

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11  
Page 1 of 6

Revision Date: 06/07/2021  
Revision 15

**INTRODUCTION**

BOARD OF TRUSTEES AND ADMINISTRATION ..... i  
FOREWARD ..... ii  
INSTITUTIONAL MISSION AND VISION STATEMENTS ..... iii  
STRATEGIC PLAN VALUES ..... iv

**PART I: GOVERNANCE**

3357:15-1 GOVERNANCE PROCESS

1-01 ..... Governance Commitment  
1-02 ..... Governing Style  
1-03 ..... Board Job Description  
1-04 ..... Chairperson’s Role  
1-05 ..... Board Committee Principles  
1-06 ..... Board Planning and Agenda  
1-07 ..... Board Members’ Code of Conduct

3357:15-2 BOARD-STAFF RELATIONSHIP

2-01 ..... Delegation to the President  
2-02 ..... President’s Job Description  
2-03 ..... Monitoring Presidential Performance  
2-04 ..... Delegation to the Treasurer and Handling District Funds

3357:15-3 EXECUTIVE LIMITATIONS

3-01 ..... General Executive Constraint  
3-02 ..... People Treatment  
3-03 ..... Compensation and Benefits  
3-04 ..... Budgeting/Forecasting  
3-05 ..... Financial Condition  
3-06 ..... Asset Protection  
3-07 ..... Communication and Counsel to the Board

3357:15-4 ENDS

4-01 ..... Mission and Vision  
4-02 ..... Technology-Based Workforce Development  
4-03 ..... Access and Opportunity

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11

Page 2 of 6

Revision Date: 06/07/2021

Revision 15

4-04 ..... Student Development  
4-05 ..... Articulated Education  
4-06 ..... Market-Driven Workforce Development  
4-07 ..... Institutional Effectiveness

**PART II: POLICIES AND PROCEDURES**

3357:15-11 BOARD OF TRUSTEES

11-01 ..... Composition  
11-02 ..... Officers  
11-03 ..... District and Place of Business  
11-04 ..... Meetings  
11-05 ..... Board Attendance  
11-06 ..... Procedures  
11-07 ..... Instructional Fee Waived

3357:15-12 THE ADMINISTRATIVE ORGANIZATION

12-01 ..... Office of the President  
12-02 ..... Administrative Divisions  
12-03 ..... President's Executive Council  
12-04 ..... President's Cabinet  
12-05 ..... Chain of Command

3357:15-13 ACADEMIC

13-01 ..... Instructional Programs  
13-02 ..... Registration Deadline  
13-03 ..... Credit Residency Requirement  
13-04 ..... Prerequisite  
13-05 ..... Corequisite  
13-06 ..... Course Substitution by Petition  
13-07 ..... Grading System  
13-08 ..... Repeating a Course  
13-09 ..... Early Alert  
13-10 ..... Grade of Incomplete  
13-11 ..... President's List  
13-12 ..... Dean's List  
13-13 ..... Academic Probation and Dismissal  
13-14 ..... Academic Advising  
13-15 ..... Class Attendance  
13-16 ..... Academic Withdrawal  
13-17 ..... Graduation Requirements  
13-18 ..... ODHE-Approved One-Year Certificate

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11

Revision Date: 06/07/2021

Page 3 of 6

Revision 15

13-19 .....Academic Honors  
13-20 .....Registration in Excess of 21 Credit Hours  
~~13-21 .....Changes in Major Refer to 15-13-28 Catalog-In-Force and Change of Major~~  
13-22 .....Academic Forgiveness  
13-23 .....Academic Field Trips  
13-24 .....Continuing Education Unit  
13-25 .....Transfer and Articulation  
13-26 .....Academic Honesty and Integrity  
13-27 .....Final Grade Appeal  
13-28 .....Catalog-In-Force and Change of Major  
13-29 .....Course Development and Modality Changes  
13-30 .....eLearning  
13-31 .....Faculty Training for Web-based Courses  
13-32 .....Required Student Orientation for Web-based Courses  
13-33 .....Web 3 Off-Site Test Proctoring  
13-34 .....General Copyright Guidelines  
13-35 .....Course Syllabus  
13-36 .....Implementation of Assessment  
13-37 .....Electronic Devices in the Classroom  
13-38 .....Departmental Academic Policy  
13-39 .....Length of Programs, Semesters, and Credit Hours  
13-40 .....Student Success Seminar Course  
~~13-41 .....Credits Accepted for Prior Qualifications Refer to 15-13-25 Transfer and Articulation~~  
13-42 .....Mandatory New Student Orientation  
13-43 .....Midterm Grade  
13-44 .....“Teach Out” Statement for Inactivated Educational Programs  
13-45 .....Military Leave of Absence and Withdrawal  
13-46 .....Medical Withdrawal  
13-47 .....Textbook Selection  
13-48 .....Academic Freedom and Responsibilities

3357:15-14 PERSONNEL

14-01 .....Employee Classification System  
14-02 .....Recruitment and Selection  
14-03 .....Contracts and Records  
14-04 .....Employee Responsibilities and Duties  
14-05 .....Faculty Rank and Promotion  
14-06 .....Evaluation of Personnel  
14-07 .....Grievance Procedure  
14-08 .....Compensation and Related Benefits  
14-09 .....Instructional Fees as an Employee Benefit

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11

Revision Date: 06/07/2021

Page 4 of 6

Revision 15

14-10 ..... Travel and Business Entertainment Expense  
14-11 ..... Affirmative Action  
14-12 ..... Drug and Alcohol Abuse and Drug-Free Workplace Act Compliance  
14-13 ..... Anti-Harassment  
14-14 ..... Investigator Conflict of Interest  
14-15 ..... Sexual Misconduct  
14-16 ..... Bloodborne Pathogens  
14-17 ..... Concealed Weapons  
14-18 ..... Corrective Action and Discipline  
14-19 ..... Pay During Emergency School Closing  
14-20 ..... Property Use Policy  
14-21 ..... Initial Employment  
14-22 ..... Personal Property  
14-23 ..... Equal Employment Opportunity  
14-24 ..... Family and Medical Leave  
14-25 ..... Whistleblower  
14-26 ..... Earned Compensation Outside of the College  
14-27 ..... Code of Ethics and Professional Behavior  
14-28 ..... Recordings  
14-29 ..... Mentoring Policy  
14-30 ..... New Employee Orientation  
14-31 ..... Consensual Relationships  
14-32 ..... Leave and Time Off  
14-33 ..... Tuition Assistance  
14-34 ..... Reasonable Accommodations  
14-35 ..... Minors on Campus

3357:15-15 COMMUNICATIONS

15-01 ..... Integrated Postsecondary Education Data System (IPEDS)  
15-02 ..... External Communications  
15-03 ..... Shared Governance and Internal Communication  
15-04 ..... Web Communication  
15-05 ..... Use of College Computing and Information Resources  
15-06 ..... Responding to Public Records Requests  
15-07 ..... Electronic Communications  
15-08 ..... Institutional Review Board

3357:15-16 BUSINESS MANAGEMENT

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11

Revision Date: 06/07/2021

Page 5 of 6

Revision 15

16-01	Basic Accounting Standards
16-02	Budget Preparation and Control
16-03	Purchasing Procedures
16-04	Accountant of Restricted Funds
16-05	Financial Reports
16-06	Financial Planning
16-07	Investments and Cash Management
16-08	Reprographic Procedure
16-09	College Discretionary Fund
16-10	College Food Policy
16-11	Disposal of Surplus Equipment
16-12	Electronic Device Recovery
16-13	Alcohol Policy
16-14	Lost and Found
16-15	Cybersecurity

3357:15-17 FACILITIES

17-01	<del>Internal Priorities for Use of Facilities</del> <i>Refer to 15-17-02 Use of College Facilities</i>
17-02	Use of College Facilities
17-03	<del>Maintenance of Building and Grounds</del>
17-04	<del>Space Utilization Reports</del>
17-05	Physical Development Planning, Space Utilization, and Maintenance
17-06	Inventory Control
17-07	Emergency Response Plan
17-08	Selecting and Displaying Artwork
17-09	Smoke-Free Facilities
17-10	Public Use of College Outdoor Areas
17-11	College State of Emergency Pertaining to Students
17-12	Service Animal

3357:15-18 ACCESS TO INSTRUCTION

18-01	Admission Policy
18-02	<del>Early Admission</del>
18-03	<del>Limited Admission</del>
18-04	Non-Credential-Seeking Citizens 60 and Older
18-05	<del>Cross Registration</del>
18-06	Financial Aid
18-07	Standards of Academic Progress

STARK STATE COLLEGE  
POLICIES and PROCEDURES MANUAL

**TABLE OF CONTENTS**

Policy No.: 3357:15-1-01 – 15-19-11

Revision Date: 06/07/2021

Page 6 of 6

Revision 15

~~18-08~~ ..... ~~Transfer Applicants~~  
18-09 ..... Fees  
18-10 ..... Student Recruitment and Marketing  
18-11 ..... International Student Admissions  
18-12 ..... Nonpayment Drop

3357:15-19 STUDENT SERVICES

~~19-01~~ ..... ~~Guidance and Counseling~~  
~~19-02~~ ..... ~~Career Services~~  
19-03 ..... Student Activities  
19-04 ..... Student Education Records  
~~19-05~~ ..... ~~Medical Emergency~~  
~~19-06~~ ..... ~~Inappropriate Behavior~~  
19-07 ..... Student Travel  
19-08 ..... Student Complaint(s)  
19-09 ..... Service Member and Veteran Support and Assistance  
19-10 ..... Student Code of Conduct  
~~19-11~~ ..... ~~Service Dog~~ *Refer to 15-17-12 Service Animal*  
19-12 ..... Suicide Prevention

**PART III: APPENDICES**

Appendix A ..... Glossary of Terms  
Appendix B ..... IPEDS Glossary  
Appendix C ..... Shared Governance Model and Internal Communication