



## 2020-21 STUDENT HANDBOOK

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### **Mission:**

Stark State College positively impacts the life of each student and our communities by providing access to high-quality, relevant, and affordable education.

### **Vision:**

Stark State College aspires to be Ohio's leading community college in fostering student success and community prosperity through innovation, responsiveness, and partnerships.

# STARK STATE COLLEGE STUDENT HANDBOOK\*

*\*To view the College's complete policies and procedures, visit [www.starkstate.edu/policies](http://www.starkstate.edu/policies). For the most up-to-date office locations, please visit [www.starkstate.edu](http://www.starkstate.edu) or call 330-494-6170.*

## RESOURCES FOR ACADEMIC AND CAREER SUCCESS

We know success is the goal of each student attending Stark State College, and every faculty and staff member at the College is dedicated to helping you achieve it. Take advantage of these resources to help you achieve your goals and dreams.

### ACADEMIC ADVISING

As you begin your SSC educational journey, you'll be supported by a Gateway advisor who will help you establish your career goal and select the right courses for you to accomplish it. Your Gateway advisor will stay with you through your initial 15 college credit hours, and then help you transition to your faculty advisor. Your faculty advisor will help ensure you're taking the right courses to complete your program of study and also will be your success champion as you progress to completion of your degree or certificate. Your advisors will work together to be your go-to team and help you navigate Stark State College to realize your goals.

You can find the name of your Gateway advisor and faculty advisor in your student portal, *mystarkstate*. Once in *mystarkstate*, click the MyStuff tab, scroll to the Academic Profile option and select the current term from the drop-down menu. Your information will include the names of your Gateway advisor and faculty advisor.

### CAREER COMMUNITIES

Stark State's 10 career communities help you look at clusters of occupations that align with your interests, skills, goals and career plans. Whether you have your sights set on a specific career pathway or are exploring your options, it's a simpler way to find your career calling among the more than 230 degrees and certificates Stark State offers. You can select a certificate or associate degree in a career community or explore your passion by choosing an exploratory major within a career community.

If you aren't sure exactly what you want to study or what degree you want to pursue, selecting an exploratory major will help with structured exploration while reducing taking unnecessary credits. Your Gateway advisor and Career Services specialist are here to help you get to a career decision and completion of your program of study so you can begin your dream career and job!

### NEW STUDENT ORIENTATION

Each semester the College provides an orientation program to help new students understand and adjust to college policies, services, faculty and programs. Admitted students are notified of the date and time of orientation. Information also is posted at [www.starkstate.edu/orientation](http://www.starkstate.edu/orientation).

## **GATEWAY STUDENT SERVICES**

The College participates in a variety of federal and state aid programs to help meet your financial needs. These programs include grant assistance, work-study, scholarships and student loans. To apply for financial aid, go to [www.starkstate.edu/finaid](http://www.starkstate.edu/finaid) or contact Gateway Student Services for a Financial Aid Guide. Additional guidelines about student financial aid are available on the Web or from Gateway Student Services. **Main M102; Akron A102**

## **STUDENT ID CARDS**

A student identification card will be mailed to you when you're accepted as a student at the College. This card also serves as your library card. You are expected to carry your ID card at all times. Loss or theft of an ID card should be reported to Gateway Student Services.

## **STUDENT PHOTO ID**

You may request a Stark State photo ID from the Gateway Student Services.

## **STUDENT ASSESSMENT**

Incoming students may be required to take an assessment test prior to registering to be placed properly in College courses. Stark State students can expect to participate regularly in a variety of assessment activities in the classroom. These are designed to evaluate both student learning and the effectiveness of the educational services we provide. Through our mission, vision and core values, the College emphasizes a culture of quality instruction and student success. The core values serve to emphasize our commitment to our students, to learning, to shared responsibility and to the continuous improvement of the education we offer. Assessment of student learning provides the College with the tools to help you achieve your educational goals.

## **SECURITY**

In the event of an emergency on campus, security can be contacted directly by dialing 330-704-2582 or by dialing ext. 4911 from a College office phone. Emergency phones are located throughout campus. These phones are to be used for police, fire and emergency only. For a list of crime statistics and other security-related information, refer to [www.starkstate.edu/security](http://www.starkstate.edu/security) or stop by the Security Office.

	<b>Emergency:</b>	<b>Non-Emergency:</b>
Akron at Perkins	330-312-2526	330-494-6170 ext. 4632
Barberton Satellite	no direct dial	330-494-6170 ext. 4741
Downtown Canton Satellite	330-704-2522	330-494-6170 ext. 4976
Main (North Canton)	330-704-2582	330-494-6170 ext. 4367

## **PARKING**

The College requires parking permits for students, faculty and staff who park on campus. Parking regulations are closely monitored by campus security. Special spaces are available for disabled students with valid stickers. Parking details, along with a campus parking guide, can be found at [www.starkstate.edu/parking](http://www.starkstate.edu/parking) or in the Campus Security Office.

## **CANCELLATION OF SCHOOL**

If the College closes for weather or other reasons, Stark State College provides announcements on the College website at [www.starkstate.edu](http://www.starkstate.edu), via a message on the College phone system at 330-494-6170, and through announcements on local radio and television stations and their websites, including Channel 3, Channel 5 and The Canton Repository website. You also will receive email notice via your starkstate.net address and optional text messaging. To sign up for alerts via text, voicemail and/or personal email, go to [www.getrave.com](http://www.getrave.com) or the Rave link on *mystarkstate*.

## **ACADEMIC OUTREACH AND SATELLITES/OFFSITE LOCATIONS**

The College is committed to serve students of all ages where they live and work by providing access to transferable higher education at our satellite centers. The College has locations in Akron, Alliance, Barberton and Downtown Canton. Each location offers students the same convenience, affordability, quality faculty and individualized attention as our main campus.

## **PRACTICES FOR AFFIRMATIVE ACTION**

The College will recruit all students without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

The College will administer its financial aid program without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

Counseling and guidance will be offered to all students without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

Student social and recreational programs will be administered without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

## **CIVIL RIGHTS COMPLIANCE COORDINATOR**

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. The Dean of Student Success acts as the Coordinator of Civil Rights Compliance. All inquiries should be directed to Dr. Fedearia A. Nicholson-Sweval at 330-494-6170 ext. 4677.

## ACADEMIC SUPPORT

### COMPUTER BASICS WORKSHOPS

These free and unlimited workshops, available to all students, offer help in using the computer. You can learn essential skills such as how to

- navigate the computer, including *mystarkstate* and Blackboard
- send an email
- save files.

330-494-6170 ext. 4977 // [llee@starkstate.edu](mailto:llee@starkstate.edu)  
main campus: K205

### DIGITAL LIBRARY

Providing quality resources and professional library information services to help with your research and learning, the digital library can help you with

- one-on-one assistance for online research
- live online reference help
- access to 24/7 resources at <http://libguides.starkstate.edu/library>

330-494-6170 ext. 4141 // 330-267-9272  
main campus: B123

For students looking for a more traditional library experience, the Digital Library partners with the Kent State University at Stark Library, commonly known as the Learning Resource Center. The Learning Resource Center is located east of the main student parking lot and serves both Stark State College and the Kent State University at Stark Campus. For current hours, visit <http://www.kent.edu/stark/library> or call 330-244-3330 for library information.

### FIRST-YEAR EXPERIENCE PROGRAM

Your first-year experience provides new students with academic, career and social support, both inside and outside the classroom, resulting in successful completion of your academic and career goals. FYE components for student success include

- New student orientation
- Jump Start
- First-Year seminar course (SSC101)
- Welcome and engagement
- The Common Read

### eSTARKSTATE (Blackboard)

Online learning at Stark State is an exciting addition to the world of education, providing anywhere, anytime access to course materials. Most of Stark State's classes have some type of Web enhancement or Web delivery, and several full majors are available online. eStarkState makes your learning even more accessible and interesting. For more details visit [www.starkstate.edu/estarkstate](http://www.starkstate.edu/estarkstate).

3330-494-6170 ext. 4973 // [lmorosko@starkstate.edu](mailto:lmorosko@starkstate.edu)  
Help with current online classes: [helpdesk@starkstate.edu](mailto:helpdesk@starkstate.edu)

## **STUDENT SUCCESS WORKSHOPS**

Student success workshops are offered both fall and spring semesters and are designed to help students both inside and outside of the classroom.

Topics include

- how to be an effective student
- managing stress and anxiety
- getting involved in student life
- how to select a research topic
- and more.

## **THE TESTING CENTER**

The Testing Center offers both computer-based and pencil-and-paper testing for specific courses. Some courses require students to take computer-based tests in the Testing Center during a timeframe of usually three to four days. This service provides more instructional time in class, as well as an opportunity for students to become familiar with this technology. This arrangement is an advantage, since many licensure exams are now computer-based.

330-494-6170 ext. 4500 // [testcenter@starkstate.edu](mailto:testcenter@starkstate.edu)

main campus: C107 // SSC Akron A012 (math testing center - Akron only) A111

## **TUTORING**

The Tutoring Center helps you meet your academic goals by providing a collection of educational services in a comfortable setting. Tutoring is available each semester. An updated tutoring schedule may be found on *mystarkstate* under the “Academic Support” tab, as well as outside the Tutoring Center. Faculty and student tutors are available at scheduled times by subject. Appointments are needed for Friday tutoring sessions only. There is no charge to use the Tutoring Center. Here’s where to find help

- Information technology and engineering technologies tutoring
  - main campus: C106
- Math Learning Center
  - main campus: E214
  - SSC Akron: A108
- Science Learning Center
  - main campus: H200
  - SSC Akron: A204/205
- Writing Center tutoring
  - main campus: G200
  - SSC Akron: A010
  - <https://stark.mywconline.com/>

## **PERSONAL SUPPORT**

### **DISABILITY SUPPORT SERVICES**

Stark State College provides equal access to educational programs and services for all qualified students with disabilities. The Disability Support Services staff assists students by providing academic support services and accommodations, academic advising, admissions and financial aid assistance and career guidance. The College's Disability Support Services Office coordinates various services with academic and non-academic offices and serves as a liaison between the College community and state/local agencies. Students are required to provide documentation of their disability, such as psychological, medical or school evaluations, to help the department provide appropriate academic accommodations and support services.

Main campus: 330-494-6170 ext. 4970 // B104

SSC Akron: 330-494-6170 ext. 5722 // A102k

[disabiltyservices@starkstate.edu](mailto:disabiltyservices@starkstate.edu)

### **INTERFAITH CAMPUS MINISTRY**

This office serves the spiritual needs of students, promoting acceptance of diverse faiths, traditions and cultures so that people can explore and grow their beliefs.

330-494-6170 ext. 4264 // [interfaith@starkstate.edu](mailto:interfaith@starkstate.edu)

main campus: B230k

### **INTERFAITH CAMPUS PRESCHOOL AND CHILD CARE CENTER**

The Interfaith Campus Preschool and Child Center is operated by Interfaith Campus Ministry for students, faculty and staff of Stark State College and the community. The center is located at the John Knox Presbyterian Church, 5155 Eastlake NW, across the street from main campus.

Children may be enrolled by the semester. For child care registration, hours of operation, rates and more information, call 330-499-0909.

### **MILITARY SERVICES**

The Military Services department provides comprehensive enrollment and educational services to active duty military members, veterans and their dependents. These services include admissions, financial aid, career and academic advising support, as well as assistance with applying for VA educational benefits.

main campus: 330-494-6170 ext. 4939 // B104

SSC Akron: 330-494-6170 ext. 5722 // A102k

[militaryservices@starkstate.edu](mailto:militaryservices@starkstate.edu)

### **STUDENT DIVERSITY**

Ethnically and culturally diverse students will find support, including academic advising, mentoring, tutoring, English as a second language help, referrals to resources and more. SSC cultivates a campus environment that values diverse ideas, backgrounds and talents.

main campus: B232

## **STUDENT SUPPORT OFFICE**

Offering counseling and intervention services, you'll get help defining and achieving your personal, social and educational goals. You'll find individual counseling, workshops, outreach services, support groups and referrals.

main campus: 330-494-6170 ext. 4219 // [eschehl@starkstate.edu](mailto:eschehl@starkstate.edu) // B230g

SSC Akron: 330-494-6170 ext. 5387 // [cgriffin@starkstate.edu](mailto:cgriffin@starkstate.edu) // A113d

## **SOCIAL PROGRAMS**

### **STUDENT LIFE AND RECREATION**

SSC offers many social, educational and recreational opportunities. You can join fellow students in pursuing an interest or talent, or just having fun.

330-494-6170 ext. 4237 // [sbrooks@starkstate.edu](mailto:sbrooks@starkstate.edu)

### **STUDENT ORGANIZATIONS**

Stark State offers more than 50 student organizations where you can network with others who share your interests from academic to social!

[starkstate.edu/student-organizations](http://starkstate.edu/student-organizations)

### **PHI THETA KAPPA HONOR SOCIETY**

Phi Theta Kappa (ΦΘΚ) is an international honor society for two-year colleges and is similar in structure and operation to Phi Beta Kappa at four-year institutions. ΦΘΚ provides its members with opportunities in the areas of scholarship, leadership, service and fellowship. The society has more than 3.5 million members and more than 1,300 chapters worldwide. The Beta Gamma Epsilon chapter of Phi Theta Kappa was established at Stark State College in 1996. To qualify for membership, you must have a cumulative GPA of 3.50 or higher in at least 12 hours of degree-related courses. To continue membership, you must maintain a cumulative GPA of 3.2. Students who qualify receive a letter of invitation during the fall, spring or summer semester. For more information, call the Office of Student Life and Recreation at 330-494-6170 ext. 4237.

### **PSI BETA PSYCHOLOGY HONORS CHAPTER**

Psi Beta Psychology Honor Society is a sister organization of Psi Chi and is designed to serve students at the community college level. The purpose of the Stark State College chapter of Psi Beta is to serve as a means of national recognition of the student's early interest in and dedication to the field of psychology and to scholastic achievement, to provide opportunities to become acquainted with and involved with the larger field of psychology, to provide a forum for developing one's perspective about psychology and to build a sense of community and identity with others in the field. Additional goals include enhancing leadership skills and encouraging research; providing greater opportunity for student/faculty interaction outside the classroom, and benefiting the campus and community through programs and services. Members have earned an overall cumulative grade point average of at least 3.25, including all transfer credits, have completed at least one introductory psychology course and 12 semester hours total college credit and have achieved a minimum 3.5 grade point average in core psychology courses. Finally, members must maintain high standards of personal behavior and integrity and receive a 3/4 affirmative vote of the membership attending a regular chapter meeting. For more information, call 330-494-6170 ext. 4623.



## **MU ALPHA THETA MATHEMATICS HONOR SOCIETY**

Mu Alpha Theta is the national mathematics honor society for two-year colleges dedicated to inspiring keen interest and developing strong scholarship in mathematics. The society rewards outstanding extracurricular achievement and has more than 105,000 members nationwide. The chapter promotes leadership skills, research and the enjoyment of mathematics and hosts an annual award ceremony where outstanding achievements in and out of the classroom are recognized. The Stark State chapter also networks with other clubs and participates in regional, state and national competitions. To be eligible for membership, you must have had at least one mathematics course at or above the precalculus/(college algebra and trigonometry) level and at least a 3.0 GPA overall in all college mathematics courses at or above the precalculus/(college algebra and trigonometry) level. For more information, call 330-494-6170 ext. 4623.

## **INTER-CLUB COUNCIL**

Student leaders from sanctioned student clubs comprise the Inter-Club Council (ICC). This council coordinates club activities on campus, initiates student involvement in community projects and offers support to fellow students. You are encouraged to attend the ICC open meetings and meet with your representatives. An ICC meeting is scheduled once a semester.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the governing body for and official voice of the Stark State College student body. With a role in institutional governance, SGA represents your views and opinions to the College administration and provides student representatives to institutional governance committees.

## **CAMPUS EVENTS**

Welcome week, Involvement and Community Fair, Stress Less Harvest Fest, Spring Fling and more!

- [Starkstate.edu/calendar](http://Starkstate.edu/calendar)
- [Facebook.com/starkstate](https://Facebook.com/starkstate)

## **STUDENT GAME ROOM**

The Game Room offers a friendly, relaxing atmosphere where students can unwind and socialize with friends and others who share similar interests. You can hang out, watch movies, play air hockey, ping pong, billiards, video games or foosball. Hours of operation: Monday – Thursday: 10 am - 6 pm; Friday: 10 am – 4 pm (closed during breaks)

## SPECIALIZED PROGRAMS

### FOCUS ON AFRICAN-AMERICAN MEN IN EDUCATION (FAME)

This pre-college program designed specifically for African-American men provides mentoring, academic support and post-secondary mentoring, academic support and post-secondary preparation, assistance with completing the FAFSA, college tours, a summer component and pre-college advising.

330-494-6170 ext. 4208 // [ubmasmin@starkstate.edu](mailto:ubmasmin@starkstate.edu)

### TRIO STUDENT SUPPORT SERVICES

TRiO is a federally funded program offering a wide variety of support and academic services to qualifying students who meet at least one of these requirements: low-income as defined by federal guidelines, first generation college student (neither parent holds a bachelor's degree) or a student with a disability. The services provided are education and career planning, advising, tutoring and educational counseling.

main campus: 330-494-6170 ext. 4173 // [trio@starkstate.edu](mailto:trio@starkstate.edu) // B230

### UPWARD BOUND MATH SCIENCE

You'll get access to academic support, pre-college advising, test preparation, co-curricular activities, college tours and enrichment to prepare you for success in your education beyond high school. This federally funded program helps low-income, first-generation high school students prepare for and begin post-secondary education.

main campus: 330-494-6170 ext. 4208 // [ubmsadmin@starkstate.edu](mailto:ubmsadmin@starkstate.edu) // B230a

## ADDITIONAL RESOURCES

### CAREER SERVICES

The Career Services Office enhances your success with comprehensive and innovative exploration of personal, academic and professional interests to help you secure a meaningful career. We connect with businesses and industries to maximize your career opportunities and make sure you're highly competitive in the job market. Visit us in the main campus Gateway Center – room M104 and on our website <https://www.starkstate.edu/admissions/careerservices/>.

**Services Offered** – Career exploration, resume, cover letter, career fair preparation, mock interview, interview coaching, internship search, job search, LinkedIn development, networking

**Career Exploration** – Know that you want to enhance your education but aren't sure which career path would be the best choice for you? We offer individualized career exploration appointments to help you find your purpose and fit, helping you to feel confident in your major/career choice.

**Job search assistance** – We provide the latest research-driven information on job searches, what employers are looking for, and how to choose an in-demand career. We can help you with all aspects of the job search, including resumes, cover letters, interviewing skills and more.

**Online job board (College Central Network)** – You can search for full-time, part-time, seasonal and/or internship opportunities. Submit your resume for employers to view and contact you directly [www.CollegeCentral.com/starkstate](http://www.CollegeCentral.com/starkstate).

**Professional work experience** – We help you connect with employers for full/part time jobs, internships, co-ops or apprenticeships.

**Alumni assistance** – We offer lifelong assistance to all whom have attended SSC.

**Schedule an appointment** – Stop in M104, call 330-966-5459, utilize Starfish to schedule 24/7

## **STARK STATE COLLEGE STORE**

The College Store is your connection for all your textbook and course material requirements. Supplies and imprinted clothing are available in the College Store. Open year-round, the College Store also sells unique gifts, greeting cards and postage stamps, along with faxing and laminating services. Additional printing allowances and color copies can also be purchased. The College Store may be accessed online at [shop.starkstate.edu](http://shop.starkstate.edu). Main S105/G105; Akron A103

## **FOOD PANTRY**

Need a helping hand? Stark State's food pantry may have just what you need. Take what you need when you need it. Looking to help out by donating to the cause? The food pantry accepts non-perishables, canned goods, paper products and personal items. Sponsored by the Psi Beta Community College National Honor Society in Psychology. Main campus G103 // SSC Akron atrium

## **LOCKERS**

You can rent a locker through *mystarkstate* or the Cashier's Window. Locker assignments will be sent to your Stark State email address within three business days. Once a locker location is accepted, an email with your locker combination will be sent to your Stark State email account.

## **STUDENT EMAIL**

Stark State College provides email accounts for all students. Access is available from any Web-enabled computer at the College, at home or any other location that has access to the Internet and a Web browser. For information and access to the student email site, go to <https://www.starkstate.edu/current-students/helpdesk/email/>.

## **COMPUTER LAB AREAS AND STUDENT LOUNGES**

The College provides public lab areas for student use. The public labs contain computers and printers that you can use for individual work. Along with the public lab areas, student lounges are available in many areas on main campus for students with laptops.

## ACADEMIC POLICIES AND PROCEDURES

Academic policies and procedures are designed to assist Stark State students in achieving academic success. The governance of the College routinely reviews policies and procedures to support student success and to promote the academic quality of our College. All current and official policies and procedures are maintained on the Stark State College website at [www.starkstate.edu/policies](http://www.starkstate.edu/policies) and *include but are not exclusive to*

ACADEMIC FORGIVENESS	HONESTY IN LEARNING
ACADEMIC HONORS	INCOMPLETE
ACADEMIC PROBATION AND DISMISSAL	MIDTERM GRADES
AFFIRMATIVE ACTION	NONPAYMENT DROP
ANTI-HARASSMENT	PRESIDENT'S LIST
ATTENDANCE	PROBATION
AUDIT OF CREDIT COURSES	PROPERTY USE
COLLEGE COMPUTING RESOURCES	REGISTRATION DEADLINE
CONCEALED WEAPONS	SMOKING/SMOKELESS TOBACCO USE
COURSE SUBSTITUTION	SEXUAL ASSAULT
CREDIT BY PROFICIENCY EXAM	STANDARDS OF ACADEMIC PROGRESS (SAP)
CREDIT RESIDENCY REQUIREMENTS	STUDENT CODE OF CONDUCT
CROSS REGISTRATION	STUDENT COMPLAINT(S)
DEAN'S LIST	STUDENT RECORDS
EARLY ALERT	TRANSCRIPTS
FINAL GRADE APPEAL	TRANSFER CREDIT
GRADING SYSTEM	WITHDRAWAL
GRADUATION REQUIREMENTS	

The site is searchable at [www.starkstate.edu/policies](http://www.starkstate.edu/policies) by opening the link marked **Complete P & P (PDF)**, then right-clicking on the document and typing in the search phrase listed above. You are responsible for being familiar with and adhering to College policies and procedures. Students without Internet access may use open labs to access [www.starkstate.edu/policies](http://www.starkstate.edu/policies). Requests for printed copies of policies and procedures, or questions regarding any policy or procedure, should be directed to the Provost's Office at 330-494-6170.

### ANTI-HARRASSMENT POLICY

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. The Coordinator of Emergency Planning and Security acts as the Title IX coordinator for Stark State College. The Dean of Student Success acts as the Title VI coordinator and as the Section 504 coordinator. These individuals handle all student grievances in accordance with Title IX, Title VI and Section 504 regulations, which incorporate appropriate due process standards and provide for the "prompt and equitable resolution of complaints." Contact Diana Tsenekos at 330-494-6170 ext. 4424 with inquiries related to Title IX. Contact Fedearia A. Nicholson-Sweval at 330-494-6170 ext. 4677 with inquiries related to Title VI or Section 504.

# STUDENT RIGHTS AND RESPONSIBILITIES

## REGULATIONS FOR STUDENT

The College attempts to provide for all students an environment that is conducive to scholarship, social growth and individual self-discipline. In pursuit of this goal, we take for granted the fact that the large majority of students will maintain an acceptable standard of common honesty and decent human behavior. You are expected to abide by local, state and federal laws, as well as all rules and regulations printed in this *Student Handbook*. You also are expected to abide by the College's *Policies and Procedures* as adopted by the Stark State College Board of Trustees and posted at [www.starkstate.edu/policies](http://www.starkstate.edu/policies).

## STUDENT CODE OF CONDUCT POLICY

Stark State College provides an engaging, supportive, and empowering environment that creates the foundation for lifelong learning and individual professional development. The Student Code of Conduct is established to provide students a detailed list of prohibited behaviors for both on-campus and off-campus college-related activities, and disciplinary action(s) that can result in violating the Student Code of Conduct. The conduct code shall also apply to student conduct involving violations of federal, state, or local laws. You also are expected to abide by the College's *Student Code of Conduct Policy and Procedure* as adopted by the Stark State College Board of Trustees and posted at [www.starkstate.edu/policies](http://www.starkstate.edu/policies).

## MEDICAL PROBLEMS/ EMERGENCIES

Medical emergencies should be reported to the reception desk or the Security Office. Emergency telephones are positioned throughout the College. The Jackson Township fire department provides an emergency ambulance service to transport persons requiring emergency medical treatment to a nearby hospital. Anyone with a medical problem should report this information to the Security Office.

## DRUGS AND NARCOTICS

The use of illegal substances is in violation of civil or criminal laws. Stark State College will not and cannot protect a student from prosecution by the civil law. The College will invoke disciplinary penalties on any student who possesses, manufactures, consumes, provides, sells or even shares illegal substances. For any student who is personally experiencing problems of substance abuse, help is available. Call 330-494-6170 ext. 4219 for more information.

## DRUG-FREE CAMPUS COMPLIANCE

The College considers the use of drugs as well as their abuse to be a very serious matter and one that cannot be tolerated on the campus. Illegal drug use poses health and safety hazards to employees and students. As a responsible source and participant with the federal government funding in many programs and activities, illegal drug use by anyone in the College jeopardizes federal government funding in light of the federal government's increasing efforts to combat drug abuse. Therefore, it will continue to be the policy of the College to maintain a drug-free campus. The employees and students are notified that the unlawful manufacture, distribution, dispensing, possession or use of any drug or controlled substance is prohibited on all College property and at any other location where the College is conducting business. It is expected that all students and faculty/staff will abide by the terms of this policy.

## ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages on campus is prohibited.

## SMOKE-FREE FACILITIES

State laws prohibit smoking in state-supported school buildings except in designated areas. Stark State College is a smoke-free/tobacco-free facility. Smoking is permitted outside the buildings in designated areas only.

## **CONCEALED WEAPONS**

The use, possession or carrying of a handgun or other weapon by any person who is not a professional law enforcement officer on College property is prohibited and in violation of state law.

In summary, the Stark State College concealed weapons policy states, (as of March 21, 2017)

- A) Except as provided in paragraph B 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.
- B) Pursuant to Ohio Revised Code Section 2923.126 (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.

To view the College's official concealed weapons policy in its entirety, visit [www.starkstate.edu/policies](http://www.starkstate.edu/policies) and click the *Complete P & P* link.

## **CHILDREN ON CAMPUS**

While the College recognizes that arranging for child care is sometimes difficult, the College and its agents cannot be responsible for the safety of children brought into the classroom or left unattended on campus while parents attend classes or other activities. Both the safety of the children and the need for a proper learning environment indicate the need for the parents to make other arrangements for the care of their children during the time they are attending classes.

While it is up to the individual faculty member's discretion as to whether or not to allow children in their classroom in exceptional situations, children are not permitted in the following areas:

- Automotive labs
- Computer labs
- Office administration labs
- Engineering labs
- Health labs
- Science labs
- Open labs
- Placement/admission assessment lab

## **RECORDING**

The College has long recognized that the recording of instructional activities has the potential to be helpful in the learning process. The instructor must approve the use of recording devices in the classroom.

## **CELLULAR PHONES/OTHER MOBILE COMMUNICATION DEVICES**

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.

## **ATTIRE**

In today's society a standard for dress is difficult to interpret and enforce. It is not the intent of the College to take away an individual's uniqueness or creative expression through dress. The College does recognize that a person's appearance reflects something of the individual. It is expected that students develop some degree of maturity that prompts pride in their dress and grooming. When dress goes beyond the boundaries of good taste, the College must accept the responsibility of informing the student.

## **LABORATORY EQUIPMENT**

All laboratory equipment is to remain in the laboratory unless written permission is given by a member of the faculty. All equipment used during the class laboratory period is expected to be returned in good shape. Any breakage, loss or malfunction should be reported to the class instructor.

## **COMPUTING AT STARK STATE**

### **INTRODUCTION**

The use of computing facilities at Stark State College is a privilege and users are subject to compliance with certain principles designed to assure that all users have reasonable access to facilities and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. The College's *Policy on Use of College Computing and Information Resources*, these guidelines, as well as local, state and federal laws govern student computing. The use of College computing facilities for purposes that are illegal, unethical or in violation of the College's policies may result in temporary or permanent loss of privileges, criminal penalties and/or other disciplinary action. Student users are reminded that computer-assisted plagiarism is still plagiarism. The policies can be viewed on the College's website or in the student services or academic computing offices.

### **CONDITIONS OF USE**

- The computing resources of Stark State College are available for use by students currently enrolled at the College and other individuals granted special access by College officials. Persons who are not affiliated with the College are not permitted to use these resources.
- Computing resources at Stark State College are to be used for educational purposes only. Appropriate use of these resources include course-related activity, independent study, authorized and independent research and the official work of recognized College student and campus organizations. Users may not exploit these resources for commercial purpose or personal financial gain.
- Each user shall be responsible for proper usage as outlined in the College's *Policy on Use of College Computing and Information Resources*. Users should be familiar with the ethical and legal standards pertaining to computer and network usage and are subject to both state and federal laws pertaining to such activity.
- User files left on hard drives or network drives are considered public and become property of the College. Users should save all work to removable media (e.g., CD-RW or USB drive).
- Stark State College makes no representations concerning the availability of service of its computing resources and the integrity or ability to retrieve material placed on such resources. Stark State College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. The College reserves the right to collect, process and retain appropriate information pertaining to users and use of its computing resources.
- In no event will the College be liable for any damages, including lost files, emails or other incidental or consequential damages arising out of the use, or inability to use, computing resources, even if the College has been advised of the possibility of such damages, or for any claim by any other party.
- Stark State College reserves the right to change or amend these guidelines at any time.
- If these conditions are unacceptable to the user, then the user is advised to not take advantage of the College's computing resources.
- Abuse of computing privileges is subject to disciplinary action.

## COMPUTER USE POLICIES

The following rules apply to all users and compliance with them may be monitored. Users shall never

- bring food or drink into the labs
- violate any software license agreement or copyright, including copying or redistributing copyrighted computer software or data
- save work to local computer hard drives unless directed otherwise by the instructor or lab attendant
- delete or copy files from computer hard drives unless directed by the instructor or lab attendant
- load or run personal software programs or games on lab computers
- deliberately crash or attempt to crash a system which is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations which renders it unavailable for use
- install a virus or any type of malicious software
- transmit or print language or images, which in the opinion of Stark State College officials, is obscene, vulgar or abusive
- leave a logged-on computer unattended (Stark State is not liable for loss of belongings or loss of computer work).
- use the College's computing resources to harass or annoy others, or to prevent them from legitimately using the facilities. Specifically, to use electronic mail to send unsolicited messages having obscene, demeaning and/or menacing content.

## STUDENT ID and USER NAME

All students have two unique identifiers assigned when accepted into the College; a Student ID and a User Name. The Student ID identifies your official student record. It is used in place of your social security number in the offices of the Gateway Center (Academic Records, Financial Aid, and Registration). Each student is also assigned a unique User Name that is used as part of the student's account credentials.

## ACCOUNT CREDENTIALS

All student accounts are created using the same format for the user name and the initial default password. Use the default account format below to log on to all your different accounts.

**Your user name** is the first initial of your first name, your last name, your two-digit birth month and two-digit birth day. *Important note:* If your user name duplicates that of a previously enrolled student, the birth day portion of the number will be incremented until a unique user name is assigned to your account.

**Your password** is your first, middle, last initial, period, and the first six digits of your social security number. *Important Note:* If you did not provide a middle name or initial, use an "x" for your middle initial.

For an overview of your different student accounts, what they are used for, and other IT resources please reference the *Getting Started: Student Network Accounts & IT Information* brochure provided with your acceptance letter or reference *Student Help>Student Accounts* in the Help Desk Services Center at <https://helpdesk.starkstate.edu>



## HELP DESK SERVICES

Help Desk Services offers a wide range of computing, technical and informational services to the campus community. They offer level one support and route all level two problems to the correct area, and can help you access all your SSC accounts and answer questions about your accounts.

Help is always available at the Help Desk Services Center website. Look in the *Student Help* section (listed by category) and the FAQ section under *Recent Activity* for answers to most student questions and directions to the correct resource.

To contact Help Desk Services:

- Submit a ticket or view help guides online:  
<https://helpdesk.starkstate.edu>.  
Sign in with your default user name and when you login for the first time, click on “get a password”
- email: [helpdesk@starkstate.edu](mailto:helpdesk@starkstate.edu). Your request is submitted as a ticket.
- Main campus walk-in counter and offices: B219, on the second floor of the B building.
- call: 330-494-6170 ext. 4357 (HELP) during open hours

## COMPUTER LABS AND IT RESOURCES

- Within 24 – 48 hours of enrolling for a credit course, a student’s *Campus Network Account* is created. This account’s password is used for other *Single-Sign-On* accounts such as Blackboard and *mystarkstate*. This means your other accounts authenticate using this account’s password. The Computer Network account is used on campus for access to all academic computer labs, open labs, student lounge areas and other IT resources.
- Campus Network accounts are created when enrolled in any credit course and remain until the end of summer semester. At that time, accounts are deleted and recreated for students enrolled in the subsequent fall semester. The accounts are created using the same default format as listed above. This means current student account passwords are set back to the default format and will remain the default format until changed. Your Campus Network account settings reset when recreated.
- Users must only use the computing resources and user accounts that have been authorized for their use by the College. Each user is responsible for all activities that take place associated with the use of their assigned accounts. Resources may be used only for their authorized purpose and in a manner consistent with the policies of the College.

## LAB GUIDELINES

Access to the facilities of the College’s labs is a privilege, and users are subject to certain rules governing the use of the lab. Students also are responsible for any damage to lab equipment.

## STUDENT PRINTING IN COLLEGE LABS

Each student is provided a free amount of printing for use in campus computer labs each semester. The account is debited based on the pages printed. If you use all of the initial credit, you may purchase additional printing credits by buying a Top-Up card at the College Store at the then-current rate. You then visit the website printed at the top of the card and enter the code on the Top-Up card. Your printing account is credited for the amount of the card.

You can view your printing account balance at any time by clicking a small icon in the taskbar. You are informed of your print account balance each time you print.

At the beginning of each semester, your printer account balance is reset to the initial credit at no charge. There is no balance carryover from one semester to the next, and there are no refunds to students who do not use all of their printing credits. Top-Up cards must be used in the semester in which they are purchased.

## EMAIL AND ELECTRONIC COMMUNICATIONS GUIDELINES

Electronic communication resources are an official channel of communication within the College. You are responsible for routinely reading and taking action on official information from the College sent to your SSC email account, the emergency announcements, campus announcements and personal announcements in the *Announcements* section of the *mystarkstate* portal. The email account uses the default format listed under *account credentials* above and the email address is *username@starkstate.net*. You also may be required to utilize eStarkState (Blackboard) communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels. Refer to the *Policy on Electronic Communications* in the College's *Policies and Procedures* for additional information.

- The College provides each student with an SSC email account hosted by Google (Gmail application).
- The email account along with the Google account is created 24 – 48 hours after acceptance to the College and at this time it is a permanent account. Along with your email account, you have Google's G Suite of secure integrated applications. This includes Gmail, Docs, Drive, Calendar, plus additional Google applications.
- Use your SSC email account to sign in at any Gmail sign in page and access the Google Suite applications.
- All rules and regulations for the SSC email (Gmail) account as well as Stark State College policies and guidelines must be observed.
- You should identify yourself as the originator of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students at the College.
- Use restraint and observe the rules of "netiquette" in all email communications.
- Don't send messages or postings that may be construed as abusive or offensive.
- Don't send messages or postings for commercial or personal gain.
- Don't propagate chain letters or send the same message to multiple inappropriate newsgroups.
- Respect the laws governing the use of copyrighted, intellectual property, which includes computer software.

### ***mystarkstate* PORTAL**

The *mystarkstate* portal is a service-oriented Web portal environment that is the single focal point for College electronic communication, information and services. The portal provides you with Web access to the College's student system, including a full suite of Web-based, self-service capabilities, including the ability to

- review enrollment information
- search for and register for classes
- view midterm and final grades
- view degree audit evaluation
- check registration and financial account holds
- check financial aid status and award amount
- pay tuition with credit card or check
- change personal information
- request a Stark State College transcript or enrollment verification
- track status of documents submitted for financial aid
- view advisor and program information
- apply for graduation

# **FEES AND REFUNDS**

## **FEES**

Stark State College reserves the right to change the schedule of fees at any time and without prior notice. For the most current fee schedule, visit [www.starkstate.edu/tuition](http://www.starkstate.edu/tuition) or contact the Business Office.

## **STUDENT INSTALLMENT PAYMENT PROGRAM (SIPP)**

This program is an alternative to the single payment of fees due at the beginning of each academic semester. A one-time \$25 non-refundable (convenience) fee is assessed at the time of the first partial payment.

A \$50 minimum payment must be made by first initial payment deadline date. After the first initial payment deadline, there are three payment dates. Payments schedule: 2<sup>nd</sup> payment 14 days after initial payment, 3<sup>rd</sup>- 30 days after 2<sup>nd</sup> scheduled payment date, 4<sup>th</sup> payment date is 4 weeks after 3<sup>rd</sup> scheduled payment date. To enroll in the installment plan, print and return form to cashier's window. The form is located at [www.starkstate.edu/sipp](http://www.starkstate.edu/sipp) or the Business Office.

## **MEDICAL REFUNDS**

In the event of a severe or life-threatening medical condition for you or an immediate family member, you may appeal for consideration above and beyond the normal refund policy. Appeals must be made in writing no later than 15 calendar days after the end of the semester and fully explain the circumstances involved and specify the consideration desired. The appeal must be accompanied by a signed physician's letter explaining the medical condition and completed Medical Appeals form. Verbal or incomplete requests will be refunded according to the normal refund policy. All appeals will be reviewed within 30 days of receipt, and you will be notified of the determination in writing. Documentation should be provided to the Bursar's Office.

## **NONCREDENTIAL-SEEKING CITIZENS 60 AND OLDER**

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. They are free to enroll in any section or course with less than the maximum number of regular students in a class and will register as auditing the course with no credit received. Applicable fees must be paid at registration, and the student is responsible for the cost of textbooks, fees and supplies.

## **NONPAYMENT DROP POLICY**

All students are required to pay their tuition and fees by the College's scheduled payment deadline date each semester. If a student is dropped for nonpayment, the student must seek the approval of the instructor prior to readmission into the course. Payment in full is required once a student has been able to re-enrolled.

## **REFUND SCHEDULE**

If you want to withdraw from courses in which you're enrolled and which are being conducted in accordance with the class schedule, you must complete academic withdrawal procedures to qualify for a refund. The following regulations apply to refunds:

- 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 coursework.
- Refunding of fees for the above circumstances is automatic and you are not required to complete academic withdrawal procedures.
- The processing fee and all miscellaneous fees are not subject to refund.
- Instructional fees and general fees paid at the beginning of each semester are subject to refund to students who officially withdraw for valid reasons at the following rates:

*16-week, 10-week, 8-week course:*

- Before the eighth calendar day (excluding holidays and emergency closings) of the semester – 100 percent refund
- On the eighth through the fourteenth calendar day (excluding holidays and emergency closings) of the semester – 50 percent refund
- On the fifteenth calendar day (excluding holidays and emergency closings) of the semester and beyond – no refund

*5- week course*

- Before the eighth calendar day (excluding holidays and emergency closings) of the semester – 100 percent refund
- On the fifteenth calendar day (excluding holidays and emergency closings) of the semester and beyond – no refund

The first day of the semester is defined as the official starting day of the semester or portion of the semester.

## **COLLEGE COMMITMENT TO SCHOLASTIC HONESTY, STUDENT INTEGRITY AND HONESTY IN LEARNING**

### **HONESTY IN LEARNING**

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. You are responsible for being familiar with the policy. Any student who violates or assists another to violate the Honesty in Learning Policy will be penalized.

- 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.”
- 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.
- 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 advance access to questions or advance copies of a test, exam or quiz without the instructor’s permission.

Procedures regarding violations of the Honesty in Learning Policy are contained in the *Policies and Procedures Manual*.

## **STUDENT RECORDS**

### **DISSEMINATION OF STUDENT RECORDS POLICY and PROCEDURES**

Copies of *Section 3357:15-19-04 (Student Education Records)* of the *Policies and Procedures* as adopted by the Stark State College Board of Trustees shall be made available to any student by Gateway Student Services.

### **STUDENT PRIVACY REGULATIONS**

The College has implemented the statutory requirements pertaining to the access, inspection and review of student records, in accordance with the *Family Education Rights and Privacy Act of 1974*.

### **RELEASE OF STUDENT RECORDS TO EXTERNAL AGENCIES**

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

## **STUDENT RECORDS**

Student records include all official records, files and data directly related to a student who has attended classes at Stark State College. This includes all material that is incorporated into the student's cumulative record folder, which is intended for College use or to be available to parties outside the College. This information is specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (i.e., grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, and observations and verified reports of serious or recurrent behavior patterns. These records are kept in Gateway Student Services. Room M102

All information entered in a student's file is available for inspection by that student upon presentation of appropriate College identification, except for that information described in *Section 3357:15-19-04* of the *Policies and Procedures* as adopted by the Board of Trustees of Stark State College.

You may request, in writing, the opportunity to inspect and review your records. The request should be made to the Academic Records/Registrar's Office and must specify records to be inspected and reviewed. Requests to inspect and review your records will be granted within a reasonable period of time, but such time is not to exceed 45 days after the request has been made. Records will be inspected and reviewed in the presence of office staff. Records may not be changed or deleted during the process of inspection and review. You will be advised of your right to challenge and the procedure to challenge any portion(s) of your College record. Upon written request, you will be provided with a copy of that portion(s) of the College record subject to challenge.

## **STUDENT DIRECTORY INFORMATION**

In accordance with the provisions of the *Family Education Rights and Privacy Act of 1974 (FERPA)*, a student's directory information, including the following information, may be released without the student's consent: name, home address, college email address, phone number, major, status (including dates of attendance, full-time/part-time, withdrawals, hours enrolled, degrees awarded and honors received, including Phi Theta Kappa, Dean's List, distinction, high distinction, etc.)

Please note that students have the right to withhold the release of directory information. To do so, a student must complete a Request for Non-Disclosure of Directory Information form available on *mystarkstate* under "personal information" or from Gateway Student Services.

Before placing a "no release" designation on records, students should note

- The College receives many inquiries for directory information from a variety of sources outside the institution including prospective employers, news media, honor societies, and insurance companies. Placing a "no release" designation on your record will preclude release of such information.
- A "no release" designation can apply to all elements or individual elements the student chooses to withhold.

Parents do not have an automatic right to information on the student attending Stark State

College, even if the student is legally a minor under the age of 18. Parents do have the right to this information if the student is financially dependent on the parent and the parent can show proof of this by his or her most recent federal income tax return.

## **TRANSCRIPTS**

Stark State College is working with Parchment, a leader in credential management systems, to provide both electronic transcripts and traditional paper transcripts.

This process brings a few important changes:

- You can request transcripts online 24 hours a day/seven days a week via a secure website.
- You are sent automatic notifications when transcripts are requested and when they are processed.
- You also can track the process via an online portal.
- You will be assessed a minimal transcript processing fee of \$3.10 plus any applicable shipping.

Note: All financial obligations must be reconciled prior to your request being processed.

When you create an account via a secure portal to request an official transcript, you can choose among several methods for processing and delivery:

- eTranscript: a certified pdf sent via email – the most secure and quickest method of delivery
- paper transcript, mailed – sent via the U.S. postal service within a few business days
- paper transcript, mailed with any document(s) you have uploaded – sent within two-three business days
- paper transcript, pick up – please allow two business days for processing

Transcripts may be requested online at <https://www.starkstate.edu/transcript>

## **NATIONAL CLEARINGHOUSE ENROLLMENT INFORMATION**

Currently enrolled students can view their enrollment information at the national clearinghouse via <https://my.starkstate.edu>. The clearinghouse information is available to prospective employers and student loan agencies nationwide.

## **TRANSFEROLOGY**

Transferology is an online tool that helps students view program requirements, course equivalencies, and see how courses transfer to another college or university. To get access to all that Transferology has to offer, visit <https://www.transferology.com/welcome.htm>

**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, disability, age, genetic information or sexual orientation.**