

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACADEMIC

Policy No.: 3357:15-13-00

Revised: 05/07/2014
Revised: 02/05/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023

13-01	Instructional Programs Associate Degree Programs Certificate Programs Non-Credit Instruction Contract Training
13-02	Registration Deadline Add/Drops Audit Classes Approval Signatures Important Considerations
13-03	Credit Residency Requirement
13-04	Prerequisite
13-05	Co-Requisite
13-06	Course Substitution by Petition
13-07	Grading System Final Grades Quality Points Numerical Range for Each Letter Grade
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

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACADEMIC

Policy No.: 3357:15-13-00

Revised: 05/07/2014
Revised: 02/05/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023

13-14 **Academic Advising**

13-15 **Class Attendance**

13-16 **Academic Withdrawal**

13-17 **Graduation Requirements**

13-18 **ODHE-Approved One-Year Certificate**

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 Trip**

13-24 **Continuing Education Unit**
Determination of Units to be Awarded
Grading System and Completion Awards
Transcript Recording and Reporting
Cost

13-25 **Transfer and Articulation**
Institutional Transfer
Application of Transfer and Articulated Credit
Ohio Transfer Module (OTM)
Transfer Assurance Guides (TAGs)
Career-Technical Credit Transfer (CTAGs)
Military Transfer Assurance Guides (MTAGs)
Apprenticeship Pathway Programs
Prior Learning Assessment (PLA)
Advanced Placement (AP) Exams
College-Level Examination Program (CLEP)
International Baccalaureate (IB) Exams
One-Year Option

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACADEMIC

Policy No.: 3357:15-13-00

Revised: 05/07/2014
Revised: 02/05/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023

Associate-to-Baccalaureate Degree Pathways
Credit When It's Due
Application of Credit to the Major, Minor, and Field of Concentration
Treatment of Upper- and Lower-Division Credit
Applied Associate Degrees
Non-Traditional Credit and Electives
Credit-By-Proficiency Examinations
Prior Learning Assessment (PLA) Portfolio
Other Options in Meeting the Transfer Module
Acceptance and Application of Transfer Credit
Conditions for Transfer Admission
State/National Credit-by-Examinations
Stark State College Credit-by-Proficiency Examinations
Prior Learning Assessment (PLA) Portfolio
Military Transfer
Responsibilities of Students
Appeals Process
Student Complaints Following Transfer Appeals at the Receiving Institution

13-26 **Academic Honesty and Integrity**
Plagiarism
Cheating
Fabrication and Falsification
Facilitating Academic Dishonesty
Unauthorized Collaboration
Theft of Other Students' Work

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 Course**

13-32 **Required Student Orientation for Web-based Courses**

13-33 **Web 3 Off-Site Test Proctoring**

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACADEMIC

Policy No.: 3357:15-13-00

Revised: 05/07/2014
Revised: 02/05/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023

13-34 **General Copyright Guidelines**
 Definition of Copyright
 Legal Framework for Copyright
 Subject Matter of Copyright
 Duration of Copyright
 Compliance with Copyright Law
 Permission
 Fair Use
 Obtaining Permission or Licenses
 Requests for Permission
 Digital Media and the Digital Millennium Copyright Act
 The Technology, Education Copyright Harmonization Act (TEACH)
 Penalties for Copyright Infringement
 Report a Copyright Infringement
 Copyright and Faculty Ownership of Intellectual Property

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**
 Classroom
 Laboratory
 Clinical laboratory
 Directed practice
 Practicum
 Cooperative Work Experience
 Field Experience
 Observation
 Seminar
 Miscellaneous Applications Courses
 Studio Course

13-40 **Student Success Seminar Course**

13-41 ~~Credits Accepted for Prior Qualification~~ *Refer to 15-13-25 Transfer and Articulation*

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACADEMIC

Policy No.: 3357:15-13-00

Revised: 05/07/2014
Revised: 02/05/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023

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 **Freedom of Expression and Responsibilities**

13-49 **Testing Your Faith Policy**

INSTRUCTIONAL PROGRAMS

Policy No. 3357:15-13-01

Page 1 of 3

Effective: 10/15/2009

Revised: 03/12/2015

Revised: 06/05/2017

Revised: 06/07/2021

POLICY:

Instructional programs, certificates, and courses of study shall be developed and offered in accordance with the provisions of the Ohio Department of Higher Education (ODHE) in the fulfillment of Stark State College.

1. **Associate Degree Programs.** The ODHE defines an associate degree as an award that requires completion of 60 semester credit hours. Per the ODHE, each associate degree program should not exceed 65 semester credit hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements. Programs requiring hours beyond the 65-hour maximum in order to meet accreditation or licensing requirements are expected to align similarly to like programs at other two-year public institutions and shall not exceed 73 semester credit hours.
 - a. Degree Titles. Upon evidence of satisfactory completion of an approved program previously authorized by the ODHE, the Board of Trustees may confer the following degrees:
 - i. Associate of Arts and Associate of Science degrees are designed for students wishing to complete the first two years of a bachelor's degree, as well as those desiring two years of a liberal arts education.
 - ii. Associate of Applied Business and Associate of Applied Science degrees are awarded in recognition of successful completion of career technical education programs and prepare students for immediate employment upon graduation. The curricula for applied associate degree programs are described in terms of technical and non-technical studies. Non-technical studies include general education and courses that serve as a base for the technical field (sometimes referred to as "applied general education" or "basic" coursework). Non-technical studies should make up at least 30 semester hours of the degree.
 - iii. Associate of Technical Study degrees are awarded for successful completion of an individually planned program of study designed to respond to the need for specialized technical education. The program must have an area of

concentration which is equivalent to at least 30 semester credit hours in technical studies and a clearly identifiable career objective. The area of concentration can either be formed by: Type A—a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college to serve a career objective that would not be adequately addressed by one of the existing programs alone; or Type B—courses completed or training received by a student at other institutions of higher education, career centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit.

2. **Certificate.** ODHE defines a certificate as a formal award certifying the satisfactory completion of an organized program of study at the postsecondary level. In accordance with the ODHE, certificates are designed as building blocks toward future degrees and with the intent of articulating the program into the next degree. Students can earn general or technical certificates.
 - a. General Certificates require completion of an organized program of study and are classified by IPEDs as “less than one year” or “at least one but less than two academic years.”
 - b. Technical certificates are designated as one year or less than one year.
 - i. **One Year Technical Certificate:** Certificates awarded by a post-secondary institution for the completion of an organized program of study in at least 30 semester credit hours, with the majority of the coursework completed in a prescribed technical area. While the certificates are designed to have value apart from a degree, these certificates should serve as building blocks to an associate degree. The technical certificate is designed for an occupation or specific employment opportunities. These certificates should prepare students for a valid occupational license or third-party industry certification, if available, related to the field of study.
 - ii. **Less Than One Year Technical Certificate:** Certificates awarded by a post-secondary institution for the completion of an organized program of study

in less than 30 semester credit hours that are designed for an occupation or specific employment opportunity. These certificates should prepare students for a valid occupational license or third-party industry certification, if available, related to the field of study.

PROCEDURE:

Approval of instructional programs begins with an internal process. Final approval for instructional programs is granted by ODHE and the Higher Learning Commission (HLC), where applicable. The following steps are required for approval:

1. Department Chairs submit the request to their Deans for approval.
2. The approval is discussed at Academic Affairs Council to ensure there isn't a conflict with other program curriculum and to communicate curriculum changes to the other academic divisions.
3. After Academic Affairs Council discusses the curriculum, it is submitted to the Curriculum Committee. The process outlined on *mystarkstate* in the Curriculum Committee folder must be followed for the submission.
4. Once approved by Curriculum Committee, final approval is granted by the Vice-President of Business, Finance, and IT, where applicable, and the Provost and Chief Academic Officer.
5. Curriculum is submitted to ODHE for approval by the Provost's Office.
6. Where applicable, certificates are submitted to HLC for approval.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

REGISTRATION DEADLINE

Policy No. 3357:15-13-02

Page 1 of 2

Effective: 10/15/2009

Revised: 03/12/2015

Revised: 07/14/2016

Revised: 06/03/2019

Revised: 05/29/2020

Revised: 06/05/2023

POLICY:

To encourage student success, the last day to register for classes is the last calendar day before the semester, term, or session is scheduled to begin. Students who fail to register by this date must follow the procedure outlined below.

PROCEDURE:

1. Adds/Drops:

- a. For students in good academic standing, permission is not needed and instructor signatures are not required for adding or dropping prior to the first day of the semester, term, or session. Please note: students on academic probation are not permitted to register or make a schedule change without an advisor's signature and are prohibited from registering through their mySSC account.
- b. Audit Classes:
 - (1) Students wishing to audit a course must complete the process prior to the first day of the semester, term, or session and are encouraged but not required to take the listed prerequisite and/or co-requisite requirement.
- c. After the semester, term, or session begins, students will be required to obtain approval and signatures/electronic authorization as defined in items 1c(1), 1c(2), 1c(3), 1c(4), and 1c(5) below. Students must complete the Schedule Change Form and refer to the Refund Schedule on *mystarkstate*.
 - (1) Students switching sections of the same course need the signature/electronic authorization of the instructor whose class is being added and the department chair of the course. The department chair's signature will drop/withdraw the student from the original class.
 - (2) Students switching from a higher-level course to a lower-level course need the signature/electronic authorization of the instructor whose class is being added and the department chair of the course. The department chair's signature will drop/withdraw the student from the original class.
 - (3) Students requesting permission to add new classes to their schedule in the first week of the semester, term, and session need the approval and signature/electronic authorization of the instructor and department chair of the course; after the first week, students may not add classes that have already begun.

- (4) Students adding a class prior to the first class session need the signature of a Gateway representative.
 - (5) Students requesting permission to drop a course(s) in the first week of the semester, term, or session need the signature of either an instructor, department chair, academic advisor, or Gateway representative.
- d. Students attempting to gain entrance to closed courses must have the signatures/ electronic authorization of both the instructor and department chair of the course with a notation providing permission to increase enrollment for the CRN indicated. (Instructors need to check room capacity and class rosters.) The Registration Schedule Change Form – Add, Drop, or Withdrawal, with both signatures, should be submitted to the Gateway Student Services Center.
2. Important Considerations:
 - a. Students who have been academically dismissed must follow the Academic Probation and Dismissal Policy and procedure (Policy No. 3357:15-13-13).
 - b. Students who have been conditionally admitted may not add a course. See Admission policy and procedure (Policy No. 3357:15-18-01).
 3. Any exception to this Registration Deadline Policy will be based only on extreme circumstances, with evidence, and requires the permission of the academic dean.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CREDIT RESIDENCY REQUIREMENT

Policy No. 3357:15-13-03

Page 1 of 1

Effective: 10/15/2009

Revised: 05/18/2013

Revised: 06/03/2014

Revised: 03/12/2015

Revised: 06/04/2018

POLICY:

Stark State students must meet credit residency requirements to complete a degree/certificate(s). The following credit residency requirements must be met:

- (A) All degree requirements must be met by completing Stark State College courses or through equivalent transfer coursework.

- (B) At least 20 semester hours in the degree program, at least 15 semester hours in the one-year certificate, and at least one course in a career enhancement certificate must be completed at Stark State College. Exceptions to the Credit Residency Requirement require approval from the appropriate program coordinator (if applicable) and department chair in consultation with the appropriate dean and Provost.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PREREQUISITE

Policy No. 3357:15-13-04

Page 1 of 1

Effective: 10/15/2009

Revised: 12/14/2012

Revised: 04/03/2013

Revised: 03/12/2015

Revised: 05/29/2020

POLICY:

A prerequisite is a course taken prior to another course(s) as designated by the academic department. Certain courses require that the student meet prerequisites in order to register for the course. The prerequisite course(s) are designated by the academic departments to assist the student in selecting appropriate course levels. The prerequisite(s) may be one or more courses, a minimum placement test score, or a minimum grade in a prerequisite course(s).

PROCEDURE:

1. The student may register for the course even if the student has not completed the course prerequisite(s) provided the student is currently enrolled in the prerequisite course(s) for the next level course(s).
2. The course requiring the prerequisite will be dropped by registration from the student's schedule if the student does not satisfactorily complete the prerequisite course(s). The Academic Records/Registrar's Office will notify the student of the schedule change via mail and email within one week after the end of the semester the prerequisite course was not completed.
3. If a student has taken a prerequisite course(s) at another institution, the student should request to have an official transcript sent to the Academic Records/Registrar's Office prior to registration. Prerequisite overrides will be considered prior to the start of the semester. Override request(s) can also be made directly to the appropriate department chair through email or appointment. At the time of initial registration, Gateway representatives will process a temporary override with final approval by the department chair. If the override is denied, the student will be notified.
4. Students who are auditing a course will be encouraged but not required to take listed prerequisite course(s).
5. The department of the student's current major may establish the requirement(s) for prerequisite grades. If the major department does not specify the prerequisite grade, the passing grade established by the department offering the course will apply.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CO-REQUISITE

Policy No. 3357:15-13-05

Page 1 of 1

Effective: 03/12/2015

Revised: 05/29/2020

POLICY:

A co-requisite is a course that must be taken at the same time or prior to another course(s) as designated by the academic department. To ensure proper placement, co-requisites for all classes will be checked at the time of registration.

PROCEDURE:

1. The course that required the co-requisite will be dropped from the student's schedule if the student drops the other course.
2. If a student has taken a co-requisite course(s) at another institution, the student should request to have an official transcript sent to the Academic Records/Registrar's Office prior to registration. Co-requisite overrides will be considered prior to the start of the semester. At the time of initial registration, Gateway representatives will process a temporary override with final approval by the department chair. If the override is denied, the student will be notified. Override requests can also be made directly to the appropriate department chair through email or appointment.
3. Students who are auditing a course will be encouraged but not required to take the listed co-requisite course(s).
4. The department of the student's current major may establish the requirements for co-requisite grades. If the major department does not specify the co-requisite grade, the passing grade established by the department offering the course will apply.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COURSE SUBSTITUTION BY PETITION

Policy No. 3357:15-13-06

Page 1 of 1

Effective: 08/27/2013

Revised: 03/12/2015

Revised: 05/29/2020

POLICY:

For Ohio Department of Higher Education associate degree programs and one-year certificates, a course petition should be approved prior to the student's applying for graduation. Four courses is the maximum number of courses for substitution. Exceptions processed for Stark State College courses and transfer courses with equivalent classes do not count toward the four maximum substitutions.

PROCEDURE:

1. The student must request a course substitution by petition with an academic advisor, department chair, or program coordinator in the student's program through the MyAcademicPlan (MAP) system. The substitution by petition will be approved or rejected electronically by the department chair/program coordinator, the registrar, and the Provost, if needed. The student will be notified electronically via Stark State College email of the decision.
2. For a limited number of courses, course substitution applies to the required curriculum within the student's major. No developmental course can be used for course substitution. The following list of criteria must be met for course substitution approval:
 - a. Equivalency (technical for technical; nontechnical for nontechnical; general education for general education)
 - b. Course level (100 to 100; 200 to 100; not 100 to 200)
 - c. Equivalent credit hours or higher
 - d. Courses must have 70% of the learning outcomes in common. Consult department chair(s) of discipline(s) for approval.
3. The registrar will apply the approved substitution by petition to the student's record, in consultation with the department chair of that discipline.
4. Students changing majors will need to resubmit course substitutions by petition to be considered for the new major. However, when changing only the catalog-in-force, a new petition is not required.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GRADING SYSTEM

Policy No.: 3357:15-13-07

Page 1 of 2

Effective: 05/07/2014

Revised: 03/12/2015

Revised: 07/14/2016

Revised: 06/05/2017

Revised: 06/04/2018

POLICY:

Letter grades are used by the faculty member assigned to the course to indicate the student's performance. The grades shall be in accordance with the standards of expected achievement of the course and the College. The student's grade point average is computed by the following formula: total quality points earned divided by Grade Point Average (GPA) earned hours. Programs requesting a variance from the established numerical range for each letter grade must follow the shared governance approval process outlined in the Departmental Academic Policy (3357:15-13-38).

PROCEDURE:

(A) Final Grades. Final grades are issued at the end of each term. Letter grades are used to indicate performance for the course.

(B) Quality Points. Letter grades earn the following quality points:

(1)	AH	Excellent (Honors Course)	4
(2)	A	Excellent	4
(3)	BH	Above Average (Honors Course)	3
(4)	B	Above Average	3
(5)	C	Average	2
(6)	UC	Unsatisfactory Average	2
(7)	D	Below Average	1
(8)	UD	Unsatisfactory Below Average	1
(9)	F	Failed	0
(10)	*IN	Incomplete	0
(11)	*W	Withdrawn	0

(12)	*AU	Audit	0
(13)	*CR	Credit	0
(14)	*NC	No Credit	0
(15)	^D	Academic Forgiveness	0
(16)	^F	Academic Forgiveness	0

C. The numerical range for each letter grade is as follows:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

0 – 59% = F

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

E. Points with an * are not calculated in GPA.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

REPEATING A COURSE

Policy No. 3357:15-13-08

Page 1 of 1

Effective: 06/04/2012

Revised: 05/12/2015

POLICY:

When a student repeats a course, both grades will appear on the academic record, and the highest grade will be used in calculating the grade point average. Students may receive financial aid for repeating courses. However, if the student is retaking a previously passed course, financial aid can only be used for one repeat of that course. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress status.

PROCEDURE

Prior to registering for the course a third time, including withdrawals, a student must meet with his/her academic advisor. Individual departments may have more restrictive guidelines. Course grades from another institution will not replace a Stark State College grade nor will they be used in calculating the grade point average.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

EARLY ALERT

Policy No. 3357:15-13-09

Page 1 of 1

Effective: 10/15/2009

Revised: 03/12/2015

Revised: 06/05/2017

Revised: 06/06/2022

POLICY:

Students not making satisfactory academic progress in a class will be sent an Early Alert notification on or before the completion of 25 percent of the course.

PROCEDURE

- (A) The Office of the Provost will email faculty members directing them to identify students failing to make satisfactory academic progress.
- (B) Faculty members will enter the appropriate code for students receiving an Early Alert in the Student Information System.
- (C) The Academics Records/Registrar's Office will send the Early Alert notification to students on behalf of the Provost and Chief Academic Officer. The notification informs students of their lack of academic progress and details various academic and student support services available to assist them at the College.
- (D) In support of retention, faculty are expected to follow-up with students who receive an Early Alert.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GRADE OF INCOMPLETE

Policy No.: 3357:15-13-10

Page 1 of 1

Effective: 10/15/2009

Revised: 12/14/2012

Revised: 06/02/2014

Revised: 03/12/2015

Revised: 06/04/2018

Revised: 06/07/2021

POLICY:

The grade of incomplete (IN) may be given only if the student is currently attending the course, the student has completed 75 percent of the semester and required work in a course, and, based on that work, the student is earning a passing grade.

PROCEDURE

- (A) To receive an IN, the student must request this grade by contacting the instructor before grades are submitted. If the instructor agrees to grant an IN for the course, an Incomplete Agreement Form shall be completed by the instructor, including outlining the remaining requirements and due date and signed by the student and instructor prior to the end of the term. Students may contact their instructor to request an IN grade for the course through email. A copy of the completed form will then be forwarded by the instructor to the department chair and the Academic Records/Registrar's office. This step can be completed through email.
- (B) The requirements of the agreement must be met within 5 calendar days of the start of the following term (including summers). At the discretion of the instructor and with the concurrence of the department chair, the time limit for completion may be altered in extenuating circumstances. The Department Chair will send any adjustments to the deadline to the Academic Records/Registrar's Office.
- (C) If the terms of the agreement are fulfilled, then the IN grade will be changed to the earned grade when the instructor or department chair submits a Grade Change Form to the Academic Records/Registrar's Office. If the terms of the Agreement are not fulfilled, then the IN grade will be automatically changed to an F by the Academic Records/Registrar's Office.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PRESIDENT'S LIST

Policy No. 3357:15-13-11

Page 1 of 1

Effective: 06/01/2009

Revised: 08/29/2011

Revised: 03/12/2015

Revised: 05/29/2020

POLICY:

A President's List of the names of all eligible students who have achieved a grade point average of 4.0 for the semester will be posted on that semester's President's List.

PROCEDURE:

- (A) To be eligible, students who have completed 12 credit hours or more during the fall or spring semester or 6 credit hours in summer semester will be listed as full-time on the President's List for outstanding academic achievement. Students who have completed at least 6 but fewer than 12 credit hours during the fall or spring semester will be listed as part-time students. Students who have taken fewer than 6 credit hours during a semester will not be recognized on the President's List.
- (B) Credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted as part of the semester credit minimum.
- (C) The President's Office will post the names of students who qualify for the President's List and will send letters and certificates to the individual students and authorize press releases to local newspapers, the web, and the Stark State College portal.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DEAN'S LIST

Policy No. 3357:15-13-12

Page 1 of 1

Effective: 06/01/2009

Revised: 08/29/2011

Revised: 05/29/2015

Revised: 05/29/2020

POLICY:

The names of all eligible students who achieved a grade point average of 3.50 - 3.99 for the semester will be posted on that semester's Dean's List.

PROCEDURE:

- A. To be eligible, students who have completed 12 credit hours or more during the fall or spring semester or 6 credit hours in summer semester will be listed as full-time on the Dean's List.
- B. Part-time students who have completed at least 6 but fewer than 12 credit hours during the fall or spring semester will be listed as part-time students on the Dean's List. Students who have taken fewer than 6 credit hours during a semester will not be recognized on the Dean's List.
- C. Credit earned in a course for which the grade of Credit or Satisfactory is achieved will not be counted as part of the semester-credit minimum.
- D. The Provost's Office will post the names of students who qualify and will send letters and certificates to the individual students and authorize press releases to local newspapers, the Web, and the Stark State College portal.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC PROBATION AND DISMISSAL

Policy No.: 3357:15-13-13

Page 1 of 3

Effective: 09/25/2012

Revised: 05/18/2013

Revised: 06/10/2014

Revised: 05/29/2015

Revised: 06/04/2018

Revised: 06/07/2021

Revised: 06/06/2022

Revised: 06/05/2023

POLICY:

Students whose academic work must improve in order to earn the minimum grades required for graduation will be placed on academic probation. Students who do not show continued grade improvement will be dismissed from the College. Students who are dismissed may apply for readmission after their first or second dismissals. Students who are dismissed for the third time are not eligible for readmission.

PROCEDURE:

- (A) Students who fail to maintain a cumulative grade point average (GPA) of 2.00 will be placed on academic probation.
 - 1. Students on academic probation must meet with and have their registration form signed by their Academic Advisor prior to registering in person in the Academic Records/Registrar's Office.
 - 2. Students on academic probation who have registered for future semesters must meet with their Academic Advisor regarding future class schedules or be dropped from future class schedules.
- (B) Students who are currently on probation and earn a GPA of 2.00 or better in the current semester completed and are showing improvement will not be dismissed even if their cumulative (overall) GPA falls below the following standards.
- (C) Students who have 12 or more semester credits and have 0.00 cumulative GPA hours at the end of any enrollment period will be academically dismissed.
- (D) Students will be academically dismissed if they have been on academic probation for one term and their cumulative GPA for any term falls below the minimum requirements as listed:

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

- (E) If the student fails to attend for the approved semester, the student will revert back to Academic Dismissal, and must begin the process again for the next semester that they intend to register following the procedures listed below.
- (F) Dismissed students may apply for reinstatement based on the conditions below:
 - (1) Dismissals and Reinstatement
 - (a) First Dismissal
 - (i) Students must sit out one semester (not including summer term).
 - (ii) Students must complete and submit a "Conditional Readmission Application" and complete the entire readmission process at least

thirty (30) calendar days prior to the start of the returning term/semester.

- a. Students should begin the process of the application after the upcoming schedule is available for registration.
 - b. Students must complete the entire application, including the typewritten explanation, prior to the scheduled meetings explained in this section, parts c, d, and e.
 - c. Students must schedule and meet with the appropriate Department Chair, or Program Coordinator if applicable, of their intended major for discussion of their dismissal and readmission.
 - d. Students must prepare a class schedule with one of the following: the Department Chair, Program Coordinator, Academic Advisor, or Gateway Advisor, and have the schedule change form signed by that person. A maximum of 10 credit hours is recommended.
 - e. Students must schedule and meet with the Dean of their intended major for discussion of their dismissal and readmission. Readmission will be determined by the appropriate academic Dean and all paperwork will be transmitted to the Academic Records/Registrar's Office.
 - f. If a student wishes to obtain Financial Aid, the student must meet with the Financial Aid Office to determine eligibility.
- (iii) Any student who achieves a minimum of 2.0 GPA in the current semester will not be dismissed.
- (iv) If the student fails to attend for the approved semester, the student will revert back to Academic Dismissal and must repeat the process for the semester they intend to register following the procedures listed above.
- (b) Second Dismissal
- (i) Students must sit out for one calendar year from dismissal date.
 - (ii) Students must complete and submit a "Conditional Readmission Application" and complete the entire readmission process at least thirty (30) calendar days prior to the start of the returning term/semester.
 - a. Students should begin the process of the application after the upcoming schedule is available for registration.
 - b. Students must complete the entire application, including the typewritten explanation, prior to the scheduled meetings explained in this section, parts c, d, e, f, and g.
 - c. Students must schedule and meet with the appropriate Department Chair, or Program Coordinator if applicable, of their intended major for discussion of their dismissal and readmission.

- d. Students must prepare a class schedule with one of the following: the Department Chair, Program Coordinator, Academic Advisor, or Gateway Advisor and have the registration form signed by that person. A maximum of 7 credit hours is recommended.
 - e. Students must schedule and meet with the Dean of their intended major for discussion of their dismissal and readmission.
 - f. Students must attend a “Conditional Readmission Workshop” with the Dean of Learning and Engagement prior to the scheduled meeting explained in this section, part g.
 - g. Students must schedule and meet with the Provost for discussion of their dismissal and readmission. Readmission will be determined by the Provost and all paperwork will be transmitted to the Academic Records/Registrar’s Office.
 - h. If a student wishes to obtain Financial Aid, the student must meet with the Financial Aid Office to determine eligibility.
- (iii) Any student who achieves a minimum of 2.0 GPA in the current semester will not be dismissed.
 - (iv) If the student fails to attend for the approved semester, the student will revert back to Academic Dismissal and must repeat the process for the semester they intend to register following the procedures listed above.
- (c) Third Dismissal
- (i) This is the final dismissal. The student is not eligible for readmission. Exceptions to the final dismissal require approval from the Provost and Chief Academic Officer and will only be granted if several years have passed since the final dismissal or there is a unique situation.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC ADVISING

Policy No. 3357:15-13-14

Page 1 of 2

Effective: 03/12/2015

Revised: 05/29/2020

POLICY:

Stark State College recognizes that academic advising is crucial to student success and to the student's educational experience. Academic advisors, including full-time faculty and staff advisors, should have knowledge of the institution's educational and supporting resources. All new full-time faculty and staff advisors are required to complete the online advising training within the first semester of hire. Academic advising serves to develop a relationship with students to assist in exploration and declaration of a program of study consistent with their educational and career goals. Academic advising responsibilities include periodically evaluating a student's academic progress, attempting to resolve issues that may negatively impact the student's success, supporting the achievement of the student's academic and career goals by assisting the student in planning their academic schedules, and providing students with the needed connection to the various campus services.

The students' responsibilities include regularly meeting with an academic advisor to gain an understanding of academic performance standards applicable to their degree program(s), complying with academic policies and deadlines and accessing their Stark State College email for advisor messages and advising-related announcements.

PROCEDURES:

(A) Gateway Advising

The Gateway advising process uses the following steps to onboard new, degree-seeking students and prepare them to begin their education at Stark State College. After initial registration, certificate students will be assigned to their faculty advisors.

- (1) **Gateway Advisor Assignment Process:** Once admitted, students are assigned an Enrollment Representative, a Gateway Specialist, or Success Coach as their Gateway Advisor in Banner. Counselors in Disability Support Services and Military Services also provide initial advising. The Gateway Advisor will continue to academically advise the student until the completion of fifteen college-level credits.
- (2) **Initial Advising:** The Gateway Advisor will discuss the major of choice with the student, provide a basic understanding of the curriculum, create a class schedule, discuss financial aid and payment options, and review the new student checklist.

(B) Faculty Advising Handoff

- (1) Each semester, the Gateway Advisor will assess their advising lists to identify students who have completed fifteen college-level credits after the drop for non-attendance.
- (2) The faculty advisor and the student will be notified via an email regarding the transfer from the Gateway Advisor to the academic advisor.

(C) Academic Advising Timeline

When advising the student, the faculty advisor should review the student's account for any holds, check the student's academic standing, check the student's financial aid standing, review placement test scores, and review the progress made toward the student's declared major. The faculty advisor may help the student select classes and build a schedule. The faculty advisor may also help map out a path for degree completion.

- (1) **Faculty Advisor Assignment Process:** All new students will be assigned a faculty advisor by a division representative no later than the third week of their first semester.
- (2) **Fifteen-Hour Transition Checkpoint:** Faculty are required to connect with the student to establish a relationship.
- (3) **Thirty-Hour Checkpoint:** Each semester, faculty will review the advisor reports to identify advisees who have completed thirty hours of college-level credits. The faculty advisor will contact those students. If sufficient progress is not being made, the faculty advisor will discuss future plans for success.
- (4) **Sixty-Hour Checkpoint:** Each semester, faculty will review the advisor reports to identify advisees who have completed sixty hours of college-level credits. The faculty advisor will contact those students. The progress of each student will be reviewed to ensure graduation is attainable, and a plan should be devised to help that student apply for graduation.
- (5) **Seventy-Five-Hour Checkpoint:** Each semester, faculty will review the advisor reports to identify any advisees who have completed seventy-five hours of college-level classes but have not graduated. The faculty advisor will contact those students. A plan will be devised to assist that student in completion of the program and apply for graduation.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CLASS ATTENDANCE

Policy No. 3357:15-13-15

Page 1 of 1

Effective: 05/29/2015

Revised: 5/29/2020

Revised: 06/06/2022

POLICY:

To ensure the commitment to student success, attendance must be taken in all classes, regardless of modality, starting with the first day of the class. Faculty may elect to relate course attendance to the course grading policy; the instructor's grading policy regarding attendance must be included in the course syllabus.

PROCEDURE:

1. Face-to-face students are considered non-attendees when they do not physically attend a class session by the published Stark State College academic semester calendar never attend deadline date for students (<https://www.starkstate.edu/academic-calendar/>) for fall, spring, and summer terms as per the Federal Financial Aid Guidelines. Online students are considered non-attendees if they do not complete an assigned course activity by the published Stark State College academic semester calendar never attend deadline date for students (<https://www.starkstate.edu/academic-calendar/>) for fall, spring, and summer terms as per the Federal Financial Aid Guidelines. Non-attendees will be dropped from their classes, and if applicable, financial aid will be returned to the federal government.
2. Attendance will also be documented at the end of each semester to verify the last day attended in each class and will be submitted in conjunction with final grades to the Academic Records/Registrar's Office.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC WITHDRAWAL

Policy No. 3357:15-13-16

Page 1 of 1

Effective: 06/02/2014

Revised: 03/12/2015

Revised: 05/29/2015

Revised: 04/01/2019

Revised: 06/07/2021

POLICY:

A student may drop a class or all classes from the College before the end of the seventh calendar day (excluding holidays and emergency closings) of any academic period without academic penalty. Any changes made during this period will not become a part of the student's academic record. Students should refer to the posted refund schedule.

Beginning with the eighth calendar day through the published withdrawal date, the College gives students an opportunity to withdraw from a class or all courses. It is the student's responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the College. A student is officially withdrawn from a course once a signed, or electronically submitted, "Schedule Change" form has been submitted to the Academics Records/Registrar's Office. A grade of "W" will appear on the student's academic record.

Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of "W" only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing.

PROCEDURE:

1. Beginning with the eighth calendar day through the published withdrawal date (excluding holidays and emergency closings), the College requires students to obtain the instructor's, academic advisor's, or department chair/program coordinator's signature, or email approval, and to submit the form to the Academic Records/Registrar's Office to process the withdrawal. The person approving the withdrawal should discuss the reason for the withdrawal with students to ensure they are aware of all their options. Students can submit an electronic request for withdrawal, through their official Stark State email, including discussion of all options, via the instructor, academic advisor, or department chair/program coordinator to the Academic Records/Registrar's Office. The Schedule Change form is available on the *mystarkstate* portal.
2. A student is officially withdrawn from a class once a signed "Schedule Change" form has been submitted to the Academic Records/Registrar's Office. A grade of "W" will appear on the student's academic record beginning with the eighth calendar day through the published withdrawal date (excluding holidays and emergency closings) of any academic period, as long as the student withdraws before the published withdrawal date.

3. Failure to follow the procedures may result in the student remaining registered for the class and accepting the grade outcome on the academic record at the end of the semester.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GRADUATION REQUIREMENTS

Policy No. 3357:15-13-17

Page 1 of 1

Effective: 05/18/2013

Revised: 11/21/2013

Revised: 05/29/2015

Revised: 07/14/2016

Revised: 06/04/2018

Revised: 06/03/2019

Revised: 06/07/2021

Revised: 10/04/2023

Revised: 12/01/2023

POLICY:

A student becomes eligible for an associate degree when the student has completed all the requirements of the program that the student is enrolled in based upon the Catalog-In-Force and Change of Major policy (Policy No.: 3357:15-13-28) and as defined by the Ohio Department of Higher Education (ODHE). Students must also have a grade point average (GPA) of 2.00 or above in their technical major and a cumulative GPA of 2.00 or above. For programs that do not have technical concentration courses, no technical GPA is calculated. Based on accreditation standards, certain programs may require a higher technical and cumulative GPA.

The credits transferred from other institutions must be in accordance with the Transfer and Articulation policy (Policy No.: 3357:15-13-25) and may be used by a student toward completion of an associate degree at Stark State College. Coursework over 10 years old is subject to review and acceptance by the chair of the department offering the course or the dean of that division. However, Stark State College will consider granting permission to a candidate under a catalog more than 10 years old if the candidate has been enrolled continuously and the degree program has not changed appreciably.

PROCEDURE:

- (1) Candidates who wish to earn an associate degree must submit a completed graduation application and follow the procedures established by the College. Requirements and procedures for graduation applications can be found on mySSC and/or at the Gateway Student Services.
- (2) The College shall verify eligibility of each candidate to receive a degree(s) in accordance with established procedures.
- (3) The College reserves the right to evaluate a potential candidate's academic record for completion. If the potential candidate has completed the required coursework, the potential candidate may be automatically awarded the certificate/diploma according to the major acknowledged on the candidate's academic record and/or any short-term or one-year certificate(s) imbedded within candidate's declared major. Candidates will be notified of this decision along with the information regarding the next ceremony.
- (4) Candidates who receive an incomplete grade for any course in the term in which they apply for graduation must finish the required course work in the timeframe stipulated in the incomplete contract in order to receive their diploma and official transcript.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ODHE-APPROVED ONE-YEAR CERTIFICATE & OTHER CERTIFICATE(S)

Policy No. 3357: 15-13-18

Page 1 of 2

Effective: 01/14/2013

Revised: 11/21/2013

Revised: 12/14/2013

Revised: 06/04/2018

Revised: 06/03/2019

Revised: 06/07/2021

Revised: 10/04/2023

Revised: 12/01/2023

POLICY:

A student becomes eligible for an Ohio Department of Higher Education (ODHE) One-Year Certificate or other certificate(s) when the student has completed all the requirements of the program that the student is enrolled in based upon the Catalog-In-Force and Change of Major policy (Policy No.: 3357:15-13-28) and as defined by the ODHE. Students must also have a grade point average (GPA) of 2.00 or above in their technical courses(s) and a cumulative GPA of 2.00 or above.

A maximum of 15 semester hours of credit transferred from other institutions in accordance with Articulation and Transfer Policy (Policy No.: 3357:15-13-25) may be used toward the completion of an ODHE One-Year Certificate at Stark State College. Coursework over 10 years old is subject to review and acceptance by the chair of the department offering the course or the dean of that division. However, Stark State College will consider granting permission to a certificate completer under a catalog more than 10 years old if the candidate has been enrolled continuously and the certificate program has not changed appreciably.

Students must complete at least three credit hours at Stark State College to receive a Career Enhancement Certificate.

PROCEDURES:

- (1) Candidates who wish to earn an ODHE One-Year Certificate or other certificate(s) must apply for graduation and follow the procedures established by the College. Requirements and procedures for graduation applications can be found on mySSC and/or at the Gateway Student Services.
- (2) The College shall verify eligibility of each candidate to receive a certificate(s) in accordance with established procedures.
- (3) The College reserves the right to evaluate a potential candidate's academic record for completion. If the potential candidate has completed the required coursework, the potential candidate may be automatically awarded the certificate/diploma according to the major acknowledged on the candidate's academic record and/or any short-term or one-year certificate(s) imbedded within candidate's declared major. Candidates will be notified of this decision along with the information regarding the next ceremony.

- (4) Candidates who receive an incomplete grade for any course in the term in which they apply for their certificate must finish the required course work in the timeframe stipulated in the incomplete contract in order to receive their diploma and official transcript.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC HONORS
Policy No. 3357:15-13-19
Page 1 of 1

Effective: 03/12/2015
Revised: 03/11/2016
Revised: 06/07/2021

POLICY:

Stark State College graduates who have achieved outstanding academic success will be recognized with academic honors. The College grants honors on the basis of the student's cumulative grade point average and/or the Honors Program requirements. To be eligible for the following academic honors, graduates in a declared major must meet the criteria indicated:

- High Distinction: A cumulative grade point average of 3.80 to 4.0.
- Distinction: A cumulative grade point average of 3.40 to 3.79.
- Honors Program Graduate: A minimum cumulative grade point average of 3.25 and admission to the Honors Program and fulfillment of the requirements as determined by the Honors Program committee.

PROCEDURE:

- 1) At the end of the semester and after receipt of all grades, the College shall verify eligibility of each candidate to receive academic honors in accordance with established procedures.
- 2) Academic honors will be placed on the student's diploma and included in the official transcript after fulfilling the requirements in accordance with the Graduation Requirements policy (Policy No.: 15-13-17).
- 3) In order to be recognized at the commencement ceremony, students must meet the academic honors requirements before the ceremony. Academic honors will be noted in the commencement program by the student's name. The level of distinction is based on the grade point average at the end of the semester preceding graduation. If the level of distinction changes after final grades are posted for the graduating semester, the student's academic record will be updated.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

REGISTRATION IN EXCESS OF 21 CREDIT HOURS

Policy No. 3357:15-13-20

Effective: 3/12/2015

Page 1 of 1

Revised: 5/29/2020

POLICY:

- (A) Students in good academic standing with no outstanding financial obligations to the College can register for up to 21 credit hours or less according to the dates and times published.

- (B) Students wanting to take more than 21 credit hours must have a department chair or dean's signature and must register for those hours through the Academic Records/Registrar's Office.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC FORGIVENESS

Policy No. 3357:15-13-22

Page 1 of 1

Effective: 10/26/2009

Revised: 05/17/2012

Revised: 01/12/2015

Revised: 03/12/2015

Revised: 06/04/2018

Revised: 06/06/2022

Revised: 06/05/2023

POLICY:

Students who change their program of study or reapply for admission to the College and wish to improve their cumulative GPA may apply for academic forgiveness. All courses and grades will remain on the student's official transcript and be designated with a special code for academic forgiveness.

1. General Information
 - a. Academic forgiveness applies only to courses formerly taken at Stark State College.
 - b. A student may only receive academic forgiveness once and it is not reversible.
 - c. This policy will not apply to "F" grades received as a result of academic dishonesty. The Academic Records/Registrar's Office will check student files on all grades of "F."
 - d. Academic standing is updated in the semester in which the student applies.
 - e. Academic forgiveness will apply to courses that are inactive and cannot be retaken or do not apply to the current major.
 - f. If a student's request is approved, grades of "D" or "F" in courses that are not required in the current program of study will be removed from the student's overall GPA.
 - g. For students enrolled in secondary application programs, exceptions to the criteria must be approved by the Provost in consultation with the Registrar.
2. Criteria
 - a. The student must be seeking a degree/certificate from Stark State College. A student who has already graduated may not request academic forgiveness.
 - b. The student must be enrolled in classes at Stark State College during the semester in which the academic forgiveness form is filed.
 - c. The student must complete a minimum of 12 credit hours (not necessarily completed in any one semester) from Stark State College with a minimum GPA of 2.0 or better following the return to College or a change of major.
 - d. Students must submit a "Change of Major" form if changing their major.

PROCEDURE:

1. A student who meets the criteria stated in the policy must submit a completed Academic Forgiveness Form to the Academic Records/ Registrar's Office.
2. The student will be notified by the Academic Records/Registrar's Office of the decision.
3. If academic forgiveness is approved, the Academic Records/Registrar's Office will update the student's transcript. Recalculation of the student's GPA will be reflected in the updated transcript.
4. If academic forgiveness is not granted, the student may appeal directly to the Provost within 30 calendar days. The Provost's decision regarding academic forgiveness is final.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC FIELD TRIP

Policy No. 3357:15-13-23

Page 1 of 2

Effective: 03/12/2015

Revised: 07/14/2016

Revised: 01/01/2017

POLICY:

- (A) A field trip is a course-related off-campus activity involving students that is organized by the instructor and the appropriate personnel of the visited destination. Field trips are intended to enrich the learning experiences of students and should be planned in a manner that assesses and manages risks for the students and for college employees. Practicums, clinicals, field experience, cooperative work experience, and directed practice are not considered academic field trips.
- (B) If a field trip is a required class activity, care should be taken in selecting an accessible site for students with mobility or health concerns. If no accessible site is available, an alternate activity and related assignment must be available for students unable to participate in the field trip.
- (C) All expenses incurred by students during field trips may not be paid by College funds.
- (D) All student travelers 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 Assault (3357:15-14-15)
 - 3) Student Code of Conduct (3357:15-19-10)
 - 4) Travel and Business Entertainment Expense (3357:15-14-10)
 - 5) Anti-Hazing (15-19-13)

PROCEDURE:

- (A) The instructor must coordinate with the appropriate personnel of the visiting destination to plan the field trip. Field trips should not be scheduled during the first or last week of classes of any term, nor should a field trip interfere with other courses.
- (B) The instructor should submit the Academic Field Trip Authorization Form containing the planned schedule of field trips for the semester and their itineraries to the department chair prior to the start of the semester. This form can be found on the *mystarkstate* portal under the Faculty/Advisors tab under Academic Forms. The department chair must

be notified of any changes that occur to the planned schedule and/or field trip itineraries prior to the field trip(s).

- (C) The instructor will then fill out the Academic Field Trip Roster form (keeping a copy for the field trip(s)) to submit to the department chair one week prior to the first field trip. The department chair must be notified of any changes to the travel roster during the semester.
- (D) Information about field trip(s) should be communicated to students as soon as is feasible. Basic information and details if available should be included in the class syllabus. The information provided to students should include full address, parking, appropriate dress code, and costs, as well as visiting restrictions, such as photography, citizenship, and current employment.
- (E) Prior to the field trip(s), each student must complete and submit to his/her instructor the following: an Academic Field Trip Release and Indemnification Agreement form, one per field trip, and the Academic Field Trip Authorization for Emergency Medical Treatment form, one per semester. These forms are available on the *mystarkstate* portal under the My Stuff tab under Student Forms. The due date(s) for these forms will be set by the instructor.
- (F) If an employee of the college is traveling and requests reimbursement for expenses, he/she should refer to the Travel and Business Entertainment Expense Policy 3357:15-14-10.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CONTINUING EDUCATION UNIT (CEU)

Policy No. 3357:15-13-24

Page 1 of 2

Effective: 03/12/2015

Revised: 03/22/2016

Revised: 06/07/2021

POLICY:

Continuing Education provides opportunities for personal enrichment, career advancement, transition back into the workplace, or exam preparation.

PROCEDURE:

1. Determination of Units to be Awarded

- a. The determination of the number of Continuing Education Unit(s) (CEUs) to be awarded for a particular continuing education experience is the responsibility of the department chair immediately responsible for the activity, in consultation with the respective licensing agency where required.
- b. The decimal system will allow the records to reflect the number of CEUs to be awarded, e.g., 1.5 units, 2.4 units, 3.0 units, etc.
- c. The name of the granting organization and number of CEUs to be awarded will be included in the program announcement.

2. Grading System and Completion Awards

- a. Upon conclusion of the learning experience, the instructor is responsible for certifying that the program has been completed in a satisfactory manner by each individual for whom units are approved.
- b. The following grading system will be used for CEU courses or programs: CR – Credit or NC – No Credit.
- c. Continuing Education Unit(s) (CEUs) will be awarded only when established criteria for completion have been met.
- d. All students satisfactorily completing such a course or program may receive the Certificate of Achievement awarded by the College or organization through which the course was taken.

3. Transcript Recording and Reporting
 - a. A record of all students completing a course program which awards CEUs will be maintained by Academic Records/Registrar's Office.
 - b. A transcript will be made available to the student, present or prospective employer, and/or an educational institution upon written request from the student. A fee will accompany each transcript request.
4. Cost
 - a. Federal student financial aid is not available for Continuing Education courses.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TRANSFER AND ARTICULATION

Policy No. 3357:15-13-25

Page 1 of 9

Effective: 06/02/2014

Revised: 09/05/2015

Revised: 07/15/2016

Revised: 06/05/2017

Revised: 06/04/2018

Revised: 06/03/2019

Revised: 06/07/2021

POLICY:

State of Ohio's Transfer and Articulation Policy

Stark State College abides by the Ohio Department of Higher Education Ohio Articulation and Transfer Policy.

[[The Ohio Articulation & Transfer Policy: The Policy | Ohio Higher Ed](#)]

Institutional Transfer

The Ohio Department of Higher Education in 1990, following a directive of the 118th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. Additional legislation from the 125th Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

Action by the 126th Ohio General Assembly led to the establishment of criteria, policies, and procedures for the transfer of technical courses completed through a career-technical education institution and standards for the awarding of college credit based on Advanced Placement (AP) test scores.

Legislation from the 130th Ohio General Assembly required public institutions of higher education to: use baseline standards and procedures in the granting of college credit for military training, experience, and coursework; establish an appeals process for resolving disputes over the awarding of credit for military experience; provide specific assistance and support to veterans and service members; adopt a common definition of a *service member* and *veteran*; and establish a credit articulation system in which adult graduates of public career-technical institutions who complete a 900 clock-hour program of study and obtain an industry-recognized credential approved by the Chancellor shall receive 30 college technical credit hours toward a technical degree upon enrollment.

While all public colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the Transfer Policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements.

In support of improved articulation and transfer processes, the Ohio Department of Higher Education has established an articulation and transfer clearinghouse to receive, annotate, and convey transcripts among public colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Please see the Ohio Articulation and Transfer Policy for additional information and appendices: <https://www.ohiohighered.org/transfer/policy>.

Application of Transfer and Articulated Credit

The Policy distinguishes between the acceptance and application of transfer and articulated credit by the receiving institution to the student's chosen program. Transfer credits accepted by the receiving institution will be posted to the student's record and transcript. Students will receive transfer credit for all college-level courses they have passed and/or for articulated credit for prior learning successfully completed as delineated in the Policy. From among the credits which have been posted to the student's record and appear on his or her transcript, the receiving institution, within the provisions of this Policy, will determine how credits will or will not be applied toward degree requirements at the receiving institution as follows:

- a. **Ohio Transfer Module (OTM):** It is assumed that a common body of knowledge, comprised of a subset or the complete set of an institution's general education curriculum, can be found in the Associate of Arts, Associate of Science, and baccalaureate degree programs offered at various institutions. An OTM can be drawn from this broader general education curriculum. Each institution has identified its OTM according to the guidelines and learning outcomes appended. Students enrolled in applied degree programs may choose to go beyond their degree requirements to complete the entire OTM. Individuals who successfully complete the OTM at one public institution of higher education in Ohio will be considered to have met the OTM requirements of the receiving institution. Approved OTM courses, when taken individually, are also guaranteed for transfer among public higher education institutions on a course-by-course basis and are to be applied to the OTM of the receiving institution.
- b. **Transfer Assurance Guides (TAGs):** Discipline-specific guides, or pathway guarantees, have been developed and explained in the Policy as advising tools, each containing selected courses from the existing Ohio Transfer Module, pre-major/beginning major courses (called TAG courses), advising notes, and foreign language requirement when appropriate. TAG courses are guaranteed to transfer and be applied to specific TAG-related degree/program requirements as equivalent courses.
- c. **Career-Technical Assurance Guides (CTAGs):** Built upon a similar philosophy as the TAGs, CTAGs facilitate the award and transfer of college credit in technical courses/programs among public institutions of learning, including secondary and adult career-technical institutions, colleges, and universities.
- d. **Military Transfer Assurance Guides (MTAGs):** College credit is guaranteed for service members with military training, experience, or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force. Pathway guarantees (MTAGs) have been

developed to ensure the applicability of equivalent courses toward specific degree and program requirements.

- e. **Apprenticeship Pathway Programs:** Technology-specific statewide articulation agreements in apprenticeship programs recognize non-traditional prior learning, for which college credit is awarded toward a technical associate degree.
- f. **Prior Learning Assessment (PLA):** Prior learning at the college-level that is acquired through means other than credit course enrollment (e.g., work experience, professional training, military training, or recognized examinations, certificates, and certifications) is assessed through a number of rigorous evaluation methods. Credit is awarded and applied within the scope of this Policy. Credit transferred from public institutions is transferable on the same basis as if the credit had been earned through regular study at the awarding institution. (See the Definitions section of this Policy, *Prior Learning* and *Prior Learning Assessment*.)
- g. **Advanced Placement (AP) Exams:** College credit is guaranteed for students who achieve an AP exam score of 3 or higher in accordance with the Course Alignment Recommendations.
- h. **College-Level Examination Program (CLEP):** College credit is guaranteed for students who achieve an established College-Level Examination Program (CLEP) test score for exams that have been endorsed statewide as college level. Statewide faculty panels aligned CLEP exams to equivalent Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) courses, as appropriate. Specific endorsed alignments and scores for individual CLEP exams that are outlined in the College-Level Examination Program (CLEP) Endorsed Alignment Policies document are available on the Ohio Department of Higher Education website at <https://www.ohiohighered.org/transfer/clep>.
- i. **International Baccalaureate (IB) Exams:** Each public institution of higher education in Ohio provides a policy including the minimum scores and course/credit alignments for awarding college credit for successfully completed International Baccalaureate exams.
- j. **One-Year Option:** Adult learners are awarded technical course credit toward a general associate of technical studies degree for completing an occupational skills training program at an adult public career-technical education institution and the respective credential approved by the Chancellor.
- k. **Associate-to-Baccalaureate Degree Pathways:** An associate degree holder from an Ohio public institution of higher education is able to apply his or her associate degree toward a baccalaureate degree program in an equivalent field at any baccalaureate degree-granting public institution of higher education.
- l. **Credit When It's Due:** Through the Credit When It's Due program, participating institutions collaborate to exchange the academic records of eligible transfer students to determine if their previously earned college credit is sufficient to be awarded an associate degree or certificate by applying credit before and/or after they began their current degree or certificate program.
- m. **Application of Credit to the Major, Minor, and Field of Concentration:** Other than the Ohio Transfer Module (OTM), Transfer Assurance Guides (TAGs), Career-Technical Assurance Guides (CTAGs), Military Transfer Assurance Guides (MTAGs), Apprenticeship Pathway Programs, Advanced Placement (AP) Exams, the One-Year Option, and the 2+2 Programs, the application of credit for requirements in a specific

academic major, minor, or field of concentration will be made on a course-by-course basis by the receiving institution.

- n. **Treatment of Upper- and Lower-Division Credit:** A course completed at one public institution of higher education and transferred to another will be applied to the student's degree objective in the same manner as its equivalent course at the receiving institution.
- o. **Applied Associate Degrees:** Applied degree graduates who transfer to an Associate of Arts (AA), Associate of Science (AS), or bachelor degree program typically must complete additional general education courses to satisfy the general education requirements. Individual OTM courses completed will transfer and apply toward the OTM of the receiving institution.
- p. **Non-Traditional Credit and Electives:** Non-traditional credit transfers as an equivalent course(s) when available at the receiving institution. If there are no equivalent courses and the courses are not applicable to the TAG, CTAG, MTAG, OTM, General Education Requirements, or specific program requirements, such courses will transfer or articulate as free or general electives when they exist in a program.

PROCEDURE:

Acceptance and application of transfer credit

Because individual programs have such varied purposes and course requirements, universal application of all transfer work is not feasible. Attempts to do so would, in many cases, seriously compromise program integrity. Certain credits will transfer and remain part of the student's record, but those same credits will not necessarily be applicable to all or any degree granting programs at Stark State College. The following sections outline the basic requirements and guidelines for making articulation and transfer determinations outlined in the policy.

Certain preplanned sets of courses (i.e., Ohio Transfer Modules, Transfer Assurance Guides, and Career-Technical Assurance Guides) are specifically designed to be both acceptable for credit and applicable to degree requirements within the provisions of this policy.

Acceptance of credit is a process carried out by Stark State College in which a determination is made as to which credit will be posted to the student's record and will appear on the student's transcript. The following guidelines and requirements shall govern the acceptance of transfer credit.

- a. Transfer credit will be accepted for successfully completed (as defined below), college-level courses from Ohio institutions of higher education which are accredited by the Higher Learning Commission or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).¹
 - ¹ The Council on Higher Education Accreditation (CHEA) was created after the former Commission On Recognition of Post-Secondary Accreditation (CORPA) was dissolved in April of 1997. CHEA was created for the purpose of assuring the quality of post-secondary education through the process of voluntary, non-governmental accreditation. CHEA does this through the establishment of criteria and provisions for the evaluation and recognition of accrediting agencies.
- b. Stark State College will determine which courses are college-level on the basis of three standards: 1) the course is not remedial or developmental; 2) the course carries one or

more credit hours; 3) the hours of the course are eligible to count toward graduation at the sending institution.

- c. To recognize fully the successfully completed A.A. degree, A.S. degree, and Applied Associate degree and to encourage the completion of such degrees, individuals who have an earned A.A., A.S., or Applied Associate degree with an overall GPA of 2.0 or better will receive transfer credit for all college-level courses which they have passed. Pass/fail courses, Credit by Examination courses, Experiential Learning courses, and other non-traditional credit courses which meet these conditions will be posted to the record and will appear on the student's transcript. This provision applies only to courses taken prior to Fall 2005. (See Ohio Articulation and Transfer Policy, Appendix D regarding grades).
- d. To recognize courses appropriately completed at previous accredited Ohio institutions and provide equity in the treatment of transfer and native students, incoming transfer students will receive transfer credit for all college-level courses which they have passed, including pass/fail courses, credit by examination courses, experiential learning courses, and other non-traditional credit courses which meet these conditions. This provision applies to coursework taken in and/or after Fall 2005. Transfer credit from other institutions will be determined upon receipt of an official transcript. Grades of at least "D" quality must be earned in any course to permit acceptance of credit. Transcripts will be evaluated for transfer of credit based on ODHE policy and the Articulation and Transfer Policy.
- e. A maximum of 40 credit hours toward an associate's degree and 15 hours toward a one-year certificate, including transferred credits from other institutions in accordance with this policy, credit by proficiency examinations, or prior learning experience, may be used by a student toward the completion of these Stark State College credentials. At least 15 semester hours in the one-year certificate must be completed at Stark State College. At least one course in a career enhancement certificate must be completed at Stark State College.

Conditions for Transfer Admission

1. Graduates who are considered transfer students under the Integrated Postsecondary Education Data System (IPEDS) definition with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses and other institutional admission criteria, such as space availability, adherence to deadlines, payment of fees, and grade-point average that are fairly and equally applied to all undergraduate students, have also been satisfied. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degree holders who are considered transfer students under the IPEDS definition and have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned a degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative grade-point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
4. Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade-point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.
5. Transfer applicants dismissed from another institution will be considered for admission on the same basis as native students dismissed from the receiving institution (e.g., institutions may require such conditions as waiting periods, successful completion of an entrance examination, or courses at another regionally accredited institution, etc.).
6. Although institutions are not obligated to admit transfer students who have earned a cumulative grade-point average below the 2.0 minimum, they may elect to consider such students for admission on an individual basis (e.g., students who have matured after having been out of school for a period of time or may have a reasonable probability for academic success). Special processes may be required, such as examinations, written essays, personal interviews, developmental courses, repeating courses, etc.
7. Transfer students may be admitted on a conditional basis or with a probationary status based on their previous academic records. The criteria for being admitted with conditions or probationary status will be the same as those for native students.
8. The admission of transfer students by an institution does not guarantee admission to a specific degree program, major, minor, or field of concentration. Some programs have additional requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to the institution). In such cases, admission for transfer students will be the same as those for native students.
9. Students who plan to seek admission to programs with special requirements beyond those for general admission to the institution should plan to satisfy those special program admission requirements prior to transfer, to the extent possible. It is the responsibility of each student to be aware of the requirements for programs of interest, seek advice from a program/academic advisor, and plan course schedules that correspond with degree requirements prior to transferring.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to the institution). Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

State/National credit-by-examinations

- a. College credit is guaranteed for students who achieve an established College-Level Examination Program (CLEP) test score for exams that have been endorsed statewide as college level. Statewide faculty panels aligned CLEP exams to equivalent Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) courses, as appropriate. If an equivalent course is not available for the CLEP exam area, by default, endorsed elective or area credit will still be awarded and applied towards graduation, when it exists in a program.

Specific endorsed alignments and scores for individual CLEP exams that are outlined in the College-Level Examination Program (CLEP) Endorsed Alignment Policies document are available on the Ohio Department of Higher Education website at <https://www.ohiohighered.org/transfer/clep>.

- b. In response to the legislative requirement (Ohio Revised Code 3345.38), board of trustees of Ohio's public institutions of higher education shall adopt and implement a policy to grant undergraduate course credit to a student who has successfully completed an International Baccalaureate (IB) diploma program.
 1. Students obtaining an IB examination test score of 4 or above will be awarded the aligned course(s) and credits for the IB exam area(s) successfully completed.
 2. If an equivalent course is not available for the IB exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
 3. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering, and Mathematics–STEM), students are strongly advised to confer with the college advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

Stark State College credit-by-proficiency examinations

A student who can demonstrate ability and knowledge in a particular subject area may establish credit in certain courses without enrolling in them. This is done by taking a special examination or performing a special assignment, or both, through the subject department chair.

- a. The Request for Award for Prior Learning Credit form must be obtained from and filed with a subject department chair. After permission has been granted to take the proficiency examination, the proficiency examination fee, as specified in the Fees rule 3357.09(K):15-18-09 of the Administrative Code, must be paid at the Business Office. This form and the fee-paid receipt must be presented to the examiner at the time of the exam.
- b. Once a course for attempted credit-by-exam credit has been identified by the Department Chair and student, the student has to pay for and complete the credit-by-exam opportunity before enrolling in a course. The refund policy is specified in the Fees rule 3357.09:15-18-09 of the Administrative Code.

- c. Credit by proficiency examination requires the prior approval of the assessment tool by the department chair.
- d. Credit for the course, after a satisfactory proficiency examination, will become a part of the student's permanent record, although no quality points are applied for the "CR" grade for the proficiency examination.
- e. The privilege of attempting to demonstrate proficiency by examination is limited to a single attempt per course.
- f. A student who has received credit by proficiency examination will not be required to take additional credit hours in lieu of the credit hours earned through such an examination.

Prior learning assessment (PLA) portfolio

A student who can demonstrate prior learning and knowledge through experience in regards to a particular course may establish credit in certain courses without enrolling in them. Credit may be awarded for demonstrated learning through the composition of a Prior Learning Assessment Portfolio that is assessed by faculty experts and/or subject-specific department chairs.

- a. The Request for Award of Prior Learning (PLA) Credit form must be obtained from and filed with a subject department chair. The PLA fee, as specified in the Fees rule 3357.09:15-18-09 of the Administrative Code, must be paid at the Business Office. The request form and fee-paid receipt must be presented to the PLA Coordinator or Registrar.
- b. A student must meet with the PLA Coordinator to review the portfolio composition process and develop an appropriate plan.
- c. The PLA Portfolio Handbook is the assessment tool instructions/template used for PLA Portfolio review. A PLA Portfolio must be developed for each course for which a student seeks credit.
- d. Faculty experts and/or a subject-specific department chair review the PLA Portfolio, assessing it using the Ohio Department of Higher Education's Rubric for Portfolio-Based Assessment.
- e. Once a course for attempted PLA credit has been identified by the Department Chair and student, the student has to pay for and complete the PLA opportunity before enrolling in a course. The refund policy is specified in the Fees rule 3357.09:15-18-09 of the Administrative Code.
- f. Credit for the course, after an approved PLA Portfolio, will become a part of the student's permanent record, although no quality points are applied for the "CR" grade for the PLA Portfolio.
- g. The amount of credits a student can request through the creation of a PLA Portfolio adheres to the Credit Residency Policy 3357.09:15-13-03.
- h. A student may appeal a decision of denial for PLA Portfolio credit by requesting an additional reading of the original PLA Portfolio submitted for review. A student seeking an appeal cannot revise the original PLA Portfolio submitted.

Military Transfer

College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force.

1. Stark State College will use *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* and *Military Transfer Assurance Guides (MTAGS)* in evaluating and awarding academic credit for military training, experience, and coursework.
2. If the course to which the military training, experience, or coursework is equivalent fulfills a general education or major course or degree program requirement at Stark State College, the credit should count toward graduation and meet a requirement accordingly. Otherwise, appropriate course credit including free elective course credit will be granted.
3. Credits earned via military training, experience, and coursework are transferable within public institutions of higher education in Ohio according to the state's Transfer Module, Transfer Assurance Guides, Career- Technical Credit Transfer, and transfer policy.

Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study as early as possible to meet both the academic and nonacademic requirements of the institution to which they desire to articulate or transfer credit. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan, which for those planning to transfer credits should occur in advance of enrollment for adults and prior to graduation for high school students. Students should:

1. Actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; and use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources, and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit;
2. Be aware that remedial and developmental credits/courses will not transfer and not apply toward any degree program;
3. Know exactly the credit that will be awarded and how it will apply to their courses and program, and be familiar with the formal appeals process at their receiving institution;
4. Understand the policies that may affect the transition to another institution: (a) the grade-point average earned at the sending institution does not transfer to the receiving institution, but may be used to determine institutional and program admission requirements; (b) after failing a course at the receiving institution and subsequently passing its equivalent at another institution (e.g., in the summer or online) does not mean that the grade earned for the equivalent course will replace the failed grade earned at the receiving institution; and (c) successfully completing a credit-by-examination may not necessarily replace a failed course at the receiving institution;
5. Know that delays in developing and following an appropriate transfer plan or changing the plan (e.g., changing their majors or withdrawing from courses) will likely reduce the number of transfer credits that apply to the major or degree program ultimately selected and/or extend the length of time to complete the degree;

6. Understand requirements and processes for application fees, transfer admission, course transfer, financial aid, scholarships, and housing policies and procedures of the colleges and universities to which they plan to apply;
7. Adhere to deadlines, restrictions, and other criteria, such as the policies regarding deposits required prior to enrollment and the dates when any refunds of those deposits are available;
8. Complete all materials required for the admission application and submit them on or before all deadlines;
9. Notify each college or university that accepts them for admission whether they will accept or reject its offer as soon as they have heard from all the institutions to which they applied by no later than the deadline date set by the respective institution; and
10. Confirm their intent to enroll and submit any required deposits to only one college or university by its required notification/deadline date if required.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ACADEMIC HONESTY AND INTEGRITY

Policy No. 3357:15-13-26

Page 1 of 4

Effective: 01/06/2015

Revised: 03/12/2015

Revised: 06/05/2017

Revised: 06/04/2018

Revised: 05/29/2020

POLICY:

Stark State College is committed to the development of each student to become a productive and responsible citizen who embraces the values of integrity, honesty, fairness, respect, and responsibility. Stark State College community strives to instill values and practices that uphold academic integrity and promotes ethical conduct in all academic work. Students enrolled in any college courses are subject to this policy. Conducts prohibited by this policy consist of all forms of academic dishonesty including, but not limited to, plagiarism, cheating, unauthorized assistance or collaboration, facilitating academic dishonesty, and fabrication and falsification. Any student who violates or assists another to violate the Academic Honesty and Integrity Policy, either deliberately or inadvertently, will be subject to disciplinary action.

PROCEDURE:

A. Violations

There are many different forms of academic dishonesty. Ignorance of the policy does not excuse any dishonest conduct, and the following list of violations is not meant to be all inclusive.

1. Students shall not plagiarize.

Plagiarism: Plagiarism is defined as either intentionally or unintentionally passing off another's work, words, or ideas as one's own; using another's work or idea without attribution; or as presenting a previously produced work or idea as new and original.

Examples include, but are not limited to:

- submitting another person's work as your own and copying words, works, or ideas without attribution;
- providing incorrect or misleading information about the source of a work;
- neglecting to put a direct quote in quotation marks;
- passing off a passage as one's own work by substituting synonyms for original words and phrases.

2. Students shall not cheat or receive, use, or have access to unauthorized aid.

Cheating or unauthorized aid: Cheating is defined as using unauthorized materials or receiving unauthorized assistance during exam, test, or other academic exercises.

Examples include, but are not limited to:

- using or possessing unauthorized notes, study sheets, technology, or other materials during examination or other academic exercises;

- copying or looking at other students' work during examination or any other academic exercise;
 - altering graded work and submitting it for regrading or submitting other students' work as his or her own;
 - taking an examination for another student or allowing another person to take one's examination;
 - obtaining or seeking to obtain advanced access to questions, assignments, or advance copies of a test, exam, or any other academic information without the instructor's permission;
 - submitting the same paper or report for multiple classes without approval.
3. Students shall not fabricate or falsify.
- Fabrication and falsification:** any intentional alteration, distortion, or invention of information, data, results, or citation in any academic exercise without instructor's permission. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise. Examples include, but are not limited to:
- changing, manipulating, or omission of results and data obtained in any laboratory experiment or any other academic exercise;
 - constructing data, observations, or characterizations that never occurred in a laboratory experiment or any other academic exercise;
 - inventing or altering source information for any academic exercise.
4. Students shall not facilitate academic dishonesty.
- Facilitating academic dishonesty:** aiding another person in an act that violates the standards of academic honesty and integrity. Examples include, but are not limited to:
- allowing other students to cheat from your test, exam, assignment or any other academic exercise;
 - writing papers, preparing reports, completing exams or tests, or carrying out other assignments for another student either for free or for payment;
 - unauthorized editing or revising of another student's academic work.
5. Students shall not collude.
- Unauthorized collaboration:** Students may work cooperatively in accordance with the course guidelines and with the instructor's permission, but they should not collude. Examples include, but are not limited to:
- unauthorized collaboration with others on any academic assignment or exams to be completed by an individual student;
 - presenting laboratory data, results, or other materials gathered by another group or student as one's own without instructor's permission.
6. Students shall not steal or tamper with other students' work through electronic means.

B. Procedures for Investigating and Reporting

1. Any SSC faculty, staff, student, or proctor may report any perceived violation of this Policy. A faculty member of record of the course in which the alleged violation of the Academic Honesty and Integrity Policy occurred must meet with the student regarding the alleged violation within 10 calendar days, excluding holidays and emergency closings, upon discovering or learning of the alleged violation. During the

course of the meeting, the faculty member must explain in writing why s/he suspects academic dishonesty. The student must be given an opportunity to explain themselves orally and/or in writing to the faculty member. Students must provide their response within 5 days, excluding holidays and emergency closings.

2. Students suspected of violating the Academic Honesty and Integrity Policy, whether acknowledging involvement or not, will be allowed to continue in the course without prejudice pending completion of the processes. If a student chooses to withdraw from the course following notification, the procedure will continue and the student is responsible for meeting all deadlines.
3. If the faculty member determines that no academic dishonesty has occurred, the incident is considered resolved.
4. If the faculty member determines that a violation of the Academic Honesty and Integrity Policy has occurred, the faculty member should file an Academic Honesty and Integrity Violation Report for submission to the Provost. The report should include the response from the student and document that the entire procedure was completed within 15 calendar days, excluding holidays and emergency closings. All original supporting documentation and the Academic Honesty and Integrity Violation Report must be sent to the Provost within seven calendar days, excluding holidays and emergency closings. The seven days begins with receipt of the student's response. The faculty member may keep a copy of the evidence of misconduct in the student's file. The faculty member shall provide copies on request to the student.
5. After receiving the Academic Honesty and Integrity Violation Report, the Provost will review the violation, determine that the process was followed, and determine that an Academic Honesty and Integrity Policy violation occurred. If an Academic Honesty and Integrity Policy violation occurred, the Provost will document the violation and forward the supporting documentation and the Academic Honesty and Integrity Violation Report to the Registrar for placement in the student's academic record.

C. Consequences of Violating the Policy

1. The sanctions vary depending on the severity of the offense and whether or not the offense was deliberate. One or more of the following sanctions may be imposed upon any student found to have violated the Academic Honesty and Integrity policy:
 - a verbal and/or written warning
 - resubmission of the assignment with no or minimal penalty
 - referral to Digital Library and/or other discretionary assignments
 - a reduced grade (including "F") for the assignment
 - a reduced grade (including "F") for the entire course
2. Under the authority of the Provost, any student who has been involved in three documented dishonesty offenses (not necessarily in the same course or semester) may be immediately dismissed from the College for the current semester and for the next full semester without refund of tuition and fees. Upon readmission to the College, any future documented offense will cause the student to be dismissed immediately, with no right to be readmitted.

D. Student Appeal Procedure

The student may appeal the Academic Honesty and Integrity Violation Report by following the Student Complaint(s) Policy (3357:15-19-08) and/or The Final Grade

Appeal Policy (3357:15-13-27) located in the Policies and Procedures Manual. Students are permitted to continue in the course without prejudice, pending completion of the appeal procedure.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FINAL GRADE APPEAL

Policy No. 3357:15-13-27

Page 1 of 2

Effective: 06/02/2014

Revised: 01/06/2015

Revised: 03/12/2015

Revised: 06/05/2017

Revised: 06/03/2019

POLICY:

College grading policies reflect the quality of performance and achievement of competency by students who complete one or more courses. Students have the right to ask instructors for an explanation of any grade received. A final grade appeal should not be entered lightly by a student nor lightly dismissed by an instructor. It is the responsibility of the instructor to assign a final grade. Students may submit a formal grade appeal when they believe that a final grade is inaccurate.

Students have the responsibility of providing documentation that establishes sufficient grounds for changing a grade. Within this appeals procedure, course grades can only be changed by the instructor or in the final appeal stage by the Provost and Chief Academic Officer. If an instructor is no longer employed by the College or is not available, the department chair will assume responsibility for handling any necessary course of action regarding a student's appeal of a grade.

PROCEDURE:

1. Students who feel their final grade is inaccurate must first contact their instructor. If there is not a satisfactory resolution between the student and the instructor, the student can begin a formal process by submitting the final grade appeal form in writing with supporting documentation to the department chair and then the dean. If the student is challenging an insufficient final grade in a prerequisite course, the decision as to whether the student is admitted to the next course while a final grade appeal is in progress is to be handled at the department level.
2. Students who wish to appeal the assignment of a course grade must begin the formal process within 15 calendar days, excluding holidays and emergency closings, from the date grades were posted. Additionally, this entire process of appealing a grade is intended to proceed expediently and be completed within 30 calendar days, excluding holidays and emergency closings, from the date grades were posted. It is the responsibility of the student, instructor, department chair, and dean during this formal process to document the outcome of their discussion using the final grade appeal form.
3. If a mutually satisfactory resolution is not reached among the student, instructor, department chair, and dean, the student may take the grade appeal to the final stage by appealing in writing to the Provost and Chief Academic Officer for a hearing with the Student-Faculty Final Grade Appeal Committee. The Provost and Chief Academic Officer appoints the ad-hoc committee. The committee shall consist of three faculty members and two students. The committee members shall not be from the division in

which the student's major is located and/or the course is offered. One of the faculty members shall serve as the chair of the ad-hoc committee as designated by the Provost and Chief Academic Officer.

4. The final appeal is a presentation before the Student-Faculty Final Grade Appeal Committee. All parties involved will have the opportunity to call witnesses and introduce relevant documentation. A written record of the hearing will be prepared by the chair of the committee. The chair of the committee will forward a record of the hearing and the committee's recommendation to the Provost and Chief Academic Officer for consideration and review. The Provost and Chief Academic Officer will forward in writing the final outcome to all parties involved. The Provost and Chief Academic Officer's decision is final.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

CATALOG-IN-FORCE and CHANGE OF MAJOR

Policy No. 3357:15-13-28

Page 1 of 1

Effective: 03/14/2015

Revised: 06/04/2018

Revised 06/03/2019

Revised: 05/29/2020

POLICY:

Upon initial enrollment to the College, the student will be placed in the current catalog-in-force of a student's intended major. Requirements to earn a degree or certificate are based initially on the catalog-in-force. However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the students during their enrollment.

PROCEDURE:

- (A) Students who elect to change a major, program, goal, or catalog-in-force should communicate with an advisor (see Policy 3357:15-13-14), then submit the completed Change of Major, Program, Goal, or Catalog-in-Force form to the Academic Records/Registrar's Office. Students who are changing their major are encouraged also to meet with a faculty member in the new degree program. All students are encouraged to communicate with a representative in the Gateway Student Services Center to discuss potential financial aid implications prior to changing major or catalog-in-force. The following guidelines determine which catalog a student must follow in meeting program requirements:
- (1) Students who change majors must meet the requirements of the Catalog which is in force at the time they change majors and will not be permitted to revert to previous Catalog requirements.
 - (2) Students may elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
 - (3) Students who transfer to another college or university and return to Stark State College will be readmitted under the Catalog which is in force at the time of readmission.
 - (4) Students who stop-out or are academically dismissed and are readmitted after two years will be placed under the Catalog which is in force at the time of readmission.
 - (5) Students who change from one major to another shall not be required to carry the technical grade point average (GPA) of the previous major as part of the GPA of the new major. Only those courses comprising the curriculum of the new major will be considered when calculating the technical GPA. However, the grades of all courses taken shall remain as part of the overall GPA on the official transcript record.
- (B) Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in college programs.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COURSE DEVELOPMENT AND MODALITY CHANGES

Policy No. 3357:15-13-29

Effective: 10/15/2009

Page 1 of 3

Revised: 03/14/2015

Revised: 06/05/2017

Revised: 06/06/2022

POLICY:

In support of the College's strategic goals of maintaining high value and maintaining student centeredness and accessibility, the College encourages the development of new courses and changes in modality.

PROCEDURE:

- (A) Development of a new course or change in modality of an existing course must be approved by the instructor, department chair, dean, and Provost, and be submitted to the Curriculum Committee for approval before any work begins.

- (B) The department chair or program coordinator completes a CC500 Request to Create a New Course and/or a CC700 Request to Change Course Modality form(s). These forms are signed by both the department chair and the dean. The dean then forwards the form and supporting documentation to the Provost's office for review before submitting to the Curriculum Committee.

- (C) The Curriculum Committee establishes that:
 - (1) the course aligns with the College's strategic plan;
 - (2) the course has not already been developed in the specified modality;
 - (3) the course will meet the required course objectives and core competencies;
 - (4) the projected enrollment is adequate to warrant course development;
 - (5) a support plan for students, for software/technology and its ability to work with existing software/technology, and future growth is in place.

- (D) Approved curricular changes are sent to the department chair, division dean, curriculum committee chair, and Provost for review and signatures. If applicable, changes must also be sent to the OT36/TAG Course Coordinator for review and signature.
- (E) After approval, new course development or change in modality of an existing course must be completed by an instructor in the department in which that course is taught unless otherwise approved by the respective dean and Provost. The instructor completes a Course/Program Development Agreement, and for web courses, a Course Content Checklist. The Course Content Checklist is submitted to eStarkState and identifies the content that the instructor plans to develop. The Course/Program Development Agreement is reviewed and approved by the department chair, Dean, Provost, and Vice President for Business and Finance before any development work begins. This agreement establishes deliverables, resource requirements, training, support, monetary and/or non-monetary compensation, copyright, ownership, royalties, and patents relating to the course. The Course Content Checklist, if necessary, is attached to the agreement.
- (F) The level of monetary and/or non-monetary compensation for course development is established by Categories of Course Development, defined in General Copyright Guidelines Policy 3357: 15-13-34, the Course/Program Development Agreement document, and the Compensation for Course Development by Level and Category document.
- (G) Course development work receiving monetary and/or non-monetary compensation is done outside of the faculty member's normal contract hours.
- (H) A faculty member who assists the primary course developer in the development of a course may also be compensated where that assistance is approved and provided outside of that faculty member's normal contract hours.
- (I) Upon completion of the course development, the course will be evaluated by the course/programs coordinator, eStarkState, and if applicable the department chair, and the dean. If applicable, the Course Content Checklist is returned to the faculty member and department chair, and any necessary updates to the course are made, including support for Quality Matters Rubric.

- (J) Any compensation for course development is due at the completion of development and review, and upon approval of the course content. The Course/Program Development Agreement, and if necessary, the Course Content Checklist, are sent to the Business Office for processing of payment.

- (K) Compensation for delivering a course is included in the Compensation for Course Development by Level and Category document. Additional compensation in the form of release time, overload, or other support may be granted if warranted by unusual circumstances. By formal letter, the dean will recommend any additional compensation that is appropriate. Additional compensation is approved by the Provost and the Vice President for Business and Finance and must be established and approved in writing before the course is taught.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

eLEARNING

Policy No. 3357:15-13-30

Page 1 of 3

Effective: 10/26/2009

Revised: 01/04/2013

Revised: 04/03/2013

Revised: 03/14/2015

Revised 05/29/2020

Revised: 06/07/2021

POLICY:

All policies and procedures that apply to face-to-face courses apply to eLearning courses unless specifically excluded. Additionally, to prepare students for careers in our modern world and in accordance with Stark State College's general learning outcomes (GLOs) regarding Information Literacy, Stark State College expects students to utilize technology in the classroom. Students may be required to use the College's Learning Management System (LMS), publisher-hosted system, application specific software, and other technologies as part of their face-to-face courses. The following are specific policies that apply to eLearning:

Definitions:

1. **Synchronous learning** is when classes are conducted either in-person or virtually at an assigned meeting time for both the instructor and the students.
 2. **Asynchronous learning** is when classes are conducted virtually with no assigned meeting time for the instructor and the students. Students will participate in class each week on their own schedule within a timeframe defined by the instructor and/or course calendar.
- (A) eLearning courses must meet the same course objectives and core competencies as the equivalent face-to-face course.
- (B) eLearning courses must meet the same quality standards as the equivalent face-to-face course.
- (C) The College's standard course development process must be followed for eLearning courses. The Course Development Agreement must be completed and approved by the department chair; dean of the division; the Provost; and Vice President of Business, Finance, and Information Technology before any course development is done.
- (D) Web course delivery modalities are created by eStarkState and approved by the Curriculum Committee of the President's Cabinet. The following modalities are currently in place:

- (1) Web-Enabled Course (Web 2) – Students attend class for ~~up to~~ approximately 50 percent of the regularly scheduled class time. Students must physically attend on the dates and times listed in the class schedule. The remaining class time is replaced with asynchronous online learning. This type of course offers the student the advantage of weekly face-to-face interaction with the instructor and classmates, while also offering the convenience of fewer visits to the College and the availability of course materials online. The course site may contain the syllabus, homework assignments, or handouts; and students may be required to utilize Email, chat rooms, discussion boards, and/or Web-based testing. Instructors may require proctored testing in-person at Stark State College or another testing facility or virtual proctoring using college-approved software. Web-enabled courses are identified with a W2 in the class schedule.
- (2) Web-Delivered Course (Web 3) – All classroom time is replaced with asynchronous online learning. This type of course is sometimes called an online or eLearning course. All instruction is conducted asynchronously online. Instructors may require proctored testing in-person at Stark State College or another testing facility or virtual proctoring using college-approved software. Web-delivered courses are identified with a W3 in the class schedule.
- (3) Web-Flex Course (Web 4) – Web 4 (W4) courses may combine diverse modalities of delivery and the use of technologies like live streaming software or other virtual learning options. Students may be required to physically attend classes and/or login to class on specific day(s) and time(s) and/or participate in asynchronous online learning. Date, time, financial, and technology requirements may vary by course. Students interested in taking a W4 course should review the course description and specific semester course attribute on *mystarkstate* or contact the department chair for additional details. Instructors may require proctored testing in-person at Stark State College or another instructor-approved testing facility or virtual proctoring using college-approved software. Web-Flex courses are identified with a W4 in the class schedule and meet the following definitions:

- a. W4A – All required synchronous online learning.
 - b. W4B – All synchronous online learning and on-campus attendance required.
 - c. W4C – Majority required synchronous online with some asynchronous online learning.
 - d. W4D – Majority required synchronous online with some on-campus attendance.
 - e. W4E – Majority asynchronous online with a combination of on-campus attendance and/or synchronous online learning.
 - f. W4F – Majority required on-campus attendance with some asynchronous online learning.
 - g. W4G – Majority required on-campus attendance with some synchronous online learning.
- (E) The College’s approved learning management system will be used to deliver all face-to-face sections where applicable, Web 2, Web 3, and Web 4 sections. The use of any other publisher-hosted software must be approved by the chair of the department, the Director of eStarkState, and the academic dean of the division prior to the beginning of the semester to ensure compatibility with the College’s approved LMS and accessibility for students.
- (F) The course syllabus, which includes a master syllabus and a class syllabus, for an eLearning-delivered course will utilize the approved College course syllabus for that course with the inclusion of any eLearning-specific requirements for that course section. The course syllabus will be available to students on the first day of the class session. Students are required to satisfy the requirements outlined in the syllabus in order to take an eLearning course.
- (G) Remote access to core student services including the admissions, registration, financial aid, advising, payment, tutoring, and testing processes must be provided for all fully online students.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FACULTY TRAINING FOR WEB-BASED COURSES

Policy No. 3357:15-13-31

Page 1 of 1

Effective: 01/14/2013

Revised: 03/14/2015

Revised: 05/29/2020

POLICY:

- (A) Instructors must complete all Learning Management System (LMS) training classes before utilizing the LMS in their course(s).
- (B) Prior to teaching a Web-based course (Web 2, Web 3, Web 4), instructors must complete all current LMS training classes and the required course delivery training, which includes the expectations and best practices of teaching online at Stark State College.
- (C) Prior to developing a Web-based course (Web 2, Web 3, or Web 4), instructors must complete the LMS training classes and the required course development training, which outline the Quality Matters standards as well as expectations and best practices of teaching online at Stark State College.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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

Policy No. 3357:15-13-32

Page 1 of 1

Effective: 06/03/2010

Revised: 01/14/2013

Revised: 03/14/2015

Revised: 05/29/2020

POLICY:

- (A) Students enrolled in a Web 2, Web 3, or Web 4 course for the first time will not have access to the course until completing the required e-Learning orientation course, Succeeding Online, found in the Learning Management System (LMS). This is a one-time orientation and will not be required for any subsequent Web 2, Web 3, or Web 4 courses. Included in the orientation course is an eLearning Student Agreement form that the eLearning student must complete prior to gaining course access. It is recommended the student complete the orientation at least two days prior to the start of class.

- (B) Faculty teaching classes which are not Web 2, Web 3, or Web 4 will be responsible for orienting students enrolled in their classes on their intended use of the LMS.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

PROCTORED TESTING
Policy No. 3357:15-13-33
Page 1 of 2

Effective: 01/12/15
Revised: 03/14/15
Revised: 05/29/2020

POLICY:

- (A) Proctored testing may be offered using the following options:
- (1) In-person proctoring using the College's Testing Centers or an off-site location;
 - (2) Virtual proctored testing using college-approved testing software.
- (B) Students enrolled in Web 2, Web 3, or Web 4 courses who do not have access to a Stark State College (SSC) facility are required to obtain a proctor to administer tests. It is the responsibility of the student to secure an acceptable proctor, the testing location, and to pay any costs associated with the tests. SSC does not reimburse proctors for their time. Off-Site Test Proctoring Procedures for Stark State College Students, Web 3 Off-Site Test Proctoring Information Form, and Off-Site Test Proctoring Agreement Form for Stark State College Students can be found on *mystarkstate* under the Faculty/Advisors tab and in the learning management system (LMS). If the instructor offers a virtual proctored testing option, the student will be responsible for the cost of any required equipment (e.g., a webcam) and other costs. Students will always have the option of in-person proctoring.
- (C) Proctors may be any of the following:
- (1) Education official, counselor or teacher at a two-year college, university, elementary, or secondary school
 - (2) Librarian
 - (3) Workplace education or staff director or human services training director
 - (4) Test administrator
 - (5) Education services officer (military) or any commissioned officer of higher rank than the student
- (D) Proctors may not be:
- (1) A current Stark State College student
 - (2) A relative of the student
 - (3) A resident of the same address as the student
 - (4) A personal friend of the student
 - (5) A direct supervisor of the student
 - (6) A co-worker of the student
 - (7) An employee of the student
 - (8) Anyone whose position or relationship may present a conflict of interest

- (E) Virtual proctored testing requires:
 - (1) A PC-based computer or Mac
 - (2) Built-in or student-purchased webcam
 - (3) High-speed internet access
 - (4) College-provided software
- (F) Chromebooks, tablets, and smartphones **cannot** be used for virtual proctored testing.

PROCEDURE:

- (A) Procedure for Off-Site Testing:
 - (1) The student secures approval for the proctor from the instructor at least one week prior to off-site testing.
 - (2) The student obtains an Off-site Test Proctoring Agreement form from *mystarkstate* or the LMS. The form must be completed and signed by the student as well as the proctor. The form must be submitted to the instructor before the test is administered. Proctor Agreement Forms may be sent electronically to expedite processing. The proctor must be approved by the instructor.
 - (3) The instructor sends all tests directly to the test proctor, if applicable.
 - (4) The test proctor administers the test in a quiet and secure environment, ensures the testing instructions are followed, and if applicable, sends the original test back to the instructor.
 - (5) The test proctor maintains the integrity of the test at all times. Students are allowed access to the test only when the test is administered. No copies of tests or answers shall be made.
 - (6) The student is responsible for reimbursing the proctor for any costs.
- (B) Procedure for Virtual Proctored Testing:
 - (1) Instructor adds the virtual proctoring software to the test.
 - (2) Instructor provides instructions and a link for students to download the college-approved software.
 - (3) Student downloads software and follows the instructions for installing and using the software.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

GENERAL COPYRIGHT GUIDELINES

Policy No. 3357:15-13-34

Page 1 of 9

Effective: 08/27/2012

Revised: 03/14/2015

Revised: 06/03/2019

Revised: 06/05/2023

POLICY:

These guidelines are intended to assist the faculty, administration, staff, and students of Stark State College in understanding and complying with the Copyright Act of 1976 (Title 17, United States Code) and the Digital Millennium Copyright Act of 1998. While some areas of the copyright law are clear, there are some portions which remain open to legal and judicial interpretation. For this reason, these guidelines will be periodically updated.

- (A) **Definition of Copyright.** Copyright is the protection provided by the laws of the United States for “original works of authorship,” including literary, scientific, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, sound recordings, architectural works, motion pictures, and other audiovisual creations. Duration of copyright varies depending on many variables including authorship, ownership, and type of work. “Copyright” literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work which includes:
- (1) The right to reproduce the copyrighted work.
 - (2) The right to prepare derivative works.
 - (3) The right to distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending.
 - (4) The right to perform or display the copyrighted work publicly.
- (B) **Legal Framework for Copyright.** Article I, Section 8, Constitution of the United States provides the basis for the concept of copyright. It states as follows: “The Congress shall have the power---To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.” The Copyright Act is found in Title 17 of the United States Code.

- (C) Subject Matter of Copyright. Copyright protection exists for original works of authorship from the moment they are fixed in any tangible medium of expression, not known or later developed, from which the works can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Copyright does not have to be visibly evident for an item to be protected under the Copyright Act. Copyright protection does not extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

- (D) Duration of Copyright.
 - (1) For works created on or after January 1, 1978, copyright begins when the work is first fixed in a tangible medium of expression i.e., when it is first written down or recorded and extends through the life of the author plus 70 years. For a “joint work prepared by two or more authors who did not work for hire,” the term lasts for 70 years after the last surviving author’s death. For works made for hire and anonymous and pseudonymous works, the duration of copyright is 95 years from first publication or 120 years from creation, whichever is shorter.

 - (2) For works created prior to January 1, 1978, there are two safe ways to interpret copyrights:
 - (a) Treat any pre-1978 copyright the same way as works published on or after January 1, 1978: Life plus 70, 95, or 120 years, depending on the nature of authorship. However, the law specifies that in no case would copyright in a work in this category have expired before December 31, 2002. In addition, if a work in this category was published before that date, the term extends another 45 years, through the end of 2047, or

 - (b) Contact the publisher, if still in existence, or the U.S. Copyright Office to identify the

copyright owner so that continued vitality to the copyright can be determined.

- (E) Compliance with Copyright Law. No employee or agent of Stark State College shall knowingly infringe upon the copyrights of another.
- (F) Permission. Employees shall seek and obtain the permission of the copyright owner prior to making use of copyrighted materials unless one of the following exemptions pertains:
 - (1) The work was never copyrighted. (This is often difficult to ascertain since recent amendments no longer make it mandatory to place the copyright notice on copyrighted works.)
 - (2) The copyright has expired. These works are part of the public domain and may be freely copied.
 - (3) The work lies in the public domain. Examples of works in the public domain are works which were never copyrighted, works where the copyright has expired, and works originally published by the U.S. Government.
 - (4) The copying and/or distribution fall within "fair use."
 - (5) The copying and /or distribution fall under certain library or archive copying.
- (G) Fair Use. The only substantial exception to the rule that only copyright holders may distribute copyrighted material is the judicial doctrine of "fair use." Use of a copyrighted work "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" (17 USC 107) is generally considered fair use. Fair use does not extend to extensive quotations and may not adversely affect the commercial market for the work in question. In determining whether a work in a particular case constitutes fair use, the factors to be considered shall include the following:

- (1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
 - (2) The nature of the copyrighted work.
 - (3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
 - (4) The effect of the use upon the potential market for or value of the copyrighted work.
- (H) Obtaining Permission or Licenses. If use does not fall under “fair use,” permission must be obtained. Repeated use or republication is not considered “fair use.” Permission must be obtained or royalties must be paid for such use of copyrighted works. While the budget funds may be limited, the College does not condone any violation of law simply because that violation saves the taxpayers’ money. Accordingly, a good faith effort must be made to obtain permission to use copyrighted material that falls outside of the doctrine of “fair use.”
- (I) Requests for Permission. There are two ways to obtain permission to use copyrighted material. You may either contact the copyright holder directly, or you may use a rights clearinghouse. The permission process is not instantaneous. Allow one-three months for requests to be processed. Whether you are contacting a rights holder directly or using a clearinghouse, you will need to have the following information:
- (1) Include an exact description/citation of the work to be used or copied: Title, author and/or editor, and edition of material to be duplicated including page numbers, chapters, and if possible a photocopy of the material to be duplicated.
 - (2) Include an exact description of what rights you are requesting, how you plan to use the work, the form of distribution (classroom, online class, newsletter, etc.), whether or not the material will be sold, and reproduction medium (photocopy, digital file, etc.).

- (3) You must request and pay for, if applicable, each type of right you request. For example, if you are granted the right to use an image in a PowerPoint presentation, it doesn't mean you have the right to use that image in a paper you are writing unless you have also been granted that right.
- (4) Whenever possible, requests for permission should be in writing.
- (5) All requests shall identify the user as Stark State College.
- (6) Permission to use copyrighted material must be in writing.
- (7) Questions about copyright at Stark State College should be directed to the Director of Library Services.

(J) Digital Media and the Digital Millennium Copyright Act

- (1) Copyright law applies to digital resources as well as to conventional paper works. Any distribution of copyrighted digital files - music, movies, text or software - is a violation of federal law. (See the Policy on Use of College Computing Resources, 3357:15-15-05.) Placing media files in a location where they are available to other Internet users counts as distribution, as does providing copies to friends. It is also illegal to attempt to subvert copyright protection mechanisms (17 USC 1201). Willful infringement for commercial advantage or private gain constitutes a criminal offense.
- (2) Stark State College encourages the use of legal online resources. A comprehensive list of legal sources for online content and downloading may be found through the EDUCAUSE website at:
<http://www.educause.edu/legalcontent>.
- (3) The Digital Millennium Copyright Act (DMCA), enacted in 1998, provides protection for copyrighted material in

digital form. The DMCA requires that Online Service Providers - including colleges and universities - follow a particular set of procedures in resolving copyright violation claims. Stark State College has implemented these DMCA-mandated procedures. (For more information, see Report a Copyright Infringement below.) The College is also taking active measures to educate users about the provisions of copyright law and encourage compliance with it.

- (K) The Technology, Education and Copyright Harmonization Act (TEACH) was signed into law in October 2002. The TEACH Act amends Sections 110(2) and 112 of the Copyright Act of 1976 to give instructors at accredited nonprofit educational institutions greater flexibility to use third party copyrighted works in online course delivery. The bill permits the display and performance of virtually all types of works during online instruction without the consent of the copyright owner, provided that:
- (1) the online instructions at an eligible institution are mediated by an instructor;
 - (2) the transmission of the material is intended only for receipt by students enrolled in the course, regardless of where the students are physically located;
 - (3) the institution employs measures to prevent “retention of the work in accessible form by recipients of the transmission for longer than the class session;”
 - (4) the institution employs measures that limit the transmission of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution “to the extent technologically feasible;” and
 - (5) use of the material is clearly for educational, not entertainment purposes.
- (L) Penalties for Copyright Infringement
If it comes to the attention of the College that an individual is using Stark State College computer equipment and/or network access to

violate copyright law, Stark State College will take action to stop such activities, including removing network access.

In addition, violations of copyright law can lead to criminal charges and civil penalties.

Report a Copyright Infringement

- (1) To report copyright infringements on servers located at Stark State College, please notify:

Director of Library Services
Stark State College
6200 Frank Ave. NW
North Canton, OH 44720
Phone: (330) 494-6170

- (2) Director of Library Services is the agent designated under the Digital Millennium Copyright Act, P.L. 105-304.
- (3) Director of Library Services will comply with the "Notice and Take Down" provisions of the DMCA by removing the material in question and informing the individual user of the complaint. Users must file a counter-notice if they wish to make the material available again.

(M) Copyright and Faculty ownership of Intellectual property, Compensation, Royalties, and Patents. Copyright and Faculty ownership of Intellectual property is determined based on use of College resources as defined in this paragraph. Compensation for Course/Program Development is based on Category and Level as identified in this paragraph.

- (1) Category A: Employees shall have sole rights of ownership and disposition of copyrightable material and patents generated by their own individual initiative, provided there is no use of College personnel, facilities, or resources ("Category A Materials"). However, employees hereby grant the College a fully paid up, nonexclusive license to reproduce, distribute, display, or otherwise use Category A Materials for educational purposes only. The employee has

sole rights to license Category A Materials and shall retain all royalties or profits therefrom.

- (2) Category B: Employees and the College shall share the ownership and disposition of copyrightable material and patentable discoveries or inventions generated where there is approved use of College personnel or facilities (“Category B Materials”). College personnel or facilities include, but are not limited to, released time, administrative assistance, financial assistance (such as student workers), or College services, equipment, or building. Both parties must agree to any commercial licensing arrangement unless otherwise stated in the Course/Program Development Agreement. Division of royalties under these circumstances shall be 70 percent to the employee and 30 percent to the College unless other written agreements are made prior to the initiation of the work.
- (3) Category C: Copyrights and patents developed from projects undertaken by an employee pursuant to an agreement with the College whereby the College commits substantial resources such as the use of other personnel, facilities, compensation, and release time (“Category C Materials”). Employee hereby assigns to College all rights and title, including all Copyright rights, in any and all Category C Materials. The College has sole rights to license Category C Materials and shall retain all royalties and profits therefrom.
- (4) Grants: Rights to copyrightable material and patents developed as a result of work supported partially or totally by an outside agency or sponsor through a contract or grant shall be disposed of in accordance with the terms of the contract or grant. Prior to the employee accepting sponsored research or developmental assignments, the College will be consulted and must approve the contract or grant and the details of the project, division of any resulting copyrights or patents, compensation, and the division of royalties.
- (5) Employment of the Author: In the case where the Author is no longer employed at the College, the College retains the right to use the Category B and Category C course material

and also grants the Author the right for the Author to use the work at another educational institution at which the Author is employed so long as that institution is outside the extended service district of the College. The extended service district of the College is defined as Stark County, Summit County, and the adjacent surrounding counties. In the case where the Author is no longer employed at the College, the commercial license for the material is defined by the Category in the Course/Program Development Agreement.

- (6) Compensation of the Author: In consideration for the following, the Author will develop the Category B or Category C course with any remuneration to be paid upon successful completion of the deliverable of the project.
- (7) Transfer of Ownership of Copyright (See 17 U.S.C. §204)
 - (a) Copyright must be deliberately transferred.
 - (b) Any transfer of ownership must be both in writing and signed.
 - i. A unilaterally imposed institutional policy cannot legally take away the Author's copyright ownership of work.
 - ii. However, if the Author has signed an employment contract yielding copyright to the work, or signed a faculty handbook indicating acceptance of the policies within, such a signed document could be interpreted as a contract and might constitute a valid transfer of rights.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

COURSE SYLLABUS

Policy No. 3357:15-13-35

Page 1 of 1

Effective: 10/2/2009

Revised: 03/14/2015

Revised: 06/05/2017

Revised: 06/06/2022

POLICY:

Faculty in all credit courses must make available to students the standardized master syllabus and the class syllabus, electronic or hard copy, on the first day of a class session.

PROCEDURE:

Faculty are required to obtain and utilize the current standardized master syllabus and class syllabus templates from the respective department chair or coordinator and/or *mystarkstate*.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

IMPLEMENTATION OF ASSESSMENT

Policy No. 3357:15-13-36

Page 1 of 2

Effective: 12/14/2012

Revised: 03/23/2015

Revised: 05/29/2020

POLICY:

All divisions and departments in the College are to participate in the outcomes assessment procedure. Assessments are to lead to improvements in programs and services.

PROCEDURE:

- (A) Assessment reports are due to the Provost and the vice presidents by the published due dates. Divisions will establish earlier deadlines for submission of their departments' assessment reports.
- (B) Aligned with the College's strategic plan for continuous improvement, the academic assessment process should be coordinated and facilitated by the assessment coordinator or designee. The co-curricular support operations are coordinated by the Director of Institutional Research, Planning, and Assessment. The Institutional Effectiveness Committee and the Assessment Council will oversee the implementation of assessment policies and procedures.
- (C) The Communications/Web Specialist maintains the College's assessment web page. Detailed information regarding the preparation and submission of assessment reports is also posted on *mystarkstate* and the College's assessment web page.
- (D) Academic programs, including program content, quality, and assessment, are the primary responsibility of the faculty within the academic disciplines. Learning outcomes assessments of academic programs are included in the departmental, divisional, and the institutional annual summary reports. Academic department chairs, deans, and the Provost are responsible for ensuring that academic programs are appropriately organized, and outcomes of student learning are assessed annually for program improvement.
- (E) Academic assessment reports are processed from the department level to the academic dean to the Provost. Administrators at each level are to ensure that assessment reports from all their departments have been completed and submitted by the published due dates, and the divisional assessment reports are submitted to the Provost.
- (F) Co-curricular assessment reports are the primary responsibility of the appropriate staff and vice presidents in the specific support areas in collaboration with the Director of Institutional Research, Planning, and Assessment. Vice presidents and other administrators are responsible for ensuring that their departments and divisions are engaged in assessment.
- (G) Co-curricular assessment reports are processed from the department level to the administrative divisions. Administrators at each level are to ensure that assessment reports from all their departments have been completed and submitted. Final assessment reports are submitted to the Director of Institutional Research, Planning, and Assessment and then to the vice presidents.
- (H) The final assessment reports will be posted on *mystarkstate* and/or the College's website.
- (I) Administrators (Provost, vice presidents, and deans) are to provide feedback to departments and/or divisions in their administrative organization and to use the

- assessment to lead quality improvement.
- (J) Changes made in programs and services as a result of assessment are to be reported in the next assessment report to document these changes.

**ELECTRONIC RECORDING OF CLASSROOM
ACTIVITIES**

Policy No. 3357:15-13-37
Page 1 of 2

Effective: 02/18/2010
Revised: 03/14/2015
Revised: 06/07/2021

ELECTRONIC RECORDING OF CLASSROOM ACTIVITIES

POLICY:

The policy governs the electronic recording made by students, faculty, and staff in a classroom or other official academic setting. Electronic recording is not permitted unless explicit permission is granted and other students are notified. Students, except those who have an accommodation letter from Disability Support Services (DSS), who would like to record a classroom lecture or activity or teaching sessions must obtain permission from the instructor prior to the recording. The instructor may choose to restrict or prohibit the electronic recordings of lectures and activities or teaching sessions except for those students who meet the eligibility criteria from DSS. The College maintains the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.

PROCEDURE:

- (A) The instructor reserves the right to ask a student to stop recording at any time except for those who have an accommodation letter from DSS. Students who fail to turn off the device(s) will be considered in violation of appropriate classroom behavior. Please refer to the Student Code of Conduct policy (Policy 3357:15-19-10) in the College's Policies and Procedures Manual.
- (B) Instructors must work with DSS if restrictions are established to make reasonable accommodations for students with disabilities that require such devices. Students must agree in writing to the provisions listed below.
- (C) Students who have been granted permission to use personal electronic devices to record class lectures must agree to abide by each of the following provisions:
 - (1) Recordings of class lectures are only for students' personal use in study and preparation related to the class.
 - (2) Students may not share these recordings with any other person, whether or not that person is in the class.

- (3) Students acknowledge that the recordings are sources to enhance any academic work as governed by rules of academic conduct at the College.
 - (4) Students agree to delete any recordings that were made when they are no longer needed for their academic work.
- (D) Instructors that elect to record an in-class session to either upload to the Learning Management System and/or other channels must ensure Family Educational Rights and Privacy Act (FERPA) compliance. If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students asking questions, making presentations or leading a class, and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records. Educational records can only be used as permitted by FERPA. The instructor should take steps to protect student privacy. There are several ways to use recordings that include protected student participation:
- (1) **Obtain consent.** Inform the students that a recording is being made and for what reason(s) the recording may be reviewed. If students do appear in the video or if their voice is discernable in the recording, the instructor must obtain written consent from the students to allow the use of the recording outside of the current class.
 - (2) **Edit the recording.** Recordings can be edited to either omit any student who has not consented to the use of their voice or image, or be edited to de-identify the student in the record (i.e. remove any mention of a student's name, blur student images, alter voice recordings, etc.).
 - (3) **Limit access to other students in the class.** FERPA does not limit or prevent the use of a recording and does not require prior written consent if access is limited to students in the class to watch or re-watch past class sessions. However, instructors should be cautious about making access available to students without the consent of his or her peers if the recordings are able to be downloaded, duplicated, or otherwise redistributed by the student viewing the content.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DEPARTMENTAL ACADEMIC POLICY

Policy No. 3357:15-13-38

Page 1 of 1

Effective: 11/18/2009

Revised: 03/14/2015

Revised: 06/05/2017

Revised: 06/06/2022

POLICY:

Academic departments may recommend specific departmental academic policies and procedures in such areas as grading, admissions criteria, co-requisites and prerequisites, and associate degree and certificate completion requirements based on accreditation and licensure/certification standards. Academic department policies cannot conflict with college-wide policies without Board of Trustees approval.

PROCEDURE:

Departmental academic policies must be approved by the department's full-time faculty, department chair, division dean, and Provost and Chief Academic Officer prior to submission to the Academic Policies and Procedures Standing Committee. Upon approval by the Academic Policies and Procedures Standing Committee, the policy is submitted to President's Cabinet. Final approval must be granted by the Board of Trustees.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

**LENGTH OF PROGRAMS, SEMESTERS,
AND CREDIT HOURS**

Policy No. 3357:15-13-39
Page 1 of 5

Effective 04/20/2012
Revised: 05/17/2012
Revised: 03/14/2015
Revised: 05/29/2020

POLICY:

- (A) Stark State College follows the Ohio Department of Higher Education guidelines for the length of programs, semesters, and credit hours. The length of associate degree programs falls between a minimum of 60 credit hours and a maximum of 65 credit hours unless it can be shown that additional coursework is required to meet professional accreditation or licensing requirements. Programs requiring hours beyond the 65 credit hours maximum in order to meet accreditation or licensing requirements are expected to align similarly to like programs at other two-year public institutions, must have the permission of the Provost and Chief Academic Officer, and shall not exceed 73 semester credit hours. The length of a semester shall consist of no fewer than 15 calendar weeks and no more than 17 calendar weeks of instructional time. Term lengths at Stark State College in the fall semester and spring semester range from one week to sixteen weeks of instruction. Term lengths in the summer session range from one week to ten weeks of instruction.
- (B) The number of credits which should be awarded for the completion of courses in associate degree programs is determined by the instructional arrangements as follows:
- (1) Classroom: Classroom instruction is formalized instruction, conducted on or off-campus, in which the instructor presents an educational experience to students, applying any combination of instructional methods.
 - (a) This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit.
 - (b) One hour of credit shall be awarded for each 750 minutes of classroom instruction for a semester calendar.

- (2) Laboratory: Laboratory instruction is educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.
 - (a) One hour of credit shall be awarded for a total of 2,250 minutes laboratory instructional time for a semester calendar.
 - (b) If laboratory instruction is supplemented by out-of-class assignments, which would normally average one hour of out-of-class study preparing for or following-up the laboratory experience, then one hour of credit shall be awarded for a total of 1,500 minutes laboratory instructional time for a semester calendar.
- (3) Clinical laboratory: Clinical laboratory instruction applies only to health technology programs, during which students are assigned to laboratory sections, which meet at a health-related agency rather than in on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by regular faculty members, full-time or part-time, of the College.

Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory instruction.
- (4) Directed practice: This definition applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the College, may be used for the direct supervision of students and for the delivery of part of the didactic phase of the experience.
 - (a) The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

- (b) One hour of credit shall be awarded for a total of 4,500 minutes of directed practice instructional time for a semester calendar.
- (5) Practicum: Practicum instruction is on or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus.
 - (a) Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.
 - (b) A maximum of nine semester credit hours or thirteen quarter credit hours may be earned in practicum, or any combination of practicum cooperative work experience, over the associate degree program. One hour of credit shall be awarded for a total of 6,300 minutes practicum instructional time for a semester calendar.
- (6) Cooperative Work Experience: A cooperative work experience is on or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the College who visits the job site for a conference with the student and supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer.
 - (a) Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.
 - (b) One hour of credit shall be awarded for a total of 9,000 minutes cooperative work experience instructional time for a semester calendar. A maximum of nine credit hours for a semester calendar may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.

- (7) **Field Experience:** Field experience is planned, paid work activity that relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the College who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

A maximum of nine credit hours for a semester calendar may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the associate degree program. One hour of credit shall be awarded for a total of 10,800 minutes field experience instructional time for a semester calendar.

- (8) **Observation:** Observation occurs when students participate in an educational experience as observers of practitioners, who are representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience.

One hour of credit shall be awarded for a total of 13,500 minutes observation instructional time for a semester calendar.

- (9) **Seminar:** A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.

Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

- (10) **Miscellaneous Applications Courses:** Miscellaneous application courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism or courses of an independent study nature are examples.

One hour of credit shall be awarded for a total of 6,300 minutes of instructional time for miscellaneous applications courses for a semester calendar.

- (11) Studio Course: Studio courses require little or no out-of-class study.
 - (a) One hour of credit shall be awarded for a total of 2,250 minutes of instructional time for a studio course for a semester calendar. If supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the studio experience, one hour of credit shall be awarded for a total of 1,500 minutes of instructional time for a semester calendar.
 - (b) Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student and personally provide whatever instruction is required. In addition, the instructor periodically assesses the student's progress and assigns the final grade.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

STUDENT SUCCESS SEMINAR COURSE

Policy No. 3357:15-13-40

Page 1 of 1

Effective: 06/03/2013

Revised: 01/18/2014

Revised: 03/14/2015

Revised: 06/04/2018

Revised: 06/05/2023

POLICY:

All new students and transfer students seeking a degree or certain certificates must take SSC101, a 1-credit, 1-contact hour Student Success Seminar course that is standardized across all divisions, within the first 15 earned credits.

PROCEDURE:

1. The 3-credit IDS115 College Success Skills course can be substituted for SSC101.
2. Students will be required to continuously enroll in the student success course until it is successfully completed.
3. All new and transfer students must take SSC101 within the first 15 earned credits at Stark State College. Students who do not take SSC101 within the first 12 credits will receive notification of the policy requirement during advising.
4. Students who transfer with 24 credit hours with at least a 2.5 grade point average (GPA) or with an existing degree from an accredited college will be encouraged but not required to take the course.
5. Exceptions to this procedure are to be approved by the appropriate department chair and academic dean, in consultation with the Provost and Chief Academic Officer.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

REQUIRED NEW STUDENT ORIENTATION

Policy No. 3357:15-13-42

Page 1 of 1

Effective: 08/26/2013

Revised: 03/14/2015

Revised: 06/07/2021

POLICY:

Required New Student Orientation provides foundational information about the campus policies, programs, systems, and services unique to Stark State College to help students succeed. All new students seeking a degree or certificate(s) complete New Student Orientation as part of the enrollment process, prior to the start of classes in their first term. Students with an existing degree from an accredited college will be encouraged to complete New Student Orientation.

PROCEDURE:

Upon admittance to Stark State College, the student completes New Student Orientation prior to the start of classes in their first term. The College offers the choice of modality (on campus or online) to complete New Student Orientation. Newly admitted students receive an acceptance letter and email which directs them to register for either modality on the College's website. Subsequent email reminders are sent at regular intervals until the student's record reflects completion of New Student Orientation or completion of the first term. Upon completion of New Student Orientation, the student's record in Banner is updated to reflect participation.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MIDTERM GRADE

Policy No. 3357:15-13-43

Page 1 of 1

Effective: 03/27/2015

Revision: 01/19/2016

POLICY:

Midterm grades will be entered for students in every class in which they are enrolled. Students will be notified after all midterm grades have been posted.

Students earning an F and failing to attend after the initial Never Attend deadline will be assessed a midterm grade of an F with the last date of attendance and will be administratively withdrawn.

PROCEDURE:

1. The Office of the Provost will email faculty requesting midterm grades to be entered by a specific date and time.
 - a. 16-week classes will enter grades after the completion of the seventh week for fall and spring semesters.
 - b. 8-week and 10-week classes will enter grades after the completion of the fourth week for summer semester.
2. Faculty members will enter midterm grades, using the appropriate code, in the Student Information System. An F grade will require the last date of attendance.
 - A = Excellent
 - B = Above Average
 - C = Average
 - UC = Unsatisfactory Average
 - D = Below Average
 - UD = Unsatisfactory Below Average
 - F = Failed
3. The Academic Records/Registrar's Office will be notified of any students not earning a passing grade and failing to attend after the initial Never Attend deadline. These students will be administratively withdrawn with the last date of attendance noted.
4. The Academic Records/Registrar's Office will send midterm grade notification to students.

STARK STATE COLLEGE
POLICY AND PROCEDURES MANUAL

**“TEACH OUT” STATEMENT FOR
INACTIVATED DEGREES OR CERTIFICATES**

Policy No. 3357:15-13-44

Page 1 of 1

Effective: 03/27/2015

Effective 06/03/2019

POLICY:

In the event that Stark State College should decide to inactivate a degree or certificate, the College will make every effort to “teach out” currently enrolled students to a maximum of two academic years. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by the Department Chair or Program Coordinator regarding suitable options including transfer to comparable programs. The College will offer the courses required for graduation to continuously enrolled program students at the time of inactivation until those students have been provided an opportunity to complete their degrees.

PROCEDURE:

- (A) If a program no longer meets the needs of our current workforce, and/or has low enrollment of students in the program, has been eliminated at the state level, or has been changed by accreditation agencies, the College may choose to inactivate the degree or certificate. The request will be made by the Department and must be approved by the Curriculum Committee.
 - (1) Form CC1700 REQUEST TO INACTIVATE A PROGRAM is completed by the Department, approved by the Curriculum Committee and signed by the Provost and Chief Academic Officer.
 - (2) Required paperwork is filed with the Ohio Department of Higher Education.
- (B) All students currently enrolled in the inactivated degree or certificate will be notified by the Department Chair or Program Coordinator of the decision to inactivate the degree or certificate. The Department Chair or Program Coordinator should contact the Registrar for a complete list of students in the degree or certificate to be inactivated. The Department Chair or Program Coordinator will notify the students of the classes required to complete the degree or certificate. The Department Chair or Program Coordinator may also recommend comparable programs within the College if the student would like to request to change his/her major.
- (C) If specific courses are retired as a result of the program being inactivated, the courses will need to be offered the number of times necessary to accommodate all students currently enrolled in the inactivated degree or certificate to a maximum of two academic years.
 - (1) When possible, course substitutions will be allowed to enable the student to complete the program.
 - (2) The specific courses can be retired by the Department and approved by Curriculum Committee at the same time the inactivation of the program or certificate is submitted.
 - i. Form CC1600 REQUEST TO INACTIVATE A COURSE FROM TAXONOMY is completed by the Department and approved by the Curriculum Committee.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MILITARY LEAVE OF ABSENCE AND WITHDRAWAL

Policy No. 3357:15-13-45

Page 1 of 1

Effective: 05/29/2015

Revised: 03/11/2016

Revised: 06/07/2021

POLICY:

In compliance with Ohio Revised Code (ORC) 3332.20 and House Bill (HB) 488, Stark State College will grant a student a military leave of absence or withdrawal from the College while a student is serving on active duty or participating in mandatory training. Eligible students include those currently serving (Active Duty), National Guard, Reserves, and Inactive Ready Reserves.

PROCEDURE:

1. Withdrawal - If a student chooses to withdraw from coursework, the student must submit a copy of Notice of Induction or Orders to Active Duty to the Military Services office and/or the school's certifying official. Upon receipt of the documentation, the student will be withdrawn from all courses, and at the student's choosing, receive either:
 - a. 100% refund of the tuition and fee charges to the student; or
 - b. Credit for a subsequent academic term equal to 100% of the tuition and fee charges the student paid the College for the academic term in which the student withdraws.

If the student is a financial aid recipient, the student needs to contact Gateway Student Services.

2. Short term absences - Military students may have required military activities which cause the student to be absent from class for a short period of time (two [2] weeks or less). These absences should qualify as "excused absences" and will not be subject to penalty. Coursework must be satisfied through a written agreement between the instructor and the student and be completed within a specified time frame. A copy of the military orders must be presented to the instructor as soon as it is available.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

MEDICAL WITHDRAWAL POLICY

Policy No. 3357:15-13-46

Page 1 of 2

Effective: 06/05/2017

Revised: 06/03/2019

POLICY:

In order to promote student success, if a student or immediate family member (as referenced in Policy 3357:15-14-08) experiences a serious illness, injury, or medical condition while the student is enrolled in Stark State, a student may petition to receive a medical withdrawal. When a licensed health care or mental health practitioner deems a withdrawal medically necessary, the student's petition for withdrawal must be submitted for all classes which have not been completed for the current semester, in addition to submitting through the normal refund policy (see Policy 3357:15-18-09) or the normal withdrawal procedure (see Policy 3357:15-13-16).

The medical withdrawal policy covers both physical health and mental health conditions. Students may only submit two petitions while attending Stark State College; however, if the student has exceptional circumstances, as deemed so by the Medical Petition Committee, an exception to the two-petition minimum may be considered.

PROCEDURE:

Student Procedure:

1. Students may request a medical withdrawal by completing the Medical Withdrawal Form, which can be obtained from the *mystarkstate* portal or the Bursar's Office. In order to be considered, students must submit a complete form no later than 15 calendar days, excluding holidays and emergency closings, from the last day of the semester.
2. Students must attach to the form documentation from a licensed health care or mental health practitioner that supports the medical petition and any other supporting documentation, including onset of the illness and the dates under professional care. The documentation must include a signature from the licensed health care or mental health practitioner. Non-family member caregivers will be required to attach documentation of caregiver status from a licensed health care or mental health practitioner. In cases involving pregnancy and parental status, a student should consult with the Title IX Coordinator to assure appropriate consideration of her case under the protections of Title IX.
3. Stark State strongly suggests submitting the form and attached documentation as soon as possible because incomplete documentation will not be considered. If the documentation is incomplete, the student will be notified in writing by the Bursar's Office of the insufficient items. Students must submit all of the required documentation 15 calendar days, excluding holidays and emergency closings, from the last day of the semester. If the missing documentation is not submitted in the allotted time, the student forfeits his/her medical petition request.

College Procedure:

1. The Medical Petition Committee will review the student's request form and attached documentation within 30 calendar days from the date that the completed request is received by the Bursar's Office. The members of the Medical Petition Committee consist of individuals from Academic Records, Financial Aid, Admissions, and the Business

Office. The Medical Petition Committee reserves the right to utilize ad-hoc members to assist with the medical condition details.

2. The Bursar's Office will notify the student of the Committee's decision by a mailed letter, postmarked within 10 calendar days of the Committee's decision. The notification will be mailed to the address on record for the student and will include the student's Bursar account status, including any outstanding payments due or credits on the account.
3. If the student's request is approved, the Bursar will credit any balance up to the cost of the student's tuition for the time period in which the Committee found the medical emergency. Approved requests do not absolve the student of paying balances outside of the time period the Committee made a finding of a medical emergency or paying fees other than tuition. If the student's request is approved and the student was unable to withdraw from courses prior to the end of the semester, the grade(s) will be changed to a "W."

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TEXTBOOK SELECTION

Policy No.: 3357: 15-13-47

Page 1 of 2

Effective: 06/04/2018

Revised: 06/06/2022

POLICY:

In support of the College's strategic goals of Academic Excellence and Fiscal Stability and Stewardship, Stark State College requires the textbook selection process to meet the standards required of the course as determined by the department while selecting the best cost solution. The College expects all departments and faculty to select appropriate, high quality course materials that benefit the student's learning experience. The policy supports academic freedom and departmental autonomy for faculty making the textbook selections. This policy applies to the selection of textbooks and other instructional materials for use in courses offered by the College. Pursuant to section 133 of the Higher Education Opportunity Act, Stark State College is required to disclose, where practicable, on the College's Bookstore webpage, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule by the time that registration begins. If not practicable, the designation "To Be Determined" will be used until the information becomes available.

PROCEDURE:

- A. Textbook selection will be communicated to the College Bookstore by the department chair/program coordinator by the Bookstore adoption deadline with required and recommended textbooks clearly indicated.
 1. In the event a department chair or coordinator has not selected textbooks and/or other teaching materials by the adoption deadline, the College Bookstore will assume that the course will use the same textbook (including edition and format) and other materials as the last semester the course was offered.
 2. The College Bookstore conducts an ordering strategy that includes finding the least expensive books from wholesalers and non-traditional sources. The Bookstore also conducts a Finals Week Buyback where current students can sell back their used textbooks.
 3. The required course materials are posted on the College Bookstore webpage along with a price comparative site for transparency. Exceptions would require approval of the Provost and Chief Academic Officer and Vice President of Business and Finance.
 4. The Stark State College Bookstore is conscientious about textbook pricing. The College will work with the National Association of College Stores and the Ohio Association to stay informed about ways to save money for students on course materials including Open Educational Resources and Inclusive Access. The College will maintain a Textbook Affordability Committee in a collaborative effort. This committee plays a vital role in a collaborative effort to make textbook affordability a college priority.
 5. The College Bookstore will offer choices in course materials whenever possible to meet the needs of all students. The choices will include used books, access codes that include e-books, rental books, new books, and loose-leaf books. The College Bookstore will maintain a competitive course materials selection process to help the student reduce the cost of required textbooks.

- B. Departments are required to adopt the same course textbooks for all sections of each of the same course.
- C. Supplemental materials selected by faculty must be appropriate to the course and enhance the student's learning experience and lead to success.
- D. In accordance with the Ohio Ethics Law Section 102.03, faculty should not accept any improper inducement, directly or indirectly, which may be described as a bribe, kickback, excessive commission, or fee that is contingent on the adoption of publishers' textbooks or their ancillary materials.
 - 1. Faculty or staff are not permitted to accept any inducements offered by publishers when adopting a textbook. These inducements may include but are not limited to trips, free seminars, gift cards, textbook review payments, equipment/personal property, or any other monetary payment even if the payment is to benefit the department or a charitable cause.
 - 2. Faculty members who assign books or other materials that they have written, edited, or published and from which they receive royalties or other form of payment from the publisher may not profit financially from the purchase of these materials by their students.
 - 3. No fees will be collected directly by faculty or staff, and no materials may ever be sold directly to students by faculty or staff.
 - 4. Faculty or staff may not sell textbooks to any organization or individual soliciting the purchase of such materials.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

FREEDOM OF EXPRESSION AND RESPONSIBILITIES

Policy No. 3357:15-13-48

Page 1 of 3

Effective: 05/29/2020

Revised: 08/14/2022

POLICY:

The College believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Students, including student groups, have a fundamental constitutional right to free speech. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue. The College is further committed to maintaining campus as a marketplace of ideas for all students and faculty in which the exchange of ideas is not to be suppressed because the ideas put forth are thought by some members of the College community to be offensive, unwise, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed; it is not the College's role to shield individuals from such speech or to use concerns about civility and mutual respect as justification for closing off the discussion of such speech. The College believes that it is for individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas they oppose. The primary responsibility of faculty is to engage in honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom. The College is committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.

Academic freedom is the right to engage in intellectual expression, on and off campus, without fear of censorship, retaliation, or sanctions. This right is essential to the longstanding goal of higher education to seek the truth by encompassing varying viewpoints. Academic freedom includes both the individual's and institution's responsibility to maintain academic standards and to encourage intellectual inquiry and integrity. Academic freedom of expression extends to all members of the academic community, subject to constitutional limits on expression that is defamatory, incites violence, discriminates, or harasses.

College employees are entitled to academic freedom and to pursue scholarly interests without fear of censure, discipline, or reprisal; but they are subject to the standards of professional

conduct set forth in the policies and procedures manual. When College employees speak or write as citizens, they are free from college censorship or discipline; but their special position in the community imposes special obligations, as the public may judge the institution by their comments. Hence, employees are encouraged to be accurate at all times, exercise appropriate restraint, show respect for the opinions of others, and should indicate that they do not speak for the College.

College faculty members may present course content in their own scholarly manner. The College's Design Best Practices established by the College, ethical standards of the discipline, and Stark State College policies and procedures are subject to this policy and must be followed by faculty. Faculty members are free to discuss subject matter aligned with the approved course learning objectives. However, faculty members must refrain from persistently using a substantial portion of classroom instruction to introduce material that has no bearing on the subject matter of the course and/or which is outside the area(s) of their competence and training. Students will be graded only on the intellectual merits of their work. Academic freedom does not allow a faculty member to impel his or her opinions on students. Consequently, faculty members must assess student learning for mastery of course content, rather than a student's personal beliefs on a subject or a student's subjective decision to agree or disagree with a particular aspect of the material.

Nothing within this policy shall be interpreted as preventing the College from imposing measures under its policies and procedures that do not violate the First Amendment of the U.S. Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, such as: constitutional time, place and manner restrictions; reasonable and viewpoint-neutral restrictions in nonpublic forums; restricting the use of the College's property to protect the free speech rights of students and faculty members and preserve the use of the property for the advancement of the College's mission; prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article 1, Sections 3 and 11 of the Ohio Constitution; and content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty. Additionally, nothing in this policy shall give students the right to disrupt previously scheduled or reserved activities occurring in a traditional public form.

PROCEDURE:

The College's procedures comply with Ohio Revised Code 3345.0215 and the standards adopted by the Ohio Department of Higher Education.

For employees, the College's Corrective Action and Discipline procedure, Policy No. 3357:15-14-18, will be utilized to address concerns regarding non-compliance with the policy, including potential sanctions.

If an employee feels that their freedom of expression and the fundamental constitutional right to free speech has been violated, the employee should file an internal complaint with the Human Resources Office. All concerns will then be provided to the Vice President of Human Resources, who will designate an investigator to address the concern as appropriate. A fair and impartial investigation will be conducted on the alleged violation. The Board of Trustees shall determine the ultimate resolution to address the violation and prevent any further violation of this policy.

For students, the College's Student Code of Conduct policy, Policy No. 3357:15-19-10, will be utilized to address concerns regarding non-compliance with the policy, including potential sanctions.

If a student feels that their freedom of expression and the fundamental constitutional right to free speech has been violated, the student can file a complaint using the Final Grade Appeal procedure, Policy No. 3357:15-13-27, or the Student Complaint procedure, Policy No. 3357:15-19-08. A fair and impartial investigation will be conducted on the alleged violation. The Board of Trustees shall determine the ultimate resolution to address the violation and prevent any further violation of this policy.

No person shall retaliate against an individual for reporting a violation of freedom of expression, filing a complaint, participating in an investigation, participating in resolution of a complaint, implementing measures that would prevent further violation of this policy, or any other activity protected under this policy, regardless of the outcome. Any act of retaliation or reprisal violates this policy and will be treated as a separate violation. Anyone found to have retaliated against someone making use of this policy will be subject to corrective actions, up to and including termination of employment or dismissal from the College.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TESTING YOUR FAITH

Effective: 4/3/2023

Policy No. 3357:15-13-49

Page 1 of 1

POLICY:

Stark State College supports the religious beliefs and practices of individual students. In compliance with ORC 3345.026, the College permits a student to be absent for up to three days each academic semester to take holidays for reasons of faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The College will not impose an academic penalty as a result of a student being absent.

Students are required to notify their instructors no later than fourteen days after the first day of instruction in the course. Students must provide the instructor with written notice of the specific dates for which the student requests alternative accommodations.

Instructors will provide students with alternative accommodations with regard to examinations and other academic requirements missed due to an absence when a student's sincerely held religious belief or practice affects the student's ability to take an examination or meet an academic requirement.

The instructor must accept, without question, the sincerity of the student's religious or spiritual belief system. The instructor must keep requests for alternative accommodations confidential. The instructor must schedule a time and date for an alternative examination or other academic requirement, which may occur before or after the time and date the examination or other academic requirement was originally scheduled, and must do so without prejudicial effect.

A non-exhaustive list of major religious holidays or festivals for the next two academic years, as provided by the Chancellor of Higher Education, is posted on the College's website. The list is non-exhaustive, and the list may not be used to deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

PROCEDURE:

1. Within fourteen days of the start of the course, students are required to notify their instructor(s) in writing of the specific dates for which they are requesting alternative accommodations.
2. The instructor must provide alternative, non-punitive accommodations for their students to complete work missed due to absence due to religious observances.
3. Students seeking additional information about the policy should discuss it with their instructor(s) first and then the Dean of Learning and Engagement. Students who do not feel that their religious accommodations were met and wish to file a complaint should contact the Dean of Learning and Engagement at Stark State College, 6200 Frank Avenue NW, North Canton, Office S100 or (330) 494- 6170, X4501.