

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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STUDENT ACTIVITIES

Policy No. 3357:15-19-03

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Effective: 10/09/2009

Revised: 03/16/2015

Revised: 07/14/2016

POLICY:

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

- (B) All activities are bound by the Stark State College Policies and Procedures Manual, including, but not limited to, the following policies:
 - (1) Anti-Harassment (3357:15-14-13)
 - (2) Sexual Misconduct (3357:15-14-15)
 - (3) Student Code of Conduct (3357:15-19-10)

PROCEDURE:

- (A) Student Government Association
 - (1) The Student Government Association represents the interests and opinions of the student body by helping students understand their responsibilities, rights, and privileges. It promotes or initiates activities of general student interest, and recommends expenditure of funds for student activities. The Association represents students' opinions; serves as liaison between the administration, faculty, staff, and students; and participates in shared governance and strategic planning of the College. The Student Government Association does this by encouraging student representation on College committees and requesting all clubs have representation on InterClub Council with regular attendance at all meetings.

 - (2) Students are encouraged to participate in clubs and organizations in which they are particularly interested. Clubs may be organized by any group of interested students. To start a new student club/organization, ten currently enrolled students and a faculty or staff advisor are required. An application for Organization Recognition/Renewal must be submitted to the Coordinator of Student Life along with the constitution/bylaws of the club/organization. The group will make a presentation before InterClub Council to receive approval for an official charter.

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

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STUDENT EDUCATION RECORDS

Policy No. 3357:15-19-04

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Effective: 10/09/2009

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Revised: 06/05/2017

POLICY:

According to the Family Education Rights and Privacy Act of 1974 (FERPA) "Student education records," as used in this section, includes all official records (in handwriting, print, tapes, film, or other media), directly related to a student at Stark State College. School officials with a legitimate educational interest may access student education records within the scope of performing their job duties. Records not included in this policy are as follows: 1) personal records maintained by a faculty/staff member to remember a particular situation; 2) employment records provided they are used only for hiring purposes; 3) records maintained by campus security; and, 4) alumni records that pertain to the student as a person versus an active student.

PROCEDURE:

- (A) Access to Inspect and Review Student Education Records. A student may inspect any information within his/her educational record. Students must submit a written request to the Academic Records/Registrar's Office identifying the record(s) to be inspected. Stark State College has 45 days to make the record(s) available to the student and must notify the student of the time and place where the record(s) can be inspected.

- (B) Request to Amend Education Records. If a student believes there are inaccurate or misleading records, the student may request to amend the record. The student must submit a written request to the Academic Records/Registrar's Office clearly identifying the part of the record he/she wants to be changed and indicate why it is inaccurate. Stark State College has the right to deny the request. If denied, the student must be notified and informed of his/her right to a hearing.

- (C) Hearing to Challenge Content of Records. A student must submit a written request for a hearing to the Academic Records/Registrar's Office listing the specific information in question.

(1) Hearing Procedures

- (a) The hearing will be conducted by the Provost and Chief Academic Officer or his/her designee(s).

- (b) The hearing will be granted within ten days after the request has been made.

- (c) The director of the department or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
 - (d) Prior to the hearing, a staff member shall be designated by the Provost and Chief Academic Officer as the hearing officer and shall notify the student and the person representing the record of the time, place, and date of the hearing, and of the specific portion(s) of the student's record to be challenged in the hearing.
 - (e) The hearing shall be limited to a consideration of the specific portion(s) of the student's college record being challenged.
 - (f) The hearing officer must provide the student with a written notification of the disposition of the challenge and the reason(s) for that disposition.
- (D) Release of Student Records to External Agencies. A student must provide written consent before Stark State College may disclose personally identifiable information from his/her education record except for disclosures to school officials, judicial orders, or lawfully issued subpoenas. § 99.32 of FERPA requires the college to maintain a record of the requests.
- (E) Right to file a complaint. A student can file a complaint with the U.S. Department of Education concerning alleged failures by Stark State College to comply with FERPA.

Family Policy Compliance Office
U.S. Department of Education
4000 Maryland Ave SW
Washington DC 20202-5901

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STUDENT TRAVEL

Policy No. 3357:15-19-07

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Effective: 03/16/2015

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Revised: 01/01/2017

POLICY:

(A) Student Travel for College Organized or Sponsored Events

- (1) All student travelers are bound by the Stark State College Policies and Procedures Manual, including, but not limited to, the following policies:
 - (a) Anti-Harassment (3357:15-14-13)
 - (b) Sexual Assault (3357:15-14-15)
 - (c) Student Code of Conduct (3357:15-19-10)
 - (d) Travel and Business Entertainment Expense (3357:15-14-10)
- (2) Stark State College promotes safe travel by enrolled students to and from events and activities.
- (3) The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the College.
- (4) An organized event is one that is initiated, planned, and arranged by a member of the College's faculty, staff, or the members of a registered student organization, and is approved by the appropriate department administrator – department chair, dean, director of an administrative unit, or their delegate. (Appeals will be reviewed on a case-by-case basis by the Coordinator of Student Life and/or the Student Affairs Committee.)
- (5) A sponsored event or activity is one that the College endorses by supporting it financially or by sending students to participate in it as official representatives of the College.
- (6) An enrolled student is one who has been admitted to and is attending classes at the College. (If the activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)

(B) Student Travel for Registered Student Organizations

- (1) This portion of the policy applies to the travel of student members of a registered student organization when the organization requires its student members to attend an activity or event and the activity or event occurs more than fifty (50) miles from the College campus.
- (2) Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the Office of Student Life.
- (3) If it is necessary for a non-student (alumnae, guest, parent of College Credit Plus student, etc.) to travel using college funds/transportation, the individual(s) must have approval prior to travel. All appropriate travel paperwork and information/documentation required must be submitted 14 days prior to travel to the Coordinator of Student Life.

PROCEDURE:

Travel Authorization.

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

- (2) Travel requests for any travel outside the continental United States must be submitted ninety (90) days prior to the travel date to the proper department administrator to deem appropriate. Requests must receive approval for travel as well as funding prior to review by the Coordinator of Student Life and/or the Student Affairs Committee. Applicants for travel outside the Continental United States must meet the same criteria established for other travel requests.
- (3) The following information/documents must be submitted along with the Student Travel Request Authorization form:
 - (a) A list of participants including their names, addresses, email, phone numbers, and the names and phone numbers of persons to contact in case of an emergency (Travel Roster form).
 - (b) The name and phone number for the responsible College employee(s) who will be available to the students at all times during the travel and activity.
 - (c) Copies of valid operators' licenses for any students who will operate vehicles, plus proof of insurance.
 - (d) Completed and signed Release and Indemnification Agreements for each participant.
 - (e) Completed and signed Authorization for Medical Treatment forms for each participant, plus proof of medical insurance.
- (4) When leading group trips, faculty or staff should carry emergency contact information and the authorization for emergency medical treatment for each participant. Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 150-mile radius of campus. For overnight travel or travel to locations beyond the 150-mile radius of campus, an advisor must accompany the group. According to the Fair Labor Standards Act (FLSA), all time spent while on an overnight trip attending to students and/or performing other work (even while traveling to and

from activity and meals) should be counted as club advisor duty hours. Time spent not working (resting, sleeping, duty free meal, etc.) is not trackable. A part-time employee accompanying the group shall limit his/her total weekly work hours to no more than twenty-nine (29) hours per week. If the travel will require the part-time employee to work more than twenty-nine (29) hours in a given week, the employee shall consult with Stark State College (immediate supervisor or the next level up in the chain of command) first and receive permission to work such additional hours. Failure to do so may result in termination or non-reappointment.

- (5) The Student Travel Request Authorization, the Authorization for Emergency Medical Treatment, and the Release and Indemnification Agreement forms are available from the Office of Student Life or can be downloaded from the *mystarkstate* portal.

(B) Travel by Motor Vehicle

- (1) Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card. The College reserves the right to require a certain monetary level of insurance.
- (2) All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license.
- (3) Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- (4) Operators shall take a mandatory 30-minute rest break every four hours.
- (5) Operators shall drive no more than ten hours in any 24-hour period.
- (6) Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.

- (7) Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- (8) The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or federal or state law or regulations, whichever is lowest.

(C) Travel by Rental Vehicle

- (1) Whenever possible, student groups are encouraged to use rental vehicles for travel beyond the local area (in excess of 100 miles round-trip). The cost of rental vehicles will be applied to the club/organization account. An advisor or other College employee must travel in the same vehicle and accompany the student group when traveling. When traveling in a rental vehicle, only the accompanying employee or a currently registered student may drive the vehicle. Drivers must have current and appropriate licensure.
- (2) Stark State College has an account set up with a rental car company for business travel. Individuals and/or groups interested in using this agreement for college travel-must submit a Rental Car Request form found on the *mystarkstate* portal.
- (3) Twenty-four-hour notice of cancellation is requested for any cancelled vehicle rental. The Rental Car Request Cancellation form, found on the *mystarkstate* portal, must be completed.
- (4) Questions and concerns-should be directed to the Purchasing Department.

(D) Travel by Privately Owned Vehicles

- (1) The use of personal vehicles by students for travel to events covered by this policy is discouraged.
- (2) When requesting authorization for travel that involves the use of personally owned vehicles, the requestor shall submit a valid operator's license and a copy of a current liability

insurance policy for any vehicle to be used for the proposed travel.

- (3) The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.
- (4) Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification and the Authorization for Medical Treatment forms prior to the trip.

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

- (1) Use of commercial bus, train, or plane may be a necessary means of transportation for most out-of-state travel. Researching the most efficient and affordable arrangements is highly recommended. The most cost effective rate should always be used for student travel so research. It is preferred with any group travel that all participants take the same bus, train, or flight(s).
- (2) Any out-of-state travel will require an Application for Professional Development form (found on the *mystarkstate* portal) to be completed prior to incurring any travel expenses. Actual expenses are to be submitted for reimbursement on the College's standard Report of Business Expenses form within three (3) days after completion of travel. The above forms may be obtained from the Office of Student Life.

(F) Reimbursement after Traveling

- (1) Student organizations are encouraged to expect their students who are traveling to show ownership for their participation in the event/activity. Normal expenses that should be incurred by the student include, but are not limited to, hotel accommodations, food, taxi, parking, etc. Some of these

expenses may require the use of the student's personal credit card.

- (2) Each student group should save all original receipts paid during the trip. This will be proof of expenses when the student plans to seek reimbursement when he/she comes back. Travel officially begins and ends with arrival at site to departure from site (i.e.: From Stark State College to Columbus State Community College and back to SSC, or from Akron/Canton Airport to Dallas/Fort Worth Airport and back to Akron/Canton Airport).
- (3) Each student participant seeking reimbursement must complete a Report of Business Expenses form and attach all original receipts. The club advisor should distribute and review each expense report and sign before submitting to the Business Office, Accounts Payable Department. On the form, all pertinent information must be included. If the form is filled out incorrectly, this could delay reimbursement. Normally, reimbursements can take from 7-10 business days.

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STUDENT COMPLAINT(S)

Policy No. 3357:15-19-08

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Effective: 06/03/2010

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Revised: 06/05/2017

Revised: 06/04/2018

POLICY:

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

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

PROCEDURE:

A. Initiating a Complaint Based on Discrimination

- a. Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. Any student who has a complaint of discrimination against Stark State College and/or any of the College's faculty, staff, or administrators should follow the procedures for initiating a complaint based on discrimination.
- b. Any student initiating a complaint based on discrimination should understand the serious nature of such an allegation and not enter into the complaint without due consideration. The student will be responsible for providing correct information and cooperating with any investigation resulting from the complaint.
 - (1) The student will present his or her formal complaint directly to the Coordinator of Civil Rights Compliance. The Dean of Student Success, who holds this position, may be contacted at the Provost Office, Stark State College, 6200 Frank Avenue NW, North Canton, OH 44720, phone (330) 494-6170. The student will request and complete the Stark State College Student Discrimination Complaint Form.
 - (2) Students wishing to file a formal complaint regarding gender discrimination or harassment should contact the Title IX Coordinator in the Security Department, Stark State College, 6200 Frank Avenue NW, North Canton, OH 44720, phone (330) 494-6170. Additional information regarding the College's Title IX resources can be located at <http://www.starkstate.edu/titleix>.
- c. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the employee within 180 calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
 - (1) The Dean of Student Success will counsel the student, inform the student of the procedures and processes in filing the complaint, and forward the complaint to the appropriate office for further investigation if warranted.

- (2) Please note: At any point in this process, the student may also file a complaint alleging discrimination directly with the Office for Civil Rights, Cleveland Office, U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115, phone (216) 522-4970, fax (216) 522-2573, or email: OCR.Cleveland@ed.gov.
 - d. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or if the student elects not to informally resolve the problem, (180) calendar days from the date of the occurrence to present a formal written complaint to the Dean of Student Success.
 - (1) The student may submit a formal, written complaint by mail, facsimile, or email by using the Stark State College Student Discrimination Complaint Form which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost's Office.
 - (2) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed action.
 - e. If the complaint is against an employee, the Dean of Student Success will refer the complaint to the Human Resources Department. The Dean of Student Success or the Human Resources Department for employees will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision. If the complaint is against a student and it is determined that the student violated College policies and procedures, disciplinary action will be based on that defined in the Student Handbook. The student will be notified in writing of the decision.
- B. Initiating an Academic Complaint (including classroom or course-related issues, excluding grade appeals)
- Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the instructional employee within seven (7) calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
 - If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or if the student elects not to informally resolve the problem, seven (7) calendar days from the date of the occurrence to present a formal written complaint to the applicable department chair. The student should contact the applicable division for contact information for the department chair.
 - (1) The student may submit a formal written complaint by mail, facsimile, email, or by using the Stark State College Student Complaint Form which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost's Office.
 - (2) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed remedy.
 - (3) The department chair will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.

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

(2) The student will be notified in writing of the vice president's written decision within seven (7) calendar days of contacting the administrator. The decision of the respective vice president will be final.

D. Students have the right to consult the Ohio Department of Higher Education or the Higher Learning Commission if they feel the complaint was not addressed following the College's complaint policy and procedure.

- Ohio Department of Higher Education via <https://www.ohiohighered.org/students/complaints>
- Higher Learning Commission via <http://www.hlcommission.org/Student-Resources/complaints.html?highlight=WyJzdHVkZW50Iiwic3R1ZGVudCdzIiwjY29tcGxhaW50Ii0=>

STARK STATE COLLEGE
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SERVICE MEMBER AND VETERAN SUPPORT AND ASSISTANCE

Policy No. 3357:15-19-09

Effective: 05/29/2015

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Stark State College seeks to assist service members and veterans as they pursue an associate degree and/or certificate. In an effort to better serve this population, Stark State College has adopted this policy as required by Ohio Revised Code Section 3345.421 (B). The purpose of this policy is to set forth the support and assistance Stark State College will provide to service members and veterans.

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

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

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

Stark State College will:

- (1) Establish and maintain a service member and veteran student services office with designated space;
- (2) Refer service members and veterans to proper local, state and/or federal agencies in the event Stark State College believes that the service member or veteran is eligible for services;
- (3) Work with the Ohio Department of Higher Education (ODHE) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;

- (4) Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- (5) Promote veteran-friendly campuses by utilizing the OBR's structure to disseminate and share promising practices statewide for serving service members and veterans effectively;
- (6) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- (7) Ensure consistent and sustained support from College leadership;
- (8) Create "safe zones" for service members and veterans through a student service member/veteran club, organization or association and campus-wide awareness training;
- (9) Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- (10) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards and an appreciation day;
- (11) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
- (12) Empower those working directly with service members and veterans to provide services designed to promote educational achievement, including the early alert process;
- (13) Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on campus;
- (14) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;

- (15) Utilize a uniform set of data tools to collect and track information on service members and veterans, including demographics, retention, and degree completion;
- (16) Continue to work with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. This includes, but is not limited to, topics such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.; and
- (17) Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and through our campus veterans' office and veteran coordinator(s) to actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

(C) Workforce Training and Education

- (1) Stark State College will work to provide better access and success for service members and veterans in postsecondary education and training while improving transition to civilian work.
- (2) Services provided will include:
 - (a) An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. Our website includes information targeted to service members and veterans regarding shortening the time to receive a credential or degree through:
 - (i) Expanding credit for prior learning;
 - (ii) Articulation and transfer agreements;
 - (iii) Bridge programs;

- (iv) Online tools.
- (b) Improving services for service member and veteran job seekers by promoting seamless workforce development services such as those provided at Ohio Means Jobs Centers, Career Development, and through affiliates.

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STUDENT CODE OF CONDUCT

Policy No. 3357:15-19-10

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Effective: 06/05/2017

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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.

PROCEDURE:

The Student Code of Conduct applies to on- and off-campus college-related conduct of all students and registered student organizations, including conduct using the College's computing resources.

1. Each student shall be responsible for his/her conduct, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
2. Students are free and encouraged to express their views on issues of public and general interest. However, speech or conduct that has the intent or effect of depriving a member of the College community of educational or employment access, enjoyment, benefits, or opportunities is prohibited. Actions that specifically threaten or cause a person to reasonably believe that the offender may cause physical harm are also prohibited. Examples of prohibited behaviors include, but are not limited to, assault, battery, stalking, telephone harassment, sex- or gender-based violence, threats, intimidation, physical abuse of another, dating violence, domestic violence, and any other speech or conduct not protected by the First Amendment that threatens the health and safety of others. For such violations or other violations of this Code of Conduct, the College reserves the right to proceed with "Disciplinary Action" even if the student is no longer enrolled in classes, withdraws from the College, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.
3. Students are subject to local, state, and federal laws while at the College. Violation of these laws may also constitute violations of the Student Code of Conduct and the College's Policies and Procedures. In some instances, including Title IX matters, the College may be obligated to proceed with College disciplinary action under the Student Code of Conduct independently of any criminal proceedings involving the same conduct. Disciplinary action for violation of the Student Code of Conduct may be

imposed regardless of criminal proceedings. Determinations made or disciplinary action imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the Student Code of Conduct were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

4. If disciplinary action is taken, a hold may be implemented which will impact a student's ability to enroll in courses, obtain transcripts, graduate, or conduct current and future business with the College.

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the College's jurisdiction will be subject to disciplinary action by the College:

1. Failure to Comply with Reasonable Request – Failure to comply with directions of College officials, Security, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so while inside College buildings or non-public areas.
2. Violation of College Rules – Violation of any College policy, procedure, directive, or other requirements published in hard copy or available electronically on the Stark State College website.
3. Controlled Substances -Violation of the College's Alcohol, Drugs, and Tobacco Policy or any related College procedure. (See Drug and Alcohol Abuse and Drug-Free Workplace Act Compliance Policy No. 3357:15-14-12)
4. Destruction /Misuse of Property – (See Public Use of College Outdoor Areas Policy No. 3357:15-17-10).
 - (a) Destroying, defacing, tampering with, materially altering, or otherwise damaging property not one's own. This includes but is not limited to: doors, windows, elevators, restroom equipment, vending machines, signs, College vehicles, and computer equipment.
 - (b) Creating a condition that endangers or threatens property not one's own.
5. Disorderly Conduct - Actions that are disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to break the peace, disrupt or obstruct teaching, research, administration, disciplinary procedures, and/or college activities or functions, including verbal abuse, threats, bullying, or coercion.
6. Harassment - (See Anti-Harassment Policy No. 3357:15-14-13)
 - (a) Threatening or intimidating a person thereby creating a rational fear within that person.

- (b) Creating a condition that endangers or threatens the health, safety, or welfare of another person.
- (c) Physically restraining or detaining another person, or removing any person from any place where he or she is authorized to remain.
- 7. Physical Violence - Physical abuse, including, but not limited to punching, slapping, kicking, or otherwise striking any person(s) and/or other conduct whether or not it threatens or endangers the health, safety, and/or welfare of any person.
- 8. Sexual Misconduct - Unwelcome conduct of a sexual nature which includes sexual violence and sexual discrimination. (See Sexual Assault Policy No. 3357:15-14-15 and Anti-Harassment Policy No. 3357:15-14-13)
 - (a) Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to substance influence or intellectual or other disability.
 - (b) Acts include, but are not limited to, rape, sexual assault, sexual battery, sexual harassment, and sexual coercion.
- 9. Discrimination (See Student Complaint(s) Policy No. 3357:15-19-08)
- 10. Harassment directed toward an individual or group based on race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, sexual orientation, gender identity, or gender expression and severe enough so as to deny or limit a person's ability to participate in or fully benefit from the College's educational and employment environments, or activities and/or severe enough that it creates an intimidating, offensive, or hostile environment.
- 11. Abuse of the Student Judicial Affairs process, including but not limited to:
 - (a) Failure to obey a notice or summons of the Student Judicial Affairs Officer or other College official to appear for a meeting as part of the Student Judicial Affairs process.
 - (b) Falsification, distortion, or misrepresentation of information before the Student Judicial Affairs Officer or other College official.
 - (c) Disruption or interference with the orderly conduct of the Student Judicial Affairs process.
 - (d) Initiation of a Student Judicial Affairs proceeding in bad faith.
 - (e) Use of harassment, intimidation, threats, force, or coercion while attempting to discourage an individual's proper participation in, or use of, the Student Judicial Affairs process.
 - (f) Attempt to influence the impartiality of a member of the Student Judicial Affairs process.

- (g) Harassment (verbal or physical) and/or intimidation of a member of the Student Judicial Affairs process prior to, during, and/or after a Student Judicial Affairs process.
 - (h) Failure to comply with the sanction(s) imposed under the Student Judicial Affairs process.
 - (i) Influence or attempt to influence another person to commit an abuse of Student Judicial Affairs process.
12. Acts of dishonesty - (See Honesty in Learning Policy No. 3357:15-13-26) including but not limited to the following:
- (a) Cheating, Plagiarism, or other forms of academic dishonesty.
 - (b) Resubmitting a portion of one's own prior work unless explicitly permitted to do so by the instructor in the current course.
 - (c) Furnishing false information to any College official, faculty member, or office.
 - (d) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
13. Recording Privacy - (See Electronic Devices in the Classroom Policy No. 3357:15-13-37)
- Any use of electronic or other devices to make an audio, photographic, or video record of any person without the person's consent, when such a recording is likely to cause injury, distress, or damaging reputation. This includes, but is not limited to, taking video or pictures of another person in a restroom, hallway, or classroom. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
14. Theft - Using, taking, and/or possessing property or services that are knowingly not one's own and/or without permission of the owner.
15. Weapons – (See Concealed Weapons Policy No.3357: 15-14-17)
- Illegal or unauthorized possession, use, or distribution of firearms, explosives, other weapons, or dangerous chemical or other materials on College premises or use of any such item, even if legally possessed, in a manner that harms or threatens others.
16. Hazing - Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, that endangers the mental or physical health or safety of a student. Such acts are defined as those which endanger the mental or physical safety as a condition of admission into, affiliation with, or continued membership in a group or organization.
17. Gambling - Gambling or betting for money or other possessions on College property or in any College operated or managed facility.

18. Relationships with Stark State College employees (See Consensual Relationships Policy No. 3357:15-14-31):

- (a) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is in a position to exercise direct power or authority over that student or makes academic decisions affecting the student, are prohibited, even when consensual. The student is encouraged to disclose a relationship with an employee to the Title IX Coordinator.
- (b) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is not in a position to exercise direct power or authority over that student, may also be inappropriate.

STUDENT CODE OF CONDUCT COMPLAINT PROCESS:

1. Any member of the College community may file charges against any student who is believed to be in violation of the Student Code of Conduct. Charges must be prepared in writing by submitting a Code of Conduct Report to the Student Judicial Affairs Officer or Title IX Coordinator (for Title IX matters) either in person, electronically, or via campus mail. The Dean of Student Success will serve as the Student Judicial Affairs Officer in the person's absence.
2. Code of Conduct Reports must be submitted as soon as practicable following the alleged violation, but no later than fifteen (15) calendar days, excluding holidays and emergency closings, after the incident occurs, except where longer timeframes are required by law or after such violation becomes known to the complainant.
3. Upon receipt of the Code of Conduct Report, the Student Judicial Officer will determine if the allegations contained in the Code of Conduct Report are within parameters of the administration of the Student Code of Conduct. The Student Judicial Affairs Officer will conduct an initial investigation within 48 hours to determine if the charges have potential merit and/or if they can be disposed of administratively by mutual consent of the parties.
4. The Student Judicial Officer shall present all charges in written format to the accused student.
5. A time shall be established to discuss the charge during a conduct meeting with the Student Judicial Officer no more than ten (10) calendar days, excluding holidays and emergency closings, after the Accused Student has been notified of the charge(s). The Student Judicial Officer will meet with

each student one at a time, starting with the complainant and followed by the respondent. The Student Judicial Affairs Officer may also meet with other witnesses as the person sees fit.

6. After a Code of Conduct Report has been filed and the initial investigation completed, the Student Judicial Officer may impose an Interim Suspension, but only if the Student Judicial Affairs Officer determines the suspension to be appropriate to:
 - (a) Protect the safety and well-being of members of the College community or to protect College property.
 - (b) Protect the Complainant and/or Accused Student's own physical or emotional safety and well-being.
 - (c) Prevent or deter disruption of, or interference with, the normal operations of the College.
7. During the Interim Suspension, an Accused Student may be denied access to all or part of the College (including classes) and/or all other College activities or privileges for which the Accused Student might otherwise be eligible, and be deemed Persona Non-Grata, as the Student Judicial Affairs Officer may determine.
8. The Interim Suspension does not replace the Student Judicial System process. The Accused Student will be notified in writing of the Interim Suspension and the reasons for the Interim Suspension.
9. Conduct Meeting(s) regarding charges to the Accused Student includes but is not limited to fact finding and investigation of the conduct issue, which can occur in one meeting or over the course of multiple meetings. Upon the conclusion of the Conduct Meeting(s), the Student Judicial Officer will render a decision in writing to the Dean of Student Success for review. The Student Judicial Affairs Officer will issue the formal decision to the student.
10. The Accused Student has the right to appeal an adverse decision rendered by the Student Judicial Affairs Officer to the Dean of Student Success within 15 calendar days, excluding holidays and emergency closings.

Disciplinary Actions:

If a student should be found in violation of the Student Code of Conduct, the following sanctions maybe imposed:

1. Oral reprimand
2. Formal written reprimand
3. Administrative probation
4. A definite period of suspension
5. Expulsion
6. Educational workshop
7. Counseling referral

8. Community service

Monetary fines also may be levied on students to cover the cost of labor, materials, and time to repair damaged items.

APPEAL PROCEDURE:

1. Accused Students who wish to appeal the conduct decision/sanction(s) must begin the formal process within 15 calendar days, excluding holidays and emergency closings, from the date the decision was rendered. Additionally, this entire process of appealing a conduct decision/sanction(s) is intended to proceed expediently and be completed within 30 calendar days, excluding holidays and emergency closings, from the date the decision/sanction was rendered.
2. The student may take the student code of conduct appeal to the final stage by appealing in writing to the Provost and Chief Academic Officer for a hearing with the Code of Conduct Appeal Committee. The Provost appoints the ad-hoc committee. The committee shall consist of three faculty or staff members and two students. The committee members shall not be from the division in which the incident occurred or in which the student's major is located. One of the faculty or staff members shall serve as the chair of the ad-hoc committee as designated by the Provost and Chief Academic Officer.
3. The final appeal is a presentation before the Code of Conduct Appeal Committee. All parties involved will have the opportunity to call witnesses and introduce relevant documentation. A written record of the hearing will be prepared by the chair of the committee. The purpose of the appeal is to determine whether the conduct decision/sanction(s) was determined fairly in light of the charge and information presented, and in conformity with prescribed procedures. Any inquiry into fairness shall consider, at a minimum:
 - (a) Whether the Accused Student had a reasonable opportunity to prepare and to present a response to the charge. Deviations from prescribed procedures will not be a basis for sustaining an appeal unless such deviations might reasonably have led to a different decision and/or different sanctions than imposed.
 - (a) Whether there were facts presented that, if believed by the Student Judicial Affairs Officer or Title IX Coordinator (for Title IX matters) were sufficient to establish that a violation of the Student Code of Conduct occurred.
 - (b) Whether the decision/sanction(s) imposed were appropriate for the violation of the Student Code of Conduct, which the Accused Student was found to have committed.

4. Within 10 calendar days, excluding holidays and emergency closings, after the hearing, a record of the Code of Conduct Appeal Committee hearing and the Committee's recommendation will be forwarded to the Provost and Chief Academic Officer by the Chair of the Committee for consideration and review. Within 10 calendar days, excluding holidays and emergency closings, of receiving the findings and recommendations, the Provost and Chief Academic Officer will review the results of the proceedings and notify the grievant, respondent (if any), and Code of Conduct Appeal Committee members in writing of his or her decision to accept, reject, or modify the hearing committee's findings and recommendations. The decision of the Provost and Chief Academic Officer will be final and binding upon all parties.

DEFINITIONS:

These definitions apply to the Student Code of Conduct and the Disciplinary Action system.

1. Accused Student – a student who has been accused, in an incident report, of violating college rules, regulations, or policies.
2. Administrative hold – A hold placed on a student's account.
3. Advisor – Anyone assisting or supporting a student during his or her involvement in a student conduct proceeding, including but not limited to, an attorney, parent(s), guardian, social worker, student advocate, professor, acquaintance, or friend.
4. Appeal – The method by which due process or a decision can be challenged.
5. Appellant – A student who appeals the decision.
6. Calendar day – A day that falls on or between Sunday through Saturday, excluding holidays and emergency closings.
7. Charge – Formal accusation of specific violation(s) of the Student Code of Conduct.
8. Code of Conduct Hearing Committee – Committee consisting of three faculty or staff members and two students, as described above.
9. Code of Conduct Report – Written or electronic report provided from a Complainant to the Student Judicial Affairs Officer or Title IX Coordinator (for Title IX matters).
10. College's Policies and Procedures Manual - Manual setting forth students' responsibilities and privileges.
11. College premises – Includes all land, buildings, facilities, and other properties in the possession of or owned, used, or controlled by the College (including adjacent street and sidewalks).

12. Community Service Project – Community-related project or activity developed by Student Judicial Affairs Officer with input from affected student where practical.
13. Complaint – Violation of college rules, regulations, or policies.
14. Complainant - Person providing information in an incident report alleging that a student or student organization violated college rules, regulations, or policies.
15. Conduct Code – Document that contains and explains college rules, regulations, polices, and procedures for addressing student and student organization behavior.
16. Conduct Meeting – Presentation of charges, fact finding, and investigation of alleged conduct incident by the Student Judicial Affairs Officer or College official.
17. Community Support Referral – Referral to community resources by the Student Judicial Affairs Officer.
18. Decision Letter –Final written decision issued by the Student Judicial Affairs Officer, Dean of Student Success or Title IX Coordinator (for Title IX matters) to the Provost and Chief Academic Officer.
19. Disruption – Behavior that materially and substantially interferes with any academic or administrative activity on campus. Ordinarily, such behavior actively hampers the ability of the other students to learn and of instructors to teach. Extreme forms of this behavior may even threaten the physical safety of students and staff.
20. Educational Support Services – Services or activities offered by student services and/or academic services designed to support a student’s academic performance.
21. Expulsion – Student will be expelled from the College and any College related organizations based on date of incident.
22. Formal written reprimand - Written documentation to the student from the Student Judicial Affairs Officer or College official cautioning the student about his/her misconduct.
23. Member of the College Community – Any student, visitor, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Student Judicial Affairs Officer, Dean of Student Success or Title IX Coordinator (for Title IX matters).
24. Misconduct – Unacceptable inappropriate behavior as outlined in the Student Code of Conduct.
25. Persona Non Grata – A person or student organization who has been deemed detrimental to the College community and thus no longer permitted to frequent or be present in any or specified college locations.

26. Preponderance of the Evidence – The standard used in determining if an Accused Student is responsible for a Student Code of Conduct violation; specifically, it must be found that it is “more likely than not” that a violation occurred.
27. Registered Student Organization – An organization that has complied with the formal requirements for College recognition.
28. SSC – Refers to Stark State College.
29. Student – Includes all persons taking courses from Stark State College.
30. Suspension – Can include definite and/or expulsion.

STARK STATE COLLEGE
POLICY AND PROCEDURES MANUAL

SUICIDE PREVENTION
Policy No. 3357:15-19-12
Page 1 of 2

Effective 06/03/2019

POLICY:

Stark State College supports its students, faculty, and staff in suicide awareness and prevention in an effort to maintain the safety and well-being of our campus community. SSC is committed to providing access, prevention, support, intervention, and postvention to students, faculty, and staff at a risk for suicide, and for those members of the campus community impacted by suicide. The College has adopted this policy in compliance with Ohio Revised Code Section 3345.37.

PROCEDURE:

- (A) The College will provide access to suicide prevention information and resources to the campus community. In addition, the College has developed and implemented communication and outreach plans as follows:
1. Crisis intervention access, including information on national, state, and local suicide prevention hotlines are available across campus and through the SSC website;
 2. Mental health program access, including information on the availability of local mental health clinics, counseling referral services available on campus during working hours in Student Services, and referral to partner organizations in Stark, Summit, and surrounding Counties;
 3. Multimedia application access, including crisis hotline contact information, suicide warning signs, resources offered, and free of cost applications;
 4. Student communication plan, including outreach plans regarding educational and outreach activities on suicide prevention; and
 5. Strategic plans to communicate effectively with students, staff, and parents after the loss of a person to suicide (“postvention”).
- (B) The following information is posted on the College website:
1. Crisis intervention access
 2. Mental health program access
 3. Multimedia application access
- (C) All incoming students are provided with:
1. Information about mental health topics, including depression and suicide prevention resources available to them; and
 2. Information about referrals for mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide.
- (D) All employees are provided with information regarding our Employee Assistance Program (EAP). Employees may access the EAP by phone or online. Our EAP provides:
1. Onsite Critical Incident Response Services for Faculty and Staff.
 2. Unlimited confidential access to 24/7/365 professional support for faculty, staff, and their eligible family members.

3. Face to Face Counseling – access to a confidential counseling services with a local mental health provider for faculty, staff, and their eligible family/household members, dependents living away from home, and parents/parents-in-law.
4. EAP Website Resources
 - a. Depression and Suicide Prevention Center
 - i. Materials on Depression
 - ii. Depression Assessment
 - iii. Suicide Awareness Information
 - iv. On-line Mental Health Assessment
 - v. Tools for Managers on Preventing Suicide in the Workplace