

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-18-00

Effective: 02/01/1975
Revised: 06/01/2013
Revised: 03/02/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/03/2019
Revised 05/29/2020

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Revised: 06/01/2013
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Effective:10/15/2009
Revised: 05/21/2014
Revised: 02/28/2015
Revised: 08/29/2016
Revised: 06/05/2017
Revised: 06/04/2018
Revised: 06/03/2019

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 two courses where proficiency was not achieved through their high school course of study and are required to successfully complete the course(s) before being granted permission to take additional courses.

		ACT	SAT Evidence-Based Reading and Writing
English	Accuplacer (Writeplacer) 2	11	360
	Next Generation 219		
Reading	or Reading Comprehension 28	11	360

- (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.
 - (4) **College Credit Plus.** Students can graduate from college earlier by earning college and high school credit at the same time. The credits earned can be used to complete an associate of arts, associate of science, associate of applied science, or associate of applied business degree at SSC, which can then transfer to any Ohio public university towards a bachelor's degree. SSC follows all policies set forth by the Ohio Department of Higher Education (ODHE).
 - (5) **Timken Early College High School (TECHS).** TECHS is a program designed to offer Canton City high school students the opportunity to earn an associate degree while completing four years of high school.
- (C) **Required Course Placement:** First-time degree or Ohio Department of Higher Education (ODHE) certificate-seeking students are required to complete all developmental courses into which they are placed by Accuplacer, COMPASS, and/or ACT/SAT 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 applicants applying to SSC:

(A) New Student

- (1) The First-Time-to-College Student Admissions Application must be completed and submitted to SSC;
- (2) Submit an official final high school or GED transcript or an original GED with scores. 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;
- (3) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, or GED test scores, provided the scores were earned within the last two years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED scores. The student may elect to take the Accuplacer exam if they have valid ACT, SAT, or scores. The student may retake the Accuplacer exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer or scores, the student may not retest in that subject area.

(B) College Credit Plus or TECHS student

- (1) The student is required to submit the First-Time-to-College Student Admissions Application upon graduating from high school.
- (2) Submit an official final high school or GED transcript or an original GED with scores. 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. College Credit Plus and TECHS students are required to provide the most recent high school or middle school transcript.
- (3) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, or GED test scores, provided the scores were earned within the last two years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED scores. The student may elect to take the Accuplacer exam if they have valid ACT, SAT, or scores. The student may retake the Accuplacer

exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer or scores, the student may not retest in that subject area.

(C) Transfer Student

- (1) An application must be completed and submitted to SSC.
- (2) Less than six (6) completed college-level credit hours,
 - (a) Student must submit an official final high school or GED transcript or an original GED with scores; and official college transcript(s). All transcripts must be from a school accredited by one of the regional accrediting organizations or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).- 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.
 - (b) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, or GED test scores, provided the scores were earned within the last two years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED scores. The student may elect to take the Accuplacer exam if they have valid ACT, SAT, or S scores. The student may retake the Accuplacer exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer or S scores, the student may not retest in that subject area.
- (3) Associate degree or completion of six (6) college-level credit hours that are applicable toward a Title IV-degree or certificate offered by Stark State College,
 - (a) Student must submit an official college transcript(s). All transcripts must be from a school accredited by one of the regional accrediting organizations or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).-

- (b) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, or GED test scores, provided the scores were earned within the last two years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED scores. The student may elect to take the Accuplacer exam if they have valid ACT, SAT, or scores. The student may retake the Accuplacer exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer or scores, the student may not retest in that subject area.

- (D) Guest and/or Transient Student
 - (1) A Guest-Transient Student Application must be completed and submitted to SSC.
 - (a) If applicable, Guest Student must submit proof of pre-requisite, such as official college transcript or prior learning assessment (Policy No. 3357:15-13-25).
 - (b) Transient Student must submit a transient letter from home institution, official college transcript, or SSC transient permission form.

- (E) Apprenticeship
 - (1) Ohio-recognized apprenticeship—the student must complete the Transient/Guest application. The student will work with the college apprenticeship representative to obtain the necessary documentation needed for the individual apprenticeship.
 - (2) Employer defined—the student must submit the appropriate SSC admission application and follow the steps relating to that application.

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

- (G) Finalizing the Admission Process. 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.

- (H) Matriculation. Upon registration, the student is matriculated into SSC.

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NON-CREDENTIAL-SEEKING CITIZENS 60 AND OLDER

Policy No. 3357:15-18-04

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Effective: 10/15/2009

Revised: 02/28/2015

Revised: 07/14/2016

POLICY:

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.

PROCEDURE:

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.

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FINANCIAL AID

Policy No. 3357:15-18-06

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Effective: 10/09/2009

Revised: 05/23/2003

Revised: 06/22/2007

Revised: 10/15/2009

Revised: 02/28/2015

Revised: 07/14/2016

POLICY:

The purpose of financial aid is to provide access to higher education through comprehensive services in support of student success:

- to provide high quality, efficient, and courteous services to the college community;
- to assist students with self-sufficiency by promoting the use of *mystarkstate* for general information and self-service;
- to keep abreast of changes in federal, state, and institutional policies and procedures;
- to meet Ohio Department of Higher Education and U.S. Department of Education reporting deadlines;
- to provide data to administration, faculty, staff, and students to assist with minimizing student violations of academic progress; and
- to provide appropriate information to the College community to allow for future interventions regarding student loan defaulters.

PROCEDURE:

Students may obtain financial aid policies and procedures at the Gateway Student Services Center and at www.starkstate.edu/finaid.

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STANDARDS OF ACADEMIC PROGRESS

Policy No. 3357:15-18-07

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Effective: 03/24/2011

Revised: 05/17/2012

Revised: 02/28/2015

Revised: 07/14/2016

Revised: 11/23/2017

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 and grade point average (GPA) as defined below. Students who do not meet these requirements will be disqualified from future federal financial aid.

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 Department of Higher Education (ODHE) approved degree or certificate. All students are subject to the evaluation of standards of academic progress

- (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 and developmental coursework.

 - (3) Completion of an ODHE-approved degree or certificate within the required number of credit hours as listed in the College catalog for the associate or certificate degree, multiplied by 150 percent as determined by Gateway Student Services. This measure will include all accepted transfer credit hours and up to 30 attempted credit hours of required developmental coursework. If a student changes his or her major or is seeking a second degree, the percentage of completion does not start at zero percent.

- (4) Successful financial aid grade completions are: A, AH, B, BH, C, UC, D, UD, CR
 - (5) Unsuccessful financial aid grade completions are: F, W, IN, NC;
 - (6) Repeated coursework (see Policy 3357:15-13-08) will count toward the number of attempted hours for completion purposes, but only the highest grade will be used in the calculation of the student's grade point average.
 - (7) All students are limited to 30 credit hours of developmental coursework. Grades are assigned to developmental coursework and will be counted both in the qualitative and quantitative measures.
- (C) Failure to meet these measurements will result in the loss of federal financial aid.

PROCEDURE:

(A) Monitoring Progress:

- (1) At the end of each term attended, a student's academic progress will be evaluated based upon the standards listed above, regardless of whether the student is currently or has not received federal aid in the past. If he or she fails to meet any of the above requirements, he or she will receive a notification letter from the College.
- (2) 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.

- (3) 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.

(B) Appeal Process:

- (1) If a student has unusual or mitigating circumstances, that prevented a student from completing the credit hours or GPA requirements, he or she may submit an appeal requesting to continue to receive federal financial aid. Mitigating circumstances must be documented, and approved by the Financial Aid Appeals Committee. The committee will evaluate whether the circumstances prevented the student from completing the SAP requirements and determine that the student will be successful in future terms. The appeal must be submitted within 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.
- (2) 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 successfully complete all registered courses and achieve a 2.0 grade point average. After one semester, if the student meets 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.

(C) Appeal Procedure:

- (1) Step One: A student must complete the Standards of Academic Progress Appeal form and submit it to Gateway Student Services 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.
- (2) Step Two: The Financial Aid Appeals Committee comprised of a financial aid representative, academic affairs representative, and student services representative, will review the appeal and render a decision.
- (3) Step Three: A student will receive the written decision of the Financial Aid Appeals Committee within ten business days of the committee meeting. The decision of the Financial Aid Appeals 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.

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FEES

Policy No. 3357:15-18-09

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Effective: 10/15/2009

Revised: 02/28/2015

Revised: 03/01/2016

Revised: 06/05/2017

Revised: 06/04/2018

Revised: 04/01/2019

POLICY:

Stark State College is financially assisted by the Ohio Department of Higher Education and the State Department of Education. Students are responsible for charges associated with class tuition and fees. The first day of the semester is defined as the official starting date of the semester or portion of the semester.

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.
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 located on the Stark State College website, under Tuition and Fees.
 - 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. Prior Learning Assessment (PLA) Portfolio Fee – A fee is assessed for each PLA Portfolio under the provisions of rule 3357:15-13-25.
 - e. Parking Fine – A fine will be levied for parking and traffic violations.
 - f. Maintenance and Campus Security Fee – This fee helps cover the costs of maintaining the College's buildings, grounds, and security.
 - g. Online Fee – The online fee helps cover the cost of the College's Learning Management System, hosting services, and course design and development.

- h. 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.
 - i. 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.
 - j. 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.
 - k. 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.
 - l. 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.
 - m. 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.
 - n. Welding Fee – The welding fee supplements the purchase of equipment, consumables, and supplies for welding instruction. Fees may vary by course.
 - o. 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.
 - p. 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.
 - q. Law Enforcement Academy Fee – The Law Enforcement Academy fee covers expenses for delivering academy courses.
 - r. 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.
 - s. Physical Therapist Assistant Fee – The physical therapist assistant fee covers the cost of licensure preparation for credentialing exams.
 - t. Surgical Technology Fee – The surgical technology fee covers a membership to the Association of Surgical Technology, a certification study guide, and cost of the certification exam.
6. Refunds. Students who wish to drop/withdraw from classes 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, 10-week, and 8-week semester classes are subject to refund to students who officially drop/withdraw for valid reasons at the following rates:
 - (1) Before the eighth calendar day (excluding holidays and emergency closings) of the semester – 100 percent refund
 - (2) On the eighth through the fourteenth calendar day (excluding holidays and emergency closings) of the semester – 50 percent refund
 - (3) On the fifteenth calendar day (excluding holidays and emergency closings) of the semester and beyond – no refund
 - c. Instructional fees, general fees, and tuition surcharge fees paid for 5-week semester classes are subject to refund to students who officially drop/withdraw for valid reasons at the following rates:
 - (1) Before the eighth calendar day (excluding holidays and emergency closings) of the semester – 100 percent refund
 - (2) On the eighth calendar day (excluding holidays and emergency closings) of the semester and beyond – no refund
 - d. 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 agency funding 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.
 - (2) Each student is required to pay all debts as scheduled.
 - (3) Any student not meeting this repayment schedule is notified that their entire balance on fees is due. If the student cannot pay their fees, they are removed from the class lists.

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STUDENT RECRUITMENT AND MARKETING Effective: 10/15/2009
Policy No. 3357:15-18-10 Revised: 02/28/2015
Page 1 of 1 Revised: 04/17/2016

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.

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INTERNATIONAL STUDENT ADMISSIONS

Effective: 07/14/2016

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.

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NONPAYMENT DROP
Policy No. 3357:15-18-12
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Effective: 06/05/2017

POLICY:

All students are required to pay their tuition and fees by the College's scheduled payment date each semester; please refer to the Fees policy (3357:15-18-09). If a student is dropped for nonpayment, the student must seek the approval of the instructor prior to readmission into the course.

PROCEDURE:

- A. A student may request readmission to each course at the discretion of the instructor(s).
- B. If a student is dropped for nonpayment and has the means to pay the account balance in full, the student must obtain the instructor's signature on the Registration Schedule Change Form and take it to the Gateway Student Services Center for processing. A student has a maximum of ten (10) calendar days to process this form. To accommodate any students in online and satellite courses, the instructor may provide approval to the student via email.
- C. Once a student is readmitted, the student must submit full payment to the Cashiers' window.