975:
 - (1) Any person may be informed of the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:
 - (a) Writing to the following address: Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720.
 - (b) Calling the following telephone number during normal business hours: (330) 494-6170.
 - e. Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. A request for such

notification shall be addressed to: Office of the President, Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720. The request shall provide the name of the individual media representative to be contacted, the mailing address, and the telephone number(s). The College shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section. In the event of a special meeting not of an emergency nature, the College shall notify all media representatives on list of such meeting by doing at least one of the following:

- (1) Sending a written notice, which must be mailed no later than three calendar days prior to the day of the special meeting.
 - (2) Notifying such representatives by telephone no later than 24 hours prior to the special meeting. Such telephone notice shall be considered complete if a message is left for the representative, or if, after reasonable effort, the College has been unable to provide such telephone notice.
 - (3) In the event of a special meeting of an emergency nature, the College shall notify all media representatives on the list of such meeting by providing either a written notice or a telephone notice as described above. In such event, however, the notice need not be given 24 hours prior to the meeting, but shall be given as soon as possible.
 - (4) In giving the notices required by this section, the College may rely on assistance provided by any member of the College staff, and such notices shall be considered complete if given by such member in the manner provided herein.
- f. The College shall maintain a list of all persons who have requested, orally or in writing, notice of all Board of Trustees meetings at which specific subject matters designated by such persons are scheduled to be discussed. Any persons may have their names placed on such a list. The College shall, no later than three days prior to a meeting at which such items are scheduled to be discussed, send by first class mail an agenda of the meeting to such persons.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

BOARD ATTENDANCE

Effective: January 1, 1995

Policy No. 3357:15-11-05

Page 1 of 1

POLICY:

Am.Sub.S.B.226, enacted by the General Assembly, provides that “any member of a board of trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special meetings held by that board during any two-year period forfeits his position on that board.” There is no appeal mechanism. The provision went into effect on January 1, 1995.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PROCEDURES

Effective:

Policy No. 3357:15-11-06

Page 1 of 3

The following procedures shall be followed in conducting the business of the Board of Trustees:

1. Oath of Office. Each member appointed to the Board of Trustees of the Stark State College district, before entering upon his or her official duties, shall take and subscribe to the following oath:

I, (Name), promise and swear to support the Constitution of the United States and the constitution of this state and to honestly, faithfully, and impartially perform and discharge the duties of the office of Member, Board of Trustees, Stark State College district, to which I have been appointed, for the term beginning (Date) and ending at the close of business (Date).

2. Compensation. Trustees shall serve without compensation, but may be paid their necessary expenses when engaged in the business of the Board.
3. Legal Advisor. The Attorney General shall be the attorney for the Stark State College district and shall provide legal advice in all matters relating to its powers and duties.
4. Communications. Communications relating to policy, sent or received by employed staff, shall be reported to the Board of Trustees by the President where appropriate.
5. Public Requests. The order of business at any regular or special meeting of the Board of Trustees shall include an opportunity for members of the public to address the Board, provided that the following regulations have been met:
 - a. Any person desiring to bring a matter to the attention of the Board must submit a written request to the President not less than five working days prior to the regular or special meeting of the Board. Such request must include the subject to be brought before the Board and the name, address, and telephone number of each person who will participate in the presentation.
 - b. Any individual or group that has followed the procedure stated above will be afforded time to address the Board on the subject designated. Each participant must state name and address upon addressing the Board.
 - c. No more than five minutes per person and/or 15 minutes maximum shall be allotted for the entire presentation on a designated subject.
 - d. Any person granted an appearance before the Board on a matter involving a Board employee shall be heard in Executive Session only.

- e. Disruptive conduct will not be permitted at any meeting of the Board nor will defamatory or abusive remarks be tolerated. Anyone who engages in such disruptive conduct shall be denied further speaking privileges and may be subject to removal by the Board Chair.
 - f. The Board does not obligate itself to consider any request or proposal presented.
6. Quorum. A majority of the Board shall constitute a quorum, but a majority vote of its whole membership shall be required to act on any matter. Should a quorum not be present, a roll call shall be made and a notation made of those absent. The meeting can then be adjourned.
7. Rules of Order. Robert's Rules of Order shall be taken as the authority in the transaction of business should the procedure not be defined elsewhere by the Board of Trustees, the Ohio Board of Regents, or state statute.
8. Order of Business. The normal order of business shall be as shown. The Board may, however, alter the order of business by common consent of the members in order to accommodate the time schedule of guests or individual members of the Board:
- a. Call to Order
 - b. Recognition of Visitors
 - c. Roll Call
 - d. Public Requests
 - e. Agenda Changes
 - f. Executive Session
 - g. Consent Agenda
 - h. Old Business
 - i. New Business
 - j. Board of Trustees Work Session
 - k. Correspondence
 - l. Board Activity Dates
9. Conflict with State Laws. No policy, procedure, rule, or regulation shall be operative if it is found to be in conflict with any laws of the State of Ohio.
10. Indemnification of Trustees and Officers. Each trustee and officer of Stark State College now or hereafter serving as such, shall be indemnified by the legal entity against any and all claims and liabilities to which one has or shall become subject by reason of serving or having served as such trustee or officer, or by reason of any action alleged to have taken, omitted, or neglected by such trustee or officer; if acting in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the legal entity, and with respect to any criminal action or proceeding, had no reasonable cause to believe conduct was unlawful; and the legal entity shall reimburse each person for all legal expenses reasonably incurred in connection with any such claim or liability.

11. The amount paid to any officer or trustee by way of indemnification shall not exceed actual, reasonable, and necessary expenses incurred in connection with the matter involved.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INSTRUCTIONAL FEE WAIVED

Effective:

Policy No. 3357:15-11-07

Page 1 of 1

POLICY:

All instructional and general fees for credit, audit, or non-credit courses offered are waived for Board of Trustees members taking classes at Stark State College.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Adopted 9/10/75
Revised 6/23/12
Revised 3/02/16

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POLICIES AND PROCEDURES MANUAL

OFFICE OF THE PRESIDENT

Effective:

Policy No. 3357:15-12-01

Page 1 of 2

POLICY:

1. Office of the President. The President is the executive officer of the institution through whom the Board of Trustees carries out its program and exercises its control.
 - a. Term of Office. The President shall be appointed for a term as approved by the Board. The term of office shall begin on the first day of July and end on the last day of June.
 - b. Relationship with Board of Trustees.
 - (1) The President shall attend all Board meetings unless excused by the Board.
 - (2) The President shall be the official channel of communication between the College community and the trustees.
 - (3) The President shall be the official channel of communication between the Ohio Board of Regents and the trustees.
 - (4) The President shall keep the Board of Trustees informed concerning higher education practices and shall make recommendations to the Board of Trustees which will lead to continuation of the progress of the College.
 - c. Duties of the President.
 - (1) The President shall be responsible for the implementation of policies approved by the Board of Trustees.
 - (2) The President shall recommend the appointment and termination of service of all College personnel.
 - (3) The President shall be responsible for the conduct and operation of the College and for the administration and supervision of its departments.
 - (4) The President shall be responsible for the safety, proper care, and use of all College property.
 - (5) The President may delegate authority and responsibility for directing a special operating area of the College to other employees of the College, but he/she shall have the final responsibility.
 - (6) The President shall designate two staff members of the College who, in addition to himself/herself, shall be authorized to endorse all checks for monies paid out of college-controlled funds.
 - (7) The President shall be responsible for the preparation of an annual budget.

- (8) The President shall be responsible for preparation of an annual report setting forth the financial condition of the College.
- (9) The President shall, on advice and counsel of the Chair of the Board, be responsible for developing an agenda for Board meetings.
- (10) The President shall act as secretary to the Board of Trustees.
- (11) The President shall keep the official minutes of the Board in a safe place and shall make them available during regular business hours to any citizen requesting access to them.
- (12) The President shall have emergency authority to perform such duties as the Board may require, and, in the absence of specific rules and advice of the Board, he/she shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration by the Board.

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POLICIES AND PROCEDURES MANUAL

ADMINISTRATIVE DIVISIONS

Effective: Spring 2016

Policy No. 3357:15-12-02

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POLICY:

The administrative organization of Stark State College is designed to assist the President in carrying out the responsibilities of the managerial function. The administrative structure of the College consists of four divisions: Academic Affairs, Business and Finance, Administration, and Advancement and Marketing. The Human Resources Department publishes College organizational charts to provide the details within each administrative division.

**STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL**

PRESIDENT'S EXECUTIVE COUNCIL

Effective: Spring 2016

Policy No. 3357:15-12-03

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POLICY:

The President's Executive Council functions as the implementing and executing body of the College and consists of the President; Provost and Chief Academic Officer; Vice President for Business and Finance; Vice President for Enrollment Management, Student Services and Administration; Executive Director of Advancement and the Stark State College Foundation; and Executive Director of Workforce and Economic Development. The President's Executive Council meets upon the call of the President.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PRESIDENT'S CABINET

Effective:

Policy No. 3357:15-12-04

Page 1 of 1

POLICY:

The President's Cabinet functions as the chief planning and recommending agency of the College and provides a forum to discuss and resolve issues of concern to the entire college community. Composition and details of the operating procedures of the President's Cabinet may be found in Section 3357:15-15-03 of this Administrative Code (Internal Communications).

**STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL**

CHAIN OF COMMAND

Effective: Spring 2016

Policy No. 3357:15-12-05

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POLICY:

In the absence of the President, administrators at the College will assume executive authority according to the chain of command: Provost and Chief Academic Officer; Vice President for Business and Finance; and Vice President for Enrollment Management, Student Services and Administration.

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Revised: 02/05/2016

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STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INSTRUCTIONAL PROGRAMS

Effective:

Policy No. 3357:15-13-01

Page 1 of 1

POLICY:

Instructional programs and courses of study shall be developed and offered in the following appropriate ways to fulfill the educational mission of the institution.

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

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POLICIES AND PROCEDURES MANUAL

REGISTRATION DEADLINE

Effective: Summer 2015

Policy No. 3357:15-13-02

Page 1 of 2

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.

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. After the initial part of the semester, 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.
- c. 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 enrollment form with both signatures should be taken to the Academic Records/Registrar's Office.

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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CREDIT RESIDENCY REQUIREMENT

Effective: Summer 2013

Policy No. 3357:15-13-03

Page 1 of 1

POLICY:

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

1. All degree requirements must be met by completing Stark State College courses or through equivalent transfer coursework.
2. At least 20 semester hours in the degree program 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PREREQUISITE

Effective: Summer 2015

Policy No. 3357:15-13-04

Page 1 of 1

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/~~co-requisite~~ grade, the passing grade established by the department offering the course will apply.

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POLICIES AND PROCEDURES MANUAL

CO-REQUISITE

Effective: Summer 2015

Policy No. 3357:15-13-05

Page 1 of 1

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.

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POLICIES AND PROCEDURES MANUAL

COURSE SUBSTITUTION BY PETITION

Effective: Summer 2015

Policy No. 3357:15-13-06

Page 1 of 1

POLICY:

For Ohio Board of Regents 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.

Title: **GRADING SYSTEM**

Policy No.: 3357:15-13-07

Page 1 of 1

Effective: Spring 2014

Revision 1

POLICY:

Letter grades are used by the faculty member assigned to the course to indicate the students' 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 GPA earned hours.

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:

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

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

* Not calculated in GPA.

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POLICIES AND PROCEDURES MANUAL

REPEATING A COURSE

Effective: June 4, 2012

Policy No. 3357:15-13-08

Page 1 of 1

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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

EARLY ALERT

Effective: Fall 2009

Policy No. 3357:15-13-09

Page 1 of 1

POLICY:

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

PROCEDURE:

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

Title: **GRADE OF INCOMPLETE**

Policy No.: 3357:15-13-10

Page 1 of 1

Effective: Summer Semester 2014

Revision 1

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:

1. 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.
2. 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.
3. Following the completion date, a Change of Grade Form will be submitted by the instructor or department chair to the Academic Records Office.
4. If all work is completed as specified in the Agreement, then the IN grade will be changed to the earned grade. If the terms of the Agreement are not fulfilled by its completion date, the IN grade will be changed to an F by the instructor by submitting a Grade Change Form to the Academic Records Office.

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POLICIES AND PROCEDURES MANUAL

PRESIDENT'S LIST

Effective: Fall 2011

Policy No. 3357:15-13-11

Page 1 of 1

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:

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 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.
2. 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.
3. 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DEAN'S LIST

Effective: Summer 2015

Policy No. 3357:15-13-12

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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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC PROBATION AND DISMISSAL

Effective: Summer 2015

Policy No.: 3357:15-13-13

Page 1 of 2

Revision 1

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. 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.
- (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:

Attempted Credit Hours	Cumulative Point Average
1-15	1.25
16-44	1.75
45+	2.00

- (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 9 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC ADVISORS

Effective:

Policy No. 3357:15-13-14

Page 1 of 1

POLICY:

1. The department chair and faculty members in each technology will serve as academic advisors to the students enrolled in that particular technology.
2. Each department chair has the responsibility of equitably dividing among the members of the department the students majoring in that department.
3. Students will be notified of their academic advisor.

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POLICIES AND PROCEDURES MANUAL

CLASS ATTENDANCE

Effective: Summer 2015

Policy No. 3357:15-13-15

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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.

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POLICIES AND PROCEDURES MANUAL

WITHDRAWAL

Effective: Summer 2015

Policy No. 3357:15-13-16

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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 8 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 8 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GRADUATION REQUIREMENTS

Effective: Summer 2015

Policy No. 3357:15-13-17

Page 1 of 1

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 (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 Board of Regents.
 - (a) See Catalog-In-Force and Change of Major policy (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.
- (3) Credit transferred from other institutions must be in accordance with Articulation and Transfer 3357:15-13-25 of this manual and may be used by a student toward the completion of an associate degree at Stark State College.
- (4) In order for candidates to be considered for an associate degree, they must fill out a 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.
- (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 will be held and the candidate will receive a memo stating why the diploma is being held.
 - (b) Candidates who do not complete course requirements in the semester indicated on the application must reapply.
- (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 time frame stipulated in the incomplete contract and will be able to pick up their diploma upon department chair approval.

Stark State College
Policies and Procedures Manual

Title: **OBR-APPROVED ONE-YEAR CERTIFICATE & OTHER CERTIFICATE(S)**

Policy No.: 3357:15-13-18

Effective: Fall 2013

Revision 1

Page 1 of 1

POLICY:

A student is eligible to become a candidate for an Ohio Board of Regents 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.

1. Requirements:

- a. Candidates for the certificate must satisfactorily complete all required and elective courses in their program of study as defined by the Ohio Board of Regents.
 - (1) See Catalog-In-Force policy concerning the catalog to follow when meeting requirements.
 - (2) 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.
- b. Candidates must have a grade point average of 2.00 or above in their technical program and a cumulative grade point average of 2.00 or above. For certificates that do not have technical concentration courses, no technical GPA is calculated.
- c. 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 OBR One-Year Certificate at Stark State College. In the event more than 15 semester credit hours are to be transferred for this purpose, approval of the Provost will be required.
- d. In order for candidates to be considered for an OBR One-Year Certificate or other certificate(s), they must fill out an application and follow the procedures established by the College.
- e. The College shall verify eligibility of individual candidates to receive certificates in accordance with established procedures.
- f. Candidates are required to pay all fees on their account prior to the recognition ceremony in order for the candidate to receive their certificate.
 - (1) If fees are not paid prior to the ceremony, candidates are still eligible to participate in the recognition ceremony; however, the certificate will be held and the candidate will receive a memo stating why the certificate is being held.
 - (2) Candidates who do not complete course requirements in the semester indicated on the application must reapply.

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 time frame stipulated in the incomplete contract and will be able to pick up their certificate upon department chair approval.

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POLICIES AND PROCEDURES MANUAL

ACADEMIC HONORS

Policy No. 3357:15-13-19

Page 1 of 1

Effective Spring 2016

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.

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POLICIES AND PROCEDURES MANUAL

REGISTRATION IN EXCESS OF 21 CREDIT HOURS

Effective:

Policy No. 3357:15-13-20

Page 1 of 1

POLICY:

1. Students in good academic standing with no outstanding financial obligations to the College can register via the web for 21 credit hours or less according to the dates and times published.
2. Students wanting to take more than 21 credit hours must have a department chair or dean's signature and must register for those hours in person in the Academic Records/Registrar's Office.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CHANGES IN MAJOR

Effective:

Policy No. 3357:15-13-21

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POLICY:

Students transferring from one technology to another shall not be required to carry the grade point average of the previous program courses as part of the grade point average of the new program. Only those courses comprising the curriculum of the new program will be considered when calculating the program grade point average. However, the grades of all courses taken shall remain as part of the official transcript record.

STARK STATE COLLEGE
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ACADEMIC FORGIVENESS

Effective: Summer 2015

Policy No. 3357:15-13-22

Page 1 of 1

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 does not apply to coursework transferred from other institutions.
 - 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. 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC FIELD TRIPS

Effective:

Policy No. 3357:15-13-23

Page 1 of 1

POLICY:

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

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CONTINUING EDUCATION UNIT (CEU)

Effective: Spring 2016

Policy No. 3357:15-13-24

Page 1 of 2

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 Executive Director of Workforce and Economic 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 Executive Director of Workforce and Economic 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TRANSFER AND ARTICULATION

Effective: Summer 2015

Policy No. 3357:15-13-25

Page 1 of 7

POLICY:

State of Ohio's Transfer and Articulation Policy

Stark State College abides by the Ohio Board of Regents' Ohio Articulation and Transfer Policy. [[The Ohio Articulation & Transfer Policy: The Policy | Ohio Higher Ed](#)].

Institutional Transfer

The following information is a policy of the Ohio Board of Regents: The Ohio Board of Regents, 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 Board of Regents 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

A degree/certificate can be earned through proficiency exam, portfolio, or other prior learning experience 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 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 being enrolled for twenty calendar days or more for a regular semester and seven semester days or more for an eight-week summer session. 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. 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.

3. 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 OBR 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.

Please refer to the College website to review listing of courses for each of the above tests.

4. OTHER OPTIONS IN MEETING THE TRANSFER MODULE

- a. Advanced Placement Beginning in 2009, as a result of the passage of Ohio Revised Code 3333.163, students in Ohio who take a College Board Advanced Placement examination and score at least a '3' are guaranteed college credit, usually toward their general education curriculum, upon entering an Ohio Public Institution of Higher Education. The State of

Ohio, working through the University System of Ohio, 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. Beginning in the fall term 2009:

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.
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.
4. 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.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics–STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

5. CREDITS ACCEPTED FOR PRIOR QUALIFICATIONS

1. The student will complete the "Request for Award for Prior Learning Credit" and will attach a copy of the appropriate documentation.
2. The department chair and division dean will review the documentation for approval.
3. Upon approval, the department chair will forward the signed request with appropriate documentation to the Academic Records/Registrar's office for processing. This documentation will become part of the student's academic file and the official transcript.

a. Military Training, Experience, and Coursework

College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE).

1. Stark State College will use *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* 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 towards 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.

6. 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;
- f. Complete all material required for application and submit the application on or before deadlines;

7. 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.

Title: **HONESTY IN LEARNING**

Policy No.: 3357:15-13-26

Page 1 of 2

Effective: Spring 2015

Revision 1

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 14 calendar days upon discovering or learning of the alleged violation.
2. If the faculty member determines that a violation of the Honesty in Learning Policy has occurred, the faculty member will prepare an Honesty in Learning Violation Report for submission to the Provost.
3. The faculty member will provide a copy of the Honesty in Learning Violation Report with all supporting documentation to the student involved.
4. Items 1, 2, and 3 must be completed within 14 calendar days 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 supporting documentation and the Honesty in Learning Violation Report must be sent to the Provost within seven calendar days of the communication with the student as described in (1).

Title: **HONESTY IN LEARNING**

Policy No.: 3357:15-13-26

Page 2 of 2

Effective: Spring 2015

Revision 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.

Title: **FINAL GRADE APPEAL**

Policy No.: 3357:15-13-27

Page 1 of 1

Effective: Spring 2015

Revision 1

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. 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 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 appealing a grade is intended to proceed expediently 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 for a hearing with the Student-Faculty Final Grade Appeal Committee. The Provost appoints the committee.
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. A record of the hearing and the committee's recommendation will be forwarded to the Provost for consideration and review. The Provost will forward in writing the final outcome to all parties involved. The Provost's decision is final.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CATALOG-IN-FORCE and CHANGE OF MAJOR

Effective: Summer 2015

Policy No. 3357:15-13-28

Page 1 of 1

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) Students who elect to change major, program, goal, or catalog-in-force must complete the request for change of major, program, goal, or catalog-in-force form and submit the form 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COURSE DEVELOPMENT AND DELIVERY

Effective: Fall 2009

Policy No. 3357:15-13-29

Page 1 of 3

PURPOSE:

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

POLICY:

Development of a new course or the migration of an existing course to a new modality must be approved before development work begins, and the course must be approved before it is delivered.

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

9. Upon completion of the course development, the course will be evaluated by the course/programs coordinator, if applicable; the department chair, and the dean.
10. Any compensation for course development is due at the completion of development, review, and approval of the course content.
11. Compensation for delivering a course is included in the standard contact hour compensation model. Additional compensation in the form of release time, overload or other support may be granted if warranted by unusual circumstances. By formal letter, the dean will recommend any additional compensation that is appropriate. Additional compensation is approved by the Provost and the Vice President for Business and Finance and must be established and approved in writing before the course is taught.

PROCEDURE:

This procedure applies to the development of new courses and the migration of existing courses to new delivery modalities.

1. The instructor completes a “REQUEST TO CHANGE A COURSE” form. This form is signed by both the department chair and the dean. The dean then forwards the form and supporting documentation to the Provost’s office for review by the Curriculum Committee.
2. The Curriculum Committee establishes that:
 - a. the course fits into the division’s strategic plan;
 - b. the course has not already been developed in the specified modality;
 - c. the course will meet the required course objectives and core competencies;
 - d. the projected enrollment is adequate to warrant course development; and
 - e. the support plan for students, technology, and future growth is in place.
3. Approved curricular changes are sent to the Provost for review and signature.
4. The Provost notifies the Registrar of approved changes.
5. The Registrar notifies the dean, the Director of Marketing and Communications, and the Vice President of Student Services and Enrollment Management.
6. The instructor completes a Course Content Checklist and submits it to the dean to determine compensation. This checklist identifies the content that the instructor plans to develop.
7. The instructor completes a Course Development Agreement. This agreement establishes deliverables, resource requirements, training, support, monetary and/or non-monetary compensation (e.g. stipend, release time, and overload pay) copyright, ownership, royalties, and patents relating to the course. The Course Content Checklist is attached to the agreement.
8. The Course Development Agreement is reviewed and approved by the dean, the Director of e-Learning if this is an e-Learning course, the Provost, the Vice President for Business and Finance, and the Vice President for Information Technology if the development

and/or delivery of the course requires the use of new or non-standard IT resources and/or systems.

9. The completed Course Development Agreement is returned to the dean with a copy to the Director of e-Learning if this is an e-Learning course.
10. The instructor completes any required training including the complete course management system training and e-Learning Development and Delivery Training if this is an e-Learning course.
11. The instructor develops the course with the resources available to faculty as specified in the Course Development Agreement.
12. The instructor reviews the completed course with the department chair and the course/programs coordinator (if a coordinator position is applicable to the department). The department chair determines if the conditions of the Course Development Agreement are met.
13. The department chair forwards the Course Development Agreement with a statement that the conditions of the Course Development Agreement have been met to the dean for signature.
14. The dean forwards the signed agreement to the Business Office for faculty compensation.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

E-LEARNING

Effective: Spring 2013

Policy No. 3357:15-13-30

Page 1 of 3

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:

1. E-Learning courses must meet the same course objectives and core competencies as the equivalent face-to-face course.
2. E-Learning courses must meet the same quality standards as the equivalent face-to-face course.
3. The College's standard course development process must be followed for e-Learning courses. The Course Development Agreement must be completed and approved before any course development is done.
4. 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:
 - a. **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.
 - b. **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.

- c. **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.
5. The College's approved course management system will be used to deliver all Web 2, Web 3, and Web 4 courses unless another delivery method, such as a publisher-hosted system, is approved by the dean, the Director of eStarkState, and the Provost.
6. 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.
7. Remote access to core student services including the admissions, registration, financial aid, advising, payment, tutoring, and testing processes must be provided for all fully online students. Each responsible department will develop procedures to support online students.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FACULTY TRAINING FOR WEB-BASED COURSE

Effective: Spring 2013

Policy No. 3357:15-13-31

Page 1 of 1

POLICY:

1. Instructors must complete all Learning Management System (LMS) training classes before utilizing a course management system in their course(s).
2. 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.
3. 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

**REQUIRED STUDENT ORIENTATION
FOR WEB-BASED COURSES**

Effective: Spring 2013

Policy No. 3357:15-13-32

Page 1 of 1

POLICY:

1. 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.
2. 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

WEB 3 OFF-SITE TEST PROCTORING

Effective: Summer 2015

Policy No. 3357:15-13-33

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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GENERAL COPYRIGHT GUIDELINES

Effective: August 27, 2012

Policy No. 3357:15-13-34

Page 1 of 3

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.

1. 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:
 - a. The right to reproduce the copyrighted work.
 - b. The right to prepare derivative works.
 - c. 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.
 - d. The right to perform or display the copyrighted work publicly.
2. 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.
3. 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.
4. Duration of Copyright.
 - a. 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.

- b. For works created prior to January 1, 1978 there are two safe ways to interpret copyrights:
 - (1) 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
 - (2) 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.
5. Compliance with Copyright Law. No employee or agent of Stark State College shall knowingly infringe upon the copyrights of another.
6. 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:
 - a. 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.)
 - b. The copyright has expired. These works are part of the public domain and may be freely copied.
 - c. 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.
 - d. The copying and/or distribution fall within “fair use.”
 - e. The copying and /or distribution fall under certain library or archive copying.
7. 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:
 - a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
 - b. The nature of the copyrighted work.
 - c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.

- d. The effect of the use upon the potential market for or value of the copyrighted work.
8. 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.”
9. 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:
 - a. 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.
 - b. 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.).
 - c. 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.
 - d. Whenever possible, requests for permission should be in writing.
 - e. All requests shall identify the user as Stark State College.
 - f. Permission to use copyrighted material must be in writing.
 - g. Questions about copyright at Stark State College should be directed to the Director of Library Services.
10. Digital Media and the Digital Millennium Copyright Act
 - a. 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.
 - b. 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>.
 - c. 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.

11. Report a Copyright Infringement

- a. 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

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

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COURSE SYLLABUS

Effective:

Policy No. 3357:15-13-35

Page 1 of 1

POLICY:

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

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

IMPLEMENTATION OF ASSESSMENT

Effective: Summer 2015

Policy No. 3357:15-13-36

Page 1 of 2

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:

Policy No. 3357:15-13-37

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:

1. 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.
2. 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.
3. 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.
4. 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:
 - a. Recordings of class lectures are only for students' personal use in study and preparation related to the class.
 - b. Students may not share these recordings with any other person, whether or not that person is in the class.
 - c. Students acknowledge that the recordings are sources to enhance any academic work as governed by rules of academic conduct at the College.
 - d. Students agree to delete any recordings that were made when they are no longer needed for their academic work.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DEPARTMENTAL ACADEMIC POLICY

Effective: Summer 2015

Policy No. 3357:15-13-38

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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. Academic department policies cannot conflict with college-wide policies.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

LENGTH OF PROGRAMS, SEMESTERS, AND CREDIT HOURS Effective: Summer 2015

Policy No. 3357:15-13-39

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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.
- (7) 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.

- (8) Observation: Observation occurs when students participate in an educational experience as observers of practitioners 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.

- (9) 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.

- (10) 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.

Stark State College
Policies and Procedures Manual

Title: **STUDENT SUCCESS SEMINAR COURSE**

Policy No.: 3357:15-13-40

Page 1 of 1

Effective: Summer 2014

Revision 1

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 24 earned credits.

PROCEDURE:

1. The 3-credit IDS 115 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 24 earned credits at Stark State College. Students who do not take SSC101 within the first 12 credits will receive notification of the policy requirement.
4. Students who transfer with 24 credit hours with at least a 2.5 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MANDATORY NEW STUDENT ORIENTATION

Effective: Fall 2013

Policy No. 3357:15-13-42

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POLICY:

1. All new students seeking a degree or an OBR 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.
2. Students with an existing degree from an accredited college will be encouraged but not required to attend New Student Orientation.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MIDTERM GRADE

Effective: Spring 2016

Policy No. 3357:15-13-43

Page 1 of 1

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.

STARK STATE COLLEGE
POLICY AND PROCEDURES MANUAL

“Teach Out” Statement for Inactivated Educational Programs

Effective date: Summer 2015

Policy No. 3357:15-13-44

Page 1 of 1

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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MILITARY LEAVE OF ABSENCE AND WITHDRAWAL

Effective: Spring 2016

Policy No. 3357:15-13-45

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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.

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EMPLOYEE CLASSIFICATION SYSTEM

Effective:

Policy No. 3357:15-14-01

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POLICY:

The five occupational categories of Stark State College employees conform to the wage and hour provisions of the Fair Labor Standards Act and the applicable provisions of the Ohio Revised code. It may be possible for an employee to hold more than one position or appointment and thus be assigned to more than one occupational category.

Administrative and Professional. This category consists of two major divisions.

1. Administrative: those positions where the primary responsibilities include planning, organizing, controlling and supervising an instructional or operational area within the College.
2. Professional: those positions where the primary responsibilities require the performance of varied intellectual work and a functional knowledge of advanced theoretical principles and practices in a specific professional area other than instruction.

Instructional. This category comprises those positions where the primary responsibility is instructing students. This includes such activities as classroom and laboratory instruction, individual student performance and field-experience supervision, and student advising.

Technical/Paraprofessional. This category includes those positions other than instruction, serving a support role where primary responsibilities include the solving of practical problems encountered in broad fields of specialization and require the use of theoretical or scientific knowledge and manual skills acquired through on-the-job or formal training.

Office and Clerical. This category covers positions where the primary responsibilities require the preparing, transcribing, transferring, systematizing, or preserving of written communications and records, and the operating of various office machines.

Service and Maintenance. This category covers service and maintenance positions which require specialized training in trades, crafts, and manual skills. This category also includes semi-skilled and unskilled positions which require the performance of physical effort and/or the manual skills normally learned through on-the-job or apprenticeship training.

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RECRUITMENT AND SELECTION

Effective:

Policy No. 3357:15-14-02

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POLICY:

PROCEDURE:

Administrative and Professional Staff

1. The responsibility for the selection and the appointment of the President shall rest with the Board of Trustees.
2. The responsibility for the selection and the appointment of the chief administrators of the five organizational divisions of the College shall rest with the President.
3. The responsibility for the recruitment and screening of all other administrative and professional employees shall rest with the Human Resources Department and the chief administrator of the area of the College involved. The administrator of the area shall submit a recommendation to the President, who will be empowered to make the appointment.
4. To be eligible for appointment as a member of the professional staff, an applicant shall satisfy the following minimum requirements:
 - a. Submission of a letter requesting consideration for an advertised and/or posted position.
 - b. Submit a written resume.
 - c. Present an official transcript of credits of college work if requested.
 - d. Signed statement verifying accuracy of employment information and background.
 - e. Sign a consent form that permits the College to conduct a background check.
 - f. Complete a drug-screening test.
 - g. For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
5. All appointments made shall be in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
6. All appointments made by the President shall be subject to confirmation by the Board of Trustees at its next regular meeting.

Instructional Staff

1. The responsibility for the recruitment and screening of all applicants for a position on the instructional staff shall rest with the Human Resources Department and the appropriate supervisor.
2. Credentials for applicants shall be forwarded to the Provost with the approval of the dean.
3. The Provost will request the President to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
4. All faculty appointments are made in conformance with the Affirmative Action Plan adopted by the Board of Trustees at its next regular meeting.
5. To be eligible for appointment as a member of the instructional staff, an applicant shall satisfy the following minimum requirements:
 - a. Submission of a letter requesting consideration for an advertised and/or posted position.
 - b. Submit a written resume.
 - c. Present an official transcript of credits of college work if requested.
 - d. Signed statement verifying accuracy of employment information and background.
 - e. Sign a consent form that permits the College to conduct a background check.
 - f. Complete a drug-screening test.
 - g. For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
6. Faculty members selected for instructional assignments primarily in the technical areas shall evidence competency based on the following criteria:
 - a. Formal education appropriate to the specialization, usually including the bachelor's or master's degrees or their equivalents demonstrated by expertise, licensure, or certification, and
 - b. Practical experience (other than instructing) in the appropriate specialization, as demonstrated by full-time employment (approximately 5 years) in the career area or a related field, and
 - c. Evidence of involvement with the field of concentration through activity in professional associations; consultant practice; participation in seminars, workshops, and formal course work; and individual reading and research.
7. Faculty members selected for assignments primarily for instructing in the general studies curriculum should generally possess a master's degree in the subject matter discipline.
8. Individuals selected for leadership responsibility at the division or department level should hold the master's degree plus appropriate experience or hold a baccalaureate degree with other advanced preparation plus appropriate experience.

Technical/Paraprofessional Staff

1. The responsibility for the recruitment and screening of technical/paraprofessional employees shall rest with the Human Resources Department and the chief administrator

of the area of the College involved. The chief administrator of the area shall submit a recommendation to the President, who will be empowered to make the appointment, subject to confirmation by the Board of Trustees.

2. All appointments shall be in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
3. To be eligible for appointment as a member of the technical/paraprofessional staff an applicant shall satisfy the following minimum requirements:
 - a. Submission of a letter requesting consideration for an advertised and/or posted position.
 - b. Submit a written resume
 - c. Present an official transcript of credits of college work if requested.
 - d. Signed statement verifying accuracy of employment information and background.
 - e. Sign a consent form that permits the College to conduct a background check.
 - f. Complete a drug-screening test.
 - g. For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
4. Technical/paraprofessional staff members should evidence competency based on one or more of the following criteria:
 - a. Formal education appropriate to the specialization, usually including the associate degree or its equivalent, demonstrated by expertise, licensure, or certification, or
 - b. Practical experience in the appropriate specialization, as demonstrated by full-time employment (approximately 5 years) in the career area or a related field.

Office and Clerical Staff

1. The responsibility for the recruitment and screening of all office and clerical personnel shall rest with the Human Resources Department and the appropriate supervisor.
2. The appropriate supervisor under whom the successful applicant will work shall interview the screened applicants and make a recommendation to the chief administrator of the hiring area, who in turn will request the President to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
3. All appointments shall be made in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
4. To be eligible for appointment as a member of the office and clerical staff, an applicant shall satisfy the following minimum requirements:
 - a. Submission of a letter requesting consideration for an advertised and/or posted position
 - b. Submit a written resume.
 - c. Signed statement verifying accuracy of employment information and background.
 - d. Sign a consent form that permits the College to conduct a background check.
 - e. Complete a drug-screening test.

- f. For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

Service and Maintenance Staff

1. The responsibility for the recruitment and screening of all service and maintenance personnel shall rest with the Human Resources Department and the appropriate supervisor.
2. The appropriate supervisor under whom the successful applicant will work shall interview the screened applicants and make a recommendation to the vice president of the hiring area, who in turn will request the President to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
3. All appointments shall be made in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
4. To be eligible for appointment as a member of the service and maintenance staff, an applicant shall satisfy the following minimum requirements:
 - a. Submission of a letter requesting consideration for an advertised and/or posted position.
 - b. Submit a written resume.
 - c. Signed statement verifying accuracy of employment information and background.
 - d. Sign a consent form that permits the College to conduct a background check.
 - e. Complete a drug-screening test.
 - f. For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

Employment of Relatives

1. The employment of relatives is permissible at the College, subject to compliance with college rules, review of appointments, and resolution of conflicts.
2. No individual shall be employed in a department or unit under the supervision of an immediate relative who has or may have a direct effect on the individual's process, performance, or welfare.
3. No individual shall initiate or participate in personnel decisions involving any direct benefit to an individual employee who is a member of the same immediate family.
4. For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child, individual for whom a faculty or staff member has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws, where applicable.

Title: **CONTRACTS AND RECORDS**

Policy No.: 3357:15-14-03

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Effective: 01/22/15

Revision 1

POLICY:

The College uses an employment contract for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories. Additionally, the College recognizes the expectations of employees that information about them stored in personnel and payroll files is accurate and relevant. Federal and state laws require that certain information be gathered and maintained in personnel and payroll files. Many of these records are available to the public upon request (ORC Law Section 149.43).

PROCEDURE:

Salaried Personnel

1. A standard contract form, adopted by the Board of Trustees shall be completed in duplicate annually for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories.
 - a. The standard instructional contract shall be 180 days.
 - b. Employees in the Technical/Paraprofessional classification will be issued annual contracts under the following schedule.

Years of Service at SSC	Annual Contract
1-5	250 Day
6-12	245 Day
13-19	240 Day
20+	235 Day

- c. Employees in the Professional classification will be issued annual contracts under the following schedule.

Years of Service at SSC	Annual Contract
1-19	240 Day
20+	235 Day

- d. The vice president in charge of human resources will establish a calendar each year indicating the days of duty for holders of the various length contracts.
 - e. Holders of contracts whose terms of duty exceed 180 days shall work out mutually acceptable schedules of on-duty days with their immediate supervisors and shall request off-duty days by completing a form provided by Payroll in the Business Office.
 - f. In the event that an employee voluntarily elects to work more than the required number of days in his contract, the Board of Trustees reserves the right under special circumstances, to grant any part or all of the additional time worked as accrued leave, either in subsequent contract or upon final termination.

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2. The administration has the option of extending compensation to any salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories on an extended contract.
3. Other than in exceptional cases as mentioned in paragraphs 8 and 9 of this rule, notice of non-reappointment may be given by the College in writing to an employee not later than March 15, unless a multi-year contract is in effect, in which case notice of non-reappointment must be given one year prior to the expiration of the contract.
4. Subject to adequate appropriations by the Ohio Legislature, the College shall annually give written notice to the employee of his/her salary for the forthcoming year. For employees under contract, tender of the standard contract shall constitute written notice.
5. The employee shall notify the Business Affairs Office in writing of acceptance or non-acceptance of the salary and/or continued appointment on the form provided within 15 calendar days after receipt of the contract. Returning the signed contract to the Business Affairs Office shall constitute acceptance in writing.
6. Failure to return the contract to the Business Affairs Office within 15 days voids the contract and constitutes voluntary resignation.
7. Salary will be paid via direct deposit in approximately equal installments on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.
8. Employment contracts are predicated upon representations regarding education, experience qualifications and background which, if subsequently proven to be inaccurate, shall cause the contract to be voidable at the discretion of the Board of Trustees.
9. Employment contracts are conditioned upon compliance with all rules and regulations, policies and procedures as set forth by Stark State College. Violation of such rules and regulations, policies and procedures or of any of the terms of this agreement shall cause this contract to be voidable at the discretion of the President and subject to ratification by the Board of Trustees. Any such action by the President to void a contract shall be effective upon the President's notice to the employee. The Board of Trustees shall take a ratification vote of the President's action at the earliest time practicable following the President's action.

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10. Upon completion of three years of full-time service with the College, a salaried employee may be recommended for a three-year appointment, renewable each year, as provided in Evaluation of Personnel rule 3357:15-14-06 of the Administrative Code. Full-time contract status for three years is required for three-year appointment.

Hourly Personnel

1. All employees paid on an hourly basis, including office and clerical, service and maintenance, and part-time instructional personnel, shall complete an electronic time sheet biweekly showing days and hours worked during the pay period.
2. All hourly employees shall be paid on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.
3. Contracts will not be issued to hourly employees.

Personnel Records

1. The Office of Human Resources shall maintain and be responsible for the personnel files for the employees of the College.
2. The following records shall be maintained for all personnel.
 - a. Letter of application
 - b. Resume
 - c. Letters of recommendation if supplied and/or requested
 - d. Payroll Information Form(s)
 - e. Appropriate medical documents if required and or requested
 - f. Requests for Family Medical Leave
 - g. Transcripts and/or educational records illustrating that the employee has the credential that the College required for the position; professional certification if appropriate
 - h. Conflict of Interest form
 - i. Insurance application forms or waiver of same
 - j. Tuition reimbursement and supporting documentation
 - k. Discipline administered
 - l. Performance Evaluations
 - m. Upon separation, letter of resignation or notice of non-reappointment, and summary of exit interview if appropriate.

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3. Payroll in the Business Office shall maintain and be responsible for the payroll files for the employees of the College.
 - a. Retirement System Forms
 - b. Contracts and/or time sheets
 - c. Sick leave, personal leave, and vacation records
 - d. Forms authorizing payroll deductions (federal, state, and city income taxes; credit union; United Way)
 - e. Employment history of Stark State College, including summary of salaries and wages advancement, and promotion
 - f. W-4s, state withholding forms, garnishments, pay information, wage deduction and acknowledgements.

Title: **EMPLOYEE RESPONSIBILITIES AND DUTIES**

Policy No.: 3357:15-14-04

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Effective: 07/01/2014

Revision 1

POLICY:

In order to maintain a productive, service-oriented environment within the college community, all employees are expected to meet established standards of performance and conduct. It is expected that all employees will accept appropriate responsibility assigned to them and cooperate through the timely completion of assigned work or duties as outlined within the applicable job description. Actions which constitute breaches or flagrant violations of the standards defined in this policy may result in disciplinary action and/or termination of employment.

PROCEDURE:

A. Job Descriptions and Duties

Specific duties and responsibilities for positions in all occupational categories shall be delineated by appropriate job descriptions. Copies of all job descriptions shall be maintained in the Department of Human Resources. A current organizational chart of the College shall be made available on the College portal.

B. Work Hours

The College maintains work hours which are compatible with state and federal law, departmental functions, and the maintenance of effective work schedules. A 40-hour working week is expected of full-time employees in all occupational categories.

1. Staff are required to report for each scheduled working day or shift, to report on time, and to complete all scheduled hours. Prior approval is required for work hours that are fulfilled off-campus at workshops, or other functions, or when work is being completed at home.
2. With the approval of the immediate supervisor and under work area plans, the employee may elect an alternative time of arrival for and departure from work. No department or administrative area is compelled to adopt this flexible work schedule.
3. Faculty are required to be present on the campus when they have scheduled classes, office hours, appointments, committee meetings, or any other Department, Division, or College meetings or duties they are required to attend. Faculty need not be present on campus at any other particular time.

C. Call-Off Procedure for Unplanned Leave

When an employee will not be at work due to emergency circumstances, leave must be requested via voice or email within a reasonable time frame. Departments have the

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discretion to set up specific call off procedures to ensure proper coverage. In the instance when an employee may arrive late, professional courtesy should be extended by informing the appropriate individual.

College leave policy and procedures are outlined in the Compensation and Related Benefits policy 3357:15-14-08 for planned leave.

D. Scheduling Guidelines for Full-time Faculty and Department Chairs

1. Full-time Faculty Guidelines. Department chairs are responsible for full-time faculty scheduling and it is the responsibility of the deans to ensure the process is fair and reasonable. Full-time faculty will have a voice in determining the process in which scheduling occurs. Furthermore, full-time faculty will be consulted regarding their course selections and schedules. If circumstances necessitate deviation from these scheduling guidelines, such exceptions will be made in consultation with the faculty member involved. The final decision will be made by the department chair.
 - a. Credit and contact hours are considered as an average over two consecutive semesters (excluding summer).
 - b. Each full-time faculty member is expected to post and maintain office hours. Generally, office hours should be at a time when most students are available for conferences.
 - c. Efforts should be made to have full-time faculty scheduled to meet the needs of both day and evening classes.
 - d. Other scheduling considerations must be made in the following areas:
 - (1) Expertise, experience, and special interest of individual faculty members.
 - (2) Effort and difficulty in preparing for any particular course including the number of contact and credit hours involved, the level of technological and theoretical knowledge and/or change required, lab or equipment setup time, and the familiarity of the course to the instructor.
 - (3) Three (3) preps maximum.
 - (4) Total number of potential students with the number of students per instructor generally not exceeding 125. Avoidance of late night followed by early morning assignments, lengthy gaps between classes, and back-to-back classes unless the faculty member does not object.

E. Workload for Full-Time Faculty and Department Chairs

1. Faculty Workload
 - a. Typically full-time instructional workloads for an academic semester are calculated as follows: Full-time faculty load will include 16 to 20 contact hours or 14 to 16 credit hours.

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-
- b. Each full-time faculty member is expected to post and maintain a minimum of ten office hours per week on a physical campus site as approved by the department chair. A schedule of these hours shall be filed with the faculty administrative assistant, the provost, dean and the department chair.
2. Department Chair Workload
- a. 7 to 10 credit hours or 10 to 12 contact hours for degree granting department chairs.
 - b. 9 to 12 credit hours or 12 to 14 contact hours for non-degree granting department chairs.
 - c. Each department chair is expected to maintain a minimum of ten office hours per week.
3. Overload
- a. Faculty and department chairs meeting the loading requirement will be paid for the total hours of the class which gives them an overload. For example, if the load is 16 credit hours (day or evening) and a 3-credit-hour class (day or evening) is added making the total load 19, a 3-hour overload will be paid.
 - b. Faculty assigned extra contact classes will be assigned no more than 12 credit hours or 15 contact hours. Neither of the two numbers (number of credit hours or number of contact hours) can be exceeded.
 - c. Coordinators, who are assisting department chairs, and receiving stipends, are eligible for no more than 8 credit hours or 10 contact hours.
 - d. Department chairs are eligible for no more than 8 credit hours or 10 contact hours.
 - e. Exceptions to or situations not fitting this guideline will be reviewed, prior to assignment, by the dean. Variances from this policy will be justified in writing and require approval of the Provost.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FACULTY RANK AND PROMOTION

Effective:

Policy No. 3357:15-14-05

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POLICY:

The College uses the faculty ranks of instructor, assistant professor, associate professor and full professor. The rank is awarded by the president and confirmed by the Board of Trustees, upon the recommendation of the Advancement in Rank Committee, taking into account the degrees attained, professional license, experience, number of years employed by the College and responsibility of administrative duties.

1. Promotion Referral Document. The procedures outlined in the Faculty Selective Promotion document will be followed to consider promotion.
2. Rank and Level. The president has the discretion of placing an individual with exceptional ability at any rank and level on the schedule. All previous teaching experience and related industrial or business experience is taken into consideration.
3. Exceptional Promotions. The president, in rare and unusual circumstances, may recommend to the Board of Trustees, for its immediate consideration, a promotion in rank for a faculty member. This promotion in rank will be in recognition of the honor bestowed upon the faculty member or the College as a result of outstanding service to his fellow man, state, or nation. This rank can be granted without reference to the required dates, length of service, or academic preparation of the individual.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

EVALUATION OF PERSONNEL

Effective: Summer 2013

Policy No. 3357:15-14-06

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POLICY:

PROCEDURE:

Administrative and Professional

1. An annual evaluation will be made of all administrative and professional employees prior to the awarding of contracts for the following year.
2. The President will be evaluated by the Board of Trustees, and the chief administrators of the five organizational divisions of the College will be evaluated by the President. All other administrative and professional personnel will be evaluated by the chief administrator to whom they report.
3. The evaluation process should include three components:
 - a. An evaluation of the accomplishments of the current contract year.
 - b. Identification of areas for improvement where appropriate.
 - c. Establishment of mutually acceptable objectives for the upcoming contract year.
4. The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. A standard format, provided by the Office of Human Resources and approved by the President, shall be used for the report.
5. Upon satisfactory completion of three years of service with the College, the evaluation report may contain a recommendation for a three-year contract. The President may recommend three-year contracts to the Board of Trustees for administration and professional personnel. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract, to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.
6. In addition to the required evaluation, the employee may request an evaluation by other individuals or constituencies within the College. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.

Instructional

1. Deans will be evaluated by the Provost. Department chairs will be evaluated by deans. Full-time faculty will be evaluated by department chairs.
2. An evaluation will be made of all full-time faculty prior to the awarding of contracts for the following year. The evaluation process should include three components:
 - a. An evaluation of the accomplishments of the current contract year.
 - b. Identification of areas for improvement where appropriate.
 - c. Establishment of mutually acceptable objectives for the upcoming contract year.
3. The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. A standard format, provided by the Director of Human Resources and approved by the Executive Council and the President's Cabinet, shall be used in completing the evaluation report.
4. Upon satisfactory completion of three full-time contracted years of service with the College, the evaluation report may contain a recommendation for a three-year contract. Such recommendations will be made by the Provost and, if approved by the President, submitted to the Board of Trustees. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.
5. In addition to the required evaluation, the employee is urged to request evaluations by other constituencies such as peer groups. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.
6. Student evaluation of instruction will be conducted after at least 80 percent of the course has been completed. Every faculty member will be evaluated in each course they teach every semester. The faculty member will receive a full report of the results. A summary of the numerical results will be placed in the instructor's personnel file and copies will be forwarded to the appropriate department chair and dean for inclusion as part of the instructor's performance review.

Technical/Paraprofessional

1. An annual evaluation will be made of all technical/paraprofessional personnel prior to the awarding of contracts for the following year or prior to June 1 for those employees not normally issued a contract.
2. Technical personnel will be evaluated by the supervisor to whom they report.
3. The evaluation process should include three components:
 - a. An evaluation of the accomplishments of the current contract year.
 - b. Identification of areas for improvement where appropriate.
 - c. Establishment of mutually acceptable objectives for the upcoming contract year.

4. The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. The report shall be made on a standard form provided by the Director of Human Resources.

Office, Maintenance, and Service

1. An annual evaluation will be made of all clerical, maintenance, and service personnel prior to the close of the fiscal year on June 30.
2. Clerical, maintenance, and service personnel will be evaluated by the individual to whom they report.
3. The evaluation process should include three components:
 - a. An evaluation of the accomplishments of the current year.
 - b. Identification of areas for improvement where appropriate.
 - c. Establishment of mutually acceptable objectives for the upcoming year.
 - d. The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. The report shall be made on a standard form provided by the Director of Human Resources.
 - e. An evaluation report recommending termination of a clerical, maintenance, or service employee shall be reviewed by the Director of Human Resources.

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POLICY:

The College has established this grievance procedure to ensure fairness and consistency in employee relations and to resolve misunderstandings as quickly as possible. This grievance procedure applies to all College employees. If there are questions about the application of the grievance process, the employee should contact the Human Resources Generalist for consultation and for details on the procedure.

PROCEDURE:

A. Informal Resolution

As a normal and important part of our work environment, employees and supervisors are expected to discuss and resolve issues, concerns and complaints that may arise from time to time. Employees having complaints arising from their employment shall seek informal resolution of their grievances or concerns. This informal process is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive. Most difficulties can be resolved by talking to someone. Therefore, employees are required to discuss these problems with their supervisor or the appropriate member of Human Resources.

1. Any complaint alleging discrimination or any other violation of law shall also be reported to the Coordinator for Section 504 and Titles VII and IX Compliance, even when the employee is using the informal process.
2. The employee is responsible for exploring all possibilities for discussion before initiating the formal grievance procedure. If the informal process does not result in resolution of the complaint to the satisfaction of the employee, the employee may utilize the formal grievance procedure for complaints which do not allege discrimination or if discrimination is alleged the Formal Grievance Procedure for Complaints Concerning Discrimination.

B. Formal Grievance Procedure for Complaints not Concerning Discrimination

1. Grievable issues include a violation, misinterpretation, inequitable or inappropriate application of the College's policies or procedures, as defined in the College's Policies and Procedures manual, including degree of discipline administered, or law affecting the employee.
2. The following issues are not grievable:
 - a. Termination of employment;
 - b. The content of the College's published Policies and Procedures manual;
 - c. Performance Improvement Plans;
 - d. Performance evaluations;

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3. Step 1. The grievant shall initiate the grievance procedure within 30 calendar days of the last occurrence of the incident. Grievances may not be initiated beyond 30 calendar days of the date of the last occurrence of the incident, as determined by the “monitoring officer.” The monitoring officer is the Director of Human Resources, unless that individual is the subject of the complaint, in which case the Vice President in charge of Human Resources becomes the monitoring officer. The formal complaint must be submitted on the College’s Grievance Information Form and should state the facts of the complaint; the policy, procedure, or law allegedly violated; and the specific remedy sought. The Grievance Information Form must be filed with the monitoring officer. Only one complaint should be submitted per Grievance Information Form; multiple complaints that differ substantially are treated individually and require separate Grievance Information Forms.
 - a. The monitoring officer shall forward the complaint within 5 business days of receipt to the Executive Administrator of the complainant’s division for Step 1 Resolution. If the complaint is against Executive Administrator, then the grievance shall be forwarded to the President.
 - b. The Executive Administrator of the complainant’s division shall, within 5 business days of receiving the complaint, conduct a formal conference with the grievant, permitting him or her to provide any information relevant to the complaint. The monitoring officer shall be present at the meeting. If the complaint arises from the conduct of another employee (the “respondent”) and could result in disciplinary action for the respondent, Executive Administrator will meet with the respondent and conduct an appropriate investigation. Within 5 business days of the formal conference (unless an extension is agreed to by all parties), the Executive Administrator will send a written recommendation to the grievant and respondent (if any), with a copy to the monitoring officer. The recommendation will state background information, the recommendation or remedy, and the rationale.
 - c. If the outcome of Step 1 is not satisfactory to the grievant or the respondent (if any), or if a recommendation has not been rendered within 5 business days of the formal conference, the grievant or the respondent may initiate Step 2 of the grievance process.
4. Step 2. Step 2 must be initiated within 10 working days of the date of the Step 1 recommendation or if no recommendation is rendered within 15 working days of the Step 1 formal conference. Failure to initiate Step 2 within this timeframe constitutes acceptance of the recommendation and concludes the grievance process. To initiate Step 2, the grievant or respondent (if any) must submit a written request to the monitoring officer. Step 2 involves a formal hearing of the complaint by the grievance committee which consists of:
 - a. Five employees, one from each employee classification (occupational category as defined in the Policies and Procedures), selected by the President.
 - b. The term of the 5 members will be for two years.
 - c. The Chair of the committee will be selected from among the 5 members by mutual consent of the 5 members.

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- d. The Provost or Vice President appointed by the President at the time Step 2 is initiated, but not the same person who was involved in Step 1.
- e. The monitoring officer as a non-voting member except as required to break a tie vote of the committee.
- f. Within 10 working days of the receipt of the request to initiate Step 2, the Chair will set and announce to all participants the date, time and place of the hearing by written notice. The hearing itself will begin within 10 to 15 working days of the announcement.
- g. The Chair may appoint an investigator from the committee to conduct an investigation in preparation for the formal hearing. At least 5 business days prior to the start of the hearing, the grievant and respondent will provide a list of witnesses to the Chair. The College will make provisions for employees to appear as witnesses without loss of pay. Witnesses shall be given written notice of the time, date, and location of the hearing.
- h. The Hearing Committee shall call each individual (grievant, respondent and/or witnesses) one at a time to testify, starting with those identified by the complainant and followed by those identified by the respondent. The Hearing Committee may also call any other witnesses as they see fit. The Hearing Committee members and the monitoring officer only, will be present during testimony. The grievant and the respondent in turn shall have the right to make a statement to the committee and to present relevant documentary evidence.
Only the committee members are permitted to question the participants of the hearing. The grievant and the respondent (if any) may bring one other person to the hearing with them; notification should be given to the monitoring officer at least 5 business days prior that the grievant and/or respondent will have an additional person present, noting their name and occupation. Please note this person may not participate in the hearing in any way except to provide advice to the grievant or the respondent. The Hearing Committee may also call any other witnesses as they see fit. Only the committee members are permitted to question the witnesses.
- i. The Chair will conduct the meeting following normal and accepted practices for such hearings by committee. Due to the sensitive nature of the hearing the Chair will instruct all witnesses not to discuss the substance of their testimony prior to the completion of the hearing.
- j. Within 10 days after the end of the hearing, the Chair will send the hearing committee's findings and recommendations to the President and to the monitoring officer. Within 10 business days of receiving the findings and recommendations, the President will review the results of the proceedings and notify the grievant, respondent (if any), hearing committee members and the monitoring officer in writing of his or her decision to accept, reject or modify the hearing committee's findings and recommendations. The decision of the President will be final and binding upon all parties.

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k. The following summarizes the formal grievance process:

Time	Activity
Within 30 calendar days of the last occurrence of incident	Initiate Step 1 by submitting the Grievance Information Form to the monitoring officer
Within 5 business days of receipt of the form by the monitoring officer	Monitoring officer forwards complaint to the Provost or vice president
Within 5 business days of receipt of the complaint by the Provost or Vice President	Conduct a formal conference
Within 5 business days of the formal conference	Written recommendation sent to grievant
Within 10 business days of issuance of the written recommendation	Grievant may initiate Step 2
Within 10 business days of the request to initiate Step 2	Hearing Committee Chair announces date, time and place of hearing. Date is within 10 to 15 business days of the announcement
At least 5 business days prior to the hearing date	Grievant provides Chair with list of witnesses. Chair sends written notice to witnesses
Hearing date	Hearing is held
Within 10 business days of the end of the hearing	Chair sends the committee's findings and recommendations to the President
Within 10 business days of receiving the committee's findings	President issues final decision

C. Formal Grievance Procedure for Complaints Concerning Discrimination

1. Employees of Stark State College who feel that they are victims of discrimination on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation may file a complaint with the College's Coordinator of Section 504 and Title VII Compliance. They may also file complaints alleging sex or handicap discrimination directly with the Office for Civil Rights, U.S. Department of Education, or pursue both avenues of complaint resolution simultaneously. Employees may also file complaints with the Equal Employment Opportunity Commission and/or the Ohio Civil Rights Commission.
2. The Human Resources Generalist is the College's Coordinator for Section 504 and Title VII Compliance and may be contacted in the Human Resources Office, Stark State College, 6200 Frank Avenue, NW, North Canton, OH 44720, phone (330) 494-6170.

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3. Upon receipt of a written complaint, the Coordinator for Section 504 and Titles VII shall appoint a disinterested person to conduct an investigation of the complaint and shall appoint a time and place for a hearing to be conducted upon the complaint. The person who investigates the complaint must submit a written summary of the investigation to the Coordinator within 10 days of the receipt of the complaint. The hearing upon the complaint must be held within 30 days of the receipt of the complaint.
4. The grievant, the investigator, and any respondents named in the complaint or the summary of the investigation must be given 10 days written notice of the hearing. Said notice shall include a copy of the summary of the investigation and a copy of the complaint. The notice shall indicate the time and place at which the hearing shall be conducted, and the notice shall inform the grievant and the respondents of their right to be present at the hearing and their right to be represented by a person of their choice.
5. The hearing shall be conducted by the Director of Human Resources.
6. The Director of Human Resources shall submit a written decision which includes a summary of the hearing and recommendations for corrective actions to the Coordinator for Section 504 and Titles VII Compliance within 10 days after conducting the hearing.
7. The grievant and respondent(s) shall be given a written notification of any corrective actions recommended or that will be implemented. Said notification shall be issued by the Coordinator within 15 days after the hearing has been concluded. Said notification shall also include a copy of the written decision submitted by the Director of Human Resources, and the notification shall inform the grievant and respondent(s) of the procedure for initiating an appeal to review the written decision submitted by the Director of Human Resources.
8. To initiate an appeal the grievant and/or respondent(s) must file a written Notice of Intent to Appeal with the Coordinator for Section 504 and Titles VII Compliance. The Notice of Intent to Appeal must be filed within 30 days after the decision has been rendered.
9. In the event that a Notice of Intent to Appeal is filed, the Coordinator for Section 504 and titles VII Compliance will hear the appeal within 30 days after the receipt of the Notice of Intent to Appeal. The grievant and respondent(s) shall receive notice of the time and place for the hearing upon the appeal.

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POLICY:

Compensation, as used in this manual, is an inclusive term that shall refer to salary plus all fringe benefits. Salary shall be defined as direct monetary payment for services rendered.

Stark State College strives to provide a competitive compensation and benefits program designed to attract and retain talent in accordance with applicable laws. This policy is administered in accordance with the principles of equal employment opportunity.

PROCEDURE:

A. Salaries

1. Administrative and Professional Employees – Salary contracts or notices for administrative and professional employees, other than the President’s salary, shall be recommended by the President and approved by the Board of Trustees. The President’s salary shall be established by the Board of Trustees.
2. Instructional Salaries – The procedure for establishing salaries for the instructional staff shall be as follows:
 - a. Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.
 - b. Upon approval of the preliminary budget by the Board of Trustees, the President’s Cabinet will make recommendations for a method of distribution such as:
 - (1) Salary ranges, including upper and lower limits, for all instructional ranks.
 - (2) A percentage of the current salary to be awarded the following year to those members of the instructional staff whose performance has been judged satisfactory through the evaluation procedure of rule 3357:15-14-06 of the Administrative Code.
 - (3) A sum reserved for advancement in rank.
 - (4) In unusual circumstances, an adjustment if warranted for salary inequity.
 - (5) A change in the established rate per hour of instruction for part-time instruction.
 - c. The recommendations resulting from the above shall not exceed the total allocation for instructional salaries, and shall be presented to the Board of Trustees not later than the December meeting each year.
3. Technical/Paraprofessional Employees – The following shall be used as guidelines in the preparation of salary contracts for technical personnel:
 - a. Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.

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- b. Subsequent contracts shall be based upon the approved recommendations of the President's Cabinet.
4. Office and Clerical Employees – Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.
5. Service and Maintenance Employees – Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.
6. Overtime and Compensatory Time – The following employees are covered as non-exempt employees under this Overtime and Compensatory Time coverage.
 - a. Technical/Paraprofessional Employees
 - b. Office and Clerical Employees
 - c. Service and Maintenance Employees
 - d. All other employees are exempt employees and as such are not covered under this benefit.
7. The above non-exempt employees will be paid time and one half for all hours worked in excess of 8 hours per day and in excess of 40 hours in a week. In determining a 40-hour work week, all holidays, vacation days, sick days, or personal days that are taken during a week for which the employee earns a full day's pay will be considered as a "day worked" for the overtime provision. Overtime work is not permitted on a voluntary basis and must receive prior approval by the employee's immediate supervisor.
8. Non-exempt employees can elect to receive compensatory time off in lieu of overtime payment on the following basis:
 - a. Compensatory time off at 1-1/2 times the overtime hours worked can be taken by the employee during the pay period during which the overtime was worked, or in the first pay period after the pay period during which the overtime was worked unless the employee's supervisor has a legitimate business reason for requiring the employee to postpone using such compensatory time.
 - b. Compensatory time off at 1-1/2 times the overtime hours worked can be accumulated for the employee in a compensatory time account. Employees may accumulate no more than 120 hours (15 days) of compensatory time.
 - c. Employees may elect to use accumulated compensatory time at any time during their employment unless the employee's supervisor has a legitimate business reason for requiring the employee to postpone using such compensatory time.
9. Major Certification Criteria – The procedure for determining what will constitute a major certification follows:
 - a. The major certificate is directly related to the faculty/staff member's instructional/departmental responsibilities as determined by the Provost in the case of a faculty member or the Vice President for Business and Finance in the

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case of a staff member.

- b. Status and importance are associated with the certification. This status could be demonstrated by the following qualifications or their equivalents.
 - (1) The certification qualifies the individual to practice in the professional area.
 - (2) A minimum of 30 semester hours of formal course work beyond the bachelor's degree.
 - (3) Two years of field experience which includes professional application of the specialized knowledge performed after completion of the bachelor's degree.
 - (4) The certification is sponsored by a national or state board or professional organization with established examinations and prerequisites for sitting for the examinations.
- c. The applicant must present a portfolio documenting the fulfillment of the above criteria. The Provost or the Vice President for Business and Finance will ascertain the validity of the portfolio.
- d. Compensation equivalent to the amount for the master's degree will be added to the base pay for full-time employees who have completed a major certification subsequent to employment. The adjustment will be made at the time of the annual salary increase following the completion of the certification.

B. Retirement

1. All full- and part-time employees of Stark State College are required to join the Public Employee Retirement System (PERS) or the State Teachers Retirement System (STRS) of Ohio or the Alternate Retirement Program (if eligible). A handbook describing payroll deductions, employer contributions, and benefits is provided by the retirement system to each new member or may be obtained by writing to the appropriate retirement system.
2. Part-time student employees may complete a request for optional exemption as a part-time employee if desired as specified in the PERS regulations.

C. Insurance

1. The Board of Trustees will make available health insurance benefits for all eligible employees as defined under the Patient Protection and Affordable Care Act (PPACA).
 - a. In accordance with PPACA, the college has established standard measurement periods of January to June and July to December and continuing in such pattern thereafter for ongoing employees that are variable hour or seasonal. A standard measurement period is a designated period used to ascertain whether an ongoing employee (as opposed to a newly hired employee) who is a variable or seasonal employee is full-time and eligible for health care coverage. A newly hired variable or seasonal employee's measurement period begins with the first date of employment and continues for the six (6) month period following the first date of employment.

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- b. The IRS has established safe harbors for employees not paid on an hourly basis. The safe harbor the College is utilizing is to count actual hours worked and hours for which the employee may be entitled to payment.
 - c. Under PPACA, employees will be credited with hours of service during a special leave of absence with their average hours worked for determining eligibility for health insurance benefits.
 - d. For breaks in the academic year that are at least four (4) consecutive weeks or greater (disregarding special unpaid leave) during which a part-time employee is not credited with a minimum number of hours of service with the College, we will utilize the average hours of service per week for the employee during the measurement period, excluding the employment break period, and use that average as the average for each week where the part-time employee is not credited with any hours of service.
2. Single and family health insurance plans shall be available at the option of eligible employees.
 3. Any employee who held a position prior to December 31, 2012, which was approved as "benefit eligible" and the position's hours are greater than 20 hours a week but less than 30 hours a week and who elects insurance coverage shall be assessed a pro-rated amount of cost of insurance provided, and the same shall be withheld by payroll deduction unless other arrangements are made with the Vice President for Business and Finance.

Grandfather - Current part-time employees who are offered healthcare at a 50 percent college subsidy would continue their benefits at no change; new hires working less than 30 hours and those in non-benefit eligible positions would not receive subsidized benefits from the College effective January 1, 2013.

4. The following insurance benefits are included:
 - a. Term Life Insurance, Minimum \$50,000
 - b. Accidental Death and Dismemberment, \$50,000
 - c. Hospital and Surgical, including Maternity
 - d. Major Medical Coverage
 - e. Dental
 - f. IRS Section 125 Cafeteria Plan (optional)

D. Vacation

1. Employees under contract for a specific number of days during the fiscal year will normally not be entitled to vacation time.
2. The following vacation schedule will be applicable for all full-time hourly employees and all regular part-time hourly employees in the office and clerical, and service and maintenance classifications.

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3. The vacation accumulation will be as follows:

Years of Service at SSC	Accumulation
1-5	3.1 hours Per 80 hours worked (2 weeks)
6-12	4.6 hours Per 80 hours worked (3 weeks)
13-19	6.2 hours Per 80 hours worked (4 weeks)
20+	7.7 hours Per 80 hours worked (5 weeks)

4. Employees may accrue a maximum of 160 hours of vacation based on service at Stark State College. Vacation time shall be requested by completing a Request for Leave form provided by the payroll and submitting it to the employee's immediate supervisor.
5. The Director of Human Resources will furnish a monthly report on the status of an employee's vacation leave (non-paid). The report will show the amount of vacation leave (non-paid) each employee has remaining and be posted to the employee's pay stub.

E. Holidays

1. Nine paid holidays will be granted to faculty holding 180 day appointments.
2. Ten paid holidays will be granted to holders of employment contracts of 210-229 days.
3. Eleven paid holidays will be granted to holders of employment contracts of 230 or more days, and to full-time hourly employees in the office and clerical, and service and maintenance classifications. Holiday benefits will be extended to regular part-time hourly employees in the office and clerical and service and maintenance classifications as follows: 3.38 hours will be earned for each 80 hours worked. No regular part-time hourly employee can receive holiday pay for more than the average number of hours worked per day during the week preceding the holiday.
4. The following are considered holidays:

Independence Day	1
Labor Day	1
Columbus Day	1
Thanksgiving	2
Christmas	2
New Year's Day	1
Martin Luther King Day	1
Presidents Day	1
Memorial Day	1
5. The College will be closed on days established as paid holidays.

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F. Personal Leave

1. Three days of personal leave may be granted each employee each fiscal year for important or emergency personal business. Personal leave time will be extended to regular part-time hourly employees in the office and clerical, service, maintenance and security classifications as follows:
2. .61 hours will be earned for each 80 hours worked. No regular part-time hourly employee can receive personal leave pay for more than the average number of hours worked per day during the week preceding the personal leave time taken.
3. Personal leave shall be requested on a Request for Leave form supplied by the payroll and shall be submitted to the employee's immediate supervisor.
4. Personal leave expires at the end of each fiscal year and cannot be accrued.
5. The Vice President for Business and Finance will furnish a biweekly report on the status of an employee's personal leave. The report will show the amount of personal leave each employee has remaining and be posted to the employee's pay stub.

G. Sick Leave/Bereavement

1. Sick leave may be used for the following purposes: personal illness, personal injury, primary care giver, elder care, parental leave, and bereavement.
2. For salaried and regularly employed hourly employees of the College, sick leave may be accumulated without limit. Adjunct faculty, casual hourly employees (less than 20 hours per week or irregularly scheduled), and temporary student employees will not be entitled to earn sick leave.
3. Accumulated sick leave established at another institution may be transferred to the College and will be effective on the first day of duty.
4. Sick leave must be earned before being used.
5. Fifteen days of sick leave are earned per year, accrued at a monthly rate of one and one quarter days per month by all full-time salaried personnel, and at the biweekly rate of 4.6 hours for hourly employees working a 40-hour week. Salaried and regularly employed hourly personnel working less than full-time shall earn sick leave at a rate pro-rated in accordance with the percentage time of their employment.
6. Sick leave, when used, shall be reported on a Request for Leave form provided by the Office of Human Resources and shall be submitted to the employee's immediate supervisor. After one week of absence, a doctor's statement is required.

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7. An employee shall be permitted to use sick leave if they are the primary caregiver for a member of the family living in the same household. These days shall be charged to the unused portion of the employee's sick leave account.
8. Employees may use five days of sick leave per year to care for a parent who is not a member of his/her household.
9. Employees who have accumulated at least one year of service with the College may use 10 days of sick leave per year for paid parental leave for the birth or adoption of a child or the placement of foster child into the home within the first year of birth or placement. These days shall be charged to the unused portion of the employee's sick leave account and must be approved by his or her supervisor.
10. An employee may use accumulated sick leave, not to exceed five successive working days, in the event of the death of a member of the immediate family. Immediate family includes parent, husband, wife, domestic partner, daughter, son, sister, brother, grandparent, immediate family in-laws or other close relative who is a member of the employee's household. These days shall be charged to the unused portion of the employee's sick leave account. If an employee attends a funeral for reasons other than death in the immediate family, absence will be without pay and only with the approval of your supervisor.
11. The Director of Human Resources will furnish a monthly report on accumulated sick leave earned at Stark State College. The report shall be an accumulated running total posted to the employee's pay stub.
12. All full-time and part-time employees with ten or more years of service in a position that accrues sick leave at Stark State College may elect, at the time of retirement from active service with the College, to be paid in cash for one-fourth of the value of accrued but unused sick leave credit. As used in this section, "retirement" means disability or service retirement under any state retirement system in this state. Payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which shall be made under this section shall be set by the Board of Trustees.

H. Credit Union

1. All full-time employees are eligible to join the Canton School Employees Federal Credit Union through the College payroll deduction plan. Part-time instructors may participate if they maintain a continuous payment schedule or if they make payments directly to the Credit Union.
2. Deductions will be made biweekly and must be in \$5.00 increments.

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3. Stark State College will issue a check to the Credit Union on all scheduled payroll dates.
4. Credit Union Payroll Deduction form may be obtained from payroll in the Business Office. All forms must be completed before any deductions can be withheld. A copy of all deductions will be kept on file with the employee's payroll records.
5. Payroll deductions will be reported on the employee's check stub.
6. Employees must notify the payroll clerk of any changes in deductions. All changes must be submitted in writing in the current month by the tenth of the succeeding month. Each participant will be issued a quarterly statement of account.

I. Tax Sheltered Annuities

1. All full-time and part-time employees (excluding student employees and non-resident aliens) are eligible to join the Tax Sheltered Annuity program through the College payroll deduction plan.
2. Deductions will be made biweekly and shall be made in a specific dollar amount.
3. Stark State College will issue a check to the annuity company on all scheduled payroll dates.
4. A salary reduction agreement can be obtained from the payroll area in the Business Office. All forms must be completed before any deductions can be withheld. A copy of all deductions will be given to the employee, and, a copy of all deductions will be kept on file with the employee's payroll records. More information on how to enroll in a Tax Sheltered Annuity can be found on *mystarkstate* under Human Resources in the retirement section.
5. Payroll deductions will be reported on the employee's payroll check stub.
6. Changes of deductions can be made by the employees anytime during the year.
7. Each participant will be issued a quarterly statement of account by the annuity company.

The IRS limits the amount an employee can defer. The annual deferral limit usually changes and is increased from one year to the next year. An employee may not defer more than the IRS limit. However, employees who become 50 during the calendar year may make additional "catch-up contributions." These catch-up contributions are in addition to the IRS general limit.

J. Patents and Copyrights

1. Employees shall have sole rights of ownership and disposition of copyrightable material and patents generated by their own individual initiative, provided there is no use of

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College personnel, facilities, or resources. However, supplementary course material prepared by an employee, even if copyrighted, which has no reasonable market potential outside the College must be made available to the College without charge.

2. Employees and the College shall share the ownership and disposition of copyrightable material and patentable discoveries or inventions generated where there is approved use of College personnel or facilities. College personnel or facilities include, but are not limited to, released time, secretarial help, financial assistance (such as student aids) or College services, equipment or building. Division of royalties under these circumstances shall be 70 percent of the employee and 30 percent to the College unless other written agreements are made prior to the initiation of the work.
3. Copyrights and patents developed from projects undertaken by an employee pursuant to an agreement with the College whereby the College commits substantial resources to the project shall belong to the College together with all royalties or profits therefrom.
4. Rights to copyrightable material and patents developed as a result of work supported partially or totally by an outside agency or sponsor through a contract or grant shall be disposed of in accordance with the terms of the contract or grant. Prior to the employee accepting sponsored research or developmental assignments, the College will be consulted and must approve the contract or grant and the details of the project, the division of any resulting copyrights or patents, and the division of royalties.

K. Leave of Absence Without Salary

1. All leaves of absence, except military, are subject to the approval of the immediate supervisor with concurrence of the Vice President.
2. A regular faculty or staff member is eligible for a leave of absence without salary for the following purposes:
 - a. For medical, maternity or child care. Such leaves shall be granted, provided they are in accordance with all College policies and guidelines.
 - b. For formal study which results in promoting the interests of the College, as well as those of the faculty or staff member in the judgment of the Dean, Provost or Vice President.
 - c. Requests for leave of absence not considered above, will be judged on their individual merits.
3. Except for medical leave and funeral leave, employees shall be employed for one (1) year to be eligible for leave of absence.

Title: **COMPENSATION AND RELATED BENEFITS**

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4. The maximum amount of leave for any employee shall not exceed six (6) months, except that once a leave has been granted, an employee may apply for an extension. Under no circumstances will the combination of the initial leave period plus extensions exceed one year.
5. The standard reasons and usual maximum allowable time are as follows:
 - a. Medical Leave – 4 months
 - b. Educational leave – 6 months
 - c. Personal leave – 3 months
 - d. Active military service (reservists called to active duty or employees drafted) – as required
 - e. Maternity – 6 months
6. After a leave of absence of one (1) calendar month or more, the College cannot guarantee the reinstatement of an employee to the same position; however, when a leave of absence is approved, the College is obligated to return the employee to a position that is comparable in both wage (wage range) and duties and responsibilities of the old position.
7. Any employee who fails to return at the conclusion of the approved leave period (or mutually agreed upon date) shall be considered to have voluntarily resigned and shall forfeit continuous service and benefits.
8. Employees shall have the option to make arrangements with the Human Resources Department to continue life, health, and dental coverage by direct payment. Should an employee decide not to continue coverage, eligibility requirements and waiting periods for new employees apply for reinstatement.
9. Retirement annuity plan contributions by the College shall cease until the employee returns to work. Employee benefits, including annual leave, personal leave, and sick leave do not accrue during leave without pay.
10. If an employee returns to active employment within the limits specified by his/her leave of absence, sick leave accrued prior to the leave will be restored.
11. Any employee who requests and is granted a leave of absence of more than thirty days will not lose seniority (i.e. will retain seniority already earned but will not accrue additional seniority during the leave).
12. An employee seeking to obtain a leave of absence from work at the College shall submit a written request his or her supervisor, indicating in detail the type of leave requested, the compelling reasons for making the request and the precise dates of duration for the proposed leave.

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13. Leave of absence without pay extends from the time an employee's leave commences until he/she is scheduled to return to continuous service, unless at the employee's request the employing official and the Office of Human Resources agree to an earlier date.

L. Tuition Assistance Program

1. All full-time Stark State College faculty, administrative, professional and support staff personnel may participate in the Tuition Assistance Program. Tuition assistance is provided to employees for the purpose of professional development in recognition that a better educated employee will assist the College in fulfilling its mission to provide quality education and training opportunities to the citizens of our community. The following criteria shall govern participation in the Tuition Assistance Program:
 2. Eligibility is limited to full-time employees of SSC who have completed at least one year of full-time continuous service with the College preceding the term of enrollment. Employment must continue through the end of the term for which the employee is enrolled in classes.
 3. All course work must be taken for academic credit at a regionally accredited post-secondary institution. Regionally accredited post-secondary institutions are recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.
 - a. No course shall be approved if there is a comparable and transferable course offered at Stark State College.
 - b. Academic course work eligible for tuition assistance includes undergraduate and graduate courses. All course work and class attendance must be completed on the employee's own time.
 - c. Tuition assistance may be approved for all course work leading to a degree that shall directly enhance the employee's potential to qualify for advancement within the College. Approval of the degree program for the employee shall constitute approval for all course work required to obtain the degree.
 - d. Tuition assistance may also be approved on a course by course basis for all job related course work for employees not seeking a degree. This method of course approval shall not prevent the employee from eventually obtaining a degree and/or switching to the degree approval program.
 4. Eligible employees are required to get prior approval for participation by submitting the Tuition Assistance Form, approved by the employee's immediate supervisor, and the Human Resources Department by the established deadline.
 5. Tuition assistance is generally limited to obtaining a degree beyond the employee's current degree conferred. Requests for lateral degree assistance will need to be approved through the applicable Executive Council member, with consideration given to whether the degree attainment provides a benefit to the College or to the employee's current position.

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6. Reimbursement guidelines are as follows:

- a. Reimbursement may be provided to eligible employees for approved academic course work based upon successful course completion. Successful course completion is defined as earning a “C” grade, or better (undergraduate) or “B” grade, or better (graduate). Documentation of final grade shall be submitted within 60 days of last day of term. Reimbursement will be limited to the lesser of the actual hourly tuition rate or a fixed hourly rate established annually by SSC. Please contact the Human Resources Department for the reimbursement limit.
- b. Reimbursement under tuition assistance is subject to annual and lifetime limitations on the credit hours submitted and dollars paid by the College. The tuition assistance program is based on a fiscal year. The fiscal year runs from July 1 through June 30 and will reimburse the tuition cost for up to 16 credit hours per fiscal year. The maximum reimbursement amount is equal to the number of credit hours taken times the undergraduate credit hour rate at Kent State University main campus in effect for the term in which the class(s) was completed. Tuition assistance is subject to the availability of funds and may require a pro rata calculation.
- c. Reimbursement to doctoral students enrolled for dissertation credit after completion of required coursework will require a grade of “Satisfactory” or other passing grade, as defined by the institution granting the degree. Annual reimbursement will be limited to the actual fee for the dissertation credit without regard to the number of credit hours involved until the lifetime limit has been reached. Lifetime reimbursement for dissertation credit will be limited to the equivalent of 30 credit hours (the number of hours of dissertation credit required to obtain a doctoral degree at Kent State University) times the undergraduate credit hour rate at Kent State University main campus in effect for the term when the student first enrolls for dissertation credit.
- d. Reimbursement will include the cost of tuition and other defined mandatory expenses or fees. Tuition and mandatory fees are defined as Instructional and General Fees, Administrative Fees, and Technology and Library Fees where applicable. Other fees that are deemed optional and/or are not associated with tuition are not reimbursable. These fees include Deferred Payment Plan Fees, Payment Service Fees, Textbooks, Transportation Fees, late Fees associated with student accounts, and other fees that are not defined as mandatory.
- e. When an employee receives assistance from an outside source, such as G.I. Bill, scholarship or grant-in-aid to cover the cost of courses, the amount received will be deducted from the total cost of the courses, and the difference, if any, will be subject to the reimbursement provisions of this Plan. If the aid covers expenses that are excluded from the tuition assistance policy, documentation must be provided to the Human Resources Department to determine the reimbursement that the employee is eligible to receive.

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7. Funding for the Tuition Assistance Program will be budgeted annually based on available College resources. The total cost of the program must be within the approved budget allocation.
8. The Tuition Assistance Program must conform to current federal and state income tax and other regulations. Should any changes occur in the regulations, the Tuition Assistance Program may be altered to ensure compliance.
9. Appeals shall be under the established Grievance Procedure as stated in the SSC Policies and Procedures Manual, rule 3357:15-14-07 of the Administrative Code.

M. Call-Back Pay Policy

1. A non-exempt employee who is called back to work (i.e., maintenance, weather or emergency situations, etc.) at a time not previously scheduled or called back to work after a regular work schedule shall receive call-back pay as follows:
 - a. A minimum of two (2) hours pay at time and one-half the regular hourly pay rate even when the time actually spent back on the job is less than two (2) hours.
 - b. Pay for actual hours worked at time and one half the regular hourly pay rate if hours worked exceeds two (2).
2. Actual hours worked for call-back purposes means only time spent at the work site. Time spent en route to or from the work site is not included as time worked. The two (2) hour minimum shall not apply if the employee was called in or called back during the two (2) hour period immediately prior to the beginning of his or her next regularly scheduled work shift. It is not a call-back if the start time of the shift is different than the normal scheduled start time.
3. Snow removal members will receive call-back pay only if they are called back to work within twelve (12) hours of the end of their shift. If the snow crew starts their eight (8) hour shift within the twelve (12) hour call-back period it will cancel call-back pay.
4. Compensatory time off may be used in lieu of pay for call-back time worked in accordance with College overtime policies.
5. Exempt employees who are called back to work at a time not previously scheduled normally shall not receive compensation for time worked in call-back status. Exceptions may be authorized by the appropriate Division Vice President and the Director of Human Resources.

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POLICIES AND PROCEDURES MANUAL

INSTRUCTIONAL FEES AS AN EMPLOYEE BENEFIT Effective: Summer 2015

Policy No. 3357:15-14-09

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POLICY:

Instructional and general fees for credit, audit, or non-credit courses offered at Stark State College shall be waived for eligible employees and eligible dependents.

PROCEDURE:

(A) Full-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits. When deemed appropriate, the President may extend this benefit to salaried employees whose contracts stipulate less than full-time service.
- (2) Employees may enroll in any section or course on a space- available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.
- (3) Employees are expected to attend course(s) during their non-working hours. The College recognizes, however, the desirability of planned individual development which may necessitate taking a course which meets during the employee's regularly scheduled working hours. When this occurs, the employee's working hours may be changed to enable the employee to register for one such course each semester, if all of the following criteria are met:
 - (a) The course is not scheduled during a normal non-working time period.
 - (b) The course is a requirement of a degree program in which the employee is officially enrolled, or the course, in the opinion of the immediate supervisor, directly contributes to the employee's skills in the work assignment.
 - (c) The employee makes arrangements satisfactory to his or her immediate supervisor regarding a work schedule for the duration of the course. The revised temporary work schedule may not duplicate the time normally allowed for rest breaks, nor include more than a half an hour of the employee's lunch period.

- (d) The employee has the approval of the immediate supervisor or other appropriate officer.
- (4) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during those semesters.
- (5) Eligible employees desiring this benefit must complete an Instructional Fees form available on *mystarkstate* and must submit it to the employee's immediate supervisor for approval. The completed form, with a copy of the class schedule, must be submitted to the Office of Human Resources at least one week prior to the scheduled class start date.
- (6) The Office of Human Resources will send the approved Instructional Fees form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(B) Dependents of Full-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount to include such fees as for a full-time student. When deemed appropriate, the President may extend this benefit to salaried employees whose contracts stipulate less than full-time service.
- (2) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the employee.
- (3) Dependents of all full-time employees may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee along with all other incidental fees associated with the course enrolled in each semester.
- (4) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during these semesters.
- (5) Members of the full-time staff having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:
 - (a) Obtain and complete the Instructional Fees form available on *mystarkstate* and obtain all required signatures.

- (b) Follow registration procedures established for all students.
 - (c) Submit the completed Instructional Fees form and a copy of the class schedule to the Office of Human Resources at least one week prior to the scheduled class start date.
- (6) The Office of Human Resources will send the approved Instructional Fees form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(C) Part-Time Faculty

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount per academic semester not to exceed such fees for six credit hours per semester.
- (2) A part-time faculty member may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.
- (3) To qualify for this benefit, part-time faculty members:
 - (a) Shall take the course(s) during a semester in which they are currently teaching.
 - (b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College.
 - (c) Must obtain the approval of their department chair.
- (4) Employees classified as part-time faculty in non-instructional positions shall refer to part-time staff eligibility requirements.
- (5) The maximum cumulative number of credit hours in which a part-time faculty member may enroll shall not exceed the number of credit hours or CEU hours he or she has instructed at Stark State College.
- (6) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during those semesters.

- (7) Eligible part-time faculty members desiring this benefit must complete an Instructional Fees form available on *mystarkstate* and must submit it to the employee's department chair for approval. The completed form, with a copy of the class schedule, must be submitted to the Office of Human Resources at least one week prior to the scheduled class start date.
- (8) The Office of Human Resources will send the approved Instructional Fees form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(D) Dependents of Part-Time Faculty

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits for dependents of part-time faculty members for six semester hours per academic year per employee.
- (2) Dependents of part-time faculty members may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee and all other incidental fees associated with the course enrolled in each semester.
- (3) To qualify for this benefit, a part-time faculty members:
 - (a) Shall be currently teaching as a part-time faculty member during the semester the dependent is enrolled.
 - (b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College.
 - (c) Must obtain the approval of their department chair.
- (4) Employees classified as part-time faculty in non-instructional positions shall refer to part-time staff eligibility requirements.
- (5) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the faculty member.
- (6) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during these semesters.
- (7) Members of the part-time faculty having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:

- (a) Obtain and complete the Instructional Fees form available on *mystarkstate* and obtain all required signatures.
- (b) Follow registration procedures established for all students.
- (c) Submit the completed Instructional Fees form with a copy of the class schedule to the Office of Human Resources at least one week prior to the scheduled class start date.

(8) The Office of Human Resources will send the approved benefit form to the Business Affairs Office and apply it to the student's account in lieu of actual cash.

(E) Part-Time Staff

- (1) All instructional and general fees credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount per academic semester not to exceed such fees for six credit hours per semester.
- (2) Employees classified as student workers will not be eligible to participate in this program.
- (3) A part-time staff member may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.
- (4) To qualify for this benefit, part-time staff members:
 - (a) Shall be current members of the part-time staff.
 - (b) Shall have been employed for six months.
 - (c) Must obtain the approval of their supervisor.
- (5) The courses of study shall not interfere with the employee's work schedule.
- (6) The maximum cumulative number of credit hours in which a part-time staff member may enroll shall not exceed the number of hours required to earn one associate's degree or ten CEU's.
- (7) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during those semesters.

- (8) Eligible part-time staff members desiring this benefit must complete an Instructional Fees form available on *mystarkstate* and submit it to the employee's supervisor. The completed Instructional Fees form with a copy of the class schedule must be submitted to the Office of Human Resources at least one week prior to the scheduled class start date.
- (9) The Office of Human Resources will send the approved Instructional Fees form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(F) Dependents of Part-Time Staff

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits for dependents of part-time staff members for six semester hours per academic year per employee.
- (2) Dependents of part-time staff members may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee and all other incidental fees associated with the course enrolled in each semester.
- (3) Employees classified as student workers and their dependents will not be eligible to participate in this program.
- (4) To qualify for this benefit, part-time staff members:
 - (a) Shall be current members of the part-time staff.
 - (b) Shall have been employed for six months.
 - (c) Must obtain the approval of their supervisor.
- (5) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the part-time staff member.
- (6) Instructional fees cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during these semesters.
- (7) Members of the part-time staff having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:

- (a) Obtain and complete the Instructional Fees form available on *mystarkstate* and obtain all required signatures.
 - (b) Follow registration procedures established for all students.
 - (c) Submit the completed Instructional Fees form with a copy of the class schedule to the Office of Human Resources at least one week prior to the scheduled class start time.
- (8) The Office of Human Resources will send the approved Instructional Fees form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

Stark State College
Policies and Procedures Manual

Title: **TRAVEL AND BUSINESS ENTERTAINMENT EXPENSE**

Policy No.: 3357:15-14-10

Effective: January 16, 2014

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Revision 1

POLICY:

It is customary and reasonable to pay the necessary travel expenses of employees incurred in the performance of their college jobs. The President, with the assistance of the Vice President of Business and Finance, will establish travel procedures to define allowable and unallowable expenses, rates and methods, authorization, documentation and reimbursement. The Board will approve any changes in reimbursement rates included in the travel procedures.

PROCEDURE:

Authorization for Travel

1. Travel refers to authorized trips taken by College employees in connection with approved business of Stark State College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, and professional development.
2. All in-state and out-of-state travel must have approval prior to the travel being taken. Faculty members must obtain approval from the department chair, division dean and/or the Provost. All other employees must obtain approval from their supervisor or vice president.
3. The form "Faculty and Staff Professional Development Application" must be used for prior authorization of travel associated with professional development.
4. A copy of the approved "Faculty and Staff Professional Development Application" form will be sent back to the employee as documentation that the travel has been approved.
5. The approving authority may authorize full or partial reimbursement of travel. The estimated expenses to be reimbursed will be established at the time the authorization is approved.
6. Authorization shall not exceed the expenses for the days of the convention, meeting, or business involvement plus a maximum of one day's travel each way.

Meals, Lodging and Incidentals for In-State Travel

1. The maximum amount of daily reimbursement for meals will be \$49.00.
2. Travelers authorized to travel on official College business will be reimbursed up to the following maxima for actual costs of meals and tips for any calendar day upon which they are on travel status:
 - a. Breakfast \$10.00 (Must be on authorized travel status prior to 6:00 a.m. and must remain on authorized travel status until after 9:00 a.m.)
 - b. Lunch \$13.00 (Must be on authorized travel status prior to 11:00 a.m. and remain on authorized travel status after 1:00 p.m.)
 - c. Dinner \$26.00 (Must be on authorized travel status prior to 5:00 p.m. and remain on authorized travel status after 8:00 p.m.)
3. Reimbursement for lodging shall not exceed actual, reasonable expenses of the individual.

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4. Miscellaneous expenses, including telephone calls may be claimed in addition to meals and lodging.
 5. No allowance for lodging or miscellaneous expenses may be claimed (1) within Stark County, (2) within the county of resident from which the employee commutes to the College, or (3) within thirty miles of the employee's residence.

Meals, Lodging and Incidentals for Out-of-State Travel

1. Reimbursement for lodging, meals and incidentals while traveling out-of-state in the United States shall not exceed the IRS approved CONUS rates for the applicable location.
2. Reimbursement for lodging, meals and incidentals while traveling outside the United States shall be determined in advance and approved by the president.

Conferences and Special Meals

1. Expenses incurred for registration fees at meetings or conferences may be reimbursed.
2. Reimbursement may be made for the actual and reasonable expense of meals when such meals are an integral part of a seminar or similar working assembly provided:
 - a. The meal is an internal part of such meeting.
 - b. The attendance of the employee at such meeting is necessary to the best interest of the College.
3. Registration fees may be paid directly by the College if such arrangement is agreed to by the vendor. If registration fees are paid by the employee, a receipt must be submitted to receive reimbursement.
4. Reimbursement to employees for meals of non-College employees will be made only if prior authorization is received from the President, Provost, appropriate vice president, or immediate supervisor.

Type of Transportation

1. The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.
2. Air, rail, or ground transportation will be at coach fare or the lowest available rate.
3. College funds shall not be expended to pay for unused reservations without the approval of the president or appropriate vice president.
4. A rental car is to be used when it is the most economical or most efficient means of transportation. Example: If a one-day trip will exceed 150 miles, the traveler should use a rental car.
5. Personal Automobile
 - a. All reimbursable mileage is calculated at the standard Ohio Office of Budget and Management rate in effect at the time of travel. This rate is for use of privately owned vehicles during official College business. All employees, while driving their own vehicle for official College business, are required to travel the shortest practical route and wear seat belts.

Stark State College
Policies and Procedures Manual

Title: **TRAVEL AND BUSINESS ENTERTAINMENT EXPENSE**

Policy No.: 3357:15-14-10

Effective: January 16, 2014

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Revision 1

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- b. Miles traveled must be detailed by destination using the College as the point of departure and return. The residential home must be used as the point of departure and return if the distance is less than using the College as the point of departure and return.
 - c. The stated mileage rates are intended to cover all automobile operating costs, including maintenance and insurance. No employees may be reimbursed for expenses on the mileage basis unless they carry motor vehicle liability insurance.
 - d. For employees who must report to the main campus, leave for an assignment at a satellite campus, and must return to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure and return.
 - e. For employees who must report to a satellite campus for the beginning or end of their work day (traveling to/from home) and must also report to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure or return, unless the distance between their home and the satellite campus is less than the distance between the College and the satellite campus. In that case, mileage will be reimbursed for the distance from the employee's home to the satellite campus and from the satellite campus to the College.
 - f. Employees who are not required to report to the main campus but have assignments at a satellite campus will not be eligible for travel reimbursement.
6. Transportation Expenses
- a. Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway and tunnel tolls.
 - b. Any other out-of-pocket expenses, such as road service and towing charges directly chargeable to the operation of a College-owned vehicle incurred while traveling in such vehicle, may be reimbursed subject to approval of the Vice President for Business and Finance.
7. A receipt is required for each item of expense greater than one dollar, except ferry and taxi fares, and bridge, highway, and tunnel tolls if receipts are not available.

Reimbursement

- 1. Advance payment for personal expenses and travel, except for preregistration and transportation reservations when payment is required, is not allowed in accordance with rulings of the State Auditor's Office.
- 2. Reimbursement is made only if the trip received proper authorization and certification. Otherwise, the traveler is liable for all expenses incurred.
- 3. The "Report of Business Expense" form must be completed for reporting trip expenditures for all travel and must be accompanied by receipts.
- 4. The "Report of Business Expense" form must be submitted to the Business and Finance office within one week after the traveler returns unless arrangements are made to submit the form on a weekly or monthly basis.

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5. A written report of information gathered as a result of approved travel may be required by the supervisor, department chair, Provost, or Vice President for Business and Finance.
 6. If the traveler is accompanied by a family member or friend, the maximum reimbursement for lodging remains the same with the traveler paying the difference between a single rate and the rate for a couple. The traveler must furnish proof of the rate schedule.
 7. If a faculty or staff member chooses to provide his/her own transportation, instead of traveling with a group, he/she will do so at his/her own expense.
 8. Tips may be included in the meal allowances but reimbursement will not exceed the stated rates. Meal tips are the only allowable tip and may not exceed 20% of the food purchased. Tips are not reimbursable for services such as transportation, baggage handling, etc.
 9. No reimbursement will be made for alcoholic beverages.

General Travel Benefit Programs

1. If possible airline Frequent Flyer miles, free tickets or other benefits from airline travel shall accrue to the College when an employee is traveling on official business and the College is reimbursing the employee or paying for trip expenses. These benefits shall be used by the College to pay for employee travel expenditures. In no case shall the additional benefits described in this section accrue to the employee's personal airline account. This is not intended to prohibit an employee's normal accumulation of credit card reward points associated with the use of the employee's personal credit cards.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

AFFIRMATIVE ACTION

Effective: Summer 2013

Policy No. 3357:15-14-11

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POLICY:

1. Stark State College is committed to equal employment opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. Stark State College is committed to identifying and, where appropriate, addressing areas of adverse impact involving members of legally protected employee classes.
2. It is the policy of Stark State College to comply with the applicable federal and state statutes, rules, and regulations concerning equal employment opportunity and affirmative action and to ensure equal employment opportunity through the use of an Affirmative Action Plan. This policy extends to all areas of employment practices including recruiting, hiring, promotions, benefits, pay, training, working conditions, and all other terms and conditions of employment and ensures that all employment decisions are based only on valid job requirements.

PROCEDURE:

1. The Affirmative Action Plan will guide employment and business practices of the College.
 - a. Practice fairness in hiring, promoting and professional development and treatment of employees.
 - b. Recruitment process will be designed to result in the most diverse and qualified applicant pool possible.
2. The Affirmative Action Plan, driven by census and population survey data, will be evaluated and, when necessary, revised annually by the Human Resources Department.
3. The Human Resources Department will submit an annual report on the Affirmative Action Plan to the Executive Council for review.
4. The Affirmative Action Plan will be made available for review in the Human Resources Department during regular hours of operation or by appointment.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

**DRUG AND ALCOHOL ABUSE AND DRUG-FREE WORKPLACE ACT
COMPLIANCE**

Effective:

Policy No. 3357:15-14-12

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PHILOSOPHY:

The College considers the use of any illegal drug or controlled substance and the abuse of alcohol and legal (prescription or over-the-counter) drugs, collectively referred to herein as “substance abuse”, to be very serious matters that cannot be tolerated in the workplace. Substance abuse poses health and safety hazards to employees and to the community at large. Because the College is a responsible source and participant with the Federal Government in many programs and activities, substance abuse by College employees jeopardizes Federal Government funding in light of the Federal Government’s increasing efforts to combat substance abuse. Therefore, it shall continue to be the policy of the College to prohibit substance abuse and to maintain a drug-free workplace. All employees are notified that the manufacture, distribution, dispensing, possession, use, or being under the influence of any drug or controlled substance, or alcohol, is prohibited on all College property and in any other location where employees are conducting College business. The use of legal drugs, taken in accordance with a doctor’s orders, is not subject to this policy and is permitted on the job so long as it does not impair the employee’s ability to perform any essential function of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Likewise, the moderate, i.e., so as not to become intoxicated and legal consumption of alcohol at officially sanctioned on-campus social functions in which College employees might participate is not subject to this policy. All College employees must comply with the terms of this policy.

Definitions – For purposes of this policy statement, the following definitions shall apply:

1. Manufacture – to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same including packaging, repackaging, labeling, and other activities incident to production.
2. Distribute – to deal in, ship, transport, or deliver.
3. Dispense – to sell, leave with, give away, dispose of, or deliver
4. Possess or possession – having as property or exerting control over a thing or substance. Possession will not be presumed solely from mere access to the thing or substance or presence upon the premises where the thing or substance is found.
5. Use – use of a drug or other controlled substance or consumption of alcohol.

6. Being under the influence – to yield a positive result, as defined by the State of Ohio or other generally accepted standard, on any test given to determine the presence of drugs or alcohol.
7. Drug abuse offense – corrupting another with drugs, trafficking in drugs, drug abuse, possessing drug abuse instruments, permitting drug abuse, theft of drugs, deception to obtain a dangerous drug, illegal processing of drug documents, abusing harmful intoxicants, trafficking harmful intoxicants, or illegal dispensing of drug samples; a violation of an existing law of this or any other state or of the United States that is substantially equivalent to any of the above offenses; an offense under an existing law of this or any other state or of the United States of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element; or a conspiracy or an attempt to commit, or complicity in committing or attempting to commit any of the above offenses.
8. Controlled substance – a drug, compound, mixture, preparation, or other substance as defined in Chapters 2925 and 3719 of the Ohio Revised Code, or as defined by applicable statutes of other states and the Federal Government.
9. Criminal drug statute – any federal or state criminal statute involving the manufacture, distribution, dispensing, possessing or use of any controlled substance.
10. Conviction – any finding of guilt after a trial, a plea of guilty or a plea of nolo contendere.

POLICY:

Compliance. All Stark State College employees are expected to abide by the terms of the College Substance Abuse Policy. An employee found in violation of this policy shall be subject to a variety of sanctions and penalties. Such penalties and sanctions may include but are not limited to referral for counseling, written or oral reprimands, suspensions with or without pay, or termination in accordance with the established rights of the employee, including the right to due process.

The Stark State College Board of Trustees reserves the right to enforce this policy to secure the workplace in order to achieve and maintain compliance with the Drug-Free Workplace Act, subject, however, to those rights guaranteed to employees, the requirements of applicable statutes and regulations, and the restraints contained in the State and Federal Constitutions.

PROCEDURE:

1. An employee may be required to submit a urine specimen and/or blood sample for testing for the presence of drugs or alcohol, or a breath sample for testing for the presence of alcohol under the following conditions.
 - a. Where there is reasonable suspicion to believe that the employee, when appearing for duty or while on the job, is under the influence of, or his/her job performance is impaired by, alcohol or drugs. Such reasonable suspicion must be based upon objective facts or specific circumstances found to exist that present a reasonable basis to believe that an employee is under the influence of, or is using or abusing, alcohol or drugs. Examples of reasonable suspicion shall include, but are not limited to, slurred speech, disorientation, abnormal conduct or behavior, or involvement in an on-the-job accident resulting in personal injury or property damage, where the circumstances raise a reasonable suspicion concerning the existence of alcohol or drug use or abuse by the employee.
 - b. The person observing the suspicious behavior (observer) will immediately contact the College's security department and provide details of the incident to the security officer. The security officer will contact the employee's immediate supervisor and inform him/her of the incident or situation. If the immediate supervisor is not available, the security officer will contact an individual in the chain of command, the Director of Human Resources or a member of the administration. The security office and the supervisor, or other person in authority, shall confirm that a test is warranted based upon the circumstances. The employee may be immediately tested at the College or at a College designated facility. The security officer may require that a security officer or someone designated by the officer take the employee to the offsite testing facility. Any action taken will be documented in writing and supported by the security officer, the observer and the supervisor or other person in authority.
 - c. The refusal to submit to testing as prescribed in this Section shall constitute a violation of this policy and will subject the employee to sanctions and penalties as set forth in this policy.
 - d. Employees who are required to be tested pursuant to federal laws and/or federal regulations shall be tested in accordance with those laws and regulations.
2. All College employees shall as a condition of employment abide by the following requirements:
 - a. Acknowledge receipt of and abide by the terms of the College's "Policy Against Drug and Alcohol Abuses" (Drug-Free Workplace Act Compliance) policy statement.
 - b. Notify his/her administrative supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee who fails to report such a substance abuse conviction

within five days will be subject to sanctions, up to and including termination of employment.

3. If the employee is directly engaged in the performance of work pursuant to a grant, project or contract from an agency or division of the Federal Government, the College is required, upon receipt of notice provided by the employee as required by this policy, or actual notice of such conviction, to notify the agency or division providing such funding within ten days of receipt of such notice. The principal investigator of any grant, project, or contract from a federal agency is required to insure that each employee engaged in the performance of the grant, project or contract be given a copy of and acknowledge receipt of this policy.
4. Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the College, within thirty days of receiving such notice, shall:
 - a. Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with requirements of due process, or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Drug-Free and Alcohol Awareness Program

1. Stark State College hereby establishes a Drug-Free and Alcohol Awareness Program.
2. Under this program, the College will from time to time publish literature warning about the dangers of the abuse of drugs and alcohol in the workplace or in any environment.
3. The program will specifically cover the following major topics:
 - a. Health and safety concerns associated with drug and alcohol abuse;
 - b. College policy regarding illegal drug use and the use of alcohol;
 - c. Availability of counseling and assistance for employees;
 - d. Penalties that may be imposed for drug-abuse or alcohol-abuse violations.

Good Faith Effort

The College, in adopting and implementing this policy pursuant to the Drug-Free Workplace Act of 1988, further certifies that it will make a good faith effort to continue to maintain a drug-free workplace and to respect the privacy rights of its employees.

Stark State College
Policies and Procedures Manual

Title: **ANTI-HARASSMENT**

Policy No.: 3357:15-14-13

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Effective: October 9, 2014

Revision 1

POLICY:

1. Stark State College has a zero tolerance for:
 - a. Sexual harassment.
 - b. Harassment committed by an employee, student, customer, vendor or other outside party as listed below based on race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, sexual orientation, gender identity, or gender expression.
 - c. Retaliation against anyone for making a good-faith complaint of such harassment or for cooperating in College investigations of such complaints.
2. This policy protects the following parties (“protected parties”):
 - a. All Stark State College employees (full-time and part-time) and students.
 - b. All independent contractors, temporary employees and agency employed workers.
 - c. All visitors to the Stark State College workplace, such as vendors and College associates.
3. Definition of Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when it meets any of the following:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment for working or learning. Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member or student and a customer, vendor or contractor; students; or a student and a faculty member. The College’s definition of sexual assault is outlined in 3357:15-14-15 Sexual Assault Policy.
4. Definition of Harassment: “Harassment,” as defined by this policy, is conduct, whether in the workplace or off-site, which has the effect of interfering with someone’s work performance, or which creates an intimidating, hostile or offensive working environment.
5. Prohibition Against Retaliation for Harassment: Stark State College prohibits retaliatory actions against all protected parties that are motivated by the fact that the protected party

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Policy No.: 3357:15-14-13

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has made a good-faith complaint of harassment or by the fact that the protected party has assisted or cooperated in an investigation of a complaint by someone else.

6. This policy protects any protected party who makes a complaint of harassment believing that their complaint is justified, even if the College should ultimately find that complaint unfounded.

PROCEDURE:

1. Complaint Procedure

- a. This complaint procedure is designed to encourage any protected party to report any instance of harassment or retaliation that violates the anti-harassment policy.
- b. If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe someone else being subjected to such conduct, report this conduct immediately to any of the following:
 - Supervisor, Manager, Director, Department Chair, Dean or Vice President
 - Human Resources Representatives
 - Title IX Coordinator

When the above individuals receive an allegation of harassment, they will promptly refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.

2. Confidentiality

- a. To the extent possible, all information received in connection with the filing, investigation, and resolution of complaints will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

3. Retaliation

- a. Stark State College will not tolerate retaliation in any form against any protected party who files a complaint, serves as a witness, assists one who files a complaint, or participates in an investigation of discrimination or harassment. College policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Complaints of retaliation should be directed to the Human Resources Department.

4. Penalties for Harassment or Retaliation

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- a. Any breaches of this policy including falsified allegations discovered during the investigation are considered serious and will result in discipline, up to and including termination, according to the Stark State College Corrective Action and Discipline Procedure.
 - b. In accordance with Title IX, in instances where a student has breached this policy, sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension or dismissal from the College. In the event that a record of such sanctions will become a part of the harasser's student record, prior notice will be given to the harasser. The complainant will be informed of the corrective measures taken.
 - c. Individuals in supervisory positions or those with a duty to act, who bear the responsibility of allowing violations of this policy to occur may also face discipline according to the Stark State College Discipline Procedure where:
 - (1) Their action or inaction contributed to the development of the environment that led to the offending conduct.
 - (2) They failed to take appropriate action in response to receiving a complaint or witnessing an incidence of harassment or retaliation.
 - d. Such a finding may also affect the employee's present or future assignment.
5. Your Right to Complain to Government Agencies
- a. In addition to using the above complaint procedure to report and resolve their complaints of harassment or retaliation; protected parties may also file a complaint with the appropriate local, state, or federal enforcement agency in addition to the Stark State College Human Resources Department or Title IX Coordinator.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INVESTIGATOR CONFLICT OF INTEREST

Effective: Summer 2015

Policy No. 3357:15-14-14

Page 1 of 1

POLICY:

The College has a responsibility to manage, reduce or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of a director (or investigator) of a grant-funded project. In order to comply with College policy, the Strategic Grants Office is to utilize the Conflicts of Interest (Grants) Disclosure Form.

PROCEDURE:

- (A) Each investigator is required to disclose all significant financial interests that might present actual or potential conflict of interest in relationship to certain externally funded projects.
- (B) Investigators are required to provide financial disclosures prior to the time a proposal is submitted to a funding agency and those disclosures must be updated, if necessary, during the grant period.
- (C) The Strategic Grants Development Officer will determine whether a conflict of interest exists and outline a procedure for the management, reduction or elimination of the conflict of interest.
- (D) In situations where the project director/investigator has violated College policy and/or the terms of an agreement reached to resolve the conflict of interest, the College will refer to the Corrective Action and Discipline Procedure (policy 3357: 15-14- 18) for appropriate disciplinary interventions.
- (E) Where a conflict of interest cannot be resolved to the satisfaction of the institution this investigator cannot be used for the grant.
- (F) The Strategic Grants Development Officer is responsible for maintaining records of financial disclosures and actions taken to resolve conflicts of interest.

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Policies and Procedures Manual

Title: **SEXUAL ASSAULT**

Policy No.: 3357:15-14-15

Page 1 of 1

Effective: October 9, 2014

Revision 1

POLICY:

Stark State College desires to establish and maintain a safe and secure environment for our employees and students. The College will not tolerate sexual assault of any kind. Sexual misconduct is socially irresponsible and violates the right of other individuals. Nothing you do, say, or wear gives anyone the right to assault you. Sexual assault by anyone is a violation of your body and your trust. Sexual assault is a crime and will be dealt with accordingly.

Definition of Sexual Misconduct:

Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

1. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
2. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
3. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
4. Sexual harassment, as defined in applicable College policy.
5. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

PROCEDURE:

A complete copy of the Stark State College Sexual Assault Policy can be obtained in the Campus Security Office. The policy is part of Stark State College's commitment to safety and security on campus and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

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POLICIES AND PROCEDURES MANUAL

BLOODBORNE PATHOGENS

Effective: Summer 2015

Policy No. 3357:15-14-16

Page 1 of 5

POLICY:

Stark State College promotes the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the College's students and employees. The College will make all reasonable accommodations to persons infected with Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Hepatitis D Virus (HDV), and Human Immunodeficiency Virus (HIV) and to employ, continue to employ, and/or enroll persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding bloodborne pathogens, standard precautions, and work practice controls.

The College affords a broad range of academic opportunities in diverse healthcare fields. Instruction in some healthcare fields may require communicable disease precautions against exposure to blood or body fluids.

In accordance with Occupational Safety and Health Administration (OSHA) Regulation CFR 1910.1030, each division of the College in which activities may be reasonably anticipated to have a risk of exposure to blood or other potentially infectious materials will develop a written occupational exposure control plan for bloodborne pathogens and distribute same to employees and students.

Action will be guided by the most recent medical evidence, the federal regulations of the Rehabilitation Act, state law, guidelines from the Centers for Disease Control and Prevention (CDC), the Public Health Services, the American College Health Association, and the State of Ohio Department of Health.

The College will not routinely screen all members of the College community for communicable diseases unless and until required to do so by law, because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.

The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the College, as an employer and a provider of educational services, must make reasonable accommodations for handicapped individuals, including those with communicable diseases.

The College maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The Act requires that no specific or detailed information concerning symptoms or diagnoses be provided to staff, administrators, or family members without the express written permission of the student/employee. Only individuals at the College with a legitimate need to know will have knowledge of the existence of students and/or employees with communicable diseases.

PROCEDURE:

- (A) The College will be flexible in its response to incidents of disease at the College, evaluating each occurrence in light of all applicable federal, state and local laws, its general policy and the latest information available. A Case Review Committee consisting of a health practitioner, the dean of the appropriate division (in cases involving students), and the Director of Human Resources will be available to meet to consider reported occurrences of bloodborne pathogens.

- (B) Occupational Exposure Control Plan

The purpose of the occupational exposure control plan is to protect the health and safety of the persons directly involved in handling the materials, Stark State College personnel, and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste.

Each plan must include the following standard precautions which must be taken:

- (1) Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used:
 - (a) When the employee has cuts, abraded skin, chapped hands, dermatitis, or the like.
 - (b) During instrumental examination of the oropharynx, gastrointestinal (G.T.) tract, and genitourinary (G.U.) tract.
 - (c) When examining abraded or non-intact skin of a patient with active bleeding.
 - (d) While handling blood or blood products or other body secretions during routine laboratory procedures.
- (2) Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
- (3) Mask and eye protection are required when contact of mucosal membranes (eyes, mouth or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).
- (4) Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth-to-mouth contact. (This statement is required for groups where resuscitation is a part of their responsibility such as a Fire Department or Police or Medical Emergency Services.)

- (5) Gloves must be available for use by phlebotomists.
- (6) All pipetting must be carried out with the aid of a rubber bulb or other vacuum assist device. Mouth pipetting is strictly forbidden.

(C) Waste Disposal Plan

- (1) Medical/Infectious waste must be segregated from other waste at the point of origin.
- (2) Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double, disposable, red bags conspicuously labeled with the words "INFECTIOUS WASTE – BIOHAZARD."
- (3) Infectious sharps must be contained for disposal in leak-proof, rigid, puncture-resistant containers.

Always keep these sharps safety guidelines in mind:

- Avoid direct contact with sharps as much as possible.
- Remember that needle sticks are the most common source of infection.
- Always wear gloves when handling sharps.
- Never use your hands to sweep up broken glass.
- Use tongs or other devices – not your hands – when retrieving reusable sharps.
- Be careful of sharps that may be hidden in patients' laundry or linen.
- Know and observe all procedures for proper storage and disposal of sharps.
- Always report immediately any incident involving potential exposure to bloodborne pathogens.
- If exposed to sharps, get medical evaluation quickly.

- (4) Infectious waste thus contained as described in procedures (2) and (3) above must be placed in reusable or disposable leak-proof bins or barrels which must be conspicuously labeled with the words "INFECTIOUS WASTE – BIO HAZARD." These waste barrels are to be picked up regularly by an outside company licensed to handle infectious wastes.
- (5) Mixed waste that includes biological/infectious waste and radioactive waste must be disinfected by a person trained in radioisotope safety and waste disposal procedures.
- (6) A solution of sodium hypochlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial cleanup of a spill, with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.
- (7) After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in hot water.

- (8) Other biological wastes that do not contain radioactive or hazardous substances may be disinfected by steam sterilization (autoclave) and then disposed of in the regular trash.
- (9) Liquid biohazard waste may be disposed of in the sewage system following chemical decontamination.
- (10) Reusable glassware must be decontaminated with sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. Then the glassware must be sterilized in an autoclave.

Applicable supervisors must ensure that their staff is trained in proper work practices, about the concept of universal precautions, about personal protective equipment, and in proper cleanup and disposal techniques.

- (D) Pertinent employees will participate in a training program at no cost, during work hours, and with materials appropriate to the literacy, education, and language of the employee.

The training will include:

- A copy of the standard for each employee and an explanation of the content.
- A general explanation of bloodborne pathogens and how they are transmitted.
- Explanation and access to the Exposure Control Plan.
- Explanation of the departmental policies on Personal Protective Equipment.
- An awareness of tasks that may involve exposure and how to avoid or minimize it.
- All pertinent Hepatitis B training.
- How to handle emergencies involving exposure.
- Explanation on biohazard labels.

(E) DEFINITIONS

BIOLOGICAL HAZARD - The term biological hazard or biohazard is taken to mean any viable infectious agent (etiologic agent) that presents a risk, or a potential risk, to the well-being of humans. Each supervisor has identified the specific biological hazard associated with your job, and the supervisor will arrange for your training, if necessary.

BLOOD AND BODY FLUIDS – These are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, other body fluids containing visual blood, human tissue or organs other than intact skin, HIV-containing cell or tissue cultures, organ cultures, and HIV, HBV, HCV, or HDV containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV, HBV, HCV or HDV.

BLOODBORNE PATHOGENS – These are defined as microorganisms present in blood and able to cause disease in humans; These include but are not limited to HBV and HIV.

CONTAMINATED – This is defined as the presence or reasonably anticipated presence of blood or potentially infectious body fluid on laundry items or sharps or glassware.

ENGINEERING CONTROLS – These are defined as sharp disposable containers, self-sheathing needles that isolate or remove the bloodborne pathogens hazard.

ETIOLOGIC AGENTS - The United States Department of Health and Human Services, Public Health Service, Classification of Etiologic Agents on the Basis of Hazard, is the classification system used at Stark State College for etiologic agents.

MEDICAL WASTES/INFECTIOUS WASTES – This is defined as all laboratory waste emanating from human or animal tissues, blood or blood products or fluids; all cultures of tissues or cells of human origin or cultures of etiologic agents; specimens of human or animal parts or tissues removed by surgery, autopsy, or necropsy.

OCCUPATIONAL EXPOSURE – This is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact that may result from the performance of an employee's duty. Parenteral means piercing the skin barrier through cuts, human bites, abrasions.

PERSONAL PROTECTIVE EQUIPMENT – This includes gloves, gowns, laboratory coats, face shields, eye protection, masks and other devices.

POTENTIALLY INFECTIOUS MATERIALS – These are defined as the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pericardial, pleural, peritoneal, amniotic, saliva in dental procedures, and any other body fluid in situations where it is impossible to distinguish between fluids. Any unfixed tissue or organ from a dead or living human. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium.

REGULATED WASTE – This is defined as infectious waste. Any item soiled with blood or other body fluids such as sharps, clothing, and glassware. This waste must be treated as Infectious Waste.

UNIVERSAL PRECAUTIONS – This refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with bloodborne pathogens. All infectious/medical material must be handled according to Universal Precautions.

WORK PRACTICE CONTROLS – These are defined as measures that reduce likelihood of exposure such as adherence to the practice of universal procedures, prohibiting recapping of needles or other sharps, and prohibiting pipetting or suctioning by mouth.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CONCEALED WEAPONS

Effective:

Policy No. 3357:15-14-17

Page 1 of 1

POLICY:

Except as provided in paragraph 1 below, the use, possession or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security officer or qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law.

PROCEDURE:

1. Pursuant to Ohio Revised Code Section 2923.26(B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the College **ONLY** if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.
2. Students enrolled in the Stark State Police Officer Basic Training Program may possess **UNLOADED** firearms on campus when specifically directed to do so for training purposes. Weapons must be removed from campus immediately upon conclusion of the training session for which a weapon was required.
3. Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or dismissal for students. Any person violating this policy may be subject to arrest or criminal prosecution.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CORRECTIVE ACTION AND DISCIPLINE PROCEDURE

Effective: Fall 2012

Policy No. 3357:15-14-18

Page 1 of 3

POLICY:

1. The policy provides a mechanism for maintenance of stable working conditions according to the Policies and Procedures of the College. Disciplinary interventions should focus on modifying and correcting employee behavior and deterring the employee from repeating past problem behavior.
2. Corrective action and discipline should impose the least severe action necessary to correct the undesirable behavior. Stark State College reserves the right to combine or skip steps in the corrective action and disciplinary procedure depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may vary based upon the totality of circumstances. Discipline must consider past practice and equitable treatment, and it must meet the test of just cause.
3. Disciplinary intervention can be taken to correct problems including, but not limited to, unsatisfactory work performance, behavior and conduct infractions, absenteeism and tardiness, negligence, violation of the College's rules and Policies and Procedures, and illegal activity.

PROCEDURE:

1. Supervisory Conference – Supervisory Conference - The problem(s) will first be brought to the employee's attention in a supervisory conference between the employee and the supervisor. This initial meeting is not considered part of the formal corrective action and discipline procedure. During this conference, the supervisor will make sure the employee is aware of the problem and its negative impact. The supervisor will impress upon the employee the necessity of correcting the problem. At this conference the employee will have the opportunity to state his/her point of view.
2. Formal Discipline System
 - a. If the problem is not resolved through this supervisory conference, or if the problem is of a serious nature (reference paragraph (2) of rule 3357:15-14-18 of the Policy section), the supervisor may institute a formal disciplinary intervention. The formal disciplinary process 3357:15-14-18 may include a documented verbal reprimand, a written reprimand, suspension, final written reprimand and/or termination. Discipline should be administered at the minimum level necessary to bring about correction of the problem. The level of discipline administered is at

the sole discretion of the College. If the problem is not corrected, more severe action will be taken, up to and including termination.

- b. The violation of some rules is so extreme that outright discharge is necessary and justified. These violations include, but are not necessarily limited to, theft, on the job substance abuse, willful destruction of College property, unauthorized possession of firearms on campus and other illegal activity.
- c. Supervisors must consult with the Human Resource Department prior to initiating the formal disciplinary process. The employee will be informed of a formal disciplinary intervention, both verbally and in writing, within 10 business days after the disciplinary decision has been proposed. Supervisors must maintain written documentation at each stage of the disciplinary process. This documentation must be sent to Human Resources within two business days of the meeting with the employee. A standard format, provided by the Office of Human Resources and approved by the President, shall be used for the report. Human Resources will maintain all written correspondence in the employee's personnel file.
- d. The employee may appeal a disciplinary action through the College's grievance procedure (reference rule 3357:15-14-07 of the Administrative Code), only if the disciplinary action violates the College's rules, policies and procedures, or other accepted practices of the College.
- e. The following are the steps in the formal discipline system:
 - Step 1. Documented Verbal Reprimand and a Timeline (if appropriate). A documented verbal reprimand is the first step in the formal disciplinary process. The verbal reprimand must state the nature of the current problem, describe the supervisor's expectations and point to future disciplinary intervention if improvement does not occur. The supervisor will document the occurrence of the documented verbal reprimand, and it will be submitted to Human Resources to retain in the employee's personnel file.
 - Step 2. Written Reprimand and a Timeline (if appropriate). A written reprimand is a formal notice that a serious infraction has occurred or that the employee has not corrected a problem outlined in a previous documented verbal reprimand. Additional disciplinary intervention may be taken consistent with the College's Policy and Procedures and any applicable existing contract provisions. It also aims to gain the employee's agreement that the problem will be corrected and will not recur. The written reprimand will be signed by the supervisor and the employee and will be placed in the employee's personnel file.
 - Step 3. Suspension. Suspension with or without pay may be incorporated into the plan to address the disciplinary intervention. This is an optional step that occurs when the division management and Human Resources suspect an

employee of a severe infraction of the policy and procedures, rules or accepted practices of the College, or a repeated infraction which has been previously addressed. The College will provide the employee with due process, including notice of the evidence against him or her and an opportunity to respond to the allegations.

- Step 4. Final Written Reprimand. The final written reprimand will be a last-chance agreement between the College and the employee regarding sustainable, improved behavior. It is a notice to the employee that he or she must reform his/her actions and behavior or face discharge. The final written reprimand will be signed by the supervisor and the employee and will be placed in the employee's personnel file.
- Step 5. Termination. Termination is the final step in the disciplinary process. It will occur when the employee has not resolved the problem during the previous steps, or when the violation, at the sole discretion of the College, is so extreme that outright discharge without going through some or all of the previous steps is necessary and justified. In all instances where disciplinary intervention could result in Termination, the College will provide the employee with due process, including notice of the evidence against him or her and an opportunity to respond to the allegations. All termination requests will undergo a final review by the Human Resources Department. The employee must be officially notified in writing of the termination by the Human Resources Department and is expected to comply with all exit procedures.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PAY DURING EMERGENCY SCHOOL CLOSING

Effective:

Policy No. 3357:15-14-19

Page 1 of 2

POLICY:

This policy applies when the College is closed or any of its locations are closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control. If only one area or location of the College is affected then this policy applies only to employees scheduled to work in that area or location.

PROCEDURE:

1. When the College is closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control the following groups of employees will be paid their normal pay for the period of this closure:
 - a. Benefit-eligible employees (i.e. employees that accumulate vacation, sick and personal time).
 - b. Adjunct faculty (except faculty teaching continuing education or contract training courses) working under an instructional contract.
2. Adjunct faculty teaching a continuing education or contract training course will not receive pay for the period of the closure. If the course is rescheduled they would receive pay for the course when it is taught.
3. Student workers, irregular employees, part-time employees that are not benefit-eligible and faculty not working under an instructional contract will not receive pay for the period of the closure.
4. Non-exempt employees:
 - a. Non- exempt employees, whose regular shift occurs during the closure and are required to work any hours during that shift (or any time during the closure) are paid for their regular shift plus pay at his/her regular rate for hours that they actually work.
 - b. Non-exempt employees, whose shift was not affected by the emergency closure, are paid for that shift. If they are required to work that shift (or any time during the closure) they are paid for their regular shift plus pay at his/her regular rate for hours that they actually work.
 - c. Overtime compensation or comp time for non-exempt employees will only be granted if the non-exempt employee exceeds 40 hours in the work week. The

time period not worked but paid due to the closure would be included in the 40-hour week as time worked for calculating overtime.

5. Exempt employees. Exempt employees receive their normal pay for the period. If they are required to work during the closure, they receive no additional pay for hours that they actually work.
6. Benefit-eligible employees who had previously requested vacation, personal time or non-extended sick leave will be paid for the time of the closure period; no time will be deducted from their vacation, personal leave or sick leave accounts for the closure period. Employees on extended sick leave (where the sick leave period is more than five contiguous working days during which time the closure occurs) will be charged with sick time for the closure period.
7. When the College is closed for an extended period of time (e.g. more than 24 hours) due to an event beyond its control, the administration may deviate from the practice defined above.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PROPERTY USE POLICY

Effective: Summer 2015

Policy No. 3357:15-14-20

Page 1 of 5

POLICY:

All forms of property (including equipment, facilities, supplies and services) purchased with Stark State College funds are intended for College business only. The use of College property must be consistent with the mission and goals of the institution. Property used by departments or divisions belongs to the College as a whole and not to any department or division to which it has been assigned.

PROCEDURE:

- (A) The College obtains and provides equipment for its employees only for the purpose of executing work assignments and work-related responsibilities. All College equipment, whether assigned to a particular employee, office, instructional area, or off-campus location, is to be used only for College activities. Except as described herein, employees are not authorized to use College property for personal or non-College business purposes, and College-owned property and the facilities shall not be used to bring personal profit to any employee of the College.
 - (1) If College equipment needs to be taken off-site for business use, approval of the immediate supervisor is needed. Permission is implied for an employee who is granted authorization for a laptop or tablet, as the expectation is that this equipment will be mobile and used for work-related assignments and responsibilities.
 - (2) College employees shall be held accountable for any damage resulting from their negligence to property assigned to them, and shall not lend such property or permit property to pass out of the control of a College employee.

- (B) Use of College Equipment
 - (1) Desktop Telephones
 - (a) Use of College telephones for personal matters should be limited, whether these calls are incoming

or outgoing. Personal telephone calls burden the computerized telephone system and take up employees' valuable work time.

- (b) Personal long distance telephone calls are not to be charged to College telephones. College employees shall use a personal calling card, credit card or personal cell phone if it is necessary to make a personal long distance call at work.

(2) Cellular Telephones

- (a) The College may provide cellular telephone, data, and/or text service for employees whose duties and responsibilities require wireless access for College business. Requests for a College-provided cell phone are made through the completion of the Cell Phone Request Form. The appropriate level of cellular phone service is determined by the department and the College's needs, employee's duties and available funding. College-provided cellular telephone, data, and/or text service is intended for College-related business purposes. Use of College-provided cellular telephone, data, and/or text service for personal matters should be limited, whether these calls are incoming or outgoing. International telephone calls are not to be charged to College-provided cellular telephones unless business needs require them.
- (b) College-provided cellular telephones must meet the standards established by the Information Technology Department and must be acquired in accordance with the College's purchasing procedures. A representative from the Information Technology Department will manage all cellular phone acquisitions. An annual review of the business need for employees to retain a College-provided cell phone must be completed by the applicable Executive Council member before the beginning of each fiscal year. Any device which

connects to the College information service must also contain security such as password activation. If said device were to become lost or stolen, it is the responsibility of the individual who connected the device to contact the Help Desk immediately to safeguard the information stored therein.

- (c) Monthly billing for cellular services will be reviewed and authorized for payment by the Information Technology Department.
- (d) A representative from the Information Technology Department and the Comptroller's office will review individual usage and adjust cellular plans to assure that the College receives the lowest per minute.

(3) Computer and Network Resources

Computer resources of Stark State College are privileges provided solely for the following: currently registered students, authorized faculty and staff, and authorized agents of the College; performing activities for the benefit of or with respect to the instructional or administrative missions of the College. Section 3357:15-15-05 of the College's Policies and Procedures Manual outlines the policy on the responsible use of College computer resources.

(4) Vehicles

- (a) A number of motor vehicles are owned by Stark State College. These vehicles are made available to employees in order to facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to insure the efficient and economical utilization of such vehicles.
- (b) College-owned vehicles are not to be driven for personal use, unless approved by the College Board of Trustees. Employees may be required to drive

their personal vehicle or a rental vehicle for College business. Any employee driving a College-owned, rental, or personal vehicle on College business must have a valid driver's license and proof of insurance, as required by Ohio law.

(5) Office and Classroom Furniture

Office and classroom furniture (including, but not limited to, desks, chairs, and tables) is the property of the College and may not be used for personal use.

(6) Copiers/Facsimile Machine

Personal use of College copiers, facsimile machines and scanners is prohibited without supervisory approval. If approval is obtained, College employees are charged \$0.05 per copy, fax or scanned document. Fees are payable at the Business Office.

(7) Other Equipment

Personal use of College equipment or supplies, (including but not limited to, postage meter, scanners, audiovisual equipment, tools, and other equipment and supplies) is prohibited.

(C) Cell Phone, Data and Text Allowance

(1) Under certain circumstances an employee may be paid a cell phone allowance through Payroll which is included in the employee's check/direct deposit. This allowance does not increase the employee's base salary and will not be included in the calculation of any College benefits. Any applicable payroll taxes will be withheld from the cell phone allowance.

(2) Employees authorized to receive a stipend will be paid at a rate of \$50.00 per month. The employee selects and contracts for the cellular service. The rates above are subject to annual

review and may be adjusted by the Vice President of Business and Finance based upon changes in business conditions.

- (3) The stipend is additionally intended to provide partial funding for the maintenance and the replacement of a cellular device.
- (4) The stipend is considered taxable income by the College, will be subject to payroll taxes, and will be included on the employee's W-2 form each year.
- (5) The employee is advised that even though the personal usage of the cellular device is allowed, business use of the device which produces a record is subject to all provisions of the Ohio Public Record laws. This requirement is no different from business records produced by other personally owned devices.
- (6) Employees receiving a stipend are required to maintain usage records in the cell provider's billing documents for three months from the date of billing.
- (7) An annual review of the business need for the employee to continue to receive a cellular phone, data and/or text allowance must be completed by the applicable Executive Council member before the beginning of each fiscal year.

(D) Infrequent Use of Cell Phones, Data or Text Services

If a College employee's job duties do not include the frequent need for wireless telephone, data and text services, then the employee is not eligible for a College issued cell phone or a taxable cell phone allowance. Such employees may request reimbursement for the actual extra expenses of College calls made using their personal cell phone services and provide appropriate supporting documentation. A copy of the cellular phone bill, detailing the individual calls, data overages and/or text messages to be reimbursed, must accompany the reimbursement request. The College will not reimburse employees for roaming (out-of-area) charges, unless it is shown that regular phone service was not available and immediate calling was necessary.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INITIAL EMPLOYMENT

Effective: Summer 2012

Policy No. 3357:15-14-21

Page 1 of 2

POLICY:

1. The initial employment period for Stark State College contract employees (excluding adjunct faculty) begins with the first day of employment and concludes no later than March 15th of the fiscal year for which the current signed employee contract is in effect.
 - a. Guidelines
 - (1) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire.
 - (2) An employee may be notified of non-renewal of a contract at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.
 - (3) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.
 - (4) At the end of the initial employment period, the supervisor and the employee may discuss the employee's performance.
 - (5) Provided the job performance is "acceptable," the employee will continue employment under the conditions of the current contract.
2. The initial employment period for Stark State College non-contract employees begins with the first day of employment and concludes on the ninetieth (90th) calendar day of employment.
 - a. Guidelines
 - (1) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire.
 - (2) An employee may be discharged at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.
 - (3) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.
 - (4) At the end of the initial employment period, the supervisor may provide a work review for the employee.

- (4) Provided the job performance is “acceptable” the employee will continue employment under the conditions of the current work agreement.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PERSONAL PROPERTY

Effective: April 1, 2012

Policy No. 3357:15-14-22

Page 1 of 1

POLICY:

Faculty, staff, students, and visitors are responsible for any personal items brought to the College or off-campus sites. The College will not be responsible for replacing or paying for damaged or stolen items.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

EQUAL EMPLOYMENT OPPORTUNITY

Effective: June 19, 2013

Policy No. 3357:15-14-23

Page 1 of 1

POLICY:

1. It is the policy of Stark State College to ensure equal employment opportunity in accordance with Ohio Revised Code and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation is illegal.
2. Persons who believe that Stark State College has discriminated against them may file a discrimination complaint with Melissa Glanz, Director of Human Resources. The Human Resources representative has full authority to manage EEO issues involving discrimination.
3. Point of contact to file allegations of discrimination:
Melissa Glanz, Director of Human Resources
Location: 6200 Frank Ave. N.W. North Canton, Ohio 44720
Phone Number: 330.494.6170 ext. 4412
E-mail Address: mglanz@starkstate.edu

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FAMILY AND MEDICAL LEAVE

Effective: 01/01/2013

Policy No. 3357:15-14-24

Page 1 of 7

POLICY:

Stark State College will grant up to 12 weeks of leave (or up to 26 weeks of military caregiver leave to care for a **covered service member** with a **serious health condition**) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. The College will allow employees to exhaust all available and applicable leave balances prior to requesting Family Medical Leave.

Eligibility

1. To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:
 - a. The employee must have worked for the College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on authorized leave during the week.
 - b. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Hours spent on paid or unpaid leave are not counted as hours worked in determining the 1,250 hours eligibility test for an employee under FMLA.

Type of Leave Covered

1. To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:
 - a. The birth of a child and to care for the newborn child within one year of birth;
 - b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

- c. To care for an **immediate family member** who has a **serious health condition**;
- d. A serious **health condition** that makes the employee unable to perform the essential functions of his or her job;
- e. Any qualifying **exigency** arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "**covered active duty**;"
- f. Twenty-six workweeks of leave during a single 12-month period to care for a **covered service member** with a **serious injury or illness** if the eligible employee is the service member's spouse, son, daughter, parent, or **next of kin** (military caregiver leave).

Amount of Leave

1. An eligible employee can take up to 12 weeks for the FMLA circumstances (a) through (e) above. Under this policy, Stark State College uses a rolling back 12-month period beginning with the first instance of FMLA Leave.
2. Each time an employee takes leave, the College will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.
3. If two Stark State College employees each wish to take leave for the birth of the same child adoption or placement of the same child in foster care, or to care for the same parent (but not parent "in-law") with a **serious health condition**, the employees may only take a combined total of 12 weeks of leave. If the employees each wish to take leave to care for the same covered injured or ill service member, the employees may only take a combined total of 26 weeks of leave.

Employee Status and Benefits during Leave

1. While an employee is on unpaid leave, the College will continue all enrolled benefits during the unpaid leave period at the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work, the College will require the employee to reimburse the College for the amount it paid for the employee's portion of the continuation of all enrolled benefits during the unpaid leave period.
2. If the employee returns to work, the College will deduct the amount paid for the employee's portion of the continuation of all enrolled benefits during the unpaid leave period, from the employee's pay.

Employee Status after Leave

1. An employee who takes leave under this policy may be required to provide a fitness for duty (FFD) clearance from the health care provider.

2. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Disability Leave/Workers Compensation

1. Instances in which an employee concurrently uses vacation, personal, or sick leave during periods when the employee is receiving partial pay under disability leave or workers compensation will be handled pursuant to federal regulations.

Intermittent Leave or a Reduced Work Schedule

1. The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks when authorized under the military caregiver leave provisions). The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances where leave for the employee or employee's **immediate family member** is foreseeable and for planned medical treatment, including recovery from a **serious health condition** or to care for a child after birth, or placement for adoption or foster care.
2. For the birth, adoption, or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
3. If the employee is taking leave for a **serious health condition** or because of the **serious health condition** of an **immediate family member**, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee may be asked to provide documentation that the use of the leave is medically necessary.

Certification of a Qualifying Event

1. A request for FML must be substantiated with satisfactory certification provided within 15 calendar days of the request for leave. If the leave is due to a **serious health condition** of the employee, employee's **immediate family member**, or **covered service member**, certification must be submitted by an appropriate health care provider. Certification must be provided on the proper form available in the Human Resources Office. If the leave is due to adoption, foster care placement, active duty leave, or

covered active duty leave, documentation must be submitted from the appropriate agency.

2. The College reserves the right to request a second opinion if the validity of the certification is questioned. This is done at College selection and expense.
3. If necessary, to resolve a conflict between the original certification and the second opinion, the College and the employee will mutually select a third health care provider at College expense. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. The College may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.
4. The College will require certification of the **qualifying exigency** for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.
5. The College will require certification for the **serious injury or illness** of the **covered service member**. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.
6. The College may request recertification for the **serious health condition** of the employee or the employee's **immediate family member**, no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the College may request recertification for the **serious health condition** of the employee or the employee's **immediate family member** every six months in connection with an FMLA absence. In no instance will leave of any type extend beyond one calendar year. In compliance with HIPAA Medical Privacy Rules, the College will obtain the employee or the employee's **immediate family member's** permission to obtain clarification on any individually identifiable health information in the case of recertification.

PROCEDURE:

1. All employees requesting FMLA leave must provide written notice of the need for the leave to the Human Resources Office. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave as soon as practical.
2. Within five business days after the employee has provided this notice, the Human Resources Office will notify the employee of their eligibility to take FMLA leave.

3. If an employee is granted FMLA leave, the employee may be asked to report periodically on the employee's status and intent to return to work.

DEFINITIONS:

Covered active duty	In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
Covered service member	A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
Immediate family member	<p>Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; grandparent; grandchild; anyone for whom the employee is legally responsible; and the child of an employee standing in loco parentis.</p> <p>To use leave for the care of a domestic partner or for the corresponding child of the partner, please contact Human Resources to complete required documentation.</p>
Next of kin	The closest blood relative of the injured or recovering service member.
Qualifying exigency	<p>Leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.</p> <p>An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.</p> <p>A qualifying exigency includes:</p> <ol style="list-style-type: none"> 1. Short-notice deployment, (seven or less calendar days prior to the date

	<p>of deployment);</p> <ol style="list-style-type: none"> 2. Military events and activities, (in advance of and during deployment, including family support or assistance programs and informational briefings); 3. Child care and school activities, (e.g., to arrange for alternative childcare, provide childcare on an urgent, immediate-need basis, or to attend meetings at a school or daycare facility); 4. Financial and legal arrangements, (e.g., to prepare and execute powers of attorney, enroll for military health care, or to prepare a will or living trust); 5. Counseling, (non-medical, for oneself, the service member or a child); 6. Rest and recuperation, including to spend time with a covered military member who is on short-term, temporary rest and recuperation leave (up to five days for each instance); 7. Post-deployment activities (to attend ceremonies and briefings for a period of 90 days or to address issues from the service member's death); and 8. Additional activities that arise out of active duty that are agreed to by Stark State College and the employee requesting the leave, provided the agreement includes timing and duration of the leave.
<p>Serious health condition</p>	<p>An illness, injury, impairment, or physical/mental condition that meets any one of the following:</p> <ol style="list-style-type: none"> 1. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 2. Continuing treatment by a health care provider - consists of a period of incapacity for more than three full consecutive days; and also involves treatment two or more times within a 30-day period by a health care provider, absent extenuating circumstances; or treatment at least once by a health care provider which results in a regimen of continuing treatment. An eligible employee must have an in-person visit to the health care provider within seven days of the first day of incapacity. 3. Periods of incapacity due to pregnancy and childbirth, including prenatal care. 4. Chronic conditions - require visits for treatment by a health care provider at least twice a year; continues over an extended period of time (including recurring episodes of a condition); and may cause episodic periods of incapacity (e.g. diabetes, epilepsy), permanent/long-term conditions (e.g. Alzheimer's, terminal cancer), or multiple treatments (e.g. chemotherapy, dialysis).

<p>Serious injury or illness</p>	<p>In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.</p> <p>In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.</p>
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Stark State College
Policies and Procedures Manual

Title: **WHISTLEBLOWER POLICY**

Policy No.: 3357:15-14-25

Effective: 10/16/2013

Revision 0

Page 1 of 2

POLICY:

A whistleblower, as defined by this policy, is an employee of Stark State College who reports an activity that he or she considers illegal, fraudulent, or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or fraudulent activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Although the College encourages employees to report concerns to their immediate supervisor, there are times when an employee may feel it is necessary to report a concern outside of the traditional reporting mechanism. The College has adopted a whistleblower policy for these instances.

Whistleblower protections are provided in two important areas -- confidentiality and protection against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. The College will not retaliate against a whistleblower or any participants in the investigation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action--such as termination, compensation decreases, or poor work assignments--and threats of physical harm. Any whistleblower or participant in an investigation who believes he or she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal, fraudulent, and dishonest activities will be promptly submitted to the Human Resources Department, which is responsible for investigating and coordinating corrective action, if needed. Any employee who knowingly makes a false allegation of misconduct or retaliation will be subject to disciplinary action up to and including termination of employment. This policy is not in conjunction with, and will not replace or supersede federal and/or state whistleblower policies.

PROCEDURE:

Employees should share their questions, concerns, or complaints with an individual who can address them properly. In many cases, the employee's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, he or she should complete the Whistleblower Report Form and submit the completed form to one of the following:

Stark State College
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Title: **WHISTLEBLOWER POLICY**

Policy No.: 3357:15-14-25

Effective: 10/16/2013

Revision 0

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- Director of Human Resources
- Executive Administrator or
- Appropriate Faculty or Staff Association President

All concerns will then be provided to the Director of Human Resources, who will designate an investigator and/or address the concern as appropriate.

Steps

1. The Whistleblower Report Form should be completed within 90 calendar days from when the whistleblower became aware of the incident.
2. The formal complaint must be submitted on the College's Whistleblower Report Form, and should state the facts of the complaint; the policy, procedure, or law allegedly violated; and the specific remedy sought.
3. The investigator shall notify the appropriate Executive Administrator of the concern in his or her division within five business days of receipt. If the concern is against an Executive Administrator, then the President will be notified.
4. The investigator will conduct a formal conference with the employee filing the concern, if not anonymously filed, within five business days of receiving the complaint.
5. The investigator will provide a status update to the appropriate Executive Administrator within 10 business days of receipt.
6. All reports will be promptly investigated within 30 calendar days of receipt of the Whistleblower Report Form. Appropriate corrective action will be taken if warranted by the investigation.

Confidentiality

Confidentiality will be maintained to the extent possible while remaining consistent with the need to conduct an appropriate investigation, provide due process, and adhere to Ohio Sunshine Law requirements regarding public records.

Title: **EARNED COMPENSATION OUTSIDE OF THE COLLEGE**

Policy No.: 3357:15-14-26

Page 1 of 1

Effective: 07-01-2014

Revision 0 NEW

POLICY:

Full-time employees of Stark State College (College) are obligated to devote their working time and efforts primarily to College activities. Prior approval from the employee's supervisor is required for any earned compensation outside of the College. In most instances that work will be approved in a timely manner, as the College recognizes that a limited amount of earned compensation outside of the College may be advantageous to all concerned.

Such earned compensation must not interfere with the employee's College duties or conflict with the employee's College assignments, and must take place outside of the employee's designated work time. Employees of the College may not use college property or his or her position as an employee of the College for personal gain or to enhance the business opportunities of another individual, company, or organization.

Earned compensation outside of the College shall not result in a conflict of interest or the appearance of such. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising college duties or responsibilities.

Earned compensation outside of the College shall not compete directly with the College or conflict with the mission or standards of the College. The College reserves the right to disapprove of any earned compensation outside of the College that would reflect negatively upon the institution, adversely affect the employee's performance of college duties, or present any conflict of interest.

PROCEDURE:

The employee's dean/director/immediate supervisor is responsible for approving requests in compliance with Ohio Ethics law and SSC policy and procedures. The dean/director/immediate supervisor will seek assistance from applicable college personnel, including the Human Resources Department, to determine the appropriateness of earned compensation outside of the College requests when the request does not align with commonly approved requests and/or when he or she is unsure of the implications of the request. The employee's dean/director/immediate supervisor will then forward the request to Human Resources. Human Resources reserves the right of final approval or denial of all requests.

Written approval from the employee's dean/director and immediate supervisor must be obtained on an annual basis in advance of performing outside work using the Earned Compensation Outside of College Request form. Human Resources will

- 1 review
- 2 approve or deny the request
- 3 return copies to the employee and supervisor
- 4 keep a written record of all requests for a minimum of three years.

The College's grievance procedure will be utilized to address concerns regarding the administration of this policy.

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POLICIES AND PROCEDURES MANUAL

CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

Policy No.: 3357:15-14-27

Effective: 07/01/2014

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Revision 1 (Originally part of 15-14-04)

POLICY:

- (A) Stark State College is committed to providing quality, high-value education. When administration, faculty, and staff act in accordance with ethical principles, institutional quality and excellence are enhanced, and ultimately students are better served. This policy serves as a personal acknowledgement and willingness to embrace the ethical principles and values shared throughout higher education. We are committed to upholding this set of shared ethical principles for the benefit of the Stark State College community. Actions that constitute breaches or flagrant violations of the principles defined in this policy may result in disciplinary action and/or termination of employment.

- (B) The guiding principles set forth below were largely adopted from guidelines originally created by The Council for the Advancement of Standards in Higher Education (CAS).

GUIDING PRINCIPLES OF PROFESSIONAL BEHAVIOR:

- (A) Principle I - Autonomy: We take responsibility for our actions and both support and empower an individual's and group's freedom of choice.
 - (1) We strive for quality and excellence in the work that we do
 - (2) We respect one's freedom of choice
 - (3) We believe that individuals, ourselves and others, are responsible for their own behavior and learning
 - (4) We promote positive change in individuals and in society through education
 - (5) We foster an environment where people feel empowered to make decisions
 - (6) We hold ourselves and others accountable and accept responsibility for our decisions and behavior.*

- (7) We study, discuss, investigate, teach, conduct research, and publish freely within the academic community
- (8) We engage in continuing education and professional development

(B) Principle II – Non-Maleficence: We pledge to do no harm.

- (1) We collaborate with others for the good of those whom we serve
- (2) We interact in ways that promote positive outcomes
- (3) We create environments that are educational and supportive of the growth and development of the whole person
- (4) We exercise role responsibilities in a manner that respects the rights and property of others without exploiting or abusing power

(C) Principle III - Beneficence: We engage in altruistic attitudes and actions that promote goodness and contribute to the health and welfare of others.

- (1) We treat others courteously
- (2) We consider the thoughts and feelings of others
- (3) We work toward positive and beneficial outcomes

(D) Principle IV – Justice: We actively promote human dignity and endorse equality and fairness for everyone.

- (1) We treat others with respect and fairness, preserving their dignity, honoring their differences, promoting their welfare
- (2) We recognize diversity and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts
- (3) We eliminate barriers that impede student learning and development or discriminate against full participation by all students

- (4) We extend fundamental fairness to all persons
 - (5) We operate within the framework of laws and policies
 - (6) We respect the rights of individuals and groups to express their opinions
 - (7) We assess students in a valid, open, and fair manner and one consistent with learning objectives
 - (8) We examine the influence of power on the experience of diversity to reduce marginalization and foster community
- (E) Principle V – Fidelity: We are faithful to an obligation, trust, or duty.
- (1) We maintain confidentiality of interactions, student records, and information related to legal and private matters
 - (2) We avoid conflicts of interest or the appearance thereof
 - (3) We honor commitments made within the guidelines of established policies and procedures
 - (4) We demonstrate loyalty and commitment to institutions that employ us
 - (5) We exercise good stewardship of resources
- (F) Principle VI – Veracity: We seek and convey the truth in our words and actions.
- (1) We act with integrity and honesty in all endeavors and interactions
 - (2) We relay information accurately
 - (3) We communicate all relevant facts and information while respecting privacy and confidentiality

(G) Principle VII – Affiliation: We actively promote connected relationships among all people and foster community.

- (1) We create environments that promote connectivity
- (2) We promote authenticity, mutual empathy, and engagement within human interactions

*Original work of Stark State College Human Resource Committee

COMPLIANCE:

In accordance with the Ohio Ethics Law and Related Statutes (located at <http://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf>, Stark State College employees are required to conduct themselves in a responsible and ethical manner to ensure their actions as representatives of Stark State College are in the best interest of the College. As such, employees should avoid any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. The Ohio Ethics Law includes, but isn't limited to, behavior regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personnel information, and contracting.

Title: **RECORDINGS**

Policy No.: 3357:15-14-28

Page 1 of 1

Effective: 07/01/2014

Revision 0 NEW

POLICY:

Stark State College prohibits employees from audio or video recording any oral or recorded communications on work time, using any device—including but not limited to audio tape recorders, videotape recorders, cellphones and tablets—unless the employee obtains prior approval from the appropriate Executive Council Member and consent of all parties to the communication. It is the practice of the Human Resources Department not to audio or video record investigations, hearings, and meetings pertaining to corrective action; however, the Human Resources Director will not withhold consent to an employee's request to record such an investigation, hearing or meeting when required by federal, state, or local law. This policy is not applicable to recordings that are made through telephone or cell phone voicemail systems and/or Stark State College security systems.

RATIONALE:

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed. Transparency in communication is encouraged. The policy is further warranted by the susceptibility of audio and video recordings to being altered, tampered with, or corrupted.

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**INTEGRATED POSTSECONDARY EDUCATION
DATA SYSTEM (IPEDS)**

Effective: Spring 2010

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POLICY:

In order to ensure consistency among all College communications, Stark State utilizes the Integrated Postsecondary Education Data System (IPEDS) Glossary of Terms as a standard terminology reference.

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EXTERNAL COMMUNICATIONS

Effective: Summer 2015

Policy No. 3357:15-15-02

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POLICY:

External communications are required to follow established procedures governing the dissemination and receipt of information at the College. External communications, as used in this section, includes both the dissemination of information concerning the programs, progress, and problems of the institution and the receipt of information, ideas, and aspirations from all individuals at any time.

PROCEDURE:

(A) Dissemination of Information

- (1) The President has the responsibility to keep the public fully informed of all matters pertaining to the College and shall designate the planning and implementation of this activity to the Marketing and Communications Department.
- (2) All news releases to the public media or general public will be released through the Director of Marketing and Communications.
- (3) All advertising will be released through the Marketing and Communications Department.
- (4) All requests and all approvals for the assignment of speakers to groups will be cleared through the Marketing and Communications Department.
- (5) All promotional materials, including the College catalog, program bulletins, and financial aid brochures, shall be with the cooperation of all departments involved, compiled, printed and distributed through the Marketing and Communications Department.
- (6) Official publications shall be cleared through the Marketing and Communications Department prior to publication; i.e.,

student newspapers, electronic communications, bulletins, yearbooks, other house communications, etc.

(B) Receipt of Information

- (1) While comments and expressions of concern are welcome from all citizens at any time, a planned method of obtaining ideas and suggestions from community leaders is required to keep the activities of the College relevant to the needs of the district. The College will secure input from citizens on a regular basis through advisory committees and shall augment the information received through surveys when appropriate.
- (2) The President and the executive staff shall meet with the general advisory committee on a regular basis to obtain advice for planning and implementing the educational programs to be offered by the College.
- (3) An advisory committee shall be formed for each associate degree program offered by the College and shall meet with the instructors and the department chair at least twice yearly to provide technical expertise for the review and development of course offerings and to aid in placement of the graduates.
- (4) Additional advisory committees may be organized as deemed necessary by the Provost to help in the development of special courses, workshops, and seminars that may be offered by the College.
- (5) Surveys and questionnaires soliciting information about the operation of the College, both external and internal, shall be cleared through the Institutional Research and Planning Department.

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POLICY:

Shared governance is a decision-making and communication process aligned with the College's strategic plan and committed to the advancement of our students, College, and mission. It ensures every employee and student a voice in College policy directly or through elected and appointed Cabinet or standing committee representatives. It provides employees and students the opportunity to participate jointly in developing new and reviewing existing policies and procedures, with the understanding that all policies are forwarded to the Board of Trustees at the discretion of the President. Shared governance requires a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the well-being of the College. It supports the establishment of communication channels, processes, and procedures which will provide for accurate and routine dissemination of information to the various constituencies of the College community. The shared governance model and communication flow chart found in Appendix C are integral parts of the shared governance and internal communication process for Stark State College.

PROCEDURE:

Committees

The use of a committee structure as a mechanism for college-wide discussion and input to decision making, to be successful and productive, requires that the committee members be truly representative of the College community and that those who serve do so in addition to their regular duties. Six types of committees may exist on campus: President's Cabinet, standing committees, ad-hoc committees, operational committees, the Faculty Association, and the College Staff Association. The procedures and regulations as outlined herein do not require or prohibit the functioning of any student group, faculty group, or administrative group, nor do they require or prohibit the input of such groups through these procedures and regulations.

1. The President's Cabinet

a. Purpose

The purpose of the President's Cabinet shall be to provide a forum to discuss issues of concern to the entire College community, recommend policies and procedures to the President for consideration, and communicate information to College constituents. The structure must provide each constituency of the College with the opportunity to pursue its legitimate interests within a cooperative framework, while keeping the membership count to a manageable number and ensuring that the academic representation on Cabinet has a simple majority, fifty percent of the voting members, plus one. Academic representation includes the Provost and Chief Academic Officer, academic deans, academic department chairs, faculty, and the president of the Faculty Association. If and when needed,

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the number of faculty may be increased to ensure a simple majority through a nomination and election process.

b. Membership

- President (serves as chair)
- Executive Council Members at Vice President level
- All Academic Deans, Co-curricular Deans and Executive Directors who are not members of Executive Council
- Three Academic Department Chairs (selected by academic department chairs at large)
- Standing Committee Chairs
- Faculty Association President
- College Staff Association President
- Inter-Club Council President and representative
- Three full-time faculty members selected by the full-time faculty at large
- Three full-time staff members (two elected by full-time professional/technical staff and one elected by full-time hourly staff)

c. Nomination Process and Elections

The nomination process should provide an opportunity for those who wish to participate to do so. Self-nominations and nominations of others are acceptable. President's Cabinet elections take place every other year. The following vacancies will require an election process:

- Three academic department chairs elected by full-time chairs-at-large
- Three full-time faculty members elected by the full-time faculty-at-large
- Three full-time staff members elected by the full-time, categorical staff-at-large
 - Two Professional/Technical Staff
 - One Hourly Staff

1. For purposes of obtaining initial nominations, each credit academic division dean will solicit nominees for the department chair and full-time faculty positions.

- The dean will discuss the expectations of Cabinet membership with each nominee and ask if he or she accepts the nomination.
- The dean will conduct an electronic election for department chairs and full-time faculty members and allow all members an opportunity to vote for their respective vacancy (i.e. department chairs for the department chair position and full-time faculty for the full-time faculty position).
- The return location for electronic ballots will be the President's Office.

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- One department chair and one full-time faculty member from each academic division will be moved forward to the final election process.
2. For purposes of obtaining initial nominations, each Executive Council member will solicit nominees from his or her division from the two classifications (technical/professional and hourly) to be filled.
 - The Executive Council member will discuss the expectations of Cabinet membership with each nominee and ask if he or she accepts the nomination.
 - The Executive Council member will conduct an electronic election and allow all members an opportunity to vote for their respective vacancy (i.e. technical/professional for the technical/professional positions and hourly or the hourly position).
 - The return location for the electronic ballots will be the President's Office.
 - A run-off election should be conducted if there is a need to break a tie.
 - One technical/professional and one hourly employee from each administrative division will be moved forward to the final election process.
 3. The President's Office will conduct the final elections as follows:
 - Each group will be placed on a ballot for election by their respective group.
 - Voting will be done electronically.
 - The President will announce the results to the College community.
 - The President's Office will retain a complete list of all votes cast to be used in the event of someone not being able to complete his or her term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.
- d. President's Cabinet Meeting Procedures
- In the event of the absence of the chair, the President's appointed representative shall act in that capacity.
 - The President's Cabinet shall be considered to have a quorum when two-thirds of the members are present.
 - The recommendations of the President's Cabinet shall be determined by a simple majority of quorum.
 - The President's Cabinet shall normally meet monthly during the academic year at some agreed-upon time. More frequent meetings may be called as required.
 - The chair will conduct the meetings following Robert's Rules of Order.

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- Any individual member of the College faculty or staff may present an item of business to the President's Cabinet. The item will then be placed on the agenda of one of the standing committees, if deemed appropriate by President's Cabinet. If the item of business demands immediate consideration, the President's Cabinet will place it on its own agenda.
 - The President's Cabinet shall submit reports and recommendations necessary for board consideration and/or action to the Board of Trustees via the President.
 - Minutes of all meetings shall be kept and distributed by the Office of the President.
- e. Attendance
- All designated committee members must commit to the Stark State mission and purpose of President's Cabinet in the process of shared governance.
 - At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a member determines that attendance will be a concern due to other responsibilities, he or she must inform the Office of the President.
 - Upon discussion, the President will determine the member's future participation on the committee.
 - Prior to a scheduled meeting, all members must e-mail the administrative assistant to the President if they cannot be in attendance for a Cabinet meeting. Failure to contact the administrative assistant to the President regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The President will inform the member and his/her supervisor of the unexcused absence.
2. Standing Committees. The standing committees of the College shall serve as working bodies to develop new and review existing policies and procedures for consideration by the President's Cabinet. Standing committees may also serve in an advisory capacity to administrative offices to assist in making decisions in areas such as scholarship awards, admission criteria, and similar situations where it is desirable to have faculty and student input. Any individual member of the College faculty or staff may present an item of business to the respective standing committee.
- Standing committees include:
- Academic Policies and Procedures Committee
 - Curriculum Committee
 - Human Resources Committee
 - Institutional Effectiveness Committee
 - Student Affairs Committee

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a. Academic Policies and Procedures Committee

Purpose

Shall consider policies concerning academic regulations, grading, assessment, academic probation and suspension, and all other matters directly related to academics. Other items under this committee's charge include review of graduation requirements, specialized admission requirements, and academic policies.

Membership

Permanent Members:

- Executive Council Member
- Rotating Co-Curricular Dean/Executive Director who is not a member of Executive Council
- Rotating Academic Dean
- Rotating Academic Department Chair
- Faculty Association Representative (appointed by Faculty Association President)

Elected Members:

- A Full-time Faculty Representative From Each Credit Academic Division
- A Full-time Staff Representative From Each Administrative Division
- College Staff Association Representative

b. Curriculum Committee

Purpose

Shall consider matters concerning curriculum, including but not limited to: program and course development, course descriptions, course assessment, co-requisites and prerequisites, program evaluation and modification, and delivery modalities. When considering new programs and courses, the Curriculum Committee shall consider, among other items: syllabi, budget, space and equipment needs, and federal and state guidelines.

Membership

Permanent Members:

- Executive Council Member
- Registrar
- OTM/TAG/CTAG Course Coordinator
- Rotating Academic Dean
- Rotating Academic Department Chair

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Elected Members:

- A Full-time Faculty Representative From Each Credit Academic Division
- A Full-time Staff Representative From Student Success Division
- A Full-time Staff Representative From Student Services and Enrollment Management

c. Human Resources Committee

Purpose

Shall consider matters concerning institutional human resource policies, review current and new human resource policies, and recommend policies that support best human resource practices, consistency, continuous improvement, and professional development.

Membership

Permanent Members:

- Executive Council Member
- Director of Human Resources
- Rotating Academic Dean
- Rotating Academic Department Chair
- College Staff Association President
- Faculty Association President
- Human Resources Technical or Professional Staff Member

Elected Members:

- Three At-Large Full-time Faculty Representatives
- Adjunct At-Large Faculty Representative
- Staff Supervisor/Director Representative
- Staff Representative – Professional/Technical Staff
- Staff Representative – Hourly Staff

d. Institutional Effectiveness Committee

Purpose

Shall consider institutional matters related to strategic planning, accreditation, and quality and continuous improvement, including institutional process evaluation and assessment.

Membership

Permanent Members:

- Executive Council Member
- Director of Institutional Research and Planning
- AQIP Coordinator

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- Rotating Academic Dean
- Rotating Academic Department Chair
- Rotating Co-Curricular Dean/Executive Director who is not a member of Executive Council
- Faculty Association Representative (appointed by Faculty Association President)

Elected Members:

- A Full-time Faculty Representative From Each Credit Academic Division
- A Full-time Staff Representative From Each Administrative Division
- Adjunct Faculty Representative
- College Staff Association Representative

e. Student Affairs Committee

Purpose

Shall evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student life, activities, clubs, assemblies, elected student bodies, disciplinary matters pertaining to disciplinary appeals and other student activities.

Membership

Permanent Members:

- Executive Council Member
- Program Director for TRiO Student Support Services
- Adviser to the Interclub Council
- Rotating Academic Dean
- Rotating Department Chair
- Rotating Co-Curricular Dean/Executive Director who is not a member of Executive Council
- A Student Representative From Each Credit Academic Division Appointed by Division Dean*

*Student appointments are for one year.

Elected Members:

- College Staff Association Representative
- A Full-time Faculty Representative From Each Credit Academic Division

f. Nomination Process and Elections

1. The Office of the President will notify the appropriate individuals of the need to conduct elections to fill vacancies on the standing committees. The nomination process should provide an opportunity for those who wish to

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participate to do so and follow the process below. Self-nominations and nominations of others are acceptable.

- Nominations to fill vacancies will be solicited from the following:
 - Executive Council members, Deans, College Staff Association President, Faculty Association President
- The individual responsible for the nomination process will discuss the expectations of standing committee membership with each nominee and ask if he or she accepts the nomination.
- The individual responsible will conduct an electronic election within his or her division/area and allow all members of the classification to be represented to participate in the voting process.
- The return location for electronic ballots will be the President's Office.
- The President will communicate the election results to the College community.
- The President's Office will retain a complete list of all votes cast to be used in the event that someone is not able to complete his or her term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.
- For student appointments, the retiring chair of the Student Affairs Committee will request that the deans of the credit academic divisions assist in filling student positions. Student positions will be filled at the beginning of the academic year.

g. Standing Committees Meeting Procedures

- Standing committee members will serve two-year terms, except where specified and when it is necessary to lengthen or shorten terms in order to ensure smooth rotation of members. The decision to lengthen or shorten terms falls to the President.
- Each standing committee of the College will be served by one academic dean, in rotation. Each academic dean will serve two years on each standing committee. The rotation schedule for academic deans will be maintained in the Office of the Provost and Chief Academic Officer.
- Every credit academic division will provide one department chair to serve on a rotating basis on the standing committees. The rotation schedule for department chairs will be maintained in the Office of the Provost and Chief Academic Officer.
- If an individual serves as committee chair in the last year of his or her term, he or she will serve one additional year immediately after with full voting privileges.
- Unless authorized by the President, a person may serve on only one committee at a time.

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- Members with at least one year of experience on the committee will be eligible to serve as the chair. Both the chair and the vice-chair will be elected by a simple majority vote. Executive Council members and deans are not eligible to serve in the capacity of chair and vice-chair.
- The chair and vice-chair of a standing committee shall be chosen for a period of one year, not to exceed two consecutive years.
 - The role of chair includes:
 - Developing agenda
 - Sending notification of meetings
 - Presiding over meetings in an efficient and effective manner and setting the general tone for each meeting through positive leadership
 - Ensuring deliberations are fair, open and thorough, but also efficient, timely, orderly and to the point
 - Enforcing attendance policy
 - Preparing and presenting proposals to President's Cabinet
 - Serving as a member of the President's Cabinet
 - Ensuring that policies and procedures are thoroughly vetted prior to being recommended to President's Cabinet, including discussing the recommended changes with those responsible for implementation
 - Ensuring forms that support a policy or procedure are brought to the attention of the respective Executive Council member to develop and maintain
 - The role of vice-chair includes:
 - Reviewing minutes
 - Providing support to the chair as requested
 - Presiding over committee meetings in the chair's absence
- The members of each committee hold equal ranking.
- The chair of each committee will conduct the meetings following Robert's Rules of Order.
- A quorum shall exist when a simple majority of the members of a standing committee is present. Only committee members will have voting privileges.
- Committees shall review the entire policy and procedure prior to recommending changes to President's Cabinet. If there is a financial aspect to the policy or procedure, Executive Council must approve the recommended changes prior to taking them to President's Cabinet. If the policy needs to be reviewed by the Attorney General's Office, the Executive Council member on the committee will make the contact.
- All recommendations of the standing committees shall be by a simple majority vote of quorum.

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- Formal minutes will be taken at each meeting by an administrative assistant selected by the Executive Council member on the committee and filed on the portal for all standing committees. To assist with succession planning, the vice-chair of each standing committee will work with the administrative assistant to finalize the minutes of each meeting.
- All recommendations of the standing committees shall be submitted in writing to the President's Cabinet. The chair of each standing committee shall electronically distribute to all Stark State College mailboxes the standing committee meeting minutes within ten business days of each meeting, with the minutes marked pending approval.
- A standing committee shall have the authority to request that the President or any other member of the faculty or staff attend a given meeting, as long as consideration is given to previous commitments or schedules of both the committee and the individual.

h. Attendance

- All designated committee members must commit to the Stark State mission and purpose of the specific standing committee in the process of shared governance.
- At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a member determines that attendance will be a concern due to other responsibilities, he or she must inform the chair and his or her supervisor. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.
- Prior to a scheduled meeting, all members must e-mail the identified representative (i.e., chair and/or administrative assistant) if they cannot be in attendance for a committee meeting. Failure to contact the identified representative regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The standing committee chair will inform the member and his or her supervisor of the unexcused absence. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.

3. Ad-Hoc Committees

Ad-hoc committees may be established by the President's Cabinet or the President as the need arises. These committees will be temporary, terminating at the completion of the assignment. Membership in, and election procedures for, ad-hoc committees will be considered in a democratic way.

- A quorum shall exist when a simple majority of the members of the ad-hoc committee is present.

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Revision 1

- The chair and vice-chair of an ad-hoc committee shall be chosen from among its membership by a simple majority vote.
- All recommendations of the ad-hoc committee shall be determined by a simple majority of quorum.
- Periodic updates will be provided to President's Cabinet at the President's request.
- An ad-hoc committee shall have the authority to request the President or any member of the faculty or staff to attend a given meeting, as long as consideration is given to previous commitments or schedules of both the committee and the individual.

4. Operational Committees

Operational committees may be established by the President's Cabinet, the President, or Executive Council and are defined as committees that are non-policy-affecting committees, operating within the current Policies and Procedures Manual of the College, which may be established as needed, and can be temporary or long-term in nature. These committees may recommend policy changes through the appropriate standing committee for submission to President's Cabinet.

- A quorum shall exist when a simple majority of the members of the operational committee is present.

Examples of operational committees include:

- Academic Calendar Committee
- Access with Success Council
- Advancement in Rank Committee
- Aesthetics Committee
- Assessment Council
- Behavioral Intervention Team
- Distinguished Staff Selection Committee
- Distinguished Teacher Selection Committees
- Financial Accountability and Stewardship Team
- Graduation Committee
- Human Resource Screening Committees
- Institutional Review Board

5. College Associations

College associations shall be defined as Faculty Association and College Staff Association who contribute to decision-making activities and have representation on standing committees, and/or operational committees, as appropriate.

- A quorum shall be defined in the bylaws of the Faculty Association and College Staff Association.
- All recommendations of the Faculty Association/College Staff Association shall be determined by a simple majority vote.

Title: **SHARED GOVERNANCE AND INTERNAL COMMUNICATION**

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Revision 1

- Minutes will be kept for Faculty Association/College Staff Association meetings and filed on the portal.

Communication of Information

Information from President's Cabinet, standing committees, ad-hoc committees, and operational committees will be disseminated through meeting minutes available on *mystarkstate* and provided to employees and students through a variety of mediums including, but not limited to, employee and student orientations, @Stark State newsletter, all-college updates, and department and division meetings.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

WEB COMMUNICATON

Effective: Summer 2015

Policy No. 3357:15-15-04

Page 1 of 2

POLICY:

Only material reviewed by the Marketing and Communications department may be published to the Stark State College web site. Any links from the official SSC web site to employee pages or to pages hosted by a third party (e.g., professional societies, business affiliates, etc.) must contain a disclaimer stating that the link leads to a non-SSC page and that Stark State College is not responsible for its content.

PROCEDURE:

(A) Stark State College Web Guidelines – Employee Pages (Faculty and Staff)

- (1) The content of employee web pages that reside on the SSC web server must comply with all federal, state and local laws, in addition to complying with all stated policies of Stark State College.
- (2) Employee web pages cannot be used for personal financial gain or to promote any business.
- (3) Employee web pages cannot contain any pornographic material, or material that is degrading, inflammatory or insensitive on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation.
- (4) All copyright laws apply to employee web pages. Page creators must obtain and display permission to use any information, graphics, sounds or photographs that have been created by someone else.
- (5) Web pages must comply with the Americans with Disabilities Act (ADA), including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables, or images.

(B) Stark State College Web Guidelines – Departmental Pages

- (1) Departmental web pages must comply with all federal, state, and local laws, in addition to complying with all stated policies of Stark State College.
- (2) All copyright laws apply to web pages. Page creators must obtain and display permission to use any information, graphics, sounds or photographs that have been created by someone else.
- (3) Departmental web pages must comply with the Americans with Disabilities Act, including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables, or images.
- (4) Departmental web pages must represent accurate and timely information about Stark State College.
- (5) All departmental web pages must contain a link to the Stark State home page.

- (6) Departmental web pages should retain the style of the Stark State web site, including navigational aids.
- (7) Departmental employees should check all links often to retain accuracy.
- (8) The Provost or vice president must approve all departmental pages and information. The Provost or vice president will then submit the information to the SSC webmaster in the Marketing and Communications department for final approval and posting to the web.

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POLICIES AND PROCEDURES MANUAL

USE OF COLLEGE COMPUTING AND INFORMATION RESOURCES

Policy No. 3357:15-15-05

Effective: August 27, 2012

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POLICY:

1. As a part of the physical and social learning infrastructure, Stark State College acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for College-related purposes, including direct and indirect support of the College's instruction research, and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national, and world communities.
2. The rights of academic freedom and freedom of expression apply to the use of College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of College computing resources, like the use of any other College-provided resource and like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.
3. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College or to uses within specific units. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the unit for further information.

PROCEDURE:

1. Rules. All users of College computing resources must:
 - a. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies (see section 15-13-34); and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should

be aware that they may also be subject to the laws of those other states and countries and the rule and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- (1) Peer-to-Peer File Sharing and Copyright Infringement Stark State College (SSC) actively discourages the unauthorized use and distribution of copyrighted material and employs variety of methods to prevent such infringement. Such methods may include but are not restricted to technology-based deterrents (traffic monitoring to identify the largest bandwidth users) and community education (library instruction and information literacy programs, and marketing of College policy and procedure)
 - (a) Use of College computer resources to unlawfully duplicate and/or distribute copyright material may be subject to civil and criminal action.
 - (b) Each academic year, in conjunction with the beginning of Fall Term, an email notice will be sent to every individual having a SSC network account to inform them of the policies regarding file sharing and copyright infringement. The notice will provide a link to SSC's Policy on Responsible Use of College Computing and Information Resources and to the SSC General Copyright Guidelines. An abbreviated version of this notice will also appear in the Student Handbook and will be posted in open computing areas of the College.
 - (c) The College encourages the use of legal online resources. Legal sources for online content may be accessed through the EDUCAUSE website at <http://www.educause.edu/legalcontent>.
- b. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.
- c. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- d. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

- e. Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of College computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.
 - f. Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. Authorization to use College trademarks and logos on College computing resources may be granted only by the Vice President of Advancement, Planning and College/Community Relations. The use of suitable disclaimers is encouraged.
2. Enforcement. The use of College computing facilities for purposes that are illegal, unethical or in violation of this policy may result in temporary or permanent loss of privileges, criminal penalties, and/or other disciplinary action. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.
3. Security and Privacy
- a. The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
 - b. Users should also be aware that their uses of College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when:
 - (1) The user has voluntarily made them accessible to the public, as by posting to Usenet or a web page.
 - (2) It reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability.
 - (3) There is reasonable cause to believe that the user has violated, or is violating, this policy.

- (4) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
 - (5) It is otherwise required or permitted by law. Any such individual monitoring, other than that specified in (3) of the policy, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Information Technology and Human Resources.
- c. The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

RESPONDING TO PUBLIC RECORDS REQUEST

Effective:

Policy No. 3357:15-15-06

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POLICY:

It is the policy of Stark State College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Stark State College to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

PROCEDURE:

Public Records

1. Stark State College, in accordance with the Ohio Revised Code, defines records as including the following: Any document—paper, electronic (including, but not limited to, e-mail), or other format—that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Stark State College are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
2. It is the policy of Stark State College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see page 3 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

1. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

2. The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information not be requested.
3. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Stark State College within three business days following the offices receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:
 - a. An estimated number of business days it will take to satisfy the request.
 - b. An estimated cost if copies are requested.
 - c. Any items within the request that may be exempt from disclosure.
5. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including authority.

Costs for Public Records

1. Those seeking public records will be charged only the actual cost of making copies.
 - a. The charge for paper copies is 5 cents per page.
 - b. The charge for downloaded computer files to a compact disc is \$1 per disc.
 - c. There is no charge for documents e-mailed.
2. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

E-mail

1. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.
 - a. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see page 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.
 - b. The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Failure to Respond to a Public Records Request

Stark State College recognizes the legal and nonlegal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Stark State College's failure to comply with a request may result in a court ordering Stark State College to comply with the law and to pay the requester attorney's fees and damages.

STARK STATE COLLEGE

ELECTRONIC COMMUNICATIONS

Effective: Summer 2015

Policy No. 3357:15-15-07

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POLICY:

Electronic communication resources include but are not limited to the College's public and private websites, email, the *mystarkstate* portal and the College's Learning Management System's (LMS) communication tools.

- (A) Electronic communication resources are an official channel of communication within the College. Students, faculty, and staff are responsible for routinely reading and taking action on official information from the College sent to their SSC email or the Emergency Announcements, Campus Announcements and Personal Announcements channels of the *mystarkstate* portal. Students may also be required to utilize LMS communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels.
- (B) The electronic communication resources provided by the College are intended for official College business or College-related purposes. College electronic communication resources shall not contain offensive or harassing statements, including, but not limited to, disparagement of others on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. College electronic communication resources shall not be used to libel, slander, abuse, intimidate or harass any other person or organization. The procedures associated with this policy further define the restrictions on the use of electronic communications.
- (C) Any violation of the policy may be cause for disciplinary action and possible termination of employment or expulsion from the College. The College reserves the right to review, audit or monitor directories, files, emails and all other electronic communication activity which utilizes College resources.

PROCEDURE:

- (A) Stark State College has invested in its technology infrastructure to enhance teaching and learning, to enable efficient business practices and improve communication with the College. All SSC students, faculty, and staff have access to email as a communication tool and the *mystarkstate* portal

for communication and information relative to their role(s) at the College. SSC is committed to the use of College-wide electronic communication tools to enhance interpersonal communications, improve information exchange, reduce the use of paper and printed materials, improve the College's ability to provide targeted services, and to help build community among its various constituencies. Wherever possible and appropriate, electronic communications should be used in place of conventional mail and other hard-copy methods.

(B) Public Website

- (1) The College's public website (www.starkstate.edu) presents information relevant to the general public, prospective students, and other interested parties.
- (2) The College's marketing department is responsible for the public website content.

(C) *mystarkstate* Portal Site

- (1) The *mystarkstate* portal gives students, faculty, staff, and other constituents personalized access to information and services. It is the main mode of digital communication and information delivery at the College.
- (2) The portal content administrator will periodically review and monitor the content of announcements, channels, and groups, and may remove information in violation of policy.

(D) Emergency Announcements, Campus Announcements and Personal Announcements Channels of the Portal

- (1) The Emergency Announcements, Campus Announcements and Personal Announcements channels of the *mystarkstate* portal are official College communication methods. They are used for the distribution of important and sometimes critical, often time-sensitive information when a record of the receipt of the message is not needed.
- (2) Faculty, staff, and students are responsible for reading the information contained in these channels and following the instructions they contain.

- (3) Only authorized individuals (Content Administrators) may send Emergency Announcements, Campus Announcements and Personal Announcements. Permission for non-authorized persons to post to one of these channels must be obtained from the *mystarkstate* portal Content Administrator.

(E) College Email

- (1) The College provides email systems for the use of faculty, staff, and students of the College in their College-related activities. Any messages transmitted via the College-provided email systems are subject to all requirements and regulations regarding privacy of College records, records retention, open records, and all other requirements of College documents.
- (2) The email system may be used for College business and for purposes specifically authorized by the College. Other communication methods including *mystarkstate* should be used instead of email where appropriate.
- (3) Faculty, staff, and students are responsible for reading all official email messages sent from the College and following the instructions they contain. Failure to use the College's email resources is not an acceptable excuse for failure to comply with official information sent via College email.
- (4) College email is an official College communication medium, and may be used to convey official College business particularly when the College needs to have a record that the recipient was sent the information. Email, particularly email sent to a large audience, should be essential and relevant to the mission of the College.
- (5) As a general principle, the larger the number of email recipients, the greater the need for establishing that the recipients will find the message useful. Questions about the appropriateness of a message or audience may be addressed to the appropriate area administration.
- (6) Points to consider when sending a group or global message:
 - (a) Ensure that the message is clearly worded and not offensive to the recipient.

- (b) Ensure that the subject of the message is relevant to the audience, is of interest and non-repetitive, and relates to the list members (e.g., do not send a message to all employees if the message is applicable only to faculty).
- (c) Ensure that the message is significant enough that it would need to be sent even without the immediacy and ease of email.
- (d) Consider whether other mechanisms for dissemination of the information (such as portal announcements or event calendar) would be a more appropriate means to send the message or should be used in conjunction with the email message.
- (e) Global email lists and certain restricted group email lists may be used for announcements and messages containing:
 - (i) Emergencies, health and safety
 - (ii) Important deadlines
 - (iii) Notification of important College events or services
 - (iv) Matters of policy or process that require immediate attention.
 - (v) Timely communication that has a direct impact on members of the College community.
- (f) Only authorized individuals may send email to the global allSSC list (sent to all College employees) or other restricted employee group email lists. Only authorized individuals may send email to the global allSTUDENT email alias (sent to all College students) or other restricted student group email lists.

- (i) Permission for non-authorized persons to send an email to restricted global or group mailing lists must be obtained from the Executive Council member for his or her division or the Executive Council member's designate.
 - (ii) Once the approval is received, the requesting individual should contact the appropriate email content administrator to have the email sent.
 - (g) Large files should not be sent as email attachments. They should be placed on the public drive and referenced within the email using a hyperlink that can be clicked to open the file.
- (F) Learning Management System (LMS) Communication Tools.
 - (1) The Learning Management System supports several communication tools including email, discussion forums and chat.
 - (2) Access to these tools is provided through the LMS. Individual course instructors may require students to use their LMS email account or other communication tools for official course-related communications.
- (G) Email forwarding
 - (1) Students, faculty, and staff who forward their official College email to another email address (e.g. username@aol.com) do so at their own risk.
 - (2) The College cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the official College address.
- (H) Other Web Sites, Web Pages, Wikis, Blogs, Social Networking Sites

- (1) All Web sites, Web pages, wikis, blogs, social networking sites and other similar electronic communications published by students, faculty, or staff and relating in any way to the College must be formally approved in writing in advance of publication by the Marketing and Communications Department.
- (2) All publishers and contributors must comply with College policies as well as all applicable laws, including those prohibiting copyright and trademark infringement. All content is subject to review and approval prior to publishing.

(I) Personal Communications

- (1) The contents of all personal emails, Web pages, wikis, blogs, social networking sites and other similar electronic communications (hereafter referred to as personal pages) published by students, faculty, or staff without the formal written approval of the Marketing and Communications Department are solely the responsibility of the authors.
- (2) These electronic communications shall not present themselves as representing the College. Statements made and opinions expressed are strictly those of the authors and not those of Stark State College. Stark State College does not review, approve or endorse the contents of personal pages, nor does the College monitor the content of any page except as necessary to investigate alleged violations of College policies, or federal, state, or local laws.

(J) Educational Uses of Electronic Communications

- (1) Faculty members may require the use of College email and/or LMS email, course tools, or other forms of approved and supported electronic communication for the purpose of course content delivery, class discussion, synchronous chat or other academic use. The faculty member must specify these requirements in their course syllabus.
- (2) Faculty can require as part of their academic requirements that students access *mystarkstate* and read notices sent to their official College email address.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INSTITUTIONAL REVIEW BOARD

Effective: Fall 2015

Policy No. 3357:15-15-08

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POLICY:

Internal or external investigators seeking to conduct human-subjects research or related activities through Stark State College must seek prior approval from the Institutional Review Board (IRB). This responsibility extends to any mode of research development, instruction, training, or related activity, including classroom and questionnaire studies, whether sponsored solely by the College or funded externally and conducted either on- or off-campus. Surveys and other research conducted as part of administrative functions of the College, e.g. Institutional Research, state or federal reporting requirements, etc. are exempted from the IRB approval process.

PROCEDURE:

The *Guidelines for the Conduct of Research Involving Human Subjects* outlines definitions and processes, and should be reviewed in depth prior to submitting a research application or proposal. This document is available on the College Institutional Review Board webpage at www.starkstate.edu/IRB

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Revised 4/24/12

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STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

BASIC ACCOUNTING STANDARDS

Effective:

Policy No. 3357:15-16-01

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POLICY:

The objective of Stark State College is to provide services that fulfill societal needs without regard for financial gain. Since service, in which resources are consumed, is the objective of the College, the accounting and reporting process must address itself to accounting for resources received and used. In the absence of the profit element as a control device, funding sources exercise control by stipulating the purpose for which resources may be used. The College assumes a stewardship role to assure that all funds are utilized in accordance with the wishes of the funding source. The accounting system must provide this information and also provide management with the necessary decision making tools to maximize the resources available to the College.

PROCEDURE:

1. Compliance with Ohio Law. The Vice President for Business and Finance will comply with all requirements of the State of Ohio in the financial operation of Stark State College.
2. Accounting Records. The Vice President for Business and Finance will follow the prescribed accounting procedures as put forth by the Auditor of State and the Board of Trustees. To comply with these standards, Stark State College has developed the following records:
 - a. Chart of Accounts – The chart of accounts lists all active accounts at Stark State College. It is published in account-code sequence, using a five-digit account code plus a three-digit object code. The listing is updated as needed by the “Request for New Account Form” supplied by the comptroller.
 - b. Balance Sheet – this is a listing of the balances in the ledger accounts at the end of the accounting period. A balance sheet will be produced at the end of each month by the comptroller.
 - c. General Ledger Trial Balance – The summary of transactions contains all the month’s entries for cash receipts, accounts receivable, inter-departmental charges, payroll, invoices, and journal vouchers. It is produced at the end of each month in account-code sequences.
 - d. Payroll Master File – The payroll master file is a listing of every active payroll record. It contains all information listed on the file for each employee. It also

lists all bank transfers to each employee during the fiscal year. The master file is updated as required.

- e. Payroll Distribution – The payroll distribution is printed biweekly. It is a listing by account number and name of each employee paid.
- f. Payroll Register – This lists in numerical sequence all bank transfers written, with total gross wages and all deductions withheld for each. An alphabetical listing by employee with bank transfers in numerical sequence is also produced.
- g. PERS Report – This report is produced monthly and is used to calculate the amount of PERS payable for each employee.
- h. STRS Report – This report is produced monthly and is used to calculate the amount of STRS payable for each employee.
- i. ARP Report – This report is produced monthly and is used to calculate the amount of ARP payable for each employee.
- j. Cash Receipts Journal – This is a detail of all receipts collected by the bursar. The journal is produced daily.
- k. Accounts Receivable Journal (Student Fees) – All students receivables are listed in this journal. The journal is aged on the basis of 30, 60, 90 and over 90 days.
- l. Cash Disbursement Journal – this is a listing by vendor, giving the details of all expenditures made for each batch of checks written.
- m. Cash Disbursement Check Register – This is a listing of all voucher checks written. It is produced in numerical sequence by batch number.
- n. Disbursement Check Listing – All voucher checks are listed in alphabetical sequence by vendor. This listing covers the current fiscal year.
- o. Student Fee Receipt – All student fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the Student On-line Accounts Receivable system (SOAR). Receipt numbers are generated for each cash payment.
- p. Voucher Packets – Voucher packets are maintained by the General Accounting Manager. They contain invoices for which checks are drawn against the College. Voucher packets are filed by fiscal year alphabetically in date sequence.
- q. Voucher Checks – They are numbered from 100,000 to 999,999 and are filed in numerical sequence by fiscal year by the General Accounting Manager.
- r. Journal Vouchers – Journal vouchers are accounting entries written by the Business Office staff. Journal vouchers are approved and filed by the comptroller.
- s. Invoices – Invoices are issued to all debtors of the College. They are prenumbered I1 to I99,999 and filed alphabetically and numerically.
- t. Purchase Orders – Purchase orders are kept on file in the Purchasing Office. They are filed in numerical sequence (1 to 99,999) by fiscal year.

- u. Request for New Account Form – this form is signed by the department chair requesting a new account. Upon approval of the comptroller, a five-digit account number is assigned and the new account entered in the chart of accounts.
 - v. Vendor File Listing – This is maintained by accounts payable personnel. A list is produced numerically and alphabetically. This list is updated each month and is on file with the Vice President for Business and Finance.
3. Cash Receipt - Cashier's Function
- a. The cashier will record all receipts on a Student Receipt or Miscellaneous Receipt for Institutional Funds.
 - b. The Student Receipt – All student fee data are stored in Accounts Receivable Systems (SOAR & CERT).
 - c. The Miscellaneous Receipt – All fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the Student On-Line Account Receivable system (SOAR). Receipt numbers are generated for each cash payment.
 - d. The Cashier Worksheets will be prepared at the end of the day. All receipts should be totaled. The total should equal the total of cash, checks and credit card payments collected for the day. Any differences between recorded receipts and cash should be entered on the “cash over or short” line. Differences greater than \$10.00 should be reported to the bursar. A copy of the completed Cashier Worksheet should be sent to the bursar along with the day's receipts.
 - e. The cashier will assign a batch number and prepare a deposit slip. The bursar will verify the Bank Deposit received from the cashier and sign the Cashier's Worksheet. The cashier will arrange for campus security to provide transportation to the bank.
 - f. The following general procedures are recommended as sound business practices for the cashiers. All receipts are to be written for the amount of money actually taken at the time the receipt is issued. Positive identification is required for all checks. Each check should be restrictively endorsed by the cashier before it is placed in the cash drawer. All cash should be counted in the presence of at least one witness. All posting of receipts and Cashier Worksheet must be in ink.
4. Accounts Payable
- a. All bills are to be sent to accounts payable. The accountant will time and date stamp all invoices and obtain departmental approvals. The Vice President for Business and Finance has final approval of all bills.
 - b. A receiving and billing invoice file is to be kept by the accountant. This file is to contain the following:
 - (1) Date and description of items received and invoice number
 - (2) Purchase order number (if applicable)
 - (3) Date the billing invoice went to department chair

- (4) Vendor name
 - (5) Department Chair name
 - (6) Amount of invoice
 - (7) Date invoice is returned
 - c. Invoices should be promptly returned to the accounts payable accountant within 3-5 days so discounts may be taken.
 - d. When the invoice and short-form payment requisitions are returned with payment approval, the accountant is to enter the invoice in a cash disbursements batch. The purchase order (if applicable) is to be marked indicating the amount paid and the batch date.
 - e. When all items on a purchase order have been received and paid, the purchase order is to be marked “closed” and the date of final payment is to be listed. The purchase order is then to be numerically filed in the closed purchase order file.
 - f. When a billing invoice is received for items without a purchase order, the accountant is to attach the invoice to a payment requisition and send it to the department chair for approval. These invoices should be logged in the above file and should be handled in the same manner as short-form payment requisitions.
 - g. The account payable accountant will maintain the vendor file listing. The list is to include all vendors approved by the Vice President for Business and Finance.
5. Payroll
- a. Payroll appointments.
 - (1) Payroll appointments are initiated by the vice president for information technology and human resources who assures compliance with Board of Trustees action.
 - (2) All new employees must have payroll information forms completed in the Human Resources department.
 - (3) Upon receipt of the payroll information from Human Resources, the payroll accountant will prepare a personnel file and enter all the necessary information into the computer system. The general accounting manager will review and approve the payroll appointment.
 - b. Payroll changes - All payroll changes will be processed based on the appropriate form and authorized signature(s). Mass payroll changes which result in across-the-board increases to employees will be initiated by the Vice President for Information Technology and Human Resources. Payroll changes, additions, or deletions for biweekly pay dates are due in the Business Affairs Office by noon Thursday of the previous week.
 - c. Payroll processing:
 - (1) All employees will have their time sheets for a two week pay period signed and turned in to their department chair by noon each biweekly Friday. After approval by the department chair, all time sheets will be

submitted to the payroll accountant in the Business Affairs Office by 3:00 p.m. on that Friday.

- (2) The payroll accountant will enter all changes and timesheets received by the deadlines into the computer system and produce payroll reports.
- (3) Payroll reports will be submitted to the general accounting manager to check for accuracy. When all is in order, the general accounting manager will authorize the payroll to be distributed by direct deposit to each employee's bank account.
- (4) Payroll funds will be available to all employees on the assigned pay date. All employee pay statements will be available for viewing in electronic format.

6. Voided and Spoiled Checks

- a. It is important to maintain the integrity of all numerical check sequences. A spoiled check will be defined as any check that has not been signed and for some reason must be destroyed. A voided check will be defined as a check which was signed and issued in error.
 - b. Manually written or computer-generated checks for which replacement has been drawn up will be treated as two separate transactions.
 - c. A journal voucher must be written to avoid a computer generated check. All manual checks will be posted to the computer if they have been signed by the Vice President for Business and Finance.
 - d. A manual check must be voided with a journal voucher if it has been entered in the computer. Manual checks which have been spoiled should not be posted to the computer. A computer-generated check should never be included in a manual check batch.
 - e. Checks that have not cleared the bank within sixty days will be treated as voided checks.
7. Stop Payments. If it becomes necessary to stop payment on a check, with the approval of the comptroller, the bank should be contacted. The check should be treated as a voided check and the necessary entries made to the accounting system.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

BUDGET PREPARATION AND CONTROL

Effective:

Policy No. 3357:15-16-02

Page 1 of 2

POLICY:

The Vice President for Business and Finance with the assistance of the Director of Budget is responsible for the coordination of procedures for the preparation of the annual budget. All members of the College are encouraged to participate in the development of departmental budgets. The department head is to work with the members of the department, the next level administrator, Provost, or the vice president for the area.

PROCEDURE:

1. The basic steps in the budget cycle are:
 - a. The President's Cabinet approves an FTE projection.
 - b. The Vice President for Business and Finance equates the projected FTE to income.
 - c. The Vice President for Business and Finance prepares an overall budget based on major income sources.
 - d. Each department head compiles a departmental budget and forwards it to the next level administrator.
 - e. Each division dean, Provost, or vice president compiles the budgets and forwards them to the Vice President for Business and Finance.
 - f. The Vice President for Business and Finance forwards the copies of the budgets to the president, Provost and vice presidents.
 - g. The Vice President for Business and Finance correlates the proposed budgets with the major budget.
 - h. The Provost, vice presidents and the president review the correlated budgets and recommend adjustments.
 - i. The department heads and division heads make adjustments when required through the Provost, vice presidents and Vice President for Business and Finance.
 - j. The President reports the proposed budget to the Trustees and outlines the goals and priorities of the institution.

- k. Should a revision occur at the Trustee level, then the Vice President for Business and Finance with input from the Provost and the vice presidents revise the proposed budget. The revised budget then follows the same cycle as outlined in steps (h) through (j).
- l. The proposed budget as revised must be at the Regents by September 30 or thirty days after the enactment of the appropriation bill by the General Assembly, whichever is later.
2. Department heads are to insure that their units do not exceed the approved budget. If a situation arises that was not anticipated in the departmental budget, the department head should notify, in writing, the division dean and Provost or the Vice President for Business and Finance. The request will be reviewed by the President, and if warranted, funds may be transferred from the contingency fund to the departmental budget.
3. The Director of Budget will conduct a monthly review of all departmental budgets. A summary report will be prepared for the Board of Trustees (Monthly Budget Report). Departments experiencing financial difficulties will be reviewed with the department chair and the next level administrator.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PURCHASING PROCEDURES

Effective:

Policy No. 3357:15-16-03

Page 1 of 6

POLICY:

The Vice President for Business and Finance, Provost, and Vice President's designated representative, or Purchasing Agent are the only eligible individuals to enter into purchasing agreements for Stark State College. The Purchasing Agent is authorized to enter into purchasing agreements not to exceed \$5,000.00. No commitments except those authorized and negotiated by the Vice President for Business and Finance, Provost or Vice President's designated representative or Purchasing Agent will be considered the legal obligation of the college.

PROCEDURE:

Procurement Methods

1. Goods
 - a. Small Orders: \$1 to \$250 – Direct negotiations by department chairs with Stark State College approved vendors. (Open Accounts)
 - b. Direct Negotiations: \$251 to \$9,999 – Direct negotiations by purchasing (or designated representative)
 - c. Competitive Bid: \$10,000 + - Competitively bid by purchasing with department chairs assistance. Inter-University Contracts, State of Ohio Contracts, GSA Pricing and Cooperative Agreements may be used in lieu of competitive bidding.
2. Printed Materials
 - a. Direct Negotiations: \$1 to \$4,999 – Direct negotiations by purchasing (or designated representative)
 - b. Competitively Bid: \$5,000 + - Competitively bid by purchasing with department chairs assistance.
3. Professional Services
 - a. Direct Negotiations: \$1 to \$24,999 – Direct negotiations by purchasing (or designated representative)
 - b. Competitively Bid: \$25,000 + - Competitively bid by purchasing with department chairs assistance.
4. Construction/Renovations & Improvements
 - a. Direct Negotiations: Direct negotiations by purchasing (or designated representative) under the maximum limit set in Ohio Revised Code Section 3357.16.

- b. Competitively Bid: Competitively bid by purchasing with department chairs assistance for all amounts equal to or greater than the adjusted maximum threshold under the Ohio Revised Code Section 3357.16. Inter-University Contracts, State of Ohio Contracts, GSA Pricing and Cooperative Agreements may be used in lieu of competitive bidding.
 - c. This section shall apply retroactively to April 1, 2005.
- 5. Waiver of Bidding: The Vice President for Business and Finance may waive competitive bidding procedures for the following reasons:
 - a. Emergency items needed to keep the college and its programs operational.
 - b. Sole source procurements (form must be completed and approved by the Vice President). Sole Source Form is available in the purchasing department.
 - c. Adding to existing goods or services.
- 6. Returns: The purchasing department will arrange for the return of unsatisfactory goods or file claims for damaged goods.

The Purchase Requisition

- 1. This form sets forth the necessary details and specifications to guide the purchasing department in buying the desired product.
- 2. Faculty/Signatures required: Faculty-department chairs, deans, then to the provost (if greater than \$1,000) who will forward to purchasing.
- 3. Staff/Administration/Signatures required: Staff-Department heads, Vice President, then to purchasing.
- 4. The purchase requisition is to be used for purchases of \$250 or more, when a purchase order is required. This is not a formal offer to buy and requires a copy of the purchase order to be sent or phoned to the vendor before delivery of goods can be expected. Pricing and terms will be finalized by purchasing. All requisitions must have appropriate signatures, room number for delivery, and account number or budget to be charged (with funding in budget).
- 5. The purchase requisition may be used to request blanket orders. These are to be used when repetitive orders are placed with one supplier. All blanket orders start July 1 and expire on June 30 of the fiscal year. No blanket order shall exceed \$9,999.

Processing Purchase Orders

- 1. When a purchase requisition is received, the purchasing department is to date it, check for proper signatures, account number, budget and vendor.
- 2. The requisition and original purchase order is forwarded to the Vice President for Business and Finance for final approval.

The Purchase Order

1. The original purchase order shall include the following:
 - a. Vendor name
 - b. Date placed
 - c. Terms
 - d. Account number and object code charged
 - e. Quantity
 - f. Description of products
 - g. Pricing
 - h. Freight and handling charges
 - i. Contract # or bid reference (if applicable)
2. The completed purchase order is distributed as follows:
 - a. Vendor
 - b. Department head
 - c. Receiving
 - d. Purchasing.

Purchasing Files

The purchasing department shall keep the following information. This information is reported monthly to the Vice President for Business and Finance.

1. Numerical sequence of purchase orders
2. Date order was placed
3. Vendor name
4. Account number and object code (along with contract # or bid reference)
5. Name of account number
6. Amount of purchase order.

Purchasing Guidelines

The Vice President for Business and Finance or his designated representatives will use the Inter-University Purchasing Group Manual as a guide to correct ethical purchasing procedures. Specific reference is made in the manual to the Ohio Ethics Law (Ch. 102, O.R.C.) which includes the prohibition of using a position to obtain anything of value for personal benefit. The prohibition includes acceptance of gifts or favors from suppliers of goods or services. Personal purchases for any employee or board member of an institution through the purchasing department or in the name of the institution are also prohibited. Persons willfully violating the code of ethics will be subject to disciplinary action by the College. The following principles, as advocated by the National Association of educational Buyers, shall constitute the code of ethics to be followed by staff members in making all purchases for the institution:

1. To give first consideration to the objectives and policies of Stark State College.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.

3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To accord a prompt and courteous reception in so far as conditions permit to all who call on legitimate business missions.

Payment Requisition

1. Definition: This form is to be used when no purchase order is required and expenses have occurred. (This includes items ranging in price from \$1 to \$249.) The completed form with an attached bill or proper signatures is authorization for payment.
2. Distribution: Send copy to the Accounts Payable Accountant.
3. Approvals:
 - a. Faculty-division dean or provost who will forward it to the accounts payable accountant.
 - b. Staff-department head or Vice President, then to the Accounts Payable Accountant.
4. Use: this is a general purpose form. It is meant to handle the following conditions:
 - a. Purchased personal services (non-employee)
 - b. Memberships or dues
 - c. Business entertainment (in a non-travel status)
 - d. New subscriptions or renewals
 - e. Other (any bills presented for payment that do not have a purchase order number).

Petty Cash

1. Definition: This fund is to be used when purchases or intended purchases will amount to \$5 or less. A completed short-form payment requisition with an attached bill or proper signatures is authorization for payment or reimbursement.
2. Location: The petty cash fund is located in the Business Office and all transactions are handled by the Accounts Payable Accountant.
3. Approvals: Faculty and staff-department and division heads, then to the Accounts Payable Accountant.
4. Use: This is a general purpose fund designed to provide fast payment or reimbursement for minor expenses.

Report of Business Expenses

1. Definition: The completed form with attached bills and proper signatures is authorization for payment or reimbursement.
2. Distribution: Send one copy to the Accounts Payable Accountant.
3. Approvals:
 - a. Faculty-division dean or provost who will forward it to the accounts payable accountant.
 - b. Staff-department head, or Vice President, then to the Accounts Payable Accountant.
4. Use: This is a general purpose form. It is meant to handle travel expenses while undertaking the official business of the College. Procedures and regulations relating specifically to travel may be found in rule 3357:15-14-10 of the Administrative Code.

Receiving Procedures

1. The college receiving clerk is the only person eligible to accept shipment for the College. Each delivery will be inspected for visible or concealed damages, and the proper notations will be made on the transport company's receiving report.
2. The packing slip is to be checked by the receiving clerk against items received. Next, the items received should be checked off the purchase order (if applicable).
3. Items having a useful life of at least one year and costing \$1,000 or more must be added to the inventory (Object Code 941). All items are to be disbursed to department chairs within 48 hours after they are received.
4. The Purchasing Agent will arrange for the return of unsatisfactory goods or file claims for damaged goods.

Credit Card Usage

1. The Vice President of Business and Finance is responsible for the distribution of college credit cards and purchasing cards for appropriate use by individual employees and/or departments and Board members. The President with the assistance of the vice President of Business and Finance will establish procedures for allowable and unallowable uses, approval of charges and monitoring.
2. College credit cards may only be used to pay for business expenses of the College made in accordance with College policies. Such allowable expenses include: travel expenses including meals, gasoline, supplies, and food. All purchasing policies of the College must be followed even if the payment will be made with a credit card. Use of College credit cards for personal purchases, cash advances or cash refunds is strictly prohibited.
3. The Vice-president of Business and Finance will procure and distribute all credit cards for the College to be used by college employees.

4. The Vice President of Business and Finance will determine who is authorized to receive and use college credit cards. Credit cards will be assigned or made available to specific individuals when necessary for the efficient operation of the College. College credit cards to specific stores will be kept in the Business and Finance office and must be signed out by authorized users.
5. For credit card purchases, cardholders must obtain an itemized sales receipt of the transaction. The itemized receipt must be sent to the Business and Finance accounts payable department with the department name and authorized signature for the department to be charged.
6. The accounts payable department will review and match all itemized credit card receipts with the credit card invoices. Any discrepancies or missing documentation will be rectified with the appropriate charging department.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACCOUNTANT OF RESTRICTED FUNDS

Effective:

Policy No. 3357:15-16-04

Page 1 of 2

POLICY:

PROCEDURE:

1. When the project director submits a proposal to an agency and is notified of the award, the accountant must set up a new account.
2. Requirements for setting up new account:
 - a. Signed contract
 - b. Notification of award
 - c. Copy of budget worked out with the director of budget
 - d. Request for new-account form signed by project director and approved by the comptroller
 - e. Account number assigned by the comptroller after he approves the request for new account
3. Duties for Accountant of Restricted Fund
 - a. Review of account:
 - (1) Check the grant folder for notification of award or signed contract
 - (2) Set up budget for account
 - (3) Check restricted schedule to see if proper termination date is entered for reporting
 - (4) Review financial regulations to determine what records should be kept
 - (5) Check any equipment and see who has title to it under the project agreement
 - (6) Look for restrictions on spending project funds
 - b. Analyze project:
 - (1) General analysis – made for the account by major object code, 100's, 200's, etc.; the control column should balance to the summary of transactions.
 - (2) Payroll – make a spread sheet for each account by individual; this analysis should balance to the combined totals of both 100's and 200's in the summary of transactions
 - c. Prepare report:
 - (1) Check charges

- (2) Look for encumbrances
 - (3) Collect indirect cost
 - (4) Check report balance to see that it balances with account balance
 - (5) Review report with grant director
 - (6) Submit report to Vice President for Business and Finance for Stark State College to sign
- d. Agencies action:
- (1) Accept report and send notice of balance carried forward
 - (2) Disallow expenditures (charge expenses back to department)
 - (3) Final audit – visit by auditors to review account
 - (4) Notice of acceptance of final audit from the agency
- e. Close grant:
- (1) Compare final balance of the account with the report filed with the agency
 - (2) Request a stop posting by comptroller; this will stop all entries to the account and the account will drop out of the chart of accounts after June 30.
 - (3) Maintain all records until the final audit is accepted

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FINANCIAL REPORTS

Effective:

Policy No. 3357:15-16-05

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POLICY:

The Vice President for Business and Finance will file all financial reports for the College as required by the Board of Trustees, Auditor of State, or other agencies as required by law or condition of contracts.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FINANCIAL PLANNING

Effective:

Policy No. 3357:15-16-06

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POLICY:

Operating Budget

The Vice President for Business and Finance must develop the operating budget to conform to the institutional education plan. All income and expenditures must be reviewed in terms of satisfying the stated goals and objectives as prescribed by the Board of Trustees and the President. The operating budget must take the following costs into consideration: personnel, supplies, travel, equipment, and all other costs necessary to carry out the mission of the College.

Capital Budget

This plan will be developed by the vice president for business and finance to detail how income and expenses will be acquired and utilized to support the physical development plan of the College. The capital budget should take into consideration a review of facilities and capital equipment needs.

Cash Flow

The Vice President for Business and Finance will prepare a monthly cash flow estimate. Investment of surplus funds in securities that meet the approval of the Auditor of State is encouraged. The Vice President for Business and Finance will seek bids from financial institutions with sound reputations. All financial institutions must hypothecate assets to receive awards as required by the Auditor of State.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INVESTMENTS AND CASH MANAGEMENT

Effective: 10/16/2013

Policy No. 3357:15-16-07

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POLICY:

Purpose: To provide a framework for the prudent management of all public funds and to invest public funds in a manner that will provide the highest investment return with the maximum security, safety and preservation of principal while meeting the daily cash flow demands of the College, in accordance with all applicable statutes governing the investment of public funds.

Authority: The authority to conduct the purchase and sale of investments is limited to the treasurer who may delegate such responsibility with appropriate oversight to the comptroller and budget director. The treasurer will adhere to this stated policy, sections 3357.10 and 3345.05 of the Ohio Revised Code, and all other applicable provisions of the Ohio Revised Code.

Scope: The scope of this investment policy applies to all financial assets of the College, including state and federal funds held by it. The treasurer and/or staff will routinely monitor the contents of the College's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly. Cash will be consolidated with reserve balances from all funds to maximize earnings and to increase efficiencies with regard to investment pricing safekeeping and administration. This policy is intended to be consistent with 3357:15-16-06 Financial Planning, Cash Flow, of the Policies and Procedures Manual.

PROCEDURE:

1. Standard of Prudence

- a. The standard of prudence to be applied by the treasurer will be the industry-standard "Prudent Person Rule," which states: "Investments will be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- b. Acting in accordance with this investment policy or any other written procedures pertaining to the administration and management of the College's investment portfolio and exercising due diligence will relieve the treasurer of personal responsibility for an individual security's credit risk or market price changes,

provided deviations from expectations are reported to the board of trustees in a timely fashion and appropriate action is taken to control adverse development.

2. Objectives. The primary objectives, in priority order, of the College's investment activities will be:
 - a. Safety: Safety of principal is the foremost objective of the investment program. Investments of the College will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification of assets and maturities is required in order to avoid potential losses on individual securities that may exceed the income generated from the remainder of the portfolio.
 - b. Liquidity: The College's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.
 - c. Return on Investment: The College's investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this investment policy and the cash flow characteristics of the portfolio.
 - d. Cost for Services: Investment advisors will execute transactions on a best price and execution basis within the context of changing market conditions.
3. Ethics and Conflict of Interest. Designated College employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the College investment program, or which could impair the ability to make impartial investment decisions. Members of the investment committee and investment advisors will disclose to the College any material financial interest in financial institutions and any large personal financial or investment positions that could be related to, or affected by, the performance of the College's portfolio. All employees, officers and investment consultants to the College will subordinate their personal investment transactions to those of the College, particularly with regard to the timing of purchases and sales.
4. Authorized Financial Dealers and Institutions. All financial institutions, brokers/dealers, investment advisors, and consultants that desire to conduct investment business with the College must sign the investment policy certification form, certifying they have read it, understand it, and agree to abide by its contents.
5. Authorized Investments
 - a. Investments may be made only in: U.S. Treasury Bills, Notes and Bonds, various federal agency securities including issues of Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Student Loan Marketing Association (SLMA), Government National Mortgage Association (GNMA), and other agencies or instrumentalities of the United

States. Eligible investments include securities that may be “called” prior to the final maturity date. Any eligible investment may be purchased at a premium or a discount. All federal agency securities will be direct issuances of Federal Government Agencies or instrumentalities.

- b. Bankers’ acceptances, maturing in 270 days or less, rated in the highest category by one of two nationally recognized rating agencies.
 - c. Certificates of Deposit of any national bank located in this state.
 - d. No-Load Money Market Mutual Funds rated in the highest category by at least one nationally recognized rating agency of eligible securities as described under sections 3357.10 and 3345.05 of the Ohio Revised Code. Eligible Money Market Funds shall comply with section 135.01 of the Ohio Revised Code regarding limitations and restrictions.
 - e. Repurchase agreements with any eligible institution mentioned in section 135.03 of the Ohio Revised Code, or any eligible securities dealer, except that such eligible securities dealers will be restricted to primary government security dealers.
 - f. Repurchase agreements executed with eligible broker/dealers will settle on a delivery versus payment basis with collateral held at a qualified custodian or agent designated by the treasurer. Eligible repurchase collateral is restricted to securities listed in Division (B)(1) or (B)(2) as defined under section 135.14 of the Ohio Revised Code. The market value securities subject to a repurchase agreement must exceed the principal value of the repurchase amount by at least 2 percent prior to the execution of any repurchase transaction; a master repurchase agreement will be signed by the College treasurer and the eligible parties.
 - g. The state treasurer’s investment pool (Star Ohio) pursuant to section 135.45 of the Ohio Revised Code.
 - h. STAR Plus Cash Management Program.
 - i. Bonds and other obligations of the State of Ohio or its political subdivisions.
6. Investment Committee/Investment Advisor
- a. An investment committee will be established and will consist of the treasurer, comptroller and the budget director. The treasurer will report to the board on the College’s investments.
 - b. The College may retain the services of investment advisors experienced in the management and investment of public funds to manage the College’s portfolio(s) and to advise the investment committee. Investment advisors will be authorized by the treasurer to manage the investment funds which includes the selection of eligible investment assets as defined under sections 3357.10 and 3345.05 of the Ohio Revised Code, the execution of investment transactions, and the selection of brokers/dealers that meet standards pursuant to Ohio Revised Code section 135.14 (M)(1).

- c. The College may at any time add to or delete from the list of an investment advisor's eligible brokers/dealers.
- 7. Maximum Maturities. To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. No investment will be made unless the treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. No security will be purchased that will mature more than five (5) years from the date of settlement.
- 8. Safekeeping and Custody
 - a. All investment transactions, including collateral to secure repurchase agreements, will be conducted on a delivery-versus-payment basis. Investment assets including collateral to secure repurchase agreements will be held by a third-party custodian designated by the treasurer. Collateral to secure repurchase agreements and certificates of deposit will only be released by the College after verification that the principal and interest have been credited to the College's 5 account.
 - b. The treasurer may require any depository holding a significant portion of the portfolio to identify specific collateral and to deliver that collateral to the Federal Reserve Bank as security for that deposit.
 - c. Under no circumstances will investment assets be held in safekeeping by broker/dealer firms.
- 9. Prohibited Investments and Investment Practices. In addition to any other prohibitions in the Ohio Revised Code, the College will not:
 - a. Contract to sell securities that have not yet been acquired on the speculation that prices will decline
 - b. Make any investment in "derivatives" as defined in the Ohio Revised Code section 135.1 4(C)
 - c. Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is either STAR Ohio or a fund created solely for the purpose of acquiring, constructing, owning, leasing or operating municipal utilities as authorized under Section 4 of Article XVIII of the Ohio Constitution
 - d. Enter into reverse repurchase agreements
 - e. Leverage current investments as collateral to purchase other assets and
 - f. Invest in stripped principal or interest obligation of otherwise eligible obligations.
- 10. Internal Controls. The College will maintain an inventory of all portfolio assets. A description of each security will include security type, issue/issuer, cost (original purchase cost or current book value), par value (maturity value), maturity date, settlement date (delivery versus payment date of purchased or sold securities), and any coupon (interest) rate. The investment report will also include a record of all security purchases and sales. An investment report will be issued each month, detailing the inventory of all securities, all investment transactions, any income received (maturities, interest

payments, and sales), and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield, average-weighted maturity of the portfolio and the market value of each asset.

11. Sale of Securities Prior to Maturity. Portfolio securities may be sold prior to maturity under the following conditions:

- a. To meet additional liquidity needs
- b. To purchase another security or securities in order to increase yield or current income
- c. To purchase another security or securities in order to lengthen or shorten the average duration of the portfolio for purposes of enhancing overall performance of the portfolio during periods of increasing or declining interest rates
- d. To realize any capital gains and/or income
- e. To change the asset allocation.

12. Education. The treasurer will participate in beginning and/or continuing education training programs sponsored by the State treasurer or the State Auditor, as required pursuant to Ohio Revised Code 135.22. Through participation in educational programs, the treasurer will develop and enhance background and working knowledge in investment cash management, and ethics.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

REPROGRAPHIC PROCEDURE

Effective:

Policy No. 3357:15-16-08

Page 1 of 2

POLICY:

Reprographics is an attempt to centralize all services needed for the reproduction of all printed material at Stark State College. Services provided by this organization should free administrative assistants to allow them to devote more time to their office functions.

PROCEDURE:

1. All printed materials will be brought to the center in ready-to-run condition.
Responsibility for proofreading rests with the originating department.
2. Work submitted to the center will be given the following priorities:
 - a. Priority I Material of a critical nature requiring immediate action and having a definite due date. Some examples are: presidential reports, faculty examinations, and faculty and administrative reports with required reporting dates for external organizations.
 - b. Priority II Material of an important nature, but not requiring immediate action. Some examples are: institutional surveys, announcements of the College events, and faculty and administrative reports for internal use.
 - c. Priority III Materials required for the operation of Star State College but of non-critical nature. Some examples are forms, student publications, and printing for external organizations.
 - d. All work will be processed with as little delay as possible.
3. The supervisor will select the most appropriate means of reproducing all printed materials. The method of reproduction will be based on the following criteria:
 - a. Number of copies
 - b. Intended use of copies
 - c. Urgency of requested work
 - d. Length of time copies are to be kept on file
 - e. Most economical method of reproduction.
4. The supervisor will time and date stamp all jobs in and out of the center.
Each department will be given a "Work Request" form and have a job priority assigned to each work request. The supervisor will assign an estimated date for job completion.

5. The first working day of each month, the supervisor will survey all users of the Center to determine the number of copies used in the prior month. A monthly report will be issued to the vice president for business and finance stating departmental usage.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COLLEGE DISCRETIONARY FUND

Effective: July 1, 2015

Policy No. 3357:15-16-09

Page 1 of 1

POLICY:

The Board of Trustees established the College Discretionary Fund on June 20, 1984 (page 1015) to be used at the President's discretion for supporting activities which serve to promote the interest of Stark State College. The Fund may be used for the following suggested purposes or any purpose which supports the interest of the College. Some examples are:

- (A) To receive gifts or donations from individuals, agencies, firms, or other groups.
- (B) To support functions of the Board of Trustees.
- (C) To support the activities of the President in fostering the interest of Stark State College excluding direct political contributions.
- (D) To support approved faculty and staff functions.
- (E) To support approved faculty and staff travel, entertainment, and training.

PROCEDURE:

- (A) The Vice President for Business and Finance will keep all records for the College Discretionary Fund and will report the activities of the fund on a quarterly basis to the Board of Trustees.
- (B) All funds received by the College Discretionary Fund are to be deposited in a separate bank account by the Vice President for Business and Finance.
- (C) The President or the Vice President for Business and Finance are authorized to sign all checks for the College Discretionary Fund.
- (D) Expenditures exceeding \$1,000 must receive prior approval from the Chairman or, in his/her absence, the Vice-Chairman of the Board of Trustees of Stark State College.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COLLEGE FOOD POLICY

Effective:

Policy No. 3357:15-16-10

Page 1 of 2

POLICY:

1. This policy is to provide guidance for the expenditure of general college funds to provide food at College functions. Food as defined in this policy includes coffee, non-alcoholic refreshments and food of any kind. General college funds as defined in this policy include all accounts that derive their funds from the College including all grant accounts. The President's Discretionary Fund and agency accounts, for which the College acts only as fiscal agent, are not considered general college funds.
2. Generally, food is regarded as a personal expense of employees for which general college funds may not be expended. However, there are certain College events that promote the general good, public purpose and furtherance of the mission of the College for which general college funds can be expended for food. All purchases of food must be customary, reasonable and appropriate for the event. All purchases of food must receive prior approval by the vice president of the requesting department.

PROCEDURE:

1. Food can be provided and paid by the College at the following specific events approved by the College Board of Trustees:
 - a. Meetings of the Board of Trustees
 - b. College-wide Administrative Updates for Employees (once per semester)
 - c. College-wide Employee Recognition Ceremony (once a year)
 - d. College-wide Adjunct Instructor Orientation (once per semester per adjunct)
 - e. College-wide New Employee Orientation (once per semester)
 - f. College-wide Graduation Ceremony (once per semester).
2. Food can be provided and paid by the College at the following types of events:
 - a. College-wide professional development events lasting at least 4 hours
 - b. On-site College meetings involving outside organizations, guests, or speakers
 - c. Non-credit and contract training classes where the cost of food has been included in the course fee.
3. General college funds may not be used to purchase food for any event not approved above.
4. This policy is not intended to restrict employees from spending their own funds to provide food at any event.

5. This policy is not intended to supersede the food allowance while on travel status as described in section 3357:15.14.10 of the College's Policies and Procedures Manual.
6. This policy is not intended to restrict the use of the President's Discretionary Fund for the purchase of food.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DISPOSAL OF SURPLUS EQUIPMENT

Effective:

Policy No. 3357:15-16-11

Page 1 of 1

POLICY:

Periodically, the College has equipment that is no longer useful. Equipment is considered surplus once it has surpassed its useful life. This occurs when equipment is broke, repair costs exceed fifty percent of the value of the item or the equipment is obsolete.

PRODECURE:

1. The department head must declare the item as surplus with the approval of the dean/Provost/vice president in charge of the area and notify the plant fund accountant.
2. The plant fund accountant will work with the purchasing agent to dispose of all surplus equipment in the following manner:
 - a. If the equipment is still useful, it will be offered to other College departments.
 - b. If the College has a large amount of surplus equipment (\$5,000), a public sale will be held.
 - c. If the College cannot use the equipment, it will be offered to school districts and non-profit agencies in the community.
 - d. Equipment that has no use or value will be properly disposed of or sold for salvage value.
3. The Vice President for Business and Finance shall have final authority over the disposal of all surplus equipment as provided by the appropriate laws or regulations of the State of Ohio and the United States and its agencies.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ELECTRONIC DEVICE RECOVERY

Effective: Spring 2011

Policy No. 3357:15-16-12

Page 1 of 1

POLICY:

1. The intent of the policy is to provide a method of returning electronic devices turned into the College lost and found by discovering the owner's identity, if this is not readily apparent, and disposing of these items after a reasonable amount of time.
2. Philosophy: Environmental Impact: According to the U.S. Environmental Protection Agency, over 4.5 billion pounds of electronic waste was discarded in the United States alone in 2007. As much as 82 percent of this was incinerated or dumped in landfills and accounted for between 2 percent and 5 percent of the municipal solid waste stream. Only about 18 percent of the total was recycled.
3. According to the nonprofit group World Computer Exchange, "an average computer can contain up to 1,000 toxins, including lead, cadmium, mercury, and other heavy metals that are known to damage the nervous system, kidneys, and brain, and to cause cancer and birth defects. It is estimated that up to 40 percent of heavy metals in landfills come from e-waste." Stark State College is joining in national movement among higher education institutions to lessen their impact on the environment.
4. By donating unclaimed electronic devices to campus organizations, the electronic Device Recovery Policy will extend the useful life of the products and keep them out of the waste stream.

PRODECURE:

1. Electronic devices that can contain owner information such as computers, cell phones, PDAs, flash drives, personal game players, iPods, electronic picture viewers, and other electronic items that have been turned in to the College lost and found will be examined by campus security to determine ownership. If this cannot be determined by normal means, the item will be retained for the completion of the academic semester by the Business Office.
2. At the completion of each academic semester, the Stark State HTCIA (High Tech Criminal Investigation Association) Club will clean the device of all its data by writing over each sector on the storage media. The HTCIA students will abide by the national HTCIA Code of Ethics and Values in regard to confidentiality.
3. Upon completion of this process, the device will be donated to the Interfaith Campus Ministry.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ALCOHOL POLICY

Effective: April 18, 2012

Policy No. 3357:15-16-13

Page 1 of 2

POLICY:

The use of alcoholic beverages is prohibited on College premises unless an exception is requested and written approval is granted from the vice president of the requesting department and the Chief Operating Officer and Treasurer or designee. There should be a primary purpose for the gathering other than the availability of alcohol. Alcohol should not be used as an inducement to participate in a campus event. All consumption, possession and/or distribution of alcoholic beverages will be consistent with the laws and regulations of the state of Ohio.

PROCEDURE:

The following process must be used to obtain permission for College events that involve alcohol:

1. In order to obtain approval, the requesting department must submit an Authorization to Serve Alcohol Request Form (available on *mystarkstate*) to the Chief Operating Officer and Treasurer or designee, along with an approval from the vice president of the requesting department at least three weeks before the event. The approval may be indicated by a signature on the form. Please send a copy of the signed form to SArequests@starkstate.edu. No additional cover letter is necessary as long as all information requested is provided.
2. If a fee is charged for anything in connection with the event, it may be necessary to obtain a permit from the Ohio Division of Liquor Control, which requires a significantly longer application process. The Chief Operating Officer and Treasurer or designee will assist in that process. To ensure sufficient time, the request should be submitted at least eight weeks before the event.
3. The College's Security Office must also be contacted in writing at least three weeks before the event.
4. The request will be reviewed by the Chief Operating Officer and Treasurer or designee when all of the required information is complete. If no temporary permit is required and there are no unresolved legal issues, the request will be forwarded to the President for final approval. When approval is granted, the Chief Operating Officer and Treasurer or designee will email the requestor the signed approval in PDF form and send the original via campus mail.
5. If a temporary permit is necessary, the Chief Operating Officer and Treasurer or designee will help select the appropriate type of permit. If needed, the Chief Operating

Officer and Treasurer or designee will direct legal questions to the Attorney General's Office.

6. Once the request form has been signed, it will be returned via campus mail or it can be held for pickup at the Office of Business and Finance. The requesting entity is responsible for submitting the permit to the Department of Liquor Control and paying all fees. To ensure adequate security, contact the College Security Office at extension 4367 directly.
 - a. When alcohol is present at an event, strict controls must be enforced in order to prevent underage or excessive drinking. These controls are consistent with local, state and federal laws and the College's code of conduct.
 - (1) Possession and consumption of alcohol in parking areas are subject to local, state and federal laws and regulations. Police and liquor control agents may patrol these areas and enforce applicable laws.
 - (2) Alcoholic beverages may be served only within designated areas within the location provided on the ASA form.
 - (3) Soft drinks and other alternative beverages such as punch, fruit drinks, and other non-alcoholic beverages should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.
 - b. College faculty and staff purchasing alcoholic beverages must comply with the expenditure requirements outlined in the College's food policy.
 - c. The College does not allow advertising in its public spaces that directly promotes the use of alcohol or tobacco. This applies to events and activities directly organized or sponsored by the College, as well as to events sponsored by others who may be leasing, renting or using College facilities.
 - d. Policy Violations.
 - (1) Any student, faculty member, staff member, volunteer, or visitor found to be in violation of local, state and/or federal law, or who violates the College's alcohol policy, is subject to College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. College disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.
 - (2) If alcohol violations occur, faculty and staff may be disciplined under all College rules and policies under 3357:15-14-18.

Stark State College
Policies and Procedures Manual

Title: **TABLE OF CONTENTS – FACILITIES**

Policy No.: 3357:15-17-00

Effective: 10/16/13

Revision 1

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17-01	Internal Priorities for Use of Facilities
17-02	Use by External Organizations, Companies and Individuals General Rules for Facilities
17-03	Maintenance of Building and Grounds
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17-10	Public Use of College Outdoor Areas Purpose Outdoor Areas of Campus Generally Available for Use Student Use Prohibited Activities Enforcement Dispute Resolution Procedures

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INTERNAL PRIORITIES FOR USE OF FACILITIES

Effective:

Policy No. 3357:15-17-01

Page 1 of 1

POLICY:

All facility requests will be reviewed on the following priorities:

1. Regularly scheduled classes, both day and evening, which are a part of an associate-degree program offered by the College.
2. Regularly scheduled classes, both day and evening, which are a part of an adult certification program offered by the College.
3. Continuing education and contract training courses offered by the College for occupational advancement refresher and retraining purposes.
4. Workshops, seminars and meetings organized and conducted by the College.
5. Social and recreational activities for students of the College.
6. Special courses, workshops, seminars and meetings organized and conducted by business and non-profit organizations and not facilitated by Stark State College.
7. Regularly scheduled courses conducted by Kent State University for which facilities are not available in other buildings on the Stark Campus.
8. Other educational, social, civic and recreational activities.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

**USE BY EXTERNAL ORGANIZATIONS, COMPANIES
AND INDIVIDUALS**

Effective:

Policy No. 3357:15-17-02

Page 1 of 3

POLICY:

Organizations, companies and individuals may request facilities at Stark State College if their function falls within the scope of rule 3357:15-17-01 of the Administrative Code.

General Rules for Facilities

1. The organizations, companies and individuals using the College are responsible for any damages resulting from their use of the facilities.
2. Organizations, companies and individuals accepting space assume all responsibility for personal accident or injury to participants. All users of the facilities shall comply with all federal, state and local laws.
3. Arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance by the registrar.
4. Authorization must be granted by the registrar to bring equipment and supplies into the College.
5. Alcoholic beverages are not permitted on campus. Food must be confined to areas designated for that purpose. Smoking is not permitted in any campus buildings. Failure to clean up after an event will result in a charge for custodial services.
6. No keys are given to external organizations.
7. Generally, facilities may not be reserved more than six months in advance of the event.

PROCEDURE:

1. Handling Requests. All organizations requesting use of facilities must apply to the Registration Office and complete the building usage form that includes the following:
 - a. Date(s) requested
 - b. Time(s)
 - c. Name of organization
 - d. Purpose of meeting
 - e. Equipment requested
 - f. Multimedia requirements
 - g. Estimated number attending
 - h. Room configuration

- i. Signature of authorized person.
- 2. Charges
 - a. Organizations, companies and individuals using space during normal College operating hours will be assessed fees on the following basis and in accordance with the Building Usage Schedule of Charges:
 - (1) Class I. Members of this group are SSC PARTNERS, SSC SUPPORTERS, and non-profit organizations that request space and collect no fees. Space shall be granted to these organizations without a facility fee during normal College operating hours. Organization(s) requesting space outside of normal College operating hours shall be charged for the use of the facilities.
 - (2) Class II. Companies, individuals, non-profit organizations (collecting fees) utilizing space not sponsored or facilitated by Stark State College shall be charged for the use of the facility.
 - b. The Vice President for Business and Finance has the discretion to adjust charges in specific situations.
 - c. Organizations, companies and individuals using Stark State College as a facilitator are not charged facility use fees.
 - d. Requests for use of facilities outside of the normal College operating hours will be assessed an additional charge to defray the cost of maintenance and security. A minimum of four hours is required on Sunday or holidays.
 - e. Multimedia equipment may be rented from Stark State College based on the Building Usage Schedule of Charges.

BUILDING USAGE SCHEDULE OF CHARGES

Facility Charges

	Class I*	Class II
Meeting Rooms (This does not include lab rooms)	\$10 per hour	\$20 per hour
Auditorium, Atrium Seminar Room (B125, Atrium, T107)	\$25 per hour	\$50 per hour

*Outside normal working hours

General Audio Visual - \$40 per day

Pick any three from the list below:

Audio cassette player

Slide projector

VHS/TV
 Filmstrip projector
 Overhead projector
 PA/microphone (Auditorium)
 Flip chart w/writing pad & markers
 Poster easel
 Portable PA system w/mike
 Laserdisc player/TV
 Each additional item cost \$10

Special Audio Visual Equipment	Cost per day
Video camera/recorder	\$50 plus \$10/hr. for technician
Teleconference (includes technician fee)	\$45 1 st hour \$20 each add'l hour
LCD panel w/overhead projector	\$50 per day
Computer w/LCD panel & w/overhead projector	\$100 per day
Laser pointer	\$15 per day
VHS/45" TV	\$50 per day
AV operator assistance upon request (Minimum of 4 hr. charge for Saturday)	\$10 per hour
 Custodial/Maintenance	
After normal College working hours	\$25 per hour
 Security	
After normal College working hours (Minimum of 4 hours for Sundays & holidays)	\$25 per hour
 Event Clean up	
Clean up after caterer, if necessary	\$25 per day

VICE PRESIDENT FOR BUSINESS AND FINANCE STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MAINTENANCE OF BUILDING AND GROUNDS

Effective:

Policy No. 3357:15-17-03

Page 1 of 1

POLICY:

The Vice President for Business and Finance is responsible for the maintenance of the building(s) and grounds of Stark State College.

PROCEDURE:

1. The Vice President for Business and Finance shall arrange service contracts to care for the mechanical systems not covered in the basic maintenance and grounds contracts.
2. All conditions that are dangerous or potentially dangerous shall be reported to the Vice President for Business and Finance. Upon notification of such conditions, the Vice President for Business and Finance will take action to have the condition corrected. The Vice President for Business and Finance may stop any activity if there is a clear and present danger to the College or its occupants.
3. The Vice President for Business and Finance shall see that the College is in compliance with all codes for the operation of public buildings. The Vice President for Business and Finance shall recommend to the Board of Trustees the necessary changes that are required to meet revisions in the law.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

SPACE UTILIZATION REPORTS

Effective:

Policy No. 3357:15-17-04

Page 1 of 1

POLICY:

The Vice President for Business and Finance will file all space inventory and utilization reports required by the Ohio Board of Regents.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PHYSICAL DEVELOPMENT PLANNING

Effective:

Policy No. 3357:15-17-05

Page 1 of 1

POLICY:

The Vice President for Business and Finance will assist in the physical development planning of the Stark State College campus. The planning encompasses the following components:

1. Development Concepts
 - a. The environmental-physical features
 - b. Quality
 - c. Natural Versus man-made
 - d. Aesthetic – campus motif and future development
 - e. Functional – activity areas, relationship and centroid
2. Planning Parameters
 - a. Design standards
 - (1) Scale
 - (2) Materials
 - (3) Styles
 - (4) Color
 - b. Density measures
 - c. Time and distance
3. Land Use
 - a. Building locations
 - b. Open spaces
 - c. Circulation and parking
4. Buildings – Detailed plans pertaining to specific buildings
 - a. Preservation/renovation
 - b. Modification
 - c. Demolition/new construction
5. Development Capital
 - a. Sources of funds
 - b. Application of funds
 - c. Time schedule for funds

VICE PRESIDENT FOR BUSINESS AND FINANCE STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INVENTORY CONTROL

Effective:

Policy No. 3357:15-17-06

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POLICY:

The Vice President for Business and Finance shall maintain an inventory for all movable equipment which has a value of two hundred dollars per unit, which is nonexpendable, and which has a useful life of five years or more.

PROCEDURE:

1. A physical inventory shall be taken in January by all department chairs having equipment assigned to their units.
2. The inventory process is as follows:
 - a. The staff accountant will review all invoices for capital equipment.
 - b. The staff accountant will prepare the inventory control card for each item. The card will have all areas completed except the tag number and the room number.
 - c. The staff accountant will turn the card over the tagger, who will locate the item in the department and tag it. The tagger will note the room number and the tag number assigned to the reverse side of the card. The tagger will sign and return the completed card to the staff accountant.
3. The inventory control card will carry the following information:
 - a. Property name
 - b. Tag number
 - c. Description
 - d. Acquisition code
 - e. Estimated life
 - f. Category code
 - g. Date acquired
 - h. Auditor's code
 - i. Serial number
 - j. P.O. number
 - k. Building number
 - l. Room number
 - m. Department account number
 - n. Cost
 - o. Supplier

- p. Date tagged
 - q. Tagger's name
 - r. Deleted
 - s. Comments
4. The inventory reporting system
- a. Semi-annually a computer report will be issued in tag number sequence and filed with the Vice President for Business and Finance.
 - b. Semi-annually a computer report will be issued by department with equipment listed by room number and in tag number sequence. This report will be filed with the Vice President for Business and Finance.
 - c. Semi-annually a computer report will be issued by purchase order number sequence and filed with the Vice President for Business and Finance.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

SECURITY AND DISASTER PLAN

Effective:

Policy No. 3357:15-17-07

Page 1 of 1

POLICY:

The Vice President for Business and Finance will develop a security and disaster plan for Stark State College. This plan will be disseminated to all full-time employees of the College.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

SELECTING AND DISPLAYING ARTWORK

Effective:

Policy No. 3357:15-17-08

Page 1 of 1

POLICY:

PROCEDURE:

1. Artwork shall be divided into two basic categories: permanent and transient.
 - a. Permanent works shall be those that are displayed with the intent that they not be moved for an extended period of time. These works could be owned by the College or be on loan.
 - b. Transient works shall be those that are displayed on a temporary basis such as a showing featuring an artist's work. These works shall be owned by a private collector or artist and shall be on display for a specified period of time.
2. Areas in which artwork is to be displayed can be categorized as public, divisional, and private.
 - a. Public areas are those which the general public and students commonly use.
 - b. Divisional areas are those spaces which are designated for the use of one College division exclusively.
 - c. Private areas are employee offices.
3. Areas subject to these guidelines shall be the public and divisional areas only.
4. Artwork shall be original or limited run signed prints. No photographic reproductions shall be permitted except for prints of a photographer's work. The subject matter of the works shall not be offensive to the general population; this, however, should not preclude controversial works. The size of the works shall be determined by the area in which they are to reside.
5. All permanent artwork to be placed in a public area shall be selected by the Campus Aesthetics Committee or outside consultants retained specifically for that purpose, or they can be presented to the Campus Aesthetics Committee by an individual, company or organization for approval. Transient works shall be approved by the Campus Aesthetics Committee. All artwork to be displayed in a divisional area shall be approved by a committee of employees from that particular division.
6. Standardized labeling giving donor's name shall be provided for all art donated to the College.
7. A monetary evaluation of donated and purchased artwork shall be made by the Vice President for Business and Finance in accordance with standard accounting practices.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

SMOKE-FREE FACILITIES

Effective:

Policy No. 3357:15-17-09

Page 1 of 1

POLICY:

Start State College is a smoke-free facility.

PROCEDURE:

1. Smoking areas will be designated in restricted areas of the college grounds as identified by the Vice President for Business and Finance. Smoking is not permitted at any other locations.
2. All employees share in the responsibility for adhering to this policy.
3. Notices shall be posted at the entrance to each building and at designated locations within the buildings by the Supervisor of Facilities indicating that smoking is prohibited.

Stark State College
Policies and Procedures Manual

Title: **PUBLIC USE OF COLLEGE OUTDOOR AREAS**

Policy No.: 3357:15-17-10

Effective: 10/16/2013

Revision 0

Page 1 of 4

A. PURPOSE

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College.

This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

B. OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE

1. General Access

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's main campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of

Stark State College
Policies and Procedures Manual

Title: **PUBLIC USE OF COLLEGE OUTDOOR AREAS**

Policy No.: 3357:15-17-10

Effective: 10/16/2013

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walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

2. Satellite Campuses

The College's satellite campuses are a mixture of College owned and leased facilities. Some leased facilities do not have publicly accessible outdoor areas available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.

3. Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Stark State Security Department at 330-494-6170, Ext. 4367 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

C. STUDENT USE

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by

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Title: **PUBLIC USE OF COLLEGE OUTDOOR AREAS**

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contacting the Coordinator of Student Activities at 330-494-6170, Ext. 4237. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

D. PROHIBITED ACTIVITIES

1. Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
2. No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
3. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

E. ENFORCEMENT

The Stark State Security Department and local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section D of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

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(F) DISPUTE RESOLUTION

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the Office of the Vice President of Business and Finance at 330-494-6170, Ext. 4398.

(G) PROCEDURES

The President may adopt procedures to administer this Policy.

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Effective 12/1/75
Revised 06/01/13
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POLICIES AND PROCEDURES MANUAL

ADMISSION POLICY

Effective: Spring 2015

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Revision 1

POLICY:

- (A) Access to Ohio’s state assisted colleges must be assured for every person who wants and can benefit from higher education. Stark State College (SSC) maintains an “Open Door” policy and cordially welcomes anyone who wishes to further his or her education. According to Section 3345.06 of the Ohio Revised Code. Ohio law generally provides that graduates of twelfth grade are entitled to admission without examination to any state-supported college or university, and further provides that such an institution may prescribe that certain courses must be completed for unconditional admission.

- (B) Open admission carries with it the full weight of equal opportunity for all which means the College must make every effort to be both sensitive and responsive to the needs of prospective students. The open admission policy allows a student to enroll in the College but not necessarily in a specific degree-granting program.
 - (1) Standard Admission. Standard admission to SSC is open to anyone who is a high school graduate or the equivalent, and completes the enrollment procedures.

 - (2) Conditional Admission. Students will be admitted conditionally to SSC if they do not achieve the test scores in English and/or Reading indicated below. Students who are admitted conditionally will be limited to taking one course where proficiency was not achieved through their high school course of study and are required to successfully complete the course before being granted permission to take additional courses.

	COMPASS	ACT
English	12	11
Reading	43	12

3357:15-18-01

- (3) Restricted Program Admission. Students who do not meet specific program requirements at the time of admission as set forth by SSC may be required to satisfactorily complete such requirements before admission into a specific program.

- (C) Required Course Placement: First-time degree or 1 year Ohio Board of Regents (OBR) certificate seeking students are required to complete all developmental courses into which they are placed by COMPASS or ACT scores and that are required by their programs, beginning with their first semester of credit enrollment and continuing for all subsequent semesters to completion. Exceptions may be made on a case-by-case basis for a student returning after an absence at the discretion of the subject department chair or designee of the department chair.

PROCEDURE:

The following procedures pertain to all students who apply for admission to SSC:

- (A) Application. An application must be completed and submitted to SSC.

- (B) Transcripts. It is the student's responsibility to provide SSC an official final high school or GED transcript or an original GED with scores, and/or official college transcripts. All transcripts must be from a school accredited by one of the regional accrediting organizations. Home schooled students are required to submit the superintendent's exemption letter, and a notarized transcript that includes the graduation date, all courses with grades, and the final GPA.

- (C) Standardized Tests. It is the responsibility of the student to provide SSC with the results of the ACT or SAT test scores provided they have been taken within the last two years. Every first-time Stark State College degree or 1 year OBR certificate seeking student is required to take the COMPASS exam unless he or she has ACT or SAT scores. Students may elect to take COMPASS if they have ACT or SAT scores. Students may retake the COMPASS test once per academic year; however, once a student has begun a course based on COMPASS placement, he or she may not retest in that area. Students with applicable transfer credits are not required to test in that area.

- (D) Personal Interview. A personal interview may be required in cases where other standard procedures do not provide sufficient information.

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- (E) Finalizing the Admission Process. Upon completion of items a through d, the admission process is complete. If all credentials are not submitted, a student will be permitted to register for one term and a Registrar's hold will be placed on the student record until all credentials are submitted.
- (F) Matriculation. Upon notification of acceptance, the student is matriculated into SSC.

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EARLY ADMISSION

Effective:

Policy No. 3357:15-18-02

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POLICY:

Stark State College's Early College Admission Program is designed to provide qualified high school juniors and seniors with access to college level coursework. College courses taken under the Early College admission Program may also fulfill high school graduation requirements if approved by the student's local school district.

PROCEDURE:

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

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

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

LIMITED ADMISSION

Effective:

Policy No. 3357:15-18-03

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POLICY:

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

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POLICIES AND PROCEDURES MANUAL

NON-CREDENTIAL-SEEKING CITIZENS 60 AND OLDER Effective: Summer 2013

Policy No. 3357:15-18-04

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POLICY:

1. To encourage and promote life-long learning experiences for older citizens, all instructional and general fees are waived for Ohio residents 60 years of age or older who take credit classes, as a non-credential seeking student. Such citizens are free to enroll in any section or course where there may be less than the maximum number of regular students in a class. The student will register as auditing the course and will not receive credit for the course. Applicable fees must be paid at the time of initial registration and the student is responsible for the cost of textbooks, fees, and supplies required for the course
2. Continuing education classes will be offered to older citizens at a discount whenever possible. The rate will be set annually by the Chief Operating Officer and Treasurer and the Provost excluding courses designed specifically for older citizens offered at a special rate.

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POLICIES AND PROCEDURES MANUAL

CROSS REGISTRATION

Effective:

Policy No. 3357:15-18-05

Page 1 of 3

POLICY:

PROCEDURE:

1. Kent Stark Campus Students. Full-time Stark Campus students in good standing who are registered at the Stark Branch of Kent State University may take credit courses of study at Stark State College without charge on a space available basis. The following regulations must be observed.
 - a. The Student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to KSU following the completion of a course by a KSU student at Stark State College.
 - b. Full-time students for the purpose of this section are defined as students currently registered for twelve or more credit hours of work at the Stark Branch of Kent State University.
 - c. No admission and matriculation fees shall be collected either from the participating students or from Stark Branch of Kent State (except regular lab or academic fees).
 - d. No additional instructional or general fees shall be collected either from the participating students or from the Stark Branch of Kent State University for credit courses taken under this provision at Stark State College.
2. The University of Akron Students. Full-time students in good standing registered at the University of Akron (including the Wayne General and Technical College Branch) may take credit courses of study at Stark State College without charge, on a space available basis. The following regulations must be observed:
 - a. The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to the University of Akron following the completion of a course by an Akron University student at Stark State College.
 - b. Full-time students for the purpose of this section are defined as students currently registered for twelve or more credit hours of work at the University of Akron.

- c. No additional instructional or general fees shall be collected either from the participating students or from the University of Akron for credit courses taken under this provision at Stark State College.
 - d. This agreement may be modified by mutual consent of both institutions at any time. Either institution may withdraw from participation by giving written notice to the other prior to September 1 of each year.
3. Walsh University Students. Full-time students in good standing registered at Walsh University and Stark State College may take credit courses for which they qualify at the other institution for the Stark State College tuition fee. The following regulations must be observed:
- a. The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to Walsh University following the completion of a course by a Walsh University student at Stark State College.
 - b. Full-time students for the purpose of this section are defined as students currently registered for fifteen or more credit hours of work at Walsh University.
 - c. Students will be accepted on a space-available basis, generally for courses not offered at the other institution.
 - d. No admission and matriculation fees shall be collected either from the participating students or from Walsh University. The Stark State College tuition fee shall be collected from the participating students.
 - e. This agreement will be effective beginning at the start of the Fall Semester 1981 and may be modified by mutual consent of both institutions at any time. Either institution may withdraw from participation by giving written notice to the other prior to September 1 of each year.
4. Malone College Students. Full-time students in good standing registered at either Malone College or Stark State College may take courses of study at the other institution without charge. The following regulations must be observed:
- a. The student must have the advice and consent of his/her academic advisor or counselor. The purpose of this provision is to prevent any misunderstanding regarding the transfer of credit to Malone College following the completion of a course by a Malone College student at Stark State College.
 - b. Full-time students for the purpose of this section are defined as students currently registered for fifteen or more credit hours of work at Malone College.
 - c. Students will be accepted on a space-available basis.
 - d. No admission and matriculation fees shall be collected either from the participating students or from Malone College (except regular lab or academic fees).
 - e. This agreement will be effective beginning at the start of the Summer Semester 1986 and may be modified by mutual consent of both institutions at any time.

Either institution may withdraw from participation by giving written notice to the other prior to September 1 of each year.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FINANCIAL AID

Effective:

Policy No. 3357:15-18-06

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POLICY:

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

The following principles apply:

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

PROCEDURE:

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

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

4. The Financial Aid Office shall be responsible for the general supervision of all departmental scholarship funds and all other financial funds at the College if and when they are available.
5. The appropriate department or agency shall select the candidate for designated awards; however, the selection must be made in time to permit inclusion of the award in the financial-aid package for any student receiving such aid.
6. The Financial Aid Office shall serve as a clearing house for detailed and summary data about the student-aid program.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

STANDARDS OF ACADEMIC PROGRESS

Effective: August 27, 2012

Policy No. 3357:15-18-07

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POLICY:

Standards of Academic Progress (SAP) are a series of standards required to maintain eligibility for federal student aid. Requirements include components of completion of credit hours, grade point average (GPA), and maximum time frame as defined below. **Students who do not meet these requirements will be disqualified from future financial aid.**

1. Standards of Academic Progress Requirements:

- a. Stark State College requires that any student who applies for or receives federal financial aid makes satisfactory academic progress toward an Ohio Board of Regents (OBR) approved degree or certificate.
- b. Satisfactory academic progress is measured as follows:
 - (1) Overall grade point average of 2.0.
 - (2) Completion of 67 percent of the cumulative attempted credit hours, including hours of repeated coursework.
 - (3) Completion of OBR approved degree or certificate within the number of required credit hours listed in the College catalog for the associate or certificate degree multiplied by 150 percent, as determined by the Financial Aid Office and includes accepted transfer credit hours and up to 30 attempted credit hours of required developmental coursework.
 - (4) Successful grade completions are: A, B, C, UC, D, UD, CR
 - (5) Unsuccessful grade completions are: F, W, IN, NC, NA
- c. Failure to meet these measurements will result in the loss of federal financial aid.

PROCEDURE:

1. Monitoring Progress:

- a. At the end of each term attended, a student's academic progress will be evaluated based upon the standards listed above. *If he or she fails to meet any of the above requirements, he or she will receive a notification letter from the College.*
- b. After the first term in which the requirements are not met, a student will be placed on financial aid warning for one subsequent term. During the warning period, the student will continue to be eligible for federal financial aid. The College encourages the student to meet with an academic advisor to assist the student with his or her educational goals.

- c. After the second term in which the requirements are not met, a student will become ineligible for federal financial aid. In order to regain federal financial aid eligibility, a student will be required to pay for his or her classes out of pocket until he or she is able to reach the 67 percent completion rate and a cumulative 2.0 GPA.
2. Appeal Process:
 - a. If a student has unusual or mitigating circumstances, he or she may submit an appeal requesting to continue to receive federal financial aid. Mitigating circumstances must be documented and approved by the Standards of Academic Progress Appeal Committee, made up of a financial aid representative, academic affairs representative, and student services representative. The appeal must be submitted by the last day to register in the term in which a student is applying for continued federal financial aid. A student may only submit two appeals during his or her time at Stark State College. Rare exceptions will be made to this policy.
 - b. If federal financial aid is reinstated as a result of the appeals process, a student is placed on probation for one term. During the probationary period, a student must complete all registered courses and achieve a 2.0 grade point average for each semester of the probationary period to remain eligible to receive federal financial aid. After one semester of meeting the probation requirements, the student will be placed on an academic plan and must continue to complete all registered courses and maintain a term 2.0 GPA. As long as a student is meeting the requirements of the academic plan, he or she will continue to receive aid. Once a student is at a 67 percent completion rate for all attempted courses and a 2.0 grade point average, he or she will go back to good standing.**
3. Appeal Procedure:
 - a. Step One: A student must complete the Standards of Academic Progress Appeal form and submit it to the Financial Aid Office along with an explanation and documentation of the reasons for failing to comply with the stated academic standards. The explanation must include what improvements a student has made that will ensure future academic success.
 - b. Step Two: The Standards of Academic Progress Appeal Committee comprised of a financial aid representative, academic affairs representative, and student services representative, will review the appeal and render a decision. .
 - c. Step Three: A student will receive the written decision of the Academic Progress Appeal Committee within ten business days of the committee meeting. **The decision of the Standards of Academic Progress Appeal Committee is FINAL.**

The committee reserves the right to establish parameters as part of the approval process. This includes, but is not limited to, restrictions of credit hours or specific courses, mandatory advising, or adherence to an academic plan.

4. If a student is approved for financial aid, he or she is encouraged to seek an academic advisor to review an academic plan.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TRANSFER APPLICANTS

Effective: Spring 2014

Policy No. 3357:15-18-08

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POLICY:

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 OBR articulation and transfer policy.

**STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL**

FEES

2016

Policy No. 3357:15-18-09

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Effective: Spring 2016

POLICY:

Stark State College is financially assisted by the Ohio Department of Higher Education and the State Department of Education. However, some portion of the total expense must be borne by the students.

PROCEDURE:

The following are comprehensively outlined fees that have been established by the Board of Trustees for the purposes indicated:

1. Processing Fee. The processing fee covers the cost of applying to the College, conducting student assessment, creating a permanent student record, and entering student information into the College's record-keeping system. The processing fee is a one-time fee payable upon first registration.
2. Instructional Fee. The instructional fee supplements other sources of income to cover the cost of instruction and general operating expenses.
3. General Fee. The general fee supplements state subsidies for general institutional services for the benefit of enrolled students. The Board of Trustees designates a portion of the general fee to support technology.
4. Tuition Surcharge. A tuition surcharge is the legislative term used to designate the higher amount that must be paid by students who are not Ohio residents. Out-of-state students shall be charged a tuition surcharge in addition to the per credit hour in-state tuition.
5. Miscellaneous Fees and Charges. The following miscellaneous fees have been authorized for the purposes stated. The amounts are specified in a separate schedule.
 - a. Locker Fee – During registration periods on a first-come, first-served basis, students may rent lockers.
 - b. Transcript Fee – Upon request of the student or alumnus, the registrar issues a copy of the student's record. A charge will be made for each requested transcript.
 - c. Credit-by-Examination Fee – A fee is assessed for each examination given under the provisions of rule 3357:15-13-25.
 - d. Parking Fine – A fine will be levied for parking and traffic violations.
 - e. Maintenance and Campus Security Fee – This fee helps cover the costs of maintaining the College's buildings, grounds, and security.
 - f. Online Fee – The online fee helps cover the cost of the College's Learning Management System, hosting services, and course design and development.
 - g. Selective Service Fee – A surcharge is assessed for any eligible male student who has not provided his selective service number to the College. This surcharge is equal to the current Out-of-State Residents Tuition Surcharge.
 - h. Student Installment Payment Plan Fee (SIPP) – Students electing to use the student installment plan to pay tuition and fees will be required to pay a non-refundable fee for the service.

- i. Background Check Fee – For those who need to obtain some of their educational training off campus at a hospital, day care center, or other business, a background check(s) may be required. A fee is assessed to cover the cost of processing the background check.
 - j. Culinary Fee – The culinary fee is a fee established per course to cover the cost of consumable goods required for the specific course. Fees may vary by course.
 - k. Dental Hygiene Facility Fee – The dental hygiene facility fee supplements sources of income to cover the costs of dental hygiene instruction. The fee is charged each semester and is limited to dental hygiene students.
 - l. Respiratory Care Technology Fee – The respiratory care technology fee covers the cost of enhanced certification preparation for credentialing exams and certifications, as well as the cost of clinical simulation in the practicum course. Fees may vary by course.
 - m. Welding Fee – The welding fee supplements the purchase of equipment, consumables, and supplies for welding instruction. Fees may vary by course.
 - n. Dietetic Technology Fee – The dietetic technology fee covers the cost of food materials and preparation methods for the specified course. Fees may vary by course.
 - o. Commercial Driver’s License Fee – The CDL fee covers the cost of program tuition and class fees as well as state fees and semi rental for one CDL driving test. If the student does not pass the CDL test, he or she must pay all fees associated with additional test attempts. This fee does not cover the student’s required Department of Transportation physical or drug screening. Students are also responsible for the cost of the permit and any endorsements they wish to add.
 - p. Law Enforcement Academy Fee – The Law Enforcement Academy fee covers expenses for delivering academy courses.
 - q. Health Record Management Fee – This fee is used to cover costs of electronic filing and maintenance of personal health records. Personal health records are necessary for students to progress through their chosen program and gain access to clinical training sites.
6. Refunds. Students who wish to withdraw from courses in which they are enrolled, and which are being conducted in accordance with the class schedule, must complete academic withdrawal procedures to qualify for a refund (see rule 3357:15-13-16). The following regulations apply to refunds:
- a. Full refunds are given to students who enroll in classes that are cancelled by the College. Full refunds are given to students the College does not permit to enroll or continue in course work. Refunding of fees is automatic, and students are not required to complete academic withdrawal procedures (see rule 3357:15-13-16).
 - b. Instructional fees, general fees, and tuition surcharge fees paid for 16-week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
 - (1) Before the seventh day of the semester – 100 percent refund

- (2) On the seventh through the ninth day of the semester – 80 percent refund
 - (3) On the tenth through the sixteenth day of the semester – 60 percent refund
 - (4) On the seventeenth through the twentieth day of the semester – 40 percent refund
 - (5) On the twenty-first day of the semester and beyond – no refund
- c. Instructional fees, general fees, and tuition surcharge fees paid for 10-week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
- (1) Before the seventh day of the semester – 100 percent refund
 - (2) On the seventh through the eleventh day of the semester – 60 percent refund
 - (3) On the twelfth through the thirteenth day of the semester – 40 percent refund
 - (4) On the fourteenth day of the semester and beyond – no refund
- d. Instructional fees, general fees, and tuition surcharge fees paid for 8-week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
- (1) Before the seventh day of the semester – 100 percent refund
 - (2) On the seventh through the eighth day of the semester – 60 percent refund
 - (3) On the ninth through the tenth day of the semester – 40 percent refund
 - (4) On the eleventh day of the semester and beyond – no refund
- e. Instructional fees, general fees, and tuition surcharge fees paid for 5-week semester courses are subject to refund to students who officially withdraw for valid reasons at the following rates:
- (1) Before the seventh day of the semester – 100 percent refund
 - (2) On the seventh day of the semester and beyond – no refund
- f. The first day of the semester is defined as the official starting date of the semester or portion of the semester. Days of the semester will be counted as any Monday through Friday that classes are in session. Weeks of the semester will be counted as starting on the first day of the semester and every week thereafter. Holidays, Saturdays and Sundays will not be included as days of the term for those refund sections counting days. Holidays, Saturdays and Sundays will be included as days of the term for those refund sections counting weeks. For those classes meeting only once a week on Friday, Saturday, or Sunday, the 100 percent refund period will extend through the Tuesday after the first scheduled class or through the sixth day of the semester, whichever is later.
- g. The Business Office will audit each registration. If fees are paid under mistake of law or fact, appropriate charges or refunds will be made. All refunds will be made within thirty days of withdrawal or schedule change.

7. Student Fee Credit. The Board of Trustees recognizes that students may sometimes require credit arrangements for payment of their fees. To this end, the Vice President for Business and Finance is authorized to extend credit for the following reasons:
 - a. Any student who has secured from any agency funding-which is directly payable to Stark State College may be granted credit and permission to enter classes. Some are:
 - (1) Federal Student Financial Aid
 - (2) State Aid
 - (3) Foundations – student scholarships
 - b. Any student who has not secured funding and desires credit can elect to use the Student Installment Payment Plan (SIPP).
 - c. Documentation and Reimbursement
 - (1) Each student is issued an invoice for the amount of credit granted him/her.
 - (2) Each student is required to pay all debts as scheduled.
 - (3) Any student not meeting this repayment schedule is notified that the entire balance on his/her fees is due. If the student cannot pay his/her fees, he/she is removed from the class lists.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

STUDENT RECRUITMENT AND MARKETING Effective: Summer 2016

Policy No. 3357:15-18-10

Page 1 of 1

POLICY:

Stark State College will hire and train admission representatives whose credentials, purposes, and activities adhere to the code of conduct known as the Statement of Principles of Good Practice (SPGP) approved by the National Association for College Admission Counseling (NACAC), which can be found at http://www.nacacnet.org/about/governance/policies/documents/spgp_10_3_2014.pdf. College representatives will follow the SPGP to ensure appropriate conduct in the recruitment of students and their transition to postsecondary education.

PROCEDURE:

- (A) Admissions and other institutional representatives will accurately represent the college's programs and services and be compensated in the form of a fixed salary rather than commissions or bonuses.

- (B) All promotional literature, news releases, web content, and other materials distributed in either oral or written form will be truthful, informative, and constructive, and not convey any false, misleading, or exaggerated impressions with respect to the college, personnel, degree offerings, services, student outcomes, or career opportunities for graduates.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INTERNATIONAL STUDENT ADMISSIONS

Effective: Summer 2016

Policy No. 3357: 15-18-11

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POLICY:

Stark State College is a certified Student and Exchange Visitor Program (SEVP) designee that welcomes qualified F1 visa holders from other countries. According to the Code of Federal Regulations 8 *CFR* 214.3(a) (2), specific schools are eligible to enroll F visa holder students, including a Community College or Junior College that provides instruction in liberal arts or in the professions and awards recognized associate degrees.

PROCEDURE:

The following procedures pertain to international students holding an F visa who apply for admissions to Stark State College:

(A) Application.

1. An application must be completed and submitted to Stark State College using the international application available at www.starkstate.edu/admissions.

(B) High School Diploma (or Equivalent) and Transcripts

1. It is the responsibility of the student to submit original or certified copies of the academic record in the original language with English translations. Students who have high school transcripts in a foreign language need to have them evaluated through a National Association of Credential Evaluation Services (NACES) <http://www.naces.org/members.htm>. The records must show completion of an equivalent level of a four-year high school diploma in the U.S. Students may also submit original or certified copies of examination results issued by the high school or examination board. Photocopies may be submitted in addition to the originals if requesting to have the original returned.

(C) College Transcripts

1. Official U.S. College or University Transcript
2. Foreign College Records. To request transfer credits for courses completed, submit your original or certified copies in the original language; and English translations of the records are required. Students must submit foreign transcripts to a professional foreign transcript evaluation service in the United States to pursue the possibility of receiving transfer credit(s).

- (D) Proof of English Language Proficiency. English proficiency results must not be more than two years old. Testing may be waived if the student has earned a degree from an accredited U.S. college or university or has completed a college level English Composition course with a grade of “C” or above from an accredited U.S college or university.
1. TOEFL (Test of English as a Foreign Language): Stark State College institutional code is 1688. Paper based test (PBT: minimum score of 500) or Internet-based Test (iBT: minimum total score of 61 AND no score below 18 on both reading and writing sections)
 2. IELTS (International English Language Testing System): Minimum score of 6.0
 3. ACT (American College Test): Minimum English score of 18 or higher
 4. AP (Advanced Placement Exam): English Literature and Composition or English Language and Composition test score of 3 or higher
 5. Transfer credit in college-level English with a grade of “C” or better from an accredited U.S. college or university
- (E) Immigration documents. Photocopies of the following documents must be submitted:
1. Passport page that includes the student’s photo and visa page
 2. Front and back of the I-94
 3. If an F visa holder is transferring to Stark State College, the Form I-20 from the student’s current U.S. college or university, along with any transfer forms, must be submitted to the Office of Admissions.
 4. Financial documents for F visa applicants and dependents. An original letter on official letterhead from a bank or other financial institution in which the sponsor has saving deposits or other types of accounts containing readily available funds. Student must provide:
 - a. Date account(s) were opened.
 - b. Specific amount of funds in the account. Names listed as account holders on bank statement must match names and signatures on Affidavit of Financial Support form. The statement must be in English, and signed and sealed by the appropriate bank or government official. This information must be dated within six months of the intended date of enrollment. No business accounts will be accepted.
- (F) After the above process is complete and the student is admitted to Stark State College, a Form I-20 Certificate of Eligibility for Nonimmigrant Student Status is mailed to the student.

Stark State College
Policies and Procedures Manual

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POLICIES AND PROCEDURES MANUAL

GUIDANCE AND COUNSELING

Effective:

Policy No. 3357:15-19-01

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POLICY:

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

PROCEDURE:

1. Counseling Staff. The College maintains through the Student Services Office a counseling office staffed with qualified guidance counselors. Operating practices include the following.
 - a. The counseling office is open twelve months per year to serve prospective and enrolled students.
 - b. The counseling office is open during the evening hours to allow students attending evening courses access to counseling services.
 - c. The counseling staff cooperates with academic advisors and social organizations to provide additional specialized help and make referrals to other agencies when appropriate.
 - d. Counseling services are normally available through scheduled appointments. However, when a student feels the need to see a counselor immediately, efforts are made to make a staff member available.
2. Academic Advisors. Each enrolled student is assigned to an academic advisor from the faculty. (See paragraph (1) of rule 3357:15-13-14 of the Administrative Code.)
3. Inter-Faith Campus Ministry. Liaison is maintained with the Inter-Faith Campus Ministry on the Stark Campus. Students and personnel may avail themselves of this service at their request.
4. International Student. International students seeking admission to Stark State College must provide the following documents:
 - a. Proof of English language proficiency. A score of 500 or greater on the Test of English as a Foreign Language (TOEFL) is considered as adequate proof of language proficiency. This test is administered throughout the world in major cities. Registration materials for the test may be obtained by applying to TOEFL, Box 899, Princeton, New Jersey 08541;

- b. Proof of adequate finances to meet the costs of fees, books, health insurance, room and board off campus, transportation, and personal expenses while attending Stark State College; and
- c. Proof of satisfactory completion of a program of education which is equivalent to high school in the United States. Any degree, diploma, or certificate should be proved by a certified copy of the document and a translated copy where the original is not in English.
 - (1) Upon receipt of the aforementioned documents, the applicant for admission as an international student will receive a conditional acceptance letter. The acceptance is conditional upon the applicant transferring \$10,000.00 to Stark State College which will be held in trust for the student. The student may withdraw from the trust account funds which are necessary to meet reasonable expenses while attending Stark State College, provided that a minimum balance of \$2,000.00 is maintained. The remainder of the trust account will be returned to the student upon graduation, transfer to another college, termination of attendance, or departure from the United States.
 - (2) Upon the receipt of \$10,000.00 from the applicant, the College will forward a letter of acceptance and the forms necessary to obtain a student visa.
 - (3) To maintain a satisfactory student status at Stark State College, the international student must:
 - (a) be taking a full course of studies
 - (b) make satisfactory progress toward the degree goal and
 - (c) maintain a balance of at least \$2,000.00 in the student's trust account at the College.

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CAREER SERVICES

Effective:

Policy No. 3357:15-19-02

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POLICY:

1. Active career services are maintained by the College to assist students and graduates in seeking gainful employment.
2. Services
 - a. Career placement assistance is available to students through the Career Services Office.
 - b. The Career Services Office assists students in locating suitable part-time employment while attending college.
 - c. The facilities of the Career Services Office are available to all graduates of the College.
 - d. Placement Records – accurate records are maintained to show the initial entry-level employment of graduates and, whenever possible, their subsequent advancement.

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STUDENT ACTIVITIES

Effective: Summer 2015

Policy No. 3357:15-19-03

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POLICY:

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

PROCEDURE:

(A) Student Government Association

- (1) The Student Government Association represents the interests and opinions of the student body by helping students understand their responsibilities, rights, and privileges. It promotes or initiates activities of general student interest, and recommends expenditure of funds for student activities. The Association represents students' opinions; serves as liaison between the administration, faculty, staff, and students; and participates in shared governance and strategic planning of the College. The Student Government Association does this by encouraging student representation on College committees and requesting all clubs have representation on InterClub Council and regularly attend their meetings.
- (2) Students are encouraged to participate in clubs and organizations in which they are particularly interested. Clubs may be organized by any group of interested students. To start a new student club/organization, ten currently enrolled students and a faculty or staff advisor are required. An application for Organization Recognition/Renewal must be submitted to the Coordinator of Student Life along with the constitution/bylaws of the club/organization. The group will make a presentation before InterClub Council to receive approval for an official charter.

- (B) Social Events. The Student Government Association is responsible for planning the annual activities calendar. Other clubs and organizations have the privilege of planning individual programs for that calendar.

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STUDENT RECORDS

Effective:

Policy No. 3357:15-19-04

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POLICY:

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

PROCEDURE:

1. Access to Student Records. Effective November 19, 1974, upon presentation of appropriate college identification a student may inspect any information entered in that student’s file except for information placed in the file prior to November 19, 1974, which was provided under a clear, written designation of confidentiality or which is described below:
 - a. Counseling Center
 - (1) Where test information obtained in direct counseling services with the student is involved, inspection by the student must be accompanied by discussion and interpretation with a counselor. Summary data of such testing (not raw data from which such summary data is developed) will ordinarily be open to the student so long as release of such data is not in violation of either the Ohio Psychologist Licensing Law or the commonly accepted ethical standards of psychologists.
 - (2) When test information is obtained in screening or diagnostic procedures (where the counseling center is acting on behalf of another service), such information, whenever disclosed must be discussed with and interpreted by a counselor. Such interpretation must once again be within limits set by Ohio law and subject to the ethical standards of that counselor.
 - (3) Progress notes of the counselor are open to the student at the discretion of the counselor under conditions set by Ohio law and the commonly accepted ethical standards of psychologists.

- (4) Special situations concerning releases of information to the student not covered in the above are handled as they arise within limits set by the Ohio law and commonly accepted ethical professional standards.
 - b. Student Financial Aids Office
 - (1) The Free Application for Federal Student aid form (FAFSA) requesting financial aid for a dependent student is not open to a student without the written consent of the parent or guardian.
 - (2) Letters from parents or guardians regarding unusual family circumstances, marital problems, serious illness, or other personal family problems that would prohibit the parents or guardians from making the expected family contribution to the student's educational expenses are not open to a student.
 - (3) Copies of tax returns are not open to a student without written consent from the parents or guardians.
 - (4) Confidential references or recommendations for scholarships received from high schools, universities, colleges previously attended, or faculty and staff at Stark State College are not open to a student.
 - c. Medical and Psychological Service Records. Medical and psychological diagnostic and treatment records or references to such records are open to a student only if interpreted at the time of disclosure by a licensed practicing physician or psychologist in accordance with applicable state law and generally accepted medical practices and procedures.
 - d. Career Services Office. Letters of evaluation or references submitted prior to November 19, 1974, were provided under an understood and stated assumption of confidentiality and are not open to a student.
2. Inspect and Review Records. Subject to the exceptions stated in paragraph (1) of rule 3357:15-19-04 of the Administrative Code, a student at Stark State College has the right to inspect and review official records, files, and data directly related to that student, including material incorporated into the cumulative record folder, in accordance with the following procedure:
 - a. A student requests in writing the opportunity to inspect and review his/her records.
 - (1) The request is made to the chief administrator of the department in which the records are on file.
 - (2) The request must specify the records to be inspected and reviewed.
 - b. The request must specify the records to be inspected and reviewed.
 - c. The student's inspection and review must be made in the presence of the chief administrator of the department or his/her designee(s).
 - (1) Records may not be changed or deleted during the process of inspection and review.

- (2) The student must be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her college record.
 - (3) Upon written request, the student is provided with a copy of that portion of his/her college record subject to challenge.
3. Hearing to Challenge Content of Records. To insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, a student shall have an opportunity for a hearing to challenge the content of his/her college records.
- a. A student may submit a written request to the president or his/her designee(s) for an opportunity for a hearing to challenge the content of his/her college record.
The request must:
 - (1) Identify the specific portion(s) of the record to be challenged.
 - (2) State the reason(s) for challenging that portion(s) of the record.
 - (3) State the remedy sought; i.e., the correction or deletion of the information under challenge.
 - b. Hearing Procedures
 - (1) The hearing will be conducted by the president or his/her designee(s).
 - (2) The hearing will be granted within ten days after the request has been made.
 - (3) The director of the department or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
 - (4) Prior to the hearing, a staff member shall be designated by the president as the hearing officer and shall notify the student and the person representing the record of the time, place, and date of the hearing, and of the specific portion(s) of the student's record to be challenged in the hearing.
 - (5) The hearing shall be limited to a consideration of the specific portion(s) of the student's college record being challenged.
 - (6) The student will have the right to be assisted by the advisor of his/her choice.
 - (7) The burden of sustaining the challenge shall rest with the student.
 - (8) The student and the department director/designee(s) have the right to present evidence and witnesses directly related to the portions(s) of the student's record being challenged.
 - (9) The hearing officer shall keep a taped record of the hearing.
 - (10) The hearing officer must provide the student with a written notification of the disposition of the challenge and the reason(s) for that disposition.

- c. Remedies
 - (1) The record may stand.
 - (2) The record may be corrected.
 - (3) The record may be deleted.
- 4. Release of Student Records to External Agencies. Information is not released from a student record or file to external agencies or persons without the express written consent of the student except as provide by Section 438(b) (1) of Public Law 93-380.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MEDICAL EMERGENCY

Effective:

Policy No. 3357:15-19-05

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POLICY:

1. The student body at Stark State College consists entirely of commuter students who normally remain home when sick or who can usually drive or be taken home should they become sick while on the campus. Security police trained in first aid are normally stationed on campus and available on call. Emergency medical service is located in close proximity to the campus and is available on call through the Jackson Township Fire Department, and excellent hospitals are located near the campus. For these reasons, it is deemed unnecessary to provide extensive health care facilities on the campus proper. However, information regarding proper emergency procedures is widely disseminated and students have an opportunity to acquire a low-cost health insurance plan. The College has therefore established the following:
2. Standard Operating Plan. A manual has been compiled to act as a guideline for any emergency situation which might occur in or near Stark State College. The manual, serving as a security and disaster plan, has been distributed to the faculty and staff of the College to be used as a ready reference at all times.
3. Student Health Insurance. A student health group-insurance plan is available on a voluntary basis to provide hospitalization insurance for students who desire this coverage.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INAPPROPRIATE BEHAVIOR

Effective:

Policy No. 3357:15-19-06

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POLICY:

It is important to keep in mind that the College attempts to provide an environment that is conducive to scholarship, social growth, and individual self-discipline. In pursuit of this goal, students are expected to abide by local, state and federal laws, as well as adhere to all College regulations as outlined in the Student Handbook.

PROCEDURE:

1. The following guidelines are established in the event that a faculty or staff member experiences or observes inappropriate behavior.
 - a. Step 1. Inform those acting in a disruptive or inappropriate manner to behave. Also inform the disrupters that their behavior will not be tolerated and that they may be dismissed and/or suspended from the class or College. Please keep in mind that all incidents should be handled in a discrete manner.
 - b. Step 2. If the disruption or inappropriate behavior continues, you may order the participant(s) out of the classroom. Also, inform those involved that they may be subject to College disciplinary action and/or arrest.
 - c. Step 3. If the disruption or inappropriate behavior continues, notify campus security. Do not dismiss class unless there is reason to believe that physical harm to person(s) or property is possible. It is better to take a break and then reconvene the class. If a student has been dismissed or asked to leave a class, he/she should be sent directly to the Student Services Office to schedule a meeting between the student(s), instructor(s) and Dean of Student Services prior to re-admittance. The meeting should take place before the next class. The purpose of the meeting will be to identify the inappropriate behavior and clarify conditions of re-admittance. If the student(s) wishes to appeal or grieve the meeting, the student(s) will be given the appropriate information from the Dean of Student Services.
2. In all cases, notify your department chair and dean of any disruptions or inappropriate behavior and action taken.
3. In all cases of disruption or inappropriate behavior, the following should be noted: date, time, class(es), person(s) involved, nature of the conduct, and action taken. Please notify Dean of Student Services in writing.

4. Please keep in mind that class order and discipline are the responsibility of the class instructor insofar as possible.

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STUDENT TRAVEL

Effective:

Policy No. 3357:15-19-07

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PHILOSOPHY:

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

1. Travel is recognized as a part of a student's leadership experience. Directors of departments are responsible for developing consistent and fair policies that encourage student participation while maintaining regard for overall resource allocations and benefits and services for students.
2. All student travelers are bound by the Regulations for Student Behavior printed in the Stark State College Student Handbook.
3. To ensure consistency within the Department and to promote appropriate travel for those students interested, the following policies for student travel have been established. In addition, the following policies and practices have also been established.
4. Travel requests for any travel outside the continental United States must be submitted 90 days prior to travel date to the proper Department Administrator to deem appropriate and receive approval of travel as well as funding prior to review by Director of Student Life and/or the Student Affairs Committee. Applicants for the travel must meet same criteria established for other travel requests.

POLICY:

1. Student Travel for College Organized or Sponsored Events
 - a. It is the policy of Stark State College to promote safe travel by students to and from events and activities. This portion of the policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by Stark State College and occur more than fifty (50) miles from the College campus.
 - b. The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the College.
 - c. An organized event is one that is initiated, planned, and arranged by a member of the College's faculty, staff, or by the members of a registered student organization, and is approved by the appropriate department administrator.

(Appeals will be reviewed on a case by case basis by the Director of Student Life and/or the Student Affairs Committee.)

- d. A sponsored event or activity is one that the College endorsed by supporting it financially or by sending students to participate in it as official representatives of the College.
 - e. An enrolled student is one who has been admitted to and is attending classes at the College. (If the activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)
 - f. An appropriate department administrator is a department chair, dean, director of an administrative unit, or their delegate.
2. Student Travel for Registered Student Organizations
- a. This portion of the policy applies to the travel of student members of a registered student organization when the organization requires its student members to attend an activity or event and the activity or event occurs more than fifty (50) miles from the College campus.
 - b. Registered student organizations that require student members' travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the Office of Student Life.
 - c. If it is necessary for a non-student or minor child to travel, the individual(s) must travel at their own expense. All appropriate paperwork and information/documentation will be required. Minor children must be accompanied at all times by a parent/guardian.

PROCEDURE:

1. Travel Authorization. In order to assure that the events or activities that involve student travel are within the course and scope of the College's mission and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate department administrator.
 - a. To request authorization, members of the faculty, staff or registered student organizations who organize activities covered by this policy must submit a completed Student Travel Request Authorization Form, along with the required documents and information, to the appropriate department administrator for approval before submitting to the Office of Student Life. The request should be submitted at least ten (10) working days in advance of travel to the activity or event.
 - b. The following information/documents must be submitted along with the Student Travel Request Authorization form:

- (1) A list of participants including their names, address, email and phone numbers, and the names and phone numbers of persons to contact in case of an emergency (Travel Roster form).
 - (2) The name and phone number for the responsible College employee(s) who will be available to the students at all times during the travel and activity.
 - (3) Copies of valid operators' licenses for any students who will operate vehicles plus proof of insurance.
 - (4) Completed and signed Release and Indemnification Agreements for each participant.
 - (5) Completed and signed Authorization for Medical Treatment forms for each participant plus proof of medical insurance.
- c. When leading group trips, faculty or staff should carry emergency contact information and the authorization for emergency medical treatment for each participant. Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 150-mile radius of campus. For overnight travel or travel to locations beyond the 150-mile radius of campus, an advisor must accompany the group.
 - d. The Student Travel Request Authorization, the Authorization for Emergency Medical Treatment and the Release and Indemnification Agreement forms are available from the Office of Student Life or can be downloaded from the Intranet or the Student Life web site at http://www.starkstate.edu/stuserv/student_life.htm.
2. Travel by Motor Vehicle
- a. Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card. The College reserves the right to require a certain monetary level.
 - b. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license.
 - c. Operators shall comply with all laws, regulations and posted signs or direction regarding speed and traffic control.
 - d. Operators shall take a mandatory 30-minute rest break every four hours
 - e. Operators shall drive no more than ten hours in any 24-hour period.
 - f. Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.
 - g. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
 - h. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.

- i. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by College policy, or federal or state law or regulations, whichever is lowest.
3. Travel by Rental Vehicle
 - b. Whenever possible, student groups are encouraged to use rental vehicles for travel beyond the local area. Cost of rental will be applied to the club/organization account. An advisor or other College employee must travel in the same vehicle and accompany the student group when traveling. When traveling in a rental vehicle, only the accompanying employee or a currently registered student may drive the vehicle. Drivers must have current and appropriate licensure.
 - c. Stark State College has an account set up with a rental car company for business travel. If you are interested in using this agreement for college travel, submit a Rental Car Request Form found on the Intranet with the following information:
 - (1) Driver: Name of person(s)
 - (2) Vehicle: Type of vehicle
 - (3) Drop Off: Date and time you will need to pick up the car
 - (4) Date Used: Date and time of actual business travel
 - (5) Pick Up: Date and time for pick up.
 - d. If you must cancel a car rental (24-hour notice if possible), please fill out the Rental Car Request Cancellation Form found on the Intranet.
 - e. If you have questions/concerns, please contact the Purchasing Department.
4. Travel by Privately Owned Vehicles
 - a. The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.
 - b. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor shall submit a valid operator's license and a copy of a current liability insurance policy for any vehicle to be used for the proposed travel.
 - c. The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.
 - d. Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification and the Authorization for Medical Treatment forms prior to the trip.
5. Travel by Bus, Train, Plane (Out-of-State Travel)
 - a. Use of commercial bus, train or plane may be a necessary means of transportation for most out-of-state travel. Researching the most efficient and affordable arrangements is highly recommended. The most cost effective rate should always

be used for student travel. It is preferred with any group travel that all participants take the same bus, train, flight(s).

- b. Any out-of-state travel will require an Out-of-State Travel Authorization form to be completed prior to incurring any travel expenses. Actual expenses are to be submitted for reimbursement on the College's standard Report of Business Expenses form within three days after completion of travel. The above forms may be obtained from the Office of Student Life.
6. Reimbursement after Traveling
- a. Student organizations are strongly encouraged to expect their students who are traveling to show ownership for their participation in the event/activity. Normal expenses that should be incurred by the student include but are not limited to: hotel accommodations, food, taxi, parking, etc. Some of these expenses may require the use of the student's personal credit card.
 - b. Make sure each member of your group saves all his or her original receipts paid during the trip. This will be proof of expenses when the student plans to seek reimbursement when he/she comes back. Travel officially begins and ends with arrival at site to departure from site (i.e.: From Stark State College to Columbus State Community College and back to SSC – or – From Akron/Canton Airport to Dallas/Fort Worth Airport and back to Akron/Canton Airport).
 - c. Each student seeking reimbursement must complete a Report of Business Expenses form and attach all original receipts. The club advisor should distribute and review each expense report and sign before submitting to the Business Office – Accounts Payable Department. On the form, make sure all pertinent information is included. If the form is filled out incorrectly, this could delay reimbursement. Normally, reimbursements can take from 7-10 business days.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

STUDENT COMPLAINT(S)

Effective: Spring 2016

Policy No. 3357:15-19-08

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POLICY:

If a student has reason to believe that he or she has been unfairly treated and wishes to file a complaint against Stark State College and/or an employee, that student may bring forward a complaint.

The College will take measures to avoid making a record of individual identities of those involved and will shield names and individual identities in any information or report that may be required by the College's accreditor.

PROCEDURE:

1. Initiating a Complaint Based on Discrimination
 - a. Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. Any student who has a complaint of discrimination against Stark State College and/or any of the College's faculty, staff, or administrators should follow the procedures for initiating a complaint based on discrimination.
 - b. Any student initiating a complaint based on discrimination should understand the serious nature of such an allegation and not enter into the complaint without due consideration. The student will be responsible for providing correct information and cooperating with any investigation resulting from the complaint.
 - (1) The student will present his or her formal complaint directly to the Coordinator of Civil Rights Compliance. The Dean of Student Success, who holds this position, may be contacted at the Provost Office, Stark State College, 6200 Frank Avenue NW, North Canton, OH 44720, phone (330) 494-6170. The student will request and complete the "Stark State College Student Discrimination Complaint Form.
 - c. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the employee within 180 calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
 - (1) The Dean of Student Success will counsel the student, inform the student of the procedures and processes in filing the complaint, and forward the complaint to the appropriate office for further investigation if warranted.
 - (2) Please note: At any point in this process, the student may also file a complaint alleging discrimination directly with the Office for Civil Rights, Cleveland Office, U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115, phone (216) 522-4970, fax (216) 522-2573, or email: OCR.Cleveland@ed.gov.

- d. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or, if the student elects not to informally resolve the problem, (180) calendar days from the date of the occurrence to present a formal written complaint to the Dean of Student Success.
 - (1) The student may submit a formal, written complaint by mail, facsimile, email, or by using the “Stark State College Student Discrimination Complaint Form” which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost’s Office.
 - (2) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed action.
 - e. The Dean of Student Success will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision. The student will be notified in writing of the Dean of Student Success’ decision within seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal the written decision.
 - f. To appeal the Dean of Student Success’ written decision, it is the student’s responsibility to contact the Dean of Student Success so the written complaint and supporting documentation can be forwarded to the Provost and Chief Academic Officer for review.
 - (1) The Provost and Chief Academic Officer will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
 - (2) The student will be notified in writing of the Provost and Chief Academic Officer’s written decision within seven (7) calendar days of contacting the Dean of Student Success. The decision of the Provost and Chief Academic Officer will be final.
2. Initiating an Academic Complaint (including classroom or course-related issues, excluding grade appeals)
- a. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the instructional employee within seven (7) calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
 - b. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or, if the student elects not to informally resolve the problem, seven (7) calendar days from the date of the occurrence to present a formal written complaint to the applicable department chair. The student should contact the applicable division for contact information for the department chair.
 - (1) The student may submit a formal written complaint by mail, facsimile, email, or by using the “Stark State College Student Complaint Form” which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost’s Office.
 - (2) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed remedy.

- (3) The department chair will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
 - (4) The student will be notified, in writing, of the department chair's decision within seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal this written decision.
 - c. To appeal the department chair's written decision, it is the student's responsibility to contact the department chair so the written complaint and supporting documentation can be forwarded to the applicable dean for review.
 - (1) The dean will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
 - (2) The student will be notified, in writing, of the dean's decision within seven (7) calendar days of contacting the department chair. The student will have 72 hours to appeal this written decision.
 - d. To appeal the dean's written decision, it is the student's responsibility to contact the dean so the written complaint and supporting documentation can be forwarded to the Provost's office for review.
 - (1) The Provost will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
 - (2) The student will be notified, in writing, of the Provost's decision within seven (7) calendar days of contacting the dean. The decision of the Provost will be final.
 3. Initiating a Non-Academic Complaint (relating to non-classroom issues)
 - a. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the non-instructional employee within seven (7) calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
 - b. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or, if the student elects not to informally resolve the problem, seven (7) calendar days from the date of the occurrence to present a formal written complaint to the Dean of Student Success who will review the complaint and direct the student to the applicable administrator.
 - (1) The student may submit a formal, written complaint by mail, facsimile, email, or by using the "Stark State College Student Complaint Form" which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost's Office.
 - (2) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed remedy.
 - c. The administrator will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision. The student will be notified in writing of the administrator's decision with seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal the written decision.
 - d. To appeal the administrator's written decision, it is the student's responsibility to contact the administrator so the written complaint and supporting documentation can be forwarded to the respective vice president for review.

- (1) The respective vice president will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
- (2) The student will be notified in writing of the vice president's written decision within seven (7) calendar days of contacting the administrator. The decision of the respective vice president will be final.

Title: **SERVICE MEMBER AND VETERAN SUPPORT AND ASSISTANCE**

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POLICY:

Stark State College seeks to assist service members and veterans as they pursue an associate degree and/or certificate. In an effort to better serve this population, Stark State College has adopted this policy as required by Ohio Revised Code Section 3345.21 (B). The purpose of this policy is to set forth the support and assistance Stark State College will provide to service members and veterans.

(A) In alignment with Ohio Revised Code Section 3345.42, this policy utilizes the definition for service member and veteran:

- (1) Service member means a person who is serving in the armed forces of the United States.
- (2) Veteran means any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

(B) Support and Assistance Provided to Service Members and Veterans

Stark State College will:

- (1) Establish and maintain a service member and veteran student services office with designated space;
- (2) Refer service members and veterans to proper local, state and/or federal agencies in the event Stark State College believes that the service member or veteran is eligible for services;
- (3) Work with the Ohio Board of Regents (OBR) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- (4) Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- (5) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;

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- (6) Ensure consistent and sustained support from College leadership;
- (7) Create safe zones for service members and veterans through a student service member/veteran club, organization or association and campus-wide awareness training;
- (8) Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- (9) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards and appreciation day;
- (10) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
- (11) Empower those working directly with service members and veterans to provide services designed to promote educational achievement, including the early alert process;
- (12) Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on campus;
- (13) Develop a clear outreach strategy to communicate with eligible persons about educational assistance offered by the institution;
- (14) Utilize a uniform set of data tools to collect and track information on service members and veterans, including demographics, retention, and degree completion;
- (15) Continue to work with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. This includes, but is not limited to, topics such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.; and
- (16) Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and through our campus veterans' office and veteran coordinator(s) to actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

Title: **SERVICE MEMBER AND VETERAN SUPPORT AND ASSISTANCE**

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(C) Workforce Training Education

- (1) Stark State College will work to provide better access and success for service members and veterans and postsecondary education and training while improving transition to civilian work.
- (2) Services provided will include:
 - (a) An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. Our website includes information targeted to service members and veterans regarding shortening the time to receive a credential or degree through:
 - (i) Expanding credit for prior learning;
 - (ii) Articulation and transfer agreements;
 - (iii) Bridge programs;
 - (iv) Online tools.
 - (b) Improving services for service member and veteran job seekers by promoting seamless workforce development services such as those provided at Ohio Means Jobs Centers, Career Development, and through affiliates.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GLOSSARY OF TERMS

CEU – The continuing education unit is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education includes all institutional learning experience in formats organized to impart education in courses and activities that are not applicable to the attainment of any formal degree program offered by the College.

FTE – Full-time equivalent student (FTE) is calculated by the Ohio Board of Regents as total student credit hours divided by 30.

Flexible Scheduling – Courses may be offered anytime as needed.

Freshman Standing (Class Standing) – A student who is enrolled in the College and who has earned fewer than 30 credit hours, has transfer credits from another accredited institution of fewer than 30 credit hours, or has earned a combination of both college courses and transfer credits of fewer than 30 credit hours.

Full-Time Student – A full-time student is one who is officially enrolled in the College for a minimum of 12 semester hours of course work in fall or spring semester or 6 hours in summer semester. (Please note that the definition of a summer full-time student may vary for financial aid purposes.)

IPEDS – Integrated Postsecondary Education Data System.

Half-Time Student – A half-time student is one who is officially enrolled in the College for 6-8 semester hours of course work in fall or spring semester.

Less than Half-Time Student – A less than half-time student is one who is officially enrolled for fewer than 6 semester hours of course work in fall or spring semester.

Policy – Rules formulated or adopted by Stark State College to reach its long-term strategic goals. They are designed to influence and determine all major decisions and actions, and all policies must comply with the Ohio Board of Regents (OBR) 3357 and are SSC Board of Trustees approved.

Procedure – Specific defined steps employed to implement policies for consistent day-to-day operations of the College.

Semester Credit Hour – One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modalities.

Semester Length – In general, an academic year is at least 30 weeks of instructional time. The number of weeks of instructional time is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations. Semesters are generally 14 to 17 weeks long.

Semester System – The College academic year is based on the semester system consisting of two terms, each of which is normally 16 weeks in duration.

Shared Governance – Shared governance is an inclusive process of planning and decision making that formally recognizes the input of students, faculty, staff, and administrators as stakeholders in fulfilling the mission, vision, and values of the College. Such governance employs the collective intelligence of the College’s internal community to make better decisions.

Sophomore Standing (Class Standing) – A student who is enrolled in the College and who has earned 30 or more credit hours, has transfer credits from another accredited institution of 30 or more credit hours, or has earned a combination of both college courses and transfer credits of more than 30 credit hours. The OBR one-year certificate students will remain at freshman standing.

Summer Sessions – The summer session consists of 5-, 8- or 10-week sessions.

Three-Quarters Time Student – A three-quarters time student is one who is officially enrolled for 9-11 semester hours of course work in fall or spring semester.

Web Modalities – There are several types of Web courses that may be offered by the College. A Web-enhanced course is a traditional face-to-face classroom course that uses the Web to enhance the instruction. A Web-enabled course is like a Web-enhanced course but replaces some classroom time with Web-based instruction. A Web-delivered course is delivered over the Web, although the student may be required to attend a proctored test. A Web-mixed course could be a mix of the previously mentioned course types but may also include other modalities. Students should carefully read the course description that appears in the course schedule to determine if a course is Web based, what type of Web course it is, and any special requirements for that particular course.

Types of Web Courses

Web-Enhanced Course (Web 1) - This is a traditional face-to-face course that has a Web site where the instructor may post course information. The student may be required to utilize email, chat rooms, discussion boards, or Web-based testing.

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.

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.

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 W1, 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.

NCES National Center for Education Statistics
2015-16 Survey Materials: Glossary

date: 12/8/2015

Term	Definition	Related Term
11/12 month salary contract/teaching period	The contracted teaching period of faculty employed for the entire year, usually for a period of 11 or 12 months. (Term used in the IPEDS HR survey component prior to 2012-13)	
12-month enrollment (E12)	These data were collected in the Enrollment component prior to the 2007 IPEDS collection. Data are collected for the entire 12-month academic year, while enrollment data collected in the Fall Enrollment component are fall data. Institutions report an unduplicated head count for the total number of students by gender, race/ethnicity, and level (undergraduate, graduate, first-professional) enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other formal award, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of contact hours (sometimes referred to as clock hours) or credit hours.	
12-month period	A 12-month period defined by an institution for reporting a full year of activity (usually either July 1 through June 30 or September 1 through August 31). This time period should be consistent across all IPEDS data collections and from year-to-year.	
25th percentile	The score at or below which 25 percent of students submitting test scores to an institution scored.	
3/2 program	A program of study that normally requires the first 3 years of undergraduate study at one institution and the last 2 years of study at another institution in order to attain a bachelor's degree. These programs are predefined by the institutions and are normally offered when an institution is unable to grant a degree in a particular field or program of study.	
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.	
5-year program	A program offered by an institution that is defined in the catalog as requiring a student to take courses over a 5-year period in order to attain a bachelor's degree. These include, but are not limited to, 5-year cooperative programs which alternate class attendance with employment.	
75th percentile	The score above which 25 percent of students submitting test scores to an institution scored.	
9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent. (Term used in the IPEDS HR survey component prior to 2012-13)	
Abroad	Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the other areas.	
Academic Libraries (AL)	This annual component of IPEDS collects information on library collections, expenses, and services from degree-granting postsecondary institutions. Institutions with library expenses less than \$100,000 annually report their collections and circulation or usage to IPEDS. Specific library collection items include physical and electronic/digital books, media, and databases (applicable to electronic only). Institutions with library expenses equal to or greater than \$100,000 annually report both their collections and circulation or usage and details about their expenses to IPEDS. Detail expense categories include library salaries and wages, fringe benefits, materials and services costs, and operations and maintenance costs.	
Academic Library	An entity in a postsecondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers.	
Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.	
Academic Rank	A status designated by the institution according to the institution's policies. The IPEDS HR survey includes the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.	
Academic support	A functional expense category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.	
Academic support (GASB aligned form reporters)		

	A functional expense category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. GASB institutions include actual or allocated costs for operation and maintenance of plant and depreciation.	
Academic year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.	
Accelerated programs	Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.	
Access rights	Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as deliberately selecting a document, securing access rights and including it in the OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded.	
Accrediting agencies	Organizations (or bodies) that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.	
Accrediting bodies	See accrediting agencies	Accrediting agencies
Accumulated depreciation	The total depreciation charged as expenses as of the reporting date (in the current year and in prior years) on the capital assets of the institution. FASB Statement No. 117 and GASB Statement No. 34 require that accumulated depreciation to date be recognized.	
ACT	ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.	
Additions to permanent endowments	Gifts or grants received by a GASB institution that are restricted to a permanent endowment (institutions often have endowment funds that are classified as permanent endowments). Funds must be held in perpetuity with only the income generally available for use.	
Additions to physical plant assets	Land, buildings, improvements other than buildings, equipment, and library books that are added during the fiscal year through purchases, by gifts-in-kind from donors, and from other additions; excludes construction in progress.	
Adjunct instructional staff	Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach non-credit courses exclusively.	
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (full-time, first-time; part-time-first-time; full-time, non-first-time; and part-time, non-first-time) for which outcomes rates are calculated at 6 and 8 years.	
Adjustments to beginning net assets	Unusual and infrequent adjustments to assets that are not recorded as current year revenues, expenses, gains, or losses. This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.	
Adjustments to beginning net position	Unusual and infrequent adjustments to assets that are not recorded as current year revenues, expenses, gains, or losses. This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.	
Administrative unit	The system or central office in a multi-campus environment.	
Admissions	This annual component is required of all currently operating Title IV postsecondary institutions in the United States and other areas that do not have an open admissions policy. Eligibility for Admissions is determined using a screening question in the Institutional Characteristics "Header component and open admissions institutions will not see the component. Admissions data are collected for the current fall reporting period. Data are collected on admissions requirements, the number of applicants, admitted students, the number of admitted students that subsequently enrolled, and percentiles for ACT and SAT test scores. The number of applicants, admitted, and enrolled students is disaggregated by gender; enrolled students are further disaggregated by part-time and full-time status. Prior to the 2014-15 data collection cycle, Admissions was part of the Institutional Characteristics components. In 2014-15, it became part of the Winter data collection.	
Admissions test scores	Scores on standardized admissions tests or special admissions tests.	
Admitted students	Applicants that have been granted an official offer to enroll in a postsecondary institution.	
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.	
Advanced placement (AP) courses	College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other formal award.	
Affiliated organizations		

	Legally separate organizations that are affiliated or associated with a primary GASB institution. These organizations are created for the primary purpose of assisting a primary institution to accomplish its mission but are not subject to the institution's organizational or procedural oversight. Fund-raising foundations, athletic associations, alumni associations, and research foundations are some examples of affiliated organizations. Depending on the organizational structure and other factors, some affiliated organizations may be considered component units and thus their financial activity must be reported separately by the primary institution.	
AICPA	The American Institute of Certified Public Accountants.	
AICPA College and University Audit Guide Model	A financial reporting model defined by AICPA. The audit guide contains the primary standards for financial reports of public colleges and universities prior to the effective date of GASB Statements 34 and 35. Standards of this Guide were permitted as one alternative by GASB Statement No. 15 for public institutions .	
Aid received	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was NOT actually disbursed to the student.	
All other sports combined	Any sport not specified separately in the collection of Graduation Rates (GRS) data. This includes sports such as golf, tennis, lacross or field hockey where teams participate in intercollegiate athletics competition. It does not include cheerleading or dance teams even though the institution might award aid to students participating in these activities under the auspices of the athletic department.	
Allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as tuition and fees or room and board charges.	
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.	
American Indian or Alaska Native (old definition)	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.	
Annual contract or employment agreement	An annually-renewable contract or employment agreement that is in effect for a stated annual period within one year of execution, and may be equal to a period of 365 days, or a standard academic year, or the equivalent. Does not include contracts for partial year periods such as a single semester, quarter, term, block, or course.	
Annuity and life income funds	Funds carrying a stipulation that the institution make payments to one or more specific beneficiaries.	
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn by applicant or institution.	
Application fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.	
Archivists, Curators, and Museum Technicians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Archivists, Curators, and Museum Technicians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254010.htm .	
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Asian/Pacific Islander (old definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.	
Assets	Physical items (tangible) or rights (intangible) that have value and that are owned by the institution. Assets are useful to the institution because they are a source of future services or because they can be used to secure future benefits.	Current assets Noncurrent assets Fixed assets
Associate's Colleges (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Associate's Colleges offer associate's degree and certificate programs but, with few exceptions, award no baccalaureate degrees . This group includes institutions where, during the period studied, bachelor's degrees represented less than 10 percent of all undergraduate awards.	Carnegie Classification
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.	
At-will contract or employment agreement	A contract or agreement that can be terminated by the employer or employee at any time, for any or no reason.	
Audit opinion	An audit, performed by external (or outside) auditors, that usually consists of a one-page "opinion" letter on the general-purpose financial statements. The "opinion" paragraph of the letter usually states that "In our opinion, the financial statements present fairly, in all material respects, the financial position as of (date) and the results of operations for the year then ended, in conformity with accounting standards generally accepted in the United States." If the auditor cannot state completely the substance of the previous "opinion" sentence, then the auditor will add a phrase such as "...except for..." and state the basis for the exception. When the auditor includes exceptions to the opinion, the opinion is considered to be a "qualified opinion;" when no such exceptions are included, the opinion is considered to be an "unqualified opinion."	
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.	
Auxiliary enterprises expenses		

	Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.	
Auxiliary enterprises revenues	Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.	
Avocational programs	Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.	
Baccalaureate Colleges - General (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate Colleges - General are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded less than half of their baccalaureate degrees in liberal arts fields.	Carnegie Classification
Baccalaureate Colleges - Liberal Arts (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate Colleges - Liberal Arts are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded at least half of their baccalaureate degrees in liberal arts fields.	Carnegie Classification
Baccalaureate/Associate's Colleges (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate/Associate's Colleges are undergraduate colleges where the majority of conferrals are below the baccalaureate level (associate's degrees and certificates). During the period studied, bachelor's degrees accounted for at least ten percent of undergraduate awards.	Carnegie Classification
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.	
Bachelor's or equivalent degree-seeking subcohort	In the GR component of IPEDS, a cohort of students who were seeking a bachelor's or equivalent degree upon entry.	
Balance owed on principal	Outstanding balance owed on indebtedness principal (at the beginning/end of the year) as shown in the liability section of the balance sheet.	
Balance sheet	An official financial statement that lists a postsecondary institution's assets and liabilities as of a specified date.	
Basic Principles for Income Tax Accounting	The following basic principles are applied in accounting for income taxes at the date of the financial statements: a) A current tax liability or asset is recognized for the estimated taxes payable or refundable on tax returns for the current year. b) A deferred tax liability or asset is recognized for the estimated future tax effects attributable to temporary differences and carry forwards. c) The measurement of current and deferred tax liabilities and assets is based on provisions of the enacted tax law; the effects of future changes in tax laws or rates are not anticipated. d) The measurement of deferred tax assets is reduced, if necessary, by the amount of any tax benefits that, based on available evidence, are not expected to be realized.	
Bibliographic utilities, networks and consortia	Services provided by national, regional, and local bibliographic utilities networks, and consortia.	
Black or African American	A person having origins in any of the black racial groups of Africa.	
Black, non-Hispanic (old definition)	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).	
Board charges	Charges assessed students for an academic year for meals.	
Board plan	The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals.	
Book value	The dollar value of the physical asset at the time of construction or purchase of that asset, or, if the asset is a gift, the market value of the asset at the time of the gift. It may also be the difference between the balance of a physical plant asset account and its related accumulated depreciation account.	
Books	Books are non-serial printed publications (including music) that are hard or soft covers, or in loose-leaf format. Count the number of volumes of printed, typewritten, handwritten, photocopied, or processed work.	
Books and supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.	
Branch and independent libraries	Auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.	
Branch institution	A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses.	
Buildings	Capital assets built or acquired for occupancy and use by the entity. These are structures such as classrooms, research facilities, administrative offices, and storage. Includes built-in fixtures and equipment that are essentially part of the permanent structure. Buildings held for the production of revenue are classified as investments.	

Business and Financial Operations Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Business and Financial Operations Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc130000.htm .	
Business type activities	Activities for which fees are charged to external parties for goods or services. GASB Statement 34 specifies the reporting format to be used by this type of governmental entity.	
Cafeteria plan	An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance).	
Calculated value (CV)	Calculated value (CV) is used to designate fields that are generated (or calculated) based on data provided on other lines within the same part of a survey component. For example, a "balance" line or "other (detail)" line will be calculated as the difference between the total line and the sum of the remaining detail.	
Calculation of FTE students (using fall student headcounts)	<p>The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution's part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.</p> <ul style="list-style-type: none"> • Part-time undergraduate enrollment <ul style="list-style-type: none"> ◦ Public 4-year (.403543) ◦ Private (not-for-profit and for-profit) 4-year (.392857) ◦ Public 2-year and <2-year (.335737) ◦ All other institutions (.397058) • Part-time graduate enrollment <ul style="list-style-type: none"> ◦ Public 4-year (.361702) ◦ Private (not-for-profit and for-profit) 4-year (.382059) 	
Calculation of FTE students (using instructional activity)	<p>The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC Header component. The following table indicates the level of instructional activity used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):</p> <ul style="list-style-type: none"> - Quarter calendar system <ul style="list-style-type: none"> - Enrollment level (One FTE over 12-month period) <ul style="list-style-type: none"> -Undergraduate 45 credit hours, 900 contact hours -Graduate 36 credit hours - Semester/trimester/4-1-4 plan/other calendar system <ul style="list-style-type: none"> -Enrollment level (one FTE over 12-month period) <ul style="list-style-type: none"> -Undergraduate 30 credit hours 900 contact hours -Graduate 24 credit hours <p>For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.</p> <p>The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor's Professional Practice FTE.</p>	
Calendar system	The method by which an institution structures most of its courses for the academic year.	
Capital appropriations	Nonoperating revenues appropriated to a GASB institution by a government with the requirement that the funds be used primarily to acquire, construct, or improve capital assets, including buildings, land, equipment, and similar capital assets.	
Capital assets	Tangible or intangible assets that are capitalized under an institution's capitalization policy; some of these assets are subject to depreciation and some are not. These assets consist of land and land improvements, buildings, building improvements, machinery, equipment, infrastructure, and all other assets that are used in operations and that have initial useful lives extending beyond one year. Capital assets also include collections of works of art and historical treasure and library collections; however under certain conditions such collections may not be capitalized. They also include property acquired under capital leases and intangible assets such as patents, copyrights, trademarks, goodwill, and software. Excluded are assets that are part of endowment funds or other capital fund investments in real estate.	
Capital grants and gifts	Revenues of a GASB institution, other than capital appropriations, where a funding source external to the institution specifies that they be used primarily to acquire, construct, or improve capital assets. Includes gifts designated for a capital project.	
Capital leases	Capital assets acquired under lease arrangement, as provided in FASB Statement No. 13 (applicable to both FASB and GASB institutions). These are leases where the institution in substance acquires the capital asset or the right to use it for most or all of its economic life through a lease arrangement. FASB standards require institutions to recognize such assets in their financial statements and also to recognize the lease payment obligations as liabilities. The lease is basically considered a form of financing used to acquire the capital asset.	
Capital outlay	The cost of acquiring plant assets, adding to plant assets, and adding utility to plant assets for more than one accounting period.	
Capitalize	To place in service as a long-term asset. These assets are expected to be used by the institution for a period in excess of one year (e.g., land, buildings or patents).	
Carl D. Perkins Vocational and Technical Education Act	The Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332) was signed into law on October 31, 1998 and became effective on July 1, 1999. Its purpose is to improve vocational and technical education programs . The primary focus is to develop challenging academic standards and promote the development of activities that integrate academic and vocational and technical instruction. The Act also outlines various opportunities for states and local areas to integrate vocational education and workforce investment systems . However, new and strict barriers are placed on linkages between vocational education and School-to-Work programs.	
Carnegie Classification	<p>An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as:</p> <ul style="list-style-type: none"> • Doctoral/Research Universities-Extensive • Doctoral/Research Universities-Intensive 	

	<ul style="list-style-type: none"> • Master's Colleges and Universities I • Master's Colleges and Universities II • Baccalaureate Colleges-Liberal Arts • Baccalaureate Colleges-General • Baccalaureate/Associate's Colleges • Associate's Colleges • Specialized Institutions: <ul style="list-style-type: none"> ◦ Theological seminaries and other specialized faith-related institutions ◦ Medical schools and medical centers ◦ Other separate health profession schools ◦ Schools of engineering and technology ◦ Schools of business and management ◦ Schools of art, music, and design ◦ Schools of law ◦ Teachers colleges ◦ Other specialized institutions • Tribal Colleges and Universities 	
Carnegie Classification 2005: Basic classification	The Basic Classification is an update of the traditional classification framework developed by the Carnegie Commission on Higher Education in 1970 to support its research program, and later published in 1973 for use by other researchers. Although this classification has undergone many changes over the years, the current release involves some significant changes from previous editions. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Carnegie Classification 2005: Enrollment profile classification	This classification describes the overall student population, by grouping institutions according to the mix of students enrolled at the undergraduate and graduate/professional levels. Exclusively undergraduate institutions are further broken down by level (two-year and four-year). For institutions with both undergraduate and graduate/professional students, institutions are grouped according to the distribution of full-time equivalent students across the two levels, giving an approximate measure of the student population's "center of gravity." As a result, it reflects important differences with respect to educational mission as well as institutional climate and culture-differences that can have implications for infrastructure, services, and resource allocation. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Carnegie Classification 2005: Graduate instructional program	As a companion to the Undergraduate Instructional Program classification, this classification examines the nature of graduate education, with a special focus on the mix of graduate programs. In this classification, a single graduate-level degree qualifies an institution for inclusion. The classification is based on the level of graduate degrees awarded (master's/professional or doctoral), the number of fields represented by the degrees awarded, and the mix or concentration of degrees by broad disciplinary domain. The classification has two parts: one for institutions that do not award the doctorate, and one for doctoral-level institutions (based on the record of degree conferrals, not program offerings). Within each group, institutions are then classified with respect to the breadth of graduate offerings and the concentration of degrees in certain fields or combinations of fields. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Carnegie Classification 2005: Size and setting classification	This classification describes institutions' size and residential character. Because residential character applies to the undergraduate student body, exclusively graduate/professional institutions are not included. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Carnegie Classification 2005: Undergraduate instructional program	The instructional program classification is based on three pieces of information: the level of undergraduate degrees awarded (associate's or bachelor's), the proportion of bachelor's degree majors in the arts and sciences and in professional fields, and the extent to which an institution awards graduate degrees in the same fields in which it awards undergraduate degrees. The distinction between arts and sciences and professional undergraduate majors is one that has been made in the Classification since 1987 (but only for undergraduate colleges), and researchers and others in the higher education community have made similar distinctions. The previous analysis has been extended and elaborated by (1) applying it to almost all baccalaureate-level institutions, (2) making finer distinctions along the arts and sciences - professions continuum, and (3) recognizing a "middle ground" where the two domains exist in relative balance with respect to graduating students' major concentrations. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Carnegie Classification 2005: Undergraduate profile	This classification describes the undergraduate population with respect to three characteristics: the proportion who attend part- or full-time; achievement characteristics of first-year students; and the proportion of entering students who transfer in from another institution. Each of these captures important differences in the nature of the undergraduate population. They do not imply differences in the quality of undergraduate education, but they have implications for how an institution serves its students. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications	
Cartographic Material	Materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts)	
Casual employees	Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session.	
Certificate	A formal award certifying the satisfactory completion of a postsecondary education program.	
CEU	One CEU (Continuing Education Unit) is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.	
Change in net assets	A term used to describe the net amount of revenues, expenses, gains, and losses for the reporting period. This appears on the Statement of Revenues, Expenses, and Changes in Net Assets for GASB organizations and on the Statement of Activities for FASB organizations.	
Chief administrator	The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution, or that component of an organization that conducts postsecondary education, but who may report to a governing board.	
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.	

		Classification of Instructional Programs (CIP)
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.	
Clerical and secretarial	A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers. (Term used in the IPEDS HR survey component prior to 2012-13)	
Clock hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.	
Cohort	A specific group of students established for tracking purposes.	
Collection year	The academic year in which IPEDS data were collected. Most Institutional Characteristics, Human Resources, Fall Enrollment, and Admissions data are collected for the current year; Completions, 12-Month Enrollment, Student Financial Aid, Academic Libraries and Finance data collections cover the prior year. Graduation Rates and Outcome Measures cover cohorts from prior years that completed college by August 31 of the most recent fall.	Data year
College Navigator	A web tool accessed through http://nces.ed.gov/collegenavigator that provides selected IPEDS data to assist students, parents, high school counselors, and others obtain information about nearly 7,000 postsecondary institutions in the United States and other areas. It offers a wide range of information including programs offered, retention and graduation rates, aid available, campus safety, accreditation, and estimated student expenses. NOTE: Replaces the College Opportunities Online Locator (IPEDS COOL).	
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Community and Social Service Occupations (http://www.bls.gov/soc/2010/soc210000.htm); 2) Legal Occupations (http://www.bls.gov/soc/2010/soc230000.htm); and 3) Arts, Design, Entertainment, Sports, and Media Occupations (http://www.bls.gov/soc/2010/soc270000.htm).	
Comparison group	The group of peer institutions used for comparison purposes within the IPEDS Peer Analysis System (PAS). Comparison groups may be identified by the analyst by name or UnitID, they may be built by using characteristics (variables) from the IPEDS data, or they may be automatically generated by the system. Also referred to as a peer group.	Focus institution
Completer	A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred.	
Completers within 150% of normal time	Students who completed their program within 150% of the normal (or expected) time for completion.	Normal time to completion
Completions (C)	This annual component of IPEDS collects number of degrees and other formal awards (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, and doctor's), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6-digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.	
Component unit	This term applies to GASB institutions only. A component unit is a legally separate organizations for which the governing board and/or management of the primary institution is financially accountable. It can be another organization for which the nature and significance of its relationship with a primary institution is such that exclusion would cause the primary institution's financial statements to be misleading or incomplete.	
Comprehensive fee	A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies.	
Computer hardware and software operating expenses	These include expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenses for maintenance and the expense to run information services when it cannot be separated from the price of the product are also included in this category.	
Computer, Engineering, and Science Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Computer and Mathematical Occupations (http://www.bls.gov/soc/2010/soc150000.htm); 2) Architecture and Engineering Occupations (http://www.bls.gov/soc/2010/soc170000.htm); and 3) Life, Physical, and Social Science Occupations (http://www.bls.gov/soc/2010/soc190000.htm).	
Construction in progress	Capital assets under construction or development that have not yet been placed into service, such as a building or parking lot. Capital assets are not subject to depreciation while in a construction in progress status.	
Contact hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.	
Contact hour activity	The provision of coursework to students which can be measured in terms of contact or clock hours .	

Continuing contract or employment agreement	A contract or agreement that has no specific date of termination, and that can be terminated for just cause or other agreed-upon reasons (e.g., reorganization, funding).	
Continuing professional education	Programs and courses designed specifically for individuals who have completed a degree in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.	
Continuing/Returning student (undergraduate)	A student who is not new to the institution in the fall, but instead is continuing his or her studies at the institution (i.e., not first-time and not transfer-in).	
Continuous basis	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.	
Contributions from affiliated entities	Revenues from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational units of the institution. General purpose financial statements for FASB institutions include a separate line for these revenues; GASB institutions classify such revenues as gifts.	
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).	Institutional affiliation Sector Level (of institution)
Cookie	A message given to a Web browser by a Web server. The browser stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server.	
Cooperative (work-study) program	A program that provides for alternate class attendance and employment in business, industry, or government.	
Core expenses	Total expenses for the essential education activities of the institution. Core expenses for public institutions reporting under GASB standards include expenses for instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, depreciation, scholarships and fellowships, interest and other operating and nonoperating expenses. Core expenses for FASB (primarily private, not-for-profit and for-profit) institutions include expenses on instruction, research, public service, academic support, student services, institutional support, net grant aid to students, and other expenses. For both FASB and GASB institutions, core expenses exclude expenses for auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.	
Core revenues	Total revenues for the essential education activities of the institution. Core revenues for public institutions (using the Governmental Accounting Standards Board (GASB) standards) include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment income; other operating and nonoperating sources; and other revenues and additions. Core revenues for private, not-for-profit and public institutions reporting under the Financial Accounting Standards Board (FASB) standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment return; sales and services of educational activities; and other sources. Core revenues for private, for-profit institutions reporting under FASB standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private grants and contracts; net investment income; sales and services of educational activities; and other sources. In general, core revenues exclude revenues from auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.	
Correspondence Education	Education provided through one or more courses in which the institution provides instructional materials and examinations by mail or electronic transmission to students who are separated from the instruction. Interaction between the instructor and the student is not regular and substantive, and it is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.	
Counseling service	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.	
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement.	
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement.	
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.	
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.	
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.	
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.	Clock hour Contact hour
Credit hour activity	The provision of coursework to students which can be measured in terms of credit hours.	
Current assets		

	Assets that are reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for classifying assets as current or non-current; thus cash or investments intended for liquidation of liabilities due beyond the one-year period would not be current assets.	
Current liabilities	Liabilities whose liquidation is reasonably expected to require the use of resources classified as current assets or the creation of other current liabilities within the next year. May include accounts payable, accrued salaries and wages, deferred revenues, and long term debt current portion, among others.	
Current replacement value	The estimated current cost to replace all buildings owned by the institution. It represents recent appraisal value or what is currently carried as insurance replacement value, but does not include the replacement values of those buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.	
Data Analysis System (DAS)	The Data Analysis System (DAS) is a software application that allows a user to produce tables from selected NCES data sets. While each collection year uses a separate DAS, all have a consistent interface and command structure. User can select from several output formats, either direct printing or comma-separated file which can be input for other software.	
Data collection system	The Web environment that is used to collect the IPEDS data.	
Data dictionary	A file or a list that contains all known information about variables such as format, data type, field width, and source.	
Data revision system	The Web environment where an institution's prior year data may be revised by keyholders or data managers.	
Data Universal Numbering System (DUNS) number	The Data Universal Numbering System (DUNS) number is a 9-digit number assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services.	
Data year	The year to which data pertain in a particular IPEDS component. For example, for collection year 2003-04, tuition is for data year 2003-04, whereas completions are for data year 2002-03.	
Database	Collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. Each database is counted individually even if access to several databases is supported through the same vendor interface.	
Dataset Cutting Tool (DCT)	An early IPEDS data access tool, no longer available. All the functions in the Dataset Cutting Tool have been incorporated into the IPEDS Data Center.	
Day care service	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs .	
Deductions from physical plant assets	Amounts that represent a decline in the value of physical plant assets resulting from selling, razing, fire, and other hazards, or other disposition of the assets.	
Degree	An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.	
Degree of urbanization (urban-centric locale)	A code representing the urbanicity (city/suburb/rural) by population size of the institution's location. This urban-centric locale code was assigned through a methodology developed by the U.S. Census Bureau's Population Division in 2005. The urban-centric locale codes apply current geographic concepts to the original NCES Locale codes used on IPEDS files through 2004. The following are the codes used: 11 City: Large 12 City: Midsize 13 City: Small 21 Suburb: Large 22 Suburb: Midsize 23 Suburb: Small 31 Town: Fringe 32 Town: Distant 33 Town: Remote 41 Rural: Fringe 42 Rural: Distant 43 Rural: Remote	
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any type of federal financial aid, regardless of what courses they took at any time; - received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Department of Defense Voluntary Education Program Memorandum of Understanding	A voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).	
Depreciation	The allocation or distribution of the cost of capital assets, less any salvage value, to expenses over the estimated useful life of the asset in a systematic and rational manner. Depreciation for the year is the amount of the allocation or distribution for the year involved.	
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.	
Diploma	A formal document certifying the successful completion of a prescribed program of studies.	

Disability services	Programs designed to provide reasonable academic accommodations and support services to empower students who have disabilities to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services and programs in the most integrated setting possible.	
Discounts and allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as tuition and fees or room and board charges.	
Discovery system	A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/ .	
Distance education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.	
Distance education course	A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.	
Distance education program	A program for which all the required coursework for program completion is able to be completed via distance education courses.	
Dividend earnings	Distribution of earnings to shareholders that may be in the form of cash, stock, or property.	
Doctor's degree	The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.	
Doctor's degree-other	A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.	
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.	
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.	
Doctoral/Research Universities - Extensive (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Doctoral/Research Universities - Extensive typically offer a wide range of baccalaureate programs , and they are committed to graduate education through the doctorate. During the period studied, they awarded 50 or more doctoral degrees per year across at least 15 disciplines.	Carnegie Classification
Doctoral/Research Universities - Intensive (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Doctoral/Research Universities - Intensive typically offer a wide range of baccalaureate programs , and they are committed to graduate education through the doctorate. During the period studied, they awarded at least ten doctoral degrees per year across three or more disciplines, or at least 20 doctoral degrees per year overall.	Carnegie Classification
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .	
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.	
E-books	E-books are digital documents (including those digitized by the library), where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.	
E-media	E-media materials are media materials that are in digital format and are available for download or streaming. Include digital graphic materials.	
Early action	An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy.	
Early admission	A policy under which students who have not completed high school are admitted to and enrolled full-time in college, usually after completion of their junior year.	
Early decision		

	A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.	
Educational offerings	Educational programs offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as postsecondary education programs OR recreational or avocational, adult basic, remedial instruction, high school equivalency, or high school programs that are not deemed postsecondary.	
Employees by Assigned Position (EAP)	This data, now part of the Human Resources (HR) component of IPEDS, was previously a separate collection. It was instituted in 2001-02 as a response to a proposal by the National Postsecondary Education Cooperative focus group on faculty and staff. It allows institutions to "assign" all faculty and staff to distinct categories. The EAP collects information on all employees on the institution's payroll as of November 1 of the reporting year, by full- and part-time status; by function or occupational category; and by faculty status and tenure status. Institutions with medical schools are required to report their medical school employees separately. (Term used in IPEDS HR survey component prior to 2012-13)	
Employer Identification Number (EIN)	The number assigned to an institution by the Internal Revenue Service for tax purposes.	
Employment services for current students	Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.	
Endowment assets	Gross investments of endowment funds, term endowment funds, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations.	
Endowment funds	Funds whose principal is nonexpendable (true endowment) and that are intended to be invested to provide earnings for institutional use. Also includes term endowments and funds functioning as endowment.	
Endowment income	Endowment income includes: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes, and (3) income from funds held in trust by others under irrevocable trusts. Excludes capital gains or losses unless the institution has adopted a spending formula by which it expends not only the yield but also a prudent portion of the appreciation of the principal. Does not include gains spent for current operations, which are treated as transfers.	
Entering students (undergraduate)	Students at the undergraduate level, both full-time and part-time, coming into the institution for the first time in the fall term (or the prior summer term who returned again in the fall). This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and non-degree/certificate seeking undergraduates entering in the fall.	
Equipment	Moveable tangible property such as research equipment, vehicles, machinery, and office equipment that meets the institution's capitalization policy for capital assets.	
Equity	The excess of a private, for-profit institution's assets over its liabilities. It is the claim or stake of the owners.	
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates, Outcome Measures , and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.	Student Right-to-Know Act
Executive, administrative, and managerial	A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers. (Term used in the IPEDS HR survey component prior to 2012-13)	
Expenses	The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of net assets.	
Extension centers	Sites or centers outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary, but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.	
Extension division	A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees , but these may be awarded by the institution for instruction provided through the extension division.	
Faculty		

	Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.	
Faculty Status	A status designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.	
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year. For the Outcome Measures component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.	
Fall Enrollment (EF)	This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other formal award; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even-numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.	
Fall Staff (S)	This data, now part of the IPEDS Human Resources (HR) component, was previously a separate collection. Only institutions with 15 or more full-time employees are required to report (biennially, for odd-numbered years). Institutions report the numbers of full- and part-time employees as of November 1 of the reporting year; full-time faculty by contract length and salary class intervals; number of other persons employed full-time by primary occupational activity and salary class intervals; part-time employees by primary occupational activity; tenure of full-time faculty by academic rank; and new hires by primary occupational activity. Most data are provided by race/ethnicity and gender. Prior to 2001, this collection also requested the number of persons donating (contributing) services or contracted for by the institution. Between 1987 and 1991, the Fall Staff data were collected in cooperation with the U.S. Equal Employment Opportunity Commission (EEOC). Beginning in 1993, all schools formerly surveyed by EEOC (using the EEO-6 survey form) reported through IPEDS Fall Staff. (Term used in IPEDS HR survey component prior to 2012-13)	
Fall term	The part of the academic year that begins between late August and November 1.	
FASB (Financial Accounting Standards Board)	Financial Accounting Standards Board (FASB) is recognized by the American Institute of Certified Public Accountants (AICPA) as the body authorized to establish accounting standards. In practice it defers to the Governmental Accounting Standards Board (GASB) for the setting of accounting standards for local and state government entities.	
Federal grants	Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student financial aid. (Used for reporting on the Finance component)	
Federal grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. (Used for reporting on the Student Financial Aid component)	
Federal Supplementary Educational Opportunity Grants (FSEOG)	(Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The Supplementary Educational Opportunity Grants (SEOG) are made directly to institutions of higher education, which select students for the awards.	
Federal Work Study (FWS)	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the government, but are also partially funded by the institution. FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but is not considered grant aid to students.	
Fellowships	These are grants-in-aid and trainee stipends to graduate students. Fellowships do not include funds for which services to the institution must be rendered, such as payments for teaching, or loans.	
FICE (Federal Interagency Committee on Education) code	A 6-digit identification code originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties. This code is no longer used in IPEDS; it has been replaced by the Office of Postsecondary Education (OPE) ID code.	
Fiduciary funds		

	Resources held and administered by the institution when it is acting in a capacity for individuals, private organizations, or governments. These are funds the institution holds in a trustee or agency capacity for others and the funds therefore cannot be used to support the institution's own programs. Included are pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds (i.e., agency transactions). Fiduciary funds are not included in the entity-wide financial statements of GASB organizations, but are reported separately as supplementary information.	
Finance (F)	This annual component of IPEDS collects data that describe the financial condition of postsecondary education in the nation. These data are used to monitor changes in postsecondary education finance and to promote research involving institutional financial resources and expenditures. Specific data elements include such items as institutional revenues by source (e.g., tuition and fees, government, private gifts); institutional expenditures by function (e.g., instruction, research, plant maintenance and operation); physical plant assets and indebtedness; and endowment investments. Institutions may use different survey forms depending on the control of institution (e.g. public, private non-profit, or private for-profit) and the accounting standards followed by the institution (e.g. FASB or GASB).	
Financial aid	Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.	
FIPS (Federal Information Processing Standards) code	Standardized numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities throughout all federal government agencies.	
First-professional	<p>The use of this term was discontinued in IPEDS as of the 2010-11 data collection, when use of the new postbaccalaureate award categories became mandatory. May refer to a degree, certificate, or level of student.</p> <p>A first-professional degree was an award that required completion of a program that met all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:</p> <ul style="list-style-type: none"> • Chiropractic (D.C. or D.C.M.) • Dentistry (D.D.S. or D.M.D.) • Law (L.L.B., J.D.) • Medicine (M.D.) • Optometry (O.D.) • Osteopathic Medicine (D.O.) • Pharmacy (Pharm.D.) • Podiatry (D.P.M., D.P., or Pod.D.) • Theology (M.Div., M.H.L., B.D., or Ordination) • Veterinary Medicine (D.V.M.) <p>A first-professional certificate was an award that required completion of an organized program of study designed for persons who had completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.</p> <p>A first-professional student was a student enrolled in one of these programs.</p> <p>The 12-month FTE for first-professional students was calculated using the unduplicated headcounts reported on the 12-month enrollment component. Since the 12-month unduplicated headcounts do not differentiate between full-time and part-time students, an estimation was used. The ratio of full-time to part-time first-professional students from the previous collection year fall enrollment (which corresponds to the same academic year students) was calculated, and this ratio was applied to the 12-month unduplicated headcount. Adding the resulting full-time and one-third part-time student estimates results in the FTE for first-professional students.</p>	
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).	
First-year student	A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.	
Fixed assets	Assets that cannot readily be turned into cash without disrupting the operation of the institution. Fixed assets include intangible assets consisting of certain nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill.	
Focus institution	The term used in the IPEDS Peer Analysis System to identify the postsecondary institution that is being compared to other institutions (peers) or that is the basis for any statistical reports generated within the system.	
Four-year institution	A postsecondary institution that offers programs of at least 4 years duration or one that offers programs at or above the baccalaureate level. Includes schools that offer postbaccalaureate certificates only or those that offer graduate programs only. Also includes free-standing medical, law or other first-professional schools.	
Freshman	A first-year undergraduate student.	First-year student
Fringe benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.	
FTE of students	The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.	Calculation of FTE students (using fall student headcounts)

		Calculation of FTE students (using instructional activity)
FTE staff	The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff.	
Full aid year	For the purposes of the IPEDS Student Financial Aid (SFA) component, full aid year refers to either the academic year (for academic reporters) or the period between September 1 and August 31 (for program reporters).	
Full-time staff (employees)	As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time.	
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - as defined by the institution.	Credit
Full-year cohort	The group of students entering at any time during the 12-month period September 1 through August 31 that is established for tracking and reporting Graduation Rate (GR) and Outcome Measures (OM) data for institutions that primarily offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort. For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.	
Funds functioning as endowment (quasi-endowment funds)	Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.	
Gains	Increases in the institution's net assets from peripheral or incidental transactions. This is in contrast to revenues, which occur from the institution's ongoing major or central operations. Whether a transaction generates revenue or a gain depends on the relationship of the transaction to the institution's activities. For example, the sale of computers by a college store might be part of ongoing central activities, while the sale of surplus computers from administrative offices might be considered otherwise.	
GASB (Governmental Accounting Standards Board)	The Governmental Accounting Standards Board (GASB) establishes accounting standards for local and state entities including governmental colleges and universities.	
GASB governmental model using standards prior to GASB 34 & 35	Prior to adopting the GASB model using GASB 34 and 35, some governmental colleges and universities used the "governmental model" of financial reporting. This reporting model and standards, followed primarily by some institutions with taxing authority, used the same financial reporting standards as state and local governments.	
GASB model using GASB 34 & 35	GASB Statements 34 and 35 require all governmental colleges and universities to issue financial statements using the reporting model and standards of those statements. The required implementation date is based on annual revenues, with implementation dates from years beginning after June 15, 2001, to June 15, 2003. The two previous models are the GASB governmental model and the AICPA College and University Audit Guide model.	
GED (General Educational Development)	This term normally refers to the tests of General Educational Development (GED), which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.	
General purpose financial statement (GPFS)	Financial statements issued to parties outside the management of an institution. These are provided to creditors, donors, public officials outside the institution, and other external parties. GPFS differ from internal management financial reports, although GPFS may also be of use to board members and officials of the institution. The audit opinion is issued on the GPFS.	
Gifts	Revenues received from gift or contribution nonexchange transactions. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution. FASB and GASB standards differ somewhat on when to recognize contributions or nonexchange revenues, with FASB standards generally causing revenues to be recognized earlier in certain circumstances.	
Governing board	An entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board may include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; insisting on strategic planning; and, ensuring good management and adequate resources.	
Government appropriations (revenues)	Revenues received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. The most common example is a state's general appropriation. Appropriations primarily to fund capital assets are classified as capital appropriations.	
Governmental activities	Activities financed by taxes and intergovernmental revenues and other nonexchange revenues.	
Governmental activities with business type	This financial reporting mode, provided by GASB Statement No. 34, refers to an institution that accounts for its activities as governmental (that is, financed by taxes, intergovernmental revenues, and other nonexchange activities) with characteristics of business-type activities (those supported by fees charged for goods or services). The financial statements for this type of entity include a column for reporting governmental activities and another for business-type activities. GASB Statement 34 specifies the financial reporting format for this type of governmental entity.	
Graduate Assistants (Research)	An occupational category used to classify graduate assistants whose specific assignments customarily are made for the purpose of conducting research.	

Graduate Assistants (Teaching)	An occupational category based on the detailed occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Graduate Assistant - Teaching" (SOC code 25-1191). For detailed information, refer to the following website: http:// www.bls.gov/soc/2010/soc251191.htm .	
Graduate student	A student who holds a bachelor's degree or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.	
Graduation rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.	
Graduation Rates (GR)	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.	
Grants and contracts (revenues)	Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs, or for general institutional operations (if not government appropriations). Examples are research projects, training programs, student financial assistance, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs. Grants and contracts should be classified to identify the governmental level - federal, state, or local - funding the grant or contract to the institution; grants and contracts from other sources are classified as nongovernmental grants and contracts. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.	
Grants by local government (student aid)	Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting Finance data)	
Grants by state government (student aid)	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. (Used for reporting Finance data)	
Graphic materials	Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures, radiographs, slides, and collections of such materials. â€ [NISO Z39.7-2013, section 4.6]	
Health Education Assistance Loan (HEAL)	Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.	
Healthcare Practitioners and Technical Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Healthcare Practitioners and Technical Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc290000.htm .	
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or any of the following: <ul style="list-style-type: none"> â€ recognized attainment of satisfactory scores on the GED or another state-authorized examination â€ recognized completion of homeschooling at the secondary level as defined by state law â€ completion of secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive credential for their education 	
High school student	A student enrolled in secondary school or pursuing a high school diploma or recognized equivalent . Includes students who have not received but are pursuing a high school diploma or recognized equivalent and taking college coursework concurrently.	
Higher Education General Information Survey (HEGIS)	The Higher Education General Information Survey (HEGIS) system was conducted by the NCES between 1966 and 1985. This system was comprised of several surveys of institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys collected institution-level data on such topics as institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.	
Hispanic (old definition)	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.	
Hispanic-serving institution (HSI)	The Higher Education Act, 20 USCA Section 1101a defines a Hispanic-serving institution as an institution of higher education that (a) is an eligible institution; (b) at the time of application, has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students; and (c) provides assurances that not less than 50 percent of the institution's Hispanic students are low-income individuals. Note: low income is defined as 150% of the poverty level as determined by the Bureau of the Census at http://www.census.gov/hhes/poverty/povdef.html .	
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
Historically Black Colleges and Universities (HBCU)	The Higher Education Act of 1965, as amended, defines an HBCU as: "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." Federal regulations (20 USC 1061 (2)) allow for certain exceptions to the founding date.	
Home study	Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.	

Hospital services	Expenses associated with a hospital operated by the postsecondary institution (but not as a component unit) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to hospital capital assets.	
Hospitals (revenues)	Revenues generated by a hospital operated by the postsecondary institution. Includes gifts, grants, appropriations, research revenues, endowment income, and revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Sales and service revenues are included net of patient contractual allowances. Revenues associated with the medical school are included elsewhere. Also includes all amounts appropriated by governments (federal, state, local) for the operation of hospitals.	
Housing capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.	
Housing plan (restricted)	A fringe benefit that restricts beneficiaries to receive housing support only in institution-owned housing. Term used prior to 2011-12 in the Human Resources component.	
Human resources (HR)	This component of IPEDS was formed in 2006 by combining three previously separate components: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). This was done to avoid (or at least reduce) conflicting data which had occurred when collected separately. The information collected has remained basically the same, and the frequency of collection remains the same, i.e., the fall staff data is collected biennially in odd-numbered years.	
Imputation	A method of estimating data for an entity that did not respond to a data item or survey.	
Imputation flag	An indicator on a data file that shows whether or not the data was imputed for a specific variable.	
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.	
In-district tuition	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.	
In-state student	A student who is a legal resident of the state in which he/she attends school.	
In-state tuition	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.	
Income tax	Domestic and foreign federal (national), state, and local (including franchise) taxes based on income.	
Indebtedness on capital assets	Liabilities associated with the debt incurred in financing the institution's capital assets, including bonds, mortgages, notes, capital leases, and any other outstanding debt that was incurred to acquire, construct, or improve capital assets. Indebtedness issued and backed by the state government and that will be repaid by the state from sources other than institutional funds is excluded.	
Independent operations	Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of a major federally funded research and development center. Also includes information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to the independent operations. Expenses of operations owned and managed as investments of the institution's endowment funds are excluded.	
Independent operations (revenues)	Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. Generally includes only those revenues associated with major federally funded research and development centers. Net profit (or loss) from operations owned and managed as investments of the institution's endowment funds is excluded.	
Infrastructure	Capital assets consisting of roads, bridges, drainage systems, water and sewer systems, and other similar assets. Infrastructure assets usually have longer useful lives than other capital assets such as buildings.	
Initial cohort	A specific group of individuals established for tracking purposes. For the Graduation Rates (GR) and Outcome Measures (OM) components of IPEDS, the initial cohort is defined as the enrollment count before removing revisions and exclusions of all degree/certificate-seeking students who enter in either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year. For the GR component of IPEDS, the initial cohort is only for full-time, first-time students. For OM, all undergraduates are placed in one of four initial cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first time.	Revised cohort
Institution of higher education	A term formerly used in IPEDS and HEGIS to define an institution that was accredited at the college level by an agency or association recognized by the Secretary, U.S. Department of Education. These schools offered at least a one-year program of study creditable toward a degree and they were eligible for participation in Title IV Federal financial aid programs.	
Institution size category	This indicator is derived based on the institution's total students enrolled for credit.	
Institution's staff (not in medical schools)	Term used to describe all staff employed by or employees working in a postsecondary institution, except those employed by or working in the medical school component of the institution. Includes staff employed by or employees working in the postsecondary component of a hospital or medical center that offers postsecondary education as one of its primary missions; also includes those working in first-professional schools (e.g., law schools, dental schools, schools optometry) except medical schools.	
Institutional account	An account in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account.	
Institutional affiliation	A classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.	Control (of institution)

Institutional burden	The estimated amount of time(and money) required to respond to a survey. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for IPEDS is 1850-0582. The time required to complete the Fall information collection is estimated to vary from 1.5 hours to 3.8 hours per response, with an average of 3.2 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. Similarly, the time required to complete the Winter information collection is estimated to vary from 3.5 hours to 15.5 hours, with an average of 12.1 hours; and the time required to complete the Spring information collection is estimated to vary from 8.0 hours to 18.5 hours, with an average of 12.1 hours.	
Institutional category	This indicator is derived using the level of offerings reported on the Institutional Characteristics (IC) component and the number and level of awards reported on the Completions (C) component.	
Institutional Characteristics (IC)	This annual component is the core of the IPEDS system and is required of all currently operating Title IV postsecondary institutions in the United States and other areas. As the control file for the entire IPEDS system, IC constitutes the sampling frame for all other NCES surveys of postsecondary institutions. It also helps determine the specific IPEDS screens that are shown to each institution. This component collects the basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. IC data are collected for the academic year, which generally extends from September of one calendar year to June of the following year. Specific data elements currently collected for each institution include: institution name, address, telephone number, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and accreditation. The IC component also collects pricing information including tuition and required fees, room and board charges, books and supplies and other expenses for release on College Navigator.	
Institutional grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs . Includes scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.	
Institutional grants (funded) (allowances)	Scholarships and fellowships awarded to students from institutional resources that are restricted to student aid. Private institutions generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under FASB Standards.)	
Institutional grants (unfunded) (allowances)	Scholarships and fellowships awarded to students from unrestricted institutional resources. Private institutions generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under FASB Standards.)	
Institutional grants from restricted resources	Institutional grants to students funded from restricted-expendable resources for student aid, such as scholarships and fellowships. (Used for reporting under GASB Standards.)	
Institutional grants from unrestricted resources	Institutional grants to students that are funded from resources that are not restricted to any particular purpose. (Used for reporting under GASB Standards.)	
Institutional support	A functional expense category that includes expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function.	
Institutional support (GASB aligned form reporters)	A functional expense category that includes expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function.	
Institutional system	Two or more postsecondary institutions under the control or supervision of a single administrative body.	
Institutionally controlled housing	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution's educational purposes.	
Instruction	A functional expense category that includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and non-credit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.	
Instruction (GASB aligned form reporters)	A functional expense category that includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and non-credit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). GASB institutions include actual or allocated costs for operation and maintenance of plant and depreciation.	
Instruction combined with research and/or public service	An occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.	
Instructional activity	The total number of credit and contact hours all students are engaged in during the specified period.	

Instructional Faculty Salaries (SA)	This data, now part of the IPEDS Human Resources (HR) component, was previously a separate collection. It collects data as of November 1 of the reporting year on the number of full-time instructional faculty by rank, gender, and length of contract; total salary outlays; and fringe benefits and number of full-time instructional faculty covered by these benefits. The data have been collected annually since 1990; however data are not available for 2000. Prior to the 2001 collection, data were requested by tenure status. As of 2004, this component is applicable to all Title IV degree-granting institutions, unless they meet one of the following exclusions: all instructional faculty are part-time; all contribute their services; all are in the military; or all teach preclinical or clinical medicine. Formerly referred to as Salaries and Fringe Benefits of Full-Time Instructional Faculty (SA). (Term used in IPEDS HR survey component prior to 2012-13)	
Instructional Staff	An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.	
Intangible assets	Assets consisting of nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill.	
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).	
Interest	The price paid (or received) for the use of money over a period of time. Interest income is one component of investment income. Interest paid by the institution is interest expense.	
Interlibrary loan transactions	The numbers of filled requests for materials provided to other libraries or received by the library from another library. This includes originals and copies, and materials sent by electronic submission.	
Invested in capital assets, net of related debt	Net assets of GASB institutions that consist of capital assets net of accumulated depreciation, reduced by the outstanding indebtedness on capital assets. FASB institutions do not use this classification; most of the equivalent net assets are considered unrestricted net assets.	
Investment gains	The gain derived from the investment of capital. Such gains may take the form of a market appreciation of the value of the investment. The gain may be realized if the asset or capital is sold or unrealized if the asset or capital is not sold.	
Investment income	Revenues derived from the institution's investments, including investments of endowment funds. Such income may take the form of interest income, dividend income, rental income or royalty income and includes both realized and unrealized gains and losses.	
Investment return	Income from assets including dividends, interest earnings, royalties, rent, gains (losses) etc.	
IPEDS College Opportunities Online Locator (IPEDS COOL)	No longer active - see College Navigator.	
IPEDS coordinator	The person responsible for Integrated Postsecondary Education Data System (IPEDS) survey related coordination activities for a specified group of schools within a state or system. This person has certain viewing, verifying and locking privileges on the data collection system.	
IPEDS Data Center	The IPEDS Data Center is the single entry point for retrieving IPEDS data. Using the data center, one can easily download data files for one or more institutions with information from any of the IPEDS components or download complete data files, produce a variety of reports, or create group statistics. The data center replaces the old IPEDS Peer Analysis System and Dataset Cutting Tool, and features improvements in navigation, institution selection, and variable selection, as well as increased on-screen help.	
IPEDS universe	Those postsecondary institutions that have been identified and are potential respondents to the IPEDS surveys. The universe does not include all postsecondary institutions because many exist that are not included in the list of Title IV eligible institutions and, thus, there is currently no complete list of these institutions.	Institutional Characteristics (IC)
Job Training Partnership Act (JTPA)	Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each state to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.	
Keyholder	The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.	
Land and land improvements	Capital assets consisting of land and improvements such as athletic fields, golf courses, or lakes. Land is nondepreciable; some land improvements are depreciable and some are nondepreciable.	
Land-grant institution	A land-grant college or university is an institution that has been designated by its state legislature or Congress to receive the benefits of the Morrill Acts of 1862 and 1890. The original mission of these institutions, as set forth in the first Morrill Act, was to teach agriculture, military tactics, and the mechanic arts as well as classical studies so that members of the working classes could obtain a liberal, practical education. For more information on land-grant institutions see http://www.csrees.usda.gov/qlinks/partners/state_partners.html .	
Less than 2-year institution	A postsecondary institution that offers programs of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 contact hours .	
Less than 9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions. (Term used in IPEDS HR survey component prior to 2012-13)	
Less-than-annual contract or employment agreement		

	A contract or employment agreement that is in effect for a partial year period of less than 365 days, or less than a standard academic year or the equivalent. Includes contracts for partial year periods such as a single semester, quarter, term, block, or course.	
Level (of institution)	A classification of whether an institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.	Control (of institution) Sector
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.	
Liabilities	Debts and obligations of the institution owed to outsiders or claims or rights, expressed in monetary terms, of an institution's creditors. GASB institutions are required to report liabilities under two categories - current liabilities and noncurrent liabilities.	
Librarians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Librarians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254020.htm .	
Librarians, Curators, and Archivists	An occupational category based on the following three broad occupations in the 2010 Standard Occupational Classification (SOC) Manual: 1) Librarians (http://www.bls.gov/soc/2010/soc254020.htm); 2) Archivists, Curators, and Museum Technicians (http://www.bls.gov/soc/2010/soc254010.htm); and 3) Library Technicians (http://www.bls.gov/soc/2010/soc254030.htm).	
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.	
Library and Student and Academic Affairs and Other Education Services Occupations	An occupational category consisting of the following: 1. Archivists, Curators, and Museum Technicians 2. Librarians 3. Library Technicians 4. Student and Academic Affairs and Other Education Services Occupations	
Library collections	Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems.	
Library Consortia	A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)	
Library expenses	Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services.	
Library Technicians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Library Technicians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254030.htm .	
Loan funds	Funds that have been loaned, or are available for loans to students, faculty, and staff.	
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.	
Local appropriations, education district taxes, and similar support	Local appropriations are government appropriations made by a governmental entity below the state level. Education district taxes include all tax revenues assessed directly by an institution or on behalf of an institution when the institution will receive the exact amount collected. These revenues also include similar revenues that result from actions of local governments or citizens (such as through a referendum) that result in receipt by the institution of revenues based on collections of other taxes or resources (sales taxes, gambling taxes, etc.).	
Local government grants and contracts (revenues)	Revenues from local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a local government grant or contract. These amounts can be treated as an allowance, an agency transaction, or as a student aid expense in the institution's General Purpose Financial Statements (GPFS) and are reported differently depending on their treatment. Generally, however, private institutions report these grants as allowances when applied to the student's account and as local grant revenues when received.	
Locked	The survey status obtained when a keyholder has resolved all edits/errors and has decided that data are ready to "submit" to IPEDS. Once locked, the system becomes read only and the keyholder no longer has access to the system to alter data.	
Long programs	Undergraduate programs that exceed the usual program length for a specific level. This would include programs of 5 years or longer for 4-year institutions and programs of 3 years or longer for 2-year institutions.	
Long-term debt	Debt of the institution in the form of bonds, notes, capital leases, and other forms of debt that are repayable over a period greater than one year.	Long-term debt, current portion
Long-term debt, current portion	The amount of long-term debt that the institution is expected to pay or liquidate during the next year using current assets.	
Long-term investments		

	Money or capital invested for purposes of receiving a profitable return over a period of time of more than one year. Long-term investments should be distinguished from temporary investments based on the intention of the organization regarding the terms of the investment rather than the nature of the investment itself. Includes: 1) cash held until appropriate investments are identified; 2) repurchase agreements and other money market media; 3) equity securities and mutual fund investments; 4) debt securities; 5) real estate held for income production; 6) beneficial interest in trusts; and 7) other. GASB institutions report these investments under "noncurrent assets."	
Losses	Decreases in net assets from an organization's peripheral or incidental transactions and other events affecting the organization, other than those that result from expenses.	
Management Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Management Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc110000.htm .	
Mandatory transfers	Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for Perkins loans when the source of funds is current revenue.	
Market value	The value of a good as determined in the market at a specific point in time or what individuals in the market for the good are willing to pay to obtain the good at a given point in time.	
Master's Colleges and Universities I (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Master's Colleges and Universities I typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 40 or more master's degrees per year across three or more disciplines.	Carnegie Classification
Master's Colleges and Universities II (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Master's Colleges and Universities II typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 20 or more master's degrees per year.	Carnegie Classification
Master's degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.	
Media materials	Units of all library materials that are displayed by visual projections or magnification or through sound reproduction, or both, including graphic materials, audio materials (include audio books), motion pictures, video materials, and special visual materials such as three-dimensional materials.	
Medical school staff	Staff employed by or staff working in the medical school (Doctor of Medicine [M.D.] and/or Doctor of Osteopathic Medicine [D.O.]) component of a postsecondary institution or in a free standing medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.	
Medical schools and medical centers (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Medical Schools and Medical Centers award most of their professional degrees in medicine. In some instances, they include other health professions programs, such as dentistry, pharmacy, or nursing.	Carnegie Classification Specialized institutions (Carnegie)
Microform	Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.	
Migration (data)	A process in which survey data are moved from the IPEDS data collection system to the IPEDS Data Center. Migration occurs after the survey data have been reviewed by survey operations personnel.	
Migration (students)	Refers to the movement of students from their home state of residence to another state to attend a postsecondary institution.	
Military installations	One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.	
Military Tuition Assistance Program (TAP)	A program that funds up to 100% of an eligible servicemember's college tuition and course-specific fees. Available only to eligible servicemembers who are currently in active service as long as criteria limits are not exceeded and students are enrolled off-duty in an U.S. Department of Education accredited post-secondary institution. This military benefit is paid directly to the postsecondary institution by the individual's Armed service.	
Multi-year contract or employment agreement	A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).	
Multi-year or continuing or at-will contract or employment agreement	A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days) or that has an indefinite duration (continuing, at-will). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).	
National Center for Education Statistics (NCES)	The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.	
National institutional accreditation	Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.	
	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	

Native Hawaiian or Other Pacific Islander		
Natural Resources, Construction, and Maintenance Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Farming, Fishing, and Forestry Occupations (http://www.bls.gov/soc/2010/soc450000.htm); 2) Construction and Extraction Occupations (http://www.bls.gov/soc/2010/soc470000.htm); and 3) Installation, Maintenance, and Repair Occupations (http://www.bls.gov/soc/2010/soc490000.htm).	
Net Assets	The excess of assets over liabilities or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses, and losses. FASB institutions classify net assets into three categories: permanently restricted, temporarily restricted, and unrestricted. This term is similar to the "Net position" term used by GASB institutions.	
Net deferred tax asset	A deferred tax asset is recognized for temporary differences that will result in deductible amounts in future years and for carryforwards. For example, a temporary difference is created between the reported amount and the tax basis of a liability for estimated expenses if, for tax purposes, those estimated expenses are not deductible until a future year. Settlement of that liability will result in tax deductions in future years, and a deferred tax asset is recognized in the current year for the reduction in taxes payable in future years. A valuation allowance is recognized if, based on the weight of available evidence, it is more likely than not that some portion or all of the deferred tax asset will not be realized.	
Net deferred tax liability	A deferred tax liability is recognized for temporary differences that will result in taxable amounts in future years. For example, a temporary difference is created between the reported amount and the tax basis of an installment sale receivable if, for tax purposes, some or all of the gain on the installment sale will be included in the determination of taxable income in future years. Because amounts received upon recovery of that receivable will be taxable, a deferred tax liability is recognized in the current year for the related taxes payable in future years.	
Net grant aid to students (expenses)	The portion of scholarships and fellowships granted by an institution that exceeds the amount applied to institutional charges such as tuition and fees or room and board. The amount reported as expense excludes allowances.	
Net income	The final figure in the income statement when revenues exceed expenses.	
Net loss	The final figure in the income statement when expenses exceed revenues.	
Net position	The excess of assets over liabilities or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses, and losses. GASB institutions classify net assets into three categories: invested in capital, net of related debt; restricted (with separate displays of restricted-expendable and restricted-nonexpendable net assets); and unrestricted. This term is similar to the "Net assets" term used by FASB institutions.	
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.	
New hires	Persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service between July 1st and October 31st of the survey year AND who were still on the payroll of the institution as of the same survey year. Does not include persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.	
Non E & G current funds expenditures	Includes self-supporting operations of the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution.	
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.	
Non-first-time student (undergraduate)	A student who has prior postsecondary experience before attending the reporting IPEDS institution. This cohort of students may closely reflect the transfer-in enrollment from Fall Enrollment (EF) component.	
Non-medical school staff	See Institution's staff (not in medical schools)	
Non-Returnables	Materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.	
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.	
Noncurrent assets	Assets that are not reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for determining classification as current or noncurrent. Thus cash investments intended for liquidation of liabilities due beyond the one-year period are noncurrent assets, as would assets segregated for the liquidation of long-term debts (including amounts due within the next operating cycle). Assets designated to be used to acquire, construct, or improve capital assets would be noncurrent.	
Noncurrent liabilities	Liabilities whose liquidation is not reasonably expected to require the use of resources classified as current assets or the creation of other current liabilities within the next year. This includes the noncurrent portion of long-term debt and long-term accrued liabilities (such as for compensated absences, claims and judgments, and post-employment/post-retirement benefits); liability for refundable advances to the federal government for the Perkins Loan Program and similar loan programs; and debt due within the next operating cycle, if payment will be made from segregated assets classified as noncurrent assets.	
Nonmandatory transfers		

	Transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, funds functioning as endowment (quasi-endowment), general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal.	
Nonoperating	GASB requires that revenues and expenses be separated between operating and nonoperating. Operating revenues and expenses result from providing goods and services. Nonoperating activities are those outside the activities that are part of the operating activities of the institution. Most government appropriations are nonoperating because they are not generated by the operations of the institution. Investment income is nonoperating in most instances because institutions are not engaged in investing as an operating activity. Gifts are defined as nonoperating. Nonexchange transactions generate nonoperating revenues.	
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.	Resident alien (and other eligible non-citizens)
Normal time to completion	The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.	
Not on tenure track	Personnel positions that are considered non-tenure earning positions.	Tenure track
Occupational program	A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.	
Occupationally specific program	An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study.	
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.	
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.	
Off-campus centers (extension centers)	Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.	
Off-campus facility	A teaching facility located some distance away from the educational institution which operates it.	
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.	
Office and Administrative Support Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Office and Administrative Support Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc430000.htm .	
Official Church Mission	An official church mission is one that is established by the church of which the individual is a member and that results in the individual being unable to attend a postsecondary institution during the period of the mission.	
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.	
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.	
Ongoing commitments to subscriptions	Ongoing subscriptions to serials in all formats. These are publications issued in successive parts, usually at regular intervals, and as a rule, are intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, memoirs, proceeding, and transactions of societies. Also include paid subscriptions for electronic journals and indexes/abstracts available via Internet, CD-ROM serials, and annual fees.	
OPE ID	Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution.	
Open admission	Admission policy whereby the school will accept any student who applies.	
Operating	GASB requires that revenues and expenses be separated between operating and nonoperating. Operating revenues and expenses result from providing goods and services. Operating transactions are incurred in the course of the operating activities of the institution.	
Operation and maintenance of plant	A functional expense category that includes expenses for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include utilities, fire protection, property insurance, and similar items. This function does include amounts charged to auxiliary enterprises, hospitals, and independent operations. Also includes information technology expenses related to operation and maintenance of plant activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support). Institutions may, as an option, distribute depreciation expense to this function.	
Operation and maintenance of plant (GASB form prior to FY2010)	A functional expense category that includes expenses for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include utilities, fire protection, property insurance, and similar items. This function does not include amounts charged to auxiliary enterprises, hospitals, and independent operations. Also includes information technology expenses related to operation and maintenance of plant activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support). GASB institutions have these expenses charged to or allocated to other functions. Term used for GASB institutions in the Finance component prior to Fiscal Year 2010 (expenses - GASB unaligned form)	

Other academic calendar system	Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."	
Other administrative	Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof, but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are all employees holding titles such as assistant, associate vice presidents (if no direction of others is required); assistant, associate deans (if no direction of others is required); assistant or associate directors; assistant or associate department head, if their principal activity is administrative; assistant or associate managers (including first-line managers of service, production and sales workers who spend more than 80% of their time performing supervisory activities). Term used in the 2001-02 Employees by Assigned Position (EAP) component only.	
Other areas	Includes American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands.	
Other degree/certificate-seeking subcohort	A subset of students belonging to a GR cohort who were seeking a degree or certificate other than bachelor's degree upon entry.	
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.	
Other federal grants	Federal monies awarded to the institution under federal government student aid programs, such as the Federal Supplemental Educational Opportunity Grants (FSEOG), DHHS training grants (aid portion only), the Leveraging Education Assistance Partnership (LEAP) program, and other federal student aid programs. Pell Grants are not included in this classification. Note: if the federal government selects the student recipients and simply transmits the funds to the institution for disbursement to the student, the amounts are not considered as revenues and subsequently there are no discounts and allowances or scholarships and fellowships expenses. If the funds are made available to the institution for selection of student recipients, then the amounts received are considered as nonoperating revenues and subsequently as discounts and allowances or scholarships and fellowships expenses.	
Other insurance plan (cafeteria plan)	A benefit plan that allows an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance). Term used prior to 2011-12 in the Human Resources component.	
Other professional (support/service)	A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians. (Term used in the IPEDS HR survey component prior to 2012-13)	
Other separate health profession schools (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Other Separate Health Professional Schools award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.	Carnegie Classification Specialized institutions (Carnegie)
Other sources (revenues)	Other sources of revenues not covered elsewhere in the collection of IPEDS Finance data from schools reporting under the pre GASB 34/35 Standards. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time).	
Other specialized institutions (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Other Specialized Institutions include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category, but award a majority of degrees in a specialized area not separately identified.	Carnegie Classification Specialized institutions (Carnegie)
Other specific changes in net assets	Changes that occur infrequently rather than on a regular basis, but still affect the net assets of the institution. Included in this category are: actuarial gain or (loss) on split interest agreements; gain or (loss) on sale of plant assets; other gain or (loss); discontinued operations; extraordinary gain or (loss); and cumulative effect of change(s) in accounting principle.	
Out-of-state centers	Sites where courses or programs are offered that are in a state different from the state of the main campus.	
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.	
Out-of-state tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.	
Outcome Measures (OM)		

	This annual component of IPEDS was added in 2015 to improve the collection of student progression and completion data on a more diverse group of undergraduate students at degree-granting institutions. Award and enrollment statuses are collected on four cohorts of degree/certificate-seeking undergraduate students (full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first time) at two points of time (six and eight years from the point of entering the institution).	
Part-time staff (employees)	As determined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.	
Part-time student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.	
Password	A series of numbers or letters that can be used either alone or with a User ID to gain access to the IPEDS data collection system or the IPEDS Data Center.	
Patient contractual allowances	Contractual allowances provided to insurers or other group health providers which are deducted from fees for services provided by hospitals (thus not included in hospital revenues).	
Payments made on principal	Payments made on plant loan debt to reduce the principal of the loan, regardless of the source of funds.	
Peer Analysis System (PAS)	An early IPEDS data access tool, no longer available. All the functions in the Peer Analysis System have been incorporated into the IPEDS Data Center.	
Pell Grant program	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.	
Perkins Loan program	(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.	
Permanent endowment	Funds held by an institution that must be held in perpetuity with only the income available for use. Endowments are usually the result of a gift or grant received that is required to be held in perpetuity by the donor or granting agency.	
Permanently restricted	Net assets of FASB institutions that must be maintained in perpetuity. Permanently restricted net assets increase when institutions receive contributions for which donor-imposed restrictions limiting the institution's use of an asset or its economic benefits neither expire with the passage of time nor can be removed by the organization's meeting certain requirements. Donor-imposed restrictions on the use of the investment income on the assets may also change the amount of such net assets. Permanent endowment funds are the most common example.	
Physical plant assets	These assets consist of land, buildings, improvements, equipment, and library books. Excluded are assets that are part of endowment or other capital fund investments in real estate. Construction in progress is excluded from this total until completed.	
Physical plant indebtedness	Debt incurred in financing the institution's capital assets, including bonds, mortgages, notes, capital leases, and any other outstanding debt that was incurred to acquire, construct, or improve capital assets such as land, buildings, and improvements other than buildings, equipment, and library books. Excludes indebtedness that is part of endowment or other capital fund investments in real estate. Also excludes construction in progress.	
Placement services for program completers	Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution.	
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.	
Post-master's certificate	An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.	
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree. NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.	
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours.	
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours.	
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours.	
Postsecondary education	The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.	

Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education.	
Postsecondary Statistics Division (PSD)	The Postsecondary Statistics Division (PSD) is the organizational unit within the National Center for Education Statistics (NCES) where IPEDS is conducted.	
Postsecondary Teachers	An occupational category in the 2012 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category.	
Predominant calendar system	The method by which an institution structures most of its courses for the academic year.	
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.	
Preservation	Activities associated with maintain library and archival materials for use in their original form or some other usable way. Examples include rebinding, de-acidification, restoration, lamination, materials conservation and digitization.	
Primarily Instruction	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.	
Primary occupational activity	The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows: Executive, administrative, and managerial; Faculty (instruction/research/public service); Graduate assistants; Other professional (support/service); Technical and paraprofessional; Clerical and secretarial; Skilled crafts; and Service/maintenance (see separate definitions). (Term used in the IPEDS HR survey component prior to 2012-13)	
Private for-profit institution	A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.	Private institution Private not-for-profit institution Public institution
Private gifts (Revenues)	Revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution.	
Private gifts, grants and contracts (revenues)	Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.	
Private grants and contracts (Revenues)	Revenues from private (non-governmental) entities that are for specific research projects, other types of programs, or for general institutional operations (if not government appropriations). Examples are research projects, training programs, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses.	
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.	Public institution Private not-for-profit institution Private for-profit institution
Private not-for-profit institution	A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.	Private institution Private for-profit institution Public institution
Production, Transportation, and Material Moving Occupations	An occupational category based on the following two major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Production Occupations (http://www.bls.gov/soc/2010/soc510000.htm) and 2) Transportation and Material Moving Occupations (http://www.bls.gov/soc/2010/soc530000.htm).	
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.	
Program category	A summary of groups of related instructional programs designated by the first 2 digits of its appropriate Classification of Instructional Programs (CIP) code.	
Program Participation Agreement (PPA)	A written agreement between a postsecondary institution and the Secretary of Education. This agreement allows institutions to participate in any of the Title IV student assistance programs other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs. The PPA conditions the initial and continued participation of an eligible institution in any Title IV program upon compliance with the General Provisions regulations, the individual program regulations, and any additional conditions specified in the program participation agreement that the Department of Education requires the institution to meet. Institutions with such an agreement are referred to as Title IV institutions .	
Program specialty	A specific instructional program that can be identified by a 6-digit Classification of Institutional Programs (CIP) Code.	

Program with no formal award	Any formally organized program with stated educational objectives and well-defined completion requirements that does not lead to a formal award.	
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, or other formal award.	
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, diploma, or other formal award. Includes programs resulting in all bachelor's degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.	
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 contact hours to obtain a degree, diploma, certificate, or other formal award.	
Public institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.	Private institution Private not-for-profit institution Private for-profit institution
Public service	A functional expense category that includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. Also includes information technology expenses related to the public service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.	
Public service (expense--GASB aligned form reporters)	A functional expense category that includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. Also includes information technology expenses related to the public service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support). GASB institutions include actual or allocated costs for operation and maintenance of plant and depreciation.	
Public Service staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time carrying out public service activities. (This category includes employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus)). (This category was called Primarily public service prior to 2012-13.)	
Qualified Audit Opinion	An independent auditor's written statement on their audit report that a client's financial statements fairly represent their financial position in accordance with Generally Accepted Accounting Principles (GAAP), EXCEPT for the specified issues.	
Quarter (calendar system)	A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.	
Quasi-endowment funds	Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.	
Race and ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.	
Race/ethnicity	Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: - Hispanic or Latino or - Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White	
Race/ethnicity (old definition)	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: Black, non-Hispanic, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic, White, non-Hispanic.	
Realized capital gains	A capital gain on securities held in a portfolio that has become actual by the sale or other type of surrender of one or many securities.	
Received aid		

	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was NOT actually disbursed to the student.	
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.	
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.	
Required fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.	
Research	A functional expense category that includes expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.	
Research (expense-- GASB aligned form reporters)	A functional expense category that includes expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) GASB institutions include actual or allocated costs for operation and maintenance of plant and depreciation.	
Research Staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of conducting research. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time conducting research. (This category was called Primarily research prior to 2012-13.)	
Reserve Officer Training Corps (ROTC)	Programs designed to augment the service academies in producing leaders and managers for the armed forces. Each branch of the service has a specific set of courses and training that a student must complete prior to becoming a commissioned officer. ROTC programs allow students to do this while completing their college education. Upon graduation members are commissioned (certified) by the President of the United States to serve as an officer in active, reserve or guard components of each branch	
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.	
Resident alien (and other eligible non-citizens)	A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).	Nonresident alien
Respondent burden estimate	The estimated amount of time that it takes to fulfill IPEDS reporting responsibilities, including the time it takes to review instructions, query and search data sources, complete and review the components, and submit the data through the Data Collection System.	
Restricted current funds	Funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. These funds are subject to externally imposed restrictions which are different from the internal designations imposed by the governing board on unrestricted funds.	
Restricted net assets (FASB institutions only)	Assets held by the institution upon which restrictions have been placed by donors. These restrictions may be temporary or permanent. They restrict the institution in its use of the assets and/or the period of time for which the restriction applies.	
Restricted-expendable (net assets)	Net assets of GASB institutions that are expendable but subject to imposed restrictions. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.	
Restricted-nonexpendable (net assets)	Net assets of GASB institutions subject to restrictions that prohibit the expenditure of the net assets in perpetuity. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Permanent endowments are the most common example.	
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.	
Returnables	Materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.	
Revenues	The inflow of resources or other enhancement of net assets (or fund balance) of an institution or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, appropriations, auxiliary enterprises, and contributions and other nonexchange transactions. Revenues are reported net of discounts and allowances (that is, the revenue reported is reduced by the amount of discounts and allowances) for FASB institutions and for GASB institutions that have implemented GASB Statement No. 34.	

Revised cohort	Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.	
Room charges	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.	
Salaries and wages	Amounts paid as compensation for services to all employees - faculty, staff, part-time, full-time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).	
Salary Outlay	Projected annual expenditure for salaries.	
Sales and Related Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Sales and Related Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc410000.htm .	
Sales and services of educational activities (revenues)	Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes.	
Sales and services of hospitals (revenues)	Revenues (net of discounts, allowances, and provisions for uncollectible accounts receivable) generated by hospitals from daily patient, special and other services. Revenues of health clinics that are part of a hospital should be included in this category, unless such clinics are part of the student health services program.	
SAT	Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.	
Scholarships	Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.	
Scholarships and fellowships	Outright grants-in-aid, trainee stipends, tuition and fee waivers, and prizes awarded to students by the institution, including Pell grants. Awards to undergraduate students are most commonly referred to as "scholarships" and those to graduate students as "fellowships." These awards do not require the performance of services while a student (such as teaching) or subsequently as a result of the scholarship or fellowship. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted to a parent of a student because of the parent's faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution.	
Scholarships and fellowships (expenses)	That portion of scholarships and fellowships granted that exceeds the amount applied to institutional charges such as tuition and fees or room and board. The amount reported as expense excludes allowances and discounts. The FASB survey uses the term "net grants in aid to students" rather than "scholarships and fellowships."	
Schools of art, music, and design (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Art, Music, and Design award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.	Carnegie Classification Specialized institutions (Carnegie)
Schools of business and management (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Business and Management award most of their bachelor's or graduate degrees in business or business-related programs .	Carnegie Classification Specialized institutions (Carnegie)
Schools of engineering and technology (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Engineering and Technology award most of their bachelor's or graduate degrees in technical fields of study.	Carnegie Classification Specialized institutions (Carnegie)
Schools of law (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching Schools of Law award most of their degrees in law.	Carnegie Classification Specialized institutions (Carnegie)
Sector	One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private not-for-profit, and private for-profit. Level categories are 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year. For example: Public, 4-year is one of the institution sectors.	
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.	
Serial back-files	Previous issues of serial titles that libraries buy back (such as back issues of magazines).	
Serial subscriptions	Publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.	
Serial titles	Titles of serials collected.	
Service Occupations	An occupational category based on the following five major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Healthcare Support Occupations (http://www.bls.gov/soc/2010/soc310000.htm); 2) Protective Service Occupations (http://www.bls.gov/soc/2010/soc330000.htm); 3) Food Preparation and Serving Related Occupations (http://www.bls.gov/soc/2010/soc350000.htm); 4) Building and Grounds Cleaning and Maintenance Occupations (http://www.bls.gov/soc/2010/soc370000.htm); and 5) Personal Care and Service Occupations (http://www.bls.gov/soc/2010/soc390000.htm).	

Service/maintenance	A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants. (Term used in the IPEDS HR survey component prior to 2012-13)	
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).	
Shared library	A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.	
Skilled crafts	A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs . Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers. (Term used in the IPEDS HR survey component prior to 2012-13)	
Special admissions tests	Tests prepared by or for a particular institution, or state (for some state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.	
Specialized accreditation	Specialized accreditation normally applies to the evaluation of programs , departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.	Accrediting agencies Accrediting bodies
Specialized institutions (Carnegie)	These institutions offer degrees ranging from the bachelor's to the doctor's, and typically award a majority of degrees in a single field or combination of related fields.	Theological seminaries and other specialized faith-related institutions (Carnegie) Medical schools and medical centers (Carnegie) Other separate health profession schools (Carnegie) Schools of engineering and technology (Carnegie) Schools of business and management (Carnegie) Schools of art, music, and design (Carnegie) Schools of law (Carnegie) Teachers colleges (Carnegie) Other specialized institutions (Carnegie)
Stafford Loans	(Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational or academic undergraduate, graduate, and first-professional students at eligible postsecondary institutions.	
Standardized admissions tests	Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT.	

State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student Financial Aid data)	
State and local government grants and contracts (revenues)	Revenues from state and local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state or local government grant or contract.	
State and local grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting Finance data for private for-profit institutions)	
State government grants and contracts (revenues)	Revenues from state Government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state government grant or contract.	
State grants (revenues)	A sum of money or property bestowed on a postsecondary institution by a state government.	
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.	
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.	
Status date	In the collection of Graduation Rates data, institutions report on the status of the students in their cohort as of August 31 of the reporting year.	
Status indicators	Used in the IPEDS data collection system to identify progress toward satisfying reporting (compliance) requirements. The survey status indicators are as follows: <ul style="list-style-type: none"> • Not Applicable - The institution is not required to complete the component because the content is not relevant to the institution. • NO DATA - Screening questions have not been answered. Responses to all screening questions are required before data collection pages will be generated. • No Data - No data provided. • Has Data - Data have been entered. "Perform Edits" must be run to determine if data are clean. • Edited - Edits have been run; institutions should go to the edit report to resolve edit errors. • Clean - All edit errors have been resolved; data are clean; proceed to Lock. • Locked - Data have been successfully submitted. Final lock must still be applied. • Complete - All locks have been applied. 	
Stop out	A student who left the institution and returned at a later date.	
Student activities	Programs designed to support and complement the institution's academic mission and enhance the educational experience of students, individually and through student groups. Includes exposure to and participation in social, cultural, recreational, intellectual, and governance activities.	
Student and Academic Affairs and Other Education Services Occupations	An occupational category based on the following three minor groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Pre-school, Primary, Secondary, and Special Education School Teachers (http://www.bls.gov/soc/2010/soc250000.htm#25-2000); 2) Other Teachers and Instructors (http://www.bls.gov/soc/2010/soc250000.htm#25-3000); and 3) Other Education, Training, and Library Occupations (http://www.bls.gov/soc/2010/soc250000.htm#25-9000).	
Student counts	The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution.	
Student Financial Aid (SFA)	This annual component of IPEDS began with a pilot test in 1999, and collected both institution price and student financial aid data. The 2000-01 data collection included questions regarding the total number of full-time first-time degree/certificate-students receiving financial assistance for the previous year, the number of those students who received financial assistance by type of aid, and, for aid recipients, the average amounts. The tuition and other price items are now part of the Institutional Characteristics (IC) component; the student financial aid questions remain part of SFA.	
Student Right-to-Know Act	Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.	
Student services	A functional expense category that includes expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self-supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.	
Student services (expense -- GASB aligned form reporters)		

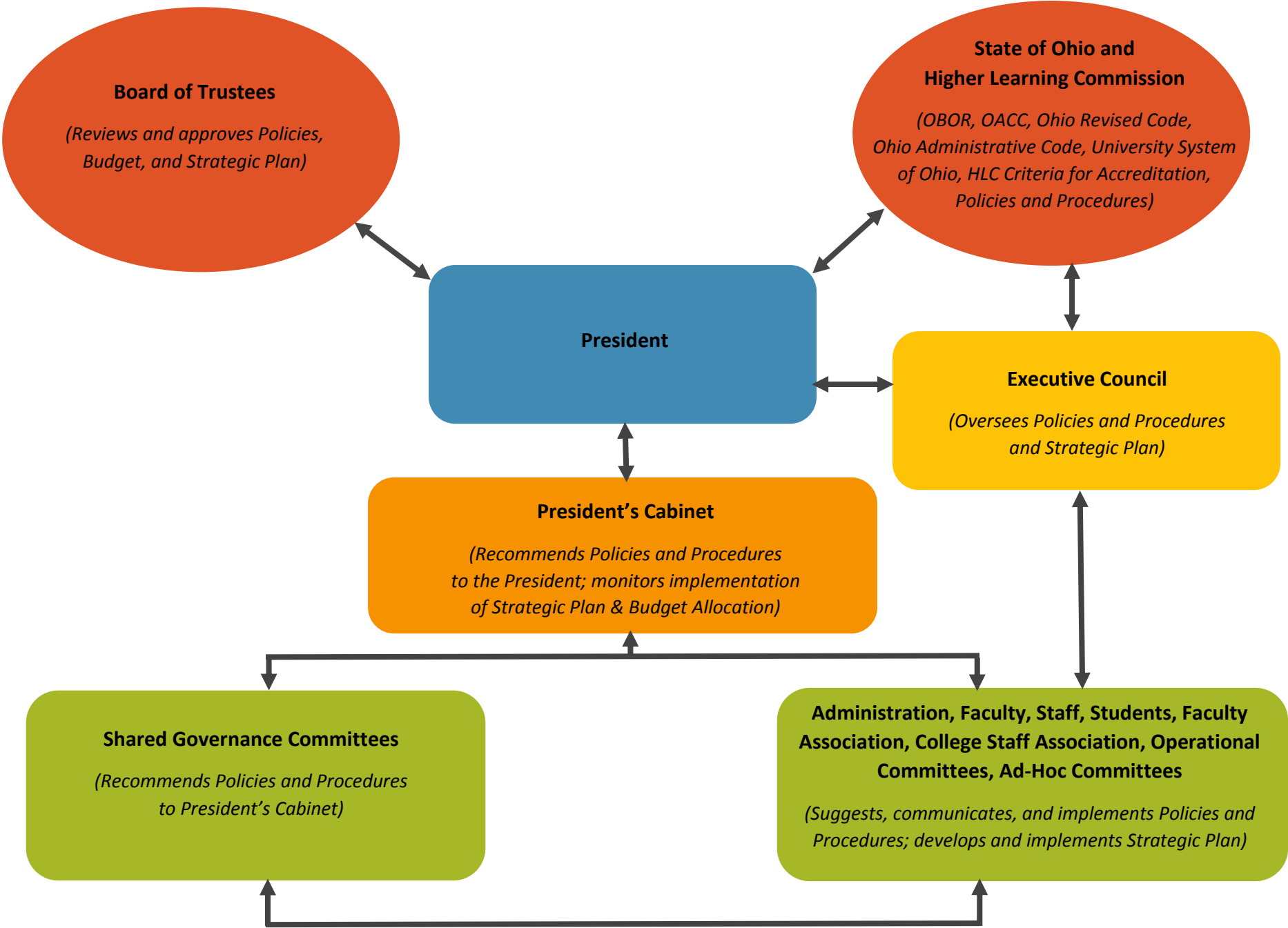
	<p>A functional expense category that includes expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students emotional and physical well - being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self - supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) GASB institutions include actual or allocated costs for operation and maintenance of plant and depreciation.</p>	
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are excluded from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>	
Study abroad	<p>Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.</p>	
Subcohort	<p>A predefined subset of the initial cohort or the revised cohort established for tracking purposes on the Graduation Rates (GR) component of IPEDS. (e.g., bachelor's degree-seeking subcohort.)</p>	
Summer session	<p>A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.</p>	
Survey status	<p>A designation used by survey operations personnel to identify the progress made on the various IPEDS components by institutional respondents.</p>	Status indicators
System	<p>An organization of two or more institutions of higher education under the control or supervision of a common administrative governing body. Governing bodies generally have the power to act in their own name, to hire and fire personnel, enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered a system office.</p>	
Teacher certification program	<p>A program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.</p>	
Teachers colleges (Carnegie)	<p>An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Teachers Colleges award most of their bachelor's or graduate degrees in education or education-related fields.</p>	<p>Carnegie Classification</p> <p>Specialized institutions (Carnegie)</p>
Technical and paraprofessional	<p>A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides. (Term used in the IPEDS HR survey component prior to 2012-13)</p>	
Temporarily restricted	<p>Net assets of FASB institutions whose use by the institution has been limited by donor specification as to use or the time when use may occur (such as a later period of time or after specified events have occurred).</p>	
Tenure	<p>Status of a personnel position with respect to permanence of the position.</p>	
Tenure track	<p>Personnel positions that lead to consideration for tenure.</p>	
Term endowment funds	<p>Funds for which the donor has stipulated that the principal may be expended after a stated period or on the occurrence of a certain event.</p>	
Test of English as a Foreign Language (TOEFL)	<p>The standardized test designed to determine an applicant's ability to benefit from instruction in English.</p>	
Theological seminaries and other specialized faith-related institutions (Carnegie)	<p>An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Theological seminaries and other specialized faith-related institutions primarily offer religious instruction or train members of the clergy.</p>	<p>Carnegie Classification</p> <p>Specialized institutions (Carnegie)</p>
Title	<p>Use the ANSI/NISO Z39.7-2004 definition for title as follows: The designation of a separate bibliographic whole, whether issued in one or several parts. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title.</p>	

Title IV aid	Title IV aid to students includes grant aid, work study aid, and loan aid. These include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan.	
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).	Program Participation Agreement (PPA)
Transcript	An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.	
Transfer of credit	The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution.	
Transfer of Entitlement Option	A program through which any unused Post 9/11 GI Bill may be transferred to a spouse or dependent(s) as long as servicemembers or veterans meet the additional Department of Veterans Affairs's criteria. Only Department of Defense (DoD) can approve transfer of benefits requests.	
Transfer-in student	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the institution the prior summer term. The student may transfer with or without credit.	
Transfer-out rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.	
Transfer-out student	A student that leaves the reporting institution and enrolls at another institution.	
Transfer-preparatory program	A program designed specifically to provide a student with the basic knowledge needed to transfer into a higher level program. For example, this may be the first 2 years of a baccalaureate level program for which the institution does not offer an award, or 2 years of undergraduate study needed for entrance into a first-professional program, or 1 or more years of undergraduate study needed for entrance into health services fields.	
Transfer-ready students	A student who has successfully completed a transfer-preparatory program.	
Transfers from the endowment fund to the current fund	The amount of the capital gains on the endowment fund that is allocated to be spent for current fund activities.	
Tribal Colleges and Universities (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Tribal Colleges and Universities, with few exceptions, are tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.	Carnegie Classification
Trimester (calendar system)	An academic year consisting of 3 terms of about 15 weeks each.	
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.	
Tuition and fees (published charges)	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.	
Tuition guarantee	A program where the institution guarantees, to entering first-time students, that tuition will not increase for the years they are enrolled. These guarantees are generally time-bound for four or five years.	Entering students (undergraduate) First-time student (undergraduate)
Tuition payment plan	A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.	
Tuition plan (restricted)	Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed. Term used prior to 2011-12 in the Human Resources component.	
Two-year institution	A postsecondary institution that offers programs of at least 2 but less than 4 years duration. Includes occupational and vocational schools with programs of at least 1800 hours and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.	
Unclassified student	A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.	Transfer-in student
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.	
Unduplicated count	The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.	
Unexpended plant fund balances	Unexpended resources in the plant fund derived from various sources to finance the acquisition of long-lived plant assets and their associated liabilities.	
UnitID		

	Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS). Also referred to as UNITID or IPEDS ID.	
Unqualified Audit Opinion	An independent auditor's written statement on their audit report that a client's financial statements fairly represent their financial position in accordance with Generally Accepted Accounting Principles (GAAP).	
Unrestricted current funds	All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.	
Unrestricted net assets	The net assets of both FASB and GASB institutions that do not fit the definition of other categories of net assets. These are net assets held by the institution upon which no restrictions have been placed by the donor or other party external to the institution.	
User ID	A series of numbers possibly with an alpha prefix that is created for a specific user to be able to access a system. Each user is required to have a UserID and a password in order to access the Integrated Postsecondary Education Data System (IPEDS) data collection system for security purposes.	
Variable	A fundamental unit of data contained in a file which is given a unique label.	
Vested retirement plan	One in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.	
Veterans Administration (VA) Education Benefits	Those benefits available to military personnel and their families for financial assistance at approved postsecondary education institutions. There can be three types of beneficiaries: Surviving spouses and children; Discharged veterans; and Active military personnel in special programs.	
Virtual reference service	Services provided by email or the Web and includes information and referral services that take less than 20 minutes of staff person's time.	
Volume	Use the ANSI/NISO Z39.7-2013 definition for volume, which is as follows: A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Include print photographs, duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.	
Weekend/evening college	A program that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.	
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
White, non-Hispanic (old definition)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).	
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.	



Stark State College Shared Governance Model



Shared Governance Communication Flow Chart

