POLICIES AND PROCEDURES

OF THE

BOARD OF TRUSTEES

STARK STATE COLLEGE

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Policy No.: 3357:15-1-01 – 15-19-11 Revision Date: 06/02/2025

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STARK STATE COLLEGE

POLICIES AND PROCEDURES MANUAL

BOARD OF TRUSTEES

	Current Term Begins:	Current Term Expires:
Ms. Tracy Carter* (2nd Vice Chair)	August 2, 2020	August 1, 2026
Mr. Harun Rashid* (Chair)	November 3, 2021	November 2, 2024
Ms. Elaine Russell Reolfi* (1st Vice Chair)	August 2, 2025	August 1, 2028
Mr. Jason Dodson	August 2, 2024	August 1, 2027
Ms. Jennifer Stamp	August 2, 2024	August 1, 2027
Mr. Jeffery Walters	August 2, 2022	August 1, 2025
Ms. Patricia Wackerly	August 2, 2021	August 1, 2027
Mr. Fonda Williams II	August 2, 2025	August 1, 2028
Mr. Michael Wheeler	August 2, 2023	August 1, 2026

ADMINISTRATION

Dr. Para Jones	President
Dr. Lada Gibson-Shreve	Provost and Chief Academic Officer
Mr. Kevin Gardner	Chief Financial Officer/Vice President for Business
Richard Greene	Vice President for Enrollment Management
Dr. Patrick Roberts	Vice President of Marketing, Advancement & Partnership
Ms. Melissa Glanz	Vice President of Human Resources

FOREWORD

The purpose of this manual is to provide College employees with uniform written statements which will enable them to better understand their duties, responsibilities, and privileges. It creates the framework within which our administration and instructional staff can discharge their assigned duties with dispatch and positive direction.

Since the contents of this manual affect each employee of the College, it is important that employees accept responsibility for the intelligent study and interpretation of the information contained herein in the light of their own assignments.

As Chapter 3357 of the Ohio Revised Code delegates and defines the power and authority of Boards of Trustees of Technical Colleges, the Board of Trustees of Stark State College, in the following pages, has in turn defined the power and authority it has delegated to those in its employ.

INSTITUTIONAL MISSION AND VISION STATEMENTS

OUR MISSION

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

OUR VISION

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

OUR VALUES

STRATEGIC PLAN 2023 – 2025

Student-centered

We will facilitate and maintain quality learning, ensuring that our policies and decision-making consider the impact on our students

Academic excellence

We will uphold high academic and professional excellence by meeting rigorous standards of certification and accreditation.

Collaboration

We will embody a collaborative spirit and work seamlessly across the institution building relationships with business and community partners to enhance students' educational experiences.

Equity and inclusion

We will provide the environment that makes students, employees, and our community feel welcomed and valued. We provide each student the support and services needed to be successful in college. We encourage diversity and a variety of perspectives.

Innovation

We will implement creative ideas and take informed risks that enhance teaching and learning and student success, and we are responsive to our ever-changing environment.

Integrity

We will promote a culture that upholds honesty, transparency, fiscal responsibility, and good stewardship.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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GOVERNANCE COMMITMENT
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Effective: 10/05/2009
Revised: 11/20/2013
Revised: 02/13/2015

POLICY:

(A) The Board of Trustees will govern Stark State College in accordance with the Constitution and laws of the State of Ohio. The Board will always act in the best interest of the College (students, faculty, and staff) and the community as a whole. The Board is committed to excellence.

(B) Educational programs and other services of the College shall be of high quality and provide open access.

BOARD JOB DESCRIPTION Effective: 10/05/2009
Policy No. 3357:15-1-03 Revised: 02/13/2015

POLICY:
The job of the Board is to represent the public in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following responsibilities:

(A) Serving as the link between the College and political entities, the Board of Regents and the public.

(B) Enacting written governing policies which, at the broadest levels, address:

(1) Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.

(2) Board-Staff Relationship: How power is delegated and its proper use monitored; the President's authority and accountability.

(3) Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.

(4) Ends: College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost). Ends include college mission, values, vision, goals, and priorities.

(C) Monitoring institutional performance and the President's performance (against Board policies on Ends and Executive Limitations) and monitor the Chairperson's performance (against Board Policies on Governance Process).

(D) Promoting a positive image for the College.

(E) Recommending appointments to the Board.

BOARD JOB DESCRIPTION Effective: 10/05/2009
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The job of the Board is to represent the public in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following responsibilities:

(A) Serving as the link between the College and political entities, the Board of Regents Ohio Department of Education and the public.

(B) Enacting written governing policies which, at the broadest levels, address:

(1) Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.

(2) Board-Staff Relationship: How power is delegated and its proper use monitored; the President's authority and accountability.

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CHAIRPERSON'S ROLE Effective: 10/05/2009
Policy No. 3357:15-1-04 Revised: 02/13/2015

POLICY:

(A) The Chairperson is responsible for the integrity of the Board's process and occasional representation of the Board to outside parties. The Chairperson is the only authorized spokesperson for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

(B) The Chairperson shall ensure the Board and individual Board members act consistent with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.

(1) The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.

(2) Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.

(3) Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.

(4) The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among Board members.

(C) The authority of the Chairperson consists in making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Relationship, except where the Board specifically delegates portions of this authority to others. The Chairperson is authorized to use any reasonable interpretation of the provisions in these policies.

(D) The Chairperson has no authority to make decisions about policies created by the Board within the Ends and Executive Limitations policy areas.

(E) The Chairperson has no authority to supervise or direct the President, unless authorized by the Board.

(F) The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.

(G) The Chairperson shall appoint members of committees established by the Board.

BOARD COMMITTEE PRINCIPLES Effective: 10/05/2009
Policy No. 3357:15-1-05 Revised: 02/13/2015

POLICY:

(A) Board committees, when used, will operate so as to minimally interfere with the wholeness of the Board's job and so as never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.

(B) Board committees are to help the Board do its job, not to help the staff do its jobs. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.

(C) Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.

(D) Board committees cannot exercise authority over staff. Because the President works for the full Board, the President is not required to obtain approval of a Board committee before an executive action. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.

(E) This policy applies only to committees which are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.

(F) The Board shall not have standing committees.

(G) The Board will act as a committee of the whole and will establish ad-hoc committees when appropriate.

BOARD PLANNING AND AGENDA Effective: 10/05/2009
Policy No. 3357:15-1-06 Revised: 02/13/2015
 Revised: 04/02/2016

POLICY:

(A) The Board will carry out its responsibilities using a governance style consistent with Board policies by:

(1) re-exploring Ends policies annually;

(2) holding an annual planning session;

(3) following an agenda at its regular monthly meetings which implements the Board policy on Governing Style; and

(4) continually improving its performance through Board education and enriched input and deliberation.

(B) The agenda for all Board meetings will be prepared by the President after consultation with the Chairperson and based on input from other Board members. The agenda will be delivered to the Board at least five days before the meeting.

(C) Education, input, and deliberation will be paramount in structuring meetings, and other Board activities.

(D) The College budget will be approved by the Board each May. Revised budgets will be submitted to the Board for approval as necessary during the fiscal year, but no more often than quarterly.

(E) Board policies and policy revisions will not be adopted until they have been considered at a minimum of two meetings, unless Board action waives this requirement and immediate effect is authorized.

BOARD MEMBERS' CODE OF CONDUCT Effective: 10/05/2009
Policy No. 3357:15-1-07 Revised: 02/13/2015
 Revised: 08/09/2021

POLICY:

(A) The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

(B) Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.

(C) Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

(1) There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

(2) Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.

(D) Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

(1) Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted in Board policies.

(2) Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

(3) Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

(E) Board members will participate in educational activities, including state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's governing Board.

(F) Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.

(G) Board members will not violate confidentiality including discussions which occur at legally held closed meetings of the Board.

(H) Board members will maintain attorney-client privilege. Any decision to waive that privilege requires approval of the Board.

(I) Board members will not present an item for action or discussion at a Board meeting which is not on the agenda unless item is approved for discussion by the Board.

(J) Board members must comply with attendance requirements according to state law.

DELEGATION TO THE PRESIDENT Effective: 10/05/2009
Policy No. 3357:15-2-01 Revised: 02/14/2015

POLICY:

(A) All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the President.

(B) The Board will direct the President to achieve certain results through the establishment of Ends policies. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" through establishment of Executive Limitations policies.

(C) As long as the President uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President is authorized to establish all administrative policies, make all decisions, take all actions, establish all practices, and develop all activities.

(D) The Board may change its Ends and Executive Limitations policies. However, as long as a policy is in effect, the Board will respect and support the President's decisions that conform to that policy.

(E) Only decisions of the Board acting as a body are binding upon the President. The President is accountable to the full Board.

(1) Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

(2) If Board members or committees request information or assistant without Board authorization, the President can refuse such requests which require, in the President's judgment, a material amount of staff time or funds or is disruptive.

(F) The President shall apply to the Board for a waiver of a Board policy if the President deems a waiver is in the best interest of the College.

PRESIDENT'S JOB DESCRIPTION Effective: 10/05/2009
Policy No. 3357:15-2-02 Revised: 02/14/2015

POLICY:

(A) The President is the chief executive officer of the College. The President is the Board's single official link to direct action within the College. The President is accountable to the Board acting as a body. The Board will instruct the President through written policies, delegating implementation to the President. The organizational performance of the College as a whole will be a primary factor in evaluating the President's performance.

(B) The President's responsibilities can be stated as performance in two areas.

(1) Organizational accomplishment of the Board's policies on Ends.

(2) Organizational operation within the boundaries established in Board policies on Executive Limitations.

MONITORING PRESIDENTIAL PERFORMANCE

Policy No. 3357:15-2-03 Effective: 10/05/2009
Page 1 of 2 Revised: 02/14/2015

POLICY:

(A) Organizational performance against Board policies on Ends and on Executive Limitations is a primary factor in monitoring presidential performance against Board policies on Ends and on Executive Limitations. The Board will monitor performance in a manner as to have systematic assurance of policy compliance, including accomplishments of Ends.

(B) The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

(C) A given policy may be monitored in one or more of three ways:

(1) Internal reports—Disclosure of compliance information to the Board from the President. Internal reports include:

(a) Institutional data collection.

(b) Community surveys.

(c) Placement data.

(d) Assessment of student learning.

(e) State-mandated accountability data.

(f) Financial reports.

(2) External reports—Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include:

(a) Audit reports.

(b) Licensing examination results.

(c) Accreditation reports.

(d) Transfer data.

(3) Direct Board Inspection—Discovery of compliance information by a Board member, a committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

(D) Policies may be monitored by any method at any time, except each Ends and Executive Limitations policy will be monitored by the Board at regularly scheduled times pursuant to an agreed method.

DELEGATION TO THE TREASURER AND HANDLING DISTRICT FUNDS

Effective: 10/05/2009015
Policy No. 3357:15-2-04
Revised: 02/14/2015

POLICY:

(A) The Board of Trustees of the Technical College District shall elect a treasurer, who is not a member of the Board, to serve at its pleasure. The treasurer may serve as secretary. The treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the Board.

(B) Certify all contracts of the Board of Trustees involving the expenditures of money.

(C) Keep accounts of the Board of Trustees in a manner prescribed by the bureau of inspection and supervision of public offices.

(D) Provide for inspection and examination of the accounts of the technical college district and the technical college.

(E) Upon ceasing to hold office, he or his legal representatives shall deliver to the Board of Trustees or his successor all monies, books, papers, and other property of the district in his possession as treasurer.

(F) Upon death or incapacity of the treasurer, his legal representatives shall deliver all monies, books, papers, and other property of the district to the Board of Trustees or to the person named as successor.

(G) The Board of Trustees may select a depository for the funds of the district, in the manner provided in Sections 135.01 to 135.21 inclusive of the Revised Code, upon the adoption of a resolution declaring such intent.

GENERAL EXECUTIVE CONSTRAINT Effective: 10/05/2009
Policy No. 3357:15-3-01 Revised: 02/14/2015

POLICY:

(A) The President shall not cause or allow any practice, activity, decision, or organizational circumstance which is illegal, imprudent, or in violation of commonly accepted business and professional ethics.

(B) Accordingly, the President may not:

(1) Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

(2) Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the institution.

(3) Manage the College without adequate administrative policies for matters for involving finances, staff, students, facilities, and college services.

PEOPLE TREATMENT Effective: 10/05/2009
Policy No. 3357:15-3-02 Revised: 02/14/2015

POLICY:

(A) Treatment of and dealing with students, staff, and persons from the community shall not be inhumane, unfair, or undignified.

(B) Accordingly, the President may not:

(1) Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.

(2) Fail to comply with all state and federal laws, rules, and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, and sexual harassment.

(3) Prevent students and staff from using established grievance procedures.

(4) Fail to acquaint students and staff with their rights and responsibilities.

(5) Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules, or regulations or of Board policies.

COMPENSATION AND BENEFITS Effective: 10/05/2009
Policy No. 3357:15-3-03 Revised: 02/14/2015

POLICY:

(A) The President may not jeopardize fiscal integrity or public image with respect to employment compensation and benefits to employees, consultants, and contract workers.

(B) Accordingly, the President may not:

(1) Change their own compensation and benefits.

(2) Provide for or change the compensation and benefits of other employees except in accordance with salary schedules and plans adopted by the Board.

(3) Promise or imply permanent or guaranteed employment.

(4) Employ professional employees under a contract for longer than three years' duration.

(5) Grant fringe benefits not approved by the Board.

BUDGETING/FORECASTING Effective: 10/05/2009
Policy No. 3357:15-3-04 Revised: 02/14/2015

POLICY:

(A) Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board Ends priorities, risk fiscal jeopardy, or be unrealistic in projections of income and expenses. No budget will become effective until approved by the Board.

(B) Accordingly, the President may not:

(1) Propose a budget without information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

(2) Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received during that year.

(3) Propose a budget which does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development and training, and Board professional fees.

(4) Propose a budget which does not have a broad base of input.

(5) Propose a budget which fails to take into account Board Ends priorities.

(6) Propose a budget which fails to include adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.

FINANCIAL CONDITION Effective: 10/05/2009
Policy No. 3357:15-3-05 Revised: 02/14/2015

POLICY:

(A) The President may not cause or allow financial conditions which jeopardize the College's fiscal situation or materially deviate from the Board approved budget.

(B) Accordingly, the President may not:

(1) Expend more funds than have been received in the fiscal year without prior Board approval.

(2) Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.

(3) Expend funds from restricted or designated accounts except for the purposes for which the account was established.

(4) Fail to provide a monthly report of the College's current financial position.

(5) Make any purchase or commit the organization to any expenditure that would exceed the total approved budget.

(6) Make any purchase that does not comply with applicable laws.

ASSET PROTECTION Effective: 10/05/2009
Policy No. 3357:15-3-06 Revised: 02/14/2015

POLICY:

(A) The President may not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

(B) Accordingly, the President may not:

(1) Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.

(2) Allow unbonded personnel access to material amounts of fund.

(3) Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.

(4) Unnecessarily expose the College, the Board, or staff to claims of liability.

(5) Receive, process, or disburse funds under controls which are not sufficient to meet the auditing standards.

(6) Invest funds in non-interest bearing accounts or in investments not permitted by Ohio law. Further, no investments shall be made without compliance with, in order of priority, the following principles:

(a) Security of the investment.

(b) Receiving favorable consistent interest earned on the investment.

(c) Local financial institutions receiving favorable consideration where (1) and (2) are relatively equal.

(7) Dispose of real and personal property in excess of $50,000 without Board approval.

(8) Fail to protect property, information, and files from loss or damage.

COMMUNICATION AND COUNSEL TO THE BOARD

Policy No. 3357:15-03-07 Effective: 10/05/2009
Page 1 of 1 Revised: 02/14/2015

POLICY:

(A) The President may not permit the Board to be inadequately informed.

(B) Accordingly, the President may not:

(1) Neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.

(2) Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

(3) Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.

(4) Present information in unnecessarily complex or lengthy form or that is knowingly inaccurate, incomplete, or untimely.

(5) Fail to provide a mechanism for official board, officer, or committee communications.

(6) Fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.

(7) Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.

MISSION AND VISION
Policy No. 3357:15-4-01

Effective: 10/05/2009
Revised: 10/26/2012
Revised: 02/14/2015
Revised: 06/08/2020
Revised: 06/05/2023

POLICY:

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

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

TECHNOLOGY-BASED WORKFORCE DEVELOPMENT

Policy No. 3357:15-4-02 Effective: 10/05/2009
Page 1 of 1 Revised: 02/14/2015

POLICY:

Stark State College will provide learning opportunities that distinguish students with technology competence and enable them to become employed and to advance in a variety of occupations.

ACCESS AND OPPORTUNITY Effective: 10/05/2009
Policy No. 3357:15-04-03 Revised: 02/14/2015

POLICY:
Stark State College will reach out to the community with open access to College services. Individual programs may establish selective admissions standards, when appropriate.

STUDENT DEVELOPMENT Effective: 10/05/2009
Policy No. 3357:15-4-04 Revised: 02/14/2015

POLICY:
Stark State College will assist students in identifying and achieving their educational goals and participating successfully in general, career, and/or technical programs.

ARTICULATED EDUCATION Effective: 10/5/2009
Policy No. 3357:15-4-05 Revised: 02/14/2015

POLICY:
Stark State College will articulate educational experiences with other institutions and/or organizations in order to promote career development and enhancement for students.

MARKET-DRIVEN WORKFORCE DEVELOPMENT

Policy No. 3357:15-04-06 Effective: 10/05/2009
Page 1 of 1 Revised: 02/14/2015

POLICY:

Stark State College will demonstrate agility in developing and offering educational programs for workforce development, career advancement, and lifelong learning.

INSTITUTIONAL EFFECTIVENESS Effective: 10/05/2009
Policy No. 3357:15-4-07 Revised: 02/14/2015

POLICY:
Stark State College will practice responsible stewardship of institutional resources and assets.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-11-00

Effective: 08/13/1975
Revised: 02/22/2009
Revised: 02/24/2012
Revised: 08/16/2016
Revised: 06/03/2019
Revised: 05/29/2020

11-01 ..... **Composition**
Gubernatorial Appointees
Local Appointees
Terms
Vacancies

11-02 ..... **Officers**
Election of Officers
Duties of the Chair
Duties of the Vice-Chair
Duties of the Secretary
Presiding Officer, Chair, and Vice-Chair Absent

11-03 ..... **District and Place of Business**

11-04 ..... **Meetings**
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Special Meetings
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11-05 ..... **Board Attendance**

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Communications
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Quorum
Rules of Order
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Conflict with State Laws
Indemnification of Trustees and Officers

11-07 ..... **Instructional Fee Waived**

COMPOSITION
Policy No. 3357:15-11-01

Effective: 10/05/2009
Revised: 02/14/2015
Revised: 01/01/2019
Revised: 01/10/2024

POLICY:

The Board of Trustees shall consist of nine qualified electors residing in the Stark State College (the College) district who are not employees of the College or members of any board of education or educational service center governing board.

(A) Gubernatorial appointees. Three trustees shall be appointed by the governor with the advice and consent of the senate.

(B) Local appointees. Six trustees shall be appointed by a three-person Trustee Selection Committee, with the advice and consent of the senate. Not more than one member of the board of trustees selected in this manner shall be a resident of Summit County, and not more than two members of the board of the board of trustees selected in this manner shall be employees of government agencies. Local trustees shall serve three-year terms.

Trustee Selection Committee members are local business, civic or nonprofit leaders in the college service district who are not current members of the College board and who are appointed by the executive committee of the College Board of Trustees. When a local trustee vacancy occurs, the Board must nominate trustee candidates to the Trustee Selection Committee. The Trustee Selection Committee will meet to consider nominees recommended by the College Board of Trustees, but may also consider other applicants.

The Trustee Selection Committee shall appoint trustees:

- who hold leadership positions within significant industries in the College's service district, to the greatest extent possible;
- who reside in the College's service district.

Once the Trustee Selection Committee selects the new local trustee, the College must forward that local trustee candidate's name to the State of Ohio for the advice and consent process of the Ohio Senate.

(C) Terms. The term of office for each trustee shall be three years, with terms arranged so that not less than two or more than three expire in a given year, and terms of the gubernatorial appointees shall expire in different years. Each trustee shall hold office from the date of appointment until the end of the appointed term. Gubernatorial and local trustees shall continue in office subsequent to the expiration date of the trustee's term until a successor takes office.

(D) Vacancies. If there is a vacancy, such vacancy shall be filled by the authority making the original appointment for the balance of the unexpired term.

OFFICERS
Policy No. 3357:15-11-02

Effective: 10/05/2009
Revised: 02/18/2010
Revised: 02/14/2015
Revised: 08/10/2022

POLICY:
The officers of the Board of Trustees shall consist of a Chair, ~~a~~ First Vice-Chair, Second Vice-Chair and a Secretary to the Board.

(A) Election of officers. Election of officers shall be held at the August meeting of the Board of Trustees or first meeting thereafter if there is no August meeting. All officers shall take office at the adjournment of the meeting at which they were elected and shall hold office for a term of one year and until their successors are elected and qualified. The Chair, First Vice-Chair and Second Vice-Chair are eligible for re-election to their respective offices for up to three consecutive terms. If a vacancy occurs for either the Chair, First Vice-Chair, Second Vice-Chair, or any officer is unable or unwilling to serve a full term and such vacancy occurs more than 60 days prior to the August meeting, then the Board shall hold a special election for such office, which may be held at the next regular or special meeting of the Board of Trustees. The Chair, First Vice-Chair and Second Vice-Chair must be members of the Board of Trustees. The Secretary may be a member of the Board of Trustees or the President or the President's designee. The Secretary may serve unlimited terms.

(B) Duties of the Chair. The Chair shall preside at all meetings of the Board of Trustees, appoint or provide for the election of individuals to serve in advisory capacities for special objectives of an ad-hoc basis, and perform such other duties as may be prescribed by law or action of the Board of Trustees.

(C) Duties of the First Vice-Chair. The First Vice-Chair shall preside at meetings of the Board of Trustees in the absence of the Chair and perform such other duties as may be assigned by the Board. The First Vice-Chair will be the immediate next Chair.

(D) Duties of the Second Vice-Chair. The Second Vice-Chair shall preside at the meetings of the Board of Trustees in the absence of the Chair and/or First Vice-Chair and perform such other duties as may be assigned by the Board. The Second Vice-Chair will be the immediate next First Vice-Chair.

(E) Duties of the Secretary. The Secretary shall keep a correct journal of all proceedings, cause the agenda and other pertinent materials to be distributed to Board members prior to regular meetings, and perform all other duties imposed by statute.

(F) Presiding Officer, Chair, First Vice-Chair and Second Vice-Chair absent. In the absence of the Chair, First Vice-Chair and Second Vice-Chair the Board shall by majority vote, choose a chair pro tem.

DISTRICT AND PLACE OF BUSINESS Effective: 10/05/2009
Policy No. 3357:15-11-03 Revised: 02/14/2015
 Revised: 07/10/2019

POLICY:

(A) The Stark State College service district is comprised of Stark and Summit counties.

(B) The permanent principal place of business of the Stark State College district is designated as Stark State College, 6200 Frank Avenue NW, North Canton, Ohio 44720, in accordance with the requirements of Section 3357.06 of the Ohio Revised Code.

MEETINGS
Policy No. 3357:15-11-04

Effective: 10/05/2009
Revised: 02/14/2015
Revised: 10/27/2016
Revised: 06/07/2021

POLICY:
The Board of Trustees will normally meet once a month throughout the calendar year. If there is no pressing business to transact, any regular meeting may be omitted by the Board Chair with common consent of the majority of the Board members.

(A) Regular meetings. The regular meetings of the Board of Trustees shall be determined for the year at the annual organizational meeting. The date, time, and place of regular meetings shall be designated at that time. The Chair may change any date, time, and/or place of any regular meeting by giving a three-day written notice to each member of the Board; or Board members may make such change by agreement at the prior regular meeting and give a three-day written notice to each Board member absent at such prior regular meeting.

(B) Special meetings. Special meetings may be called by the Chair or at the request of no less than three members of the Board of Trustees. Written notice of such special meetings, stating the time and place of such meeting and purpose or purposes for which the same is called, must be given to each member at least three days prior to the date of said meeting. Any trustee may waive such notice and, by attendance at any special meeting, shall be deemed to have waived notice thereof.

Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. A request for such notification shall be addressed to: Office of the President, Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720. The request shall provide the name of the individual media representative to be contacted, the mailing address, and the telephone number(s). The College shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section. In the event of a special meeting not of an emergency nature, the College shall notify all media representatives on list of such meeting by doing at least one of the following:

(1) Posting special meeting notification and agenda on College web site.

(2) Sending a written notice, which must be mailed no later than three calendar days prior to the day of the special meeting.

(3) notifying such representatives by telephone no later than 24 hours prior to the special meeting. Such telephone notice shall be considered complete if a message is left for the representative, or if, after reasonable effort, the College has been unable to provide such telephone notice.

(4) In the event of a special meeting of an emergency nature, the College shall notify all media representatives on the list of such meeting by providing either a written notice or a telephone notice as described above. In such event, however, the notice need not be given 24 hours prior to the meeting, but shall be given as soon as possible.

(5) In giving the notices required by this section, the College may rely on assistance provided by any member of the College staff, and such notices shall be considered complete if given by such member in the manner provided herein.

(C) Open meetings. All meetings of the Board of Trustees shall be open to the public. In keeping with Ohio Revised Code Section 121.22 (F), any person may be informed of the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

(1) Information on College web site, including Board meeting dates, agenda and minutes.

(2) Writing to the following address: Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720.

(3) Calling the following telephone number during normal business hours: (330) 494-6170.

(D) Any person wishing to utilize recording and/or transmission devices at a public session of a Board of Trustees meeting shall do so from a recording area designated by the Board Chair and identified by prominent signage. The Board Chair may limit the number of persons recording and/or transmitting during the meeting due to space limitations. Any person recording and/or transmitting a public session of a Board of Trustees meeting must do so at their own expense without use of college equipment. If at any time the Board Chair feels the recording and/or transmitting of the public session is a disruption of the proceedings, any such person shall be directed by the Board Chair to stop.

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BOARD ATTENDANCE AND ELECTRONIC MEETING OF THE BOARD OF TRUSTEES
Policy No. 3357:15-11-05

Effective: 01/01/1995
Revised: 10/05/2009
Revised: 02/14/2015
Revised: 10/13/2021

POLICY:
Am.Sub.S.B.226, enacted by the General Assembly, provides that "any member of a board of trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special meetings held by that board during any two-year period forfeits his position on that board." There is no appeal mechanism. now

Attending regular meetings via Electronic Communication.

(A) Definitions:
(1) Electronic Communication: live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

(B) Pursuant to R.C. 3345.82, the Board of Trustees can conduct a meeting defined under Policy (15-11-04 Meetings) ("meeting") using electronic communication so long as the following criteria in sections (C) and (D) below are met:

(C) Trustee's responsibility:
(1) Each Trustee must be present annually for one-half of the regular meetings of the Board. Trustees should provide at the annual organization meeting, the meetings they intend to attend in-person for the year.
(2) If a Trustee intends to attend a Board meeting through electronic communication, the Trustee must notify the Chairperson of the Board within 48 hours of intent to attend. In the event of a declared emergency, the Trustee must notify the Chairman of the Board as soon as practical. If the Chairperson intends to attend electronically, they shall notify the Vice-Chairperson.

(D) Meeting Conduct:
(1) During a meeting conducted by electronic communication, 1/3 of the Trustees must be present in-person. If the Chairperson determines within 48 hours of a scheduled meeting this criterion will not be met, they shall either:
(a) Work with Trustees previously intending to attend by electronic means to attend in-person to meet the 1/3 requirement.
(b) Reschedule the meeting.
(2) During a meeting conducted by electronic communication, votes of the Board of Trustees are conducted using a roll call.
(3) The Board of Trustees will follow all other established procedures during a meeting conducted by electronic communications.

PROCEDURES Effective: 10/05/2009
Policy No. 3357:15-11-06 Revised: 02/14/2015
 Revised: 01/10/2024

POLICY:
The following procedures shall be followed in conducting the business of the Board of Trustees:

(A) Oath of office. Each member appointed to the Board of Trustees of the Stark State College district, before entering upon their official duties, shall take and subscribe to the following oath:

> I, (Name), promise and swear to support the Constitution of the United States and the constitution of this state and to honestly, faithfully, and impartially perform and discharge the duties of the office of Member, Board of Trustees, Stark State College district, to which I have been appointed, for the term beginning (Date) and ending at the close of business (Date).

(B) Compensation. Trustees shall serve without compensation, but may be paid their necessary expenses when engaged in the business of the Board.

(C) Legal advisor. The Attorney General shall be the attorney for the Stark State College district and shall provide legal advice in all matters relating to its powers and duties.

(D) Communications. Communications relating to policy, sent or received by employed staff, shall be reported to the Board of Trustees by the President where appropriate.

(E) Public requests. The order of business at any regular or special meeting of the Board of Trustees shall include an opportunity for members of the public to address the Board, provided that the following regulations have been met:

(1) Any person desiring to bring a matter to the attention of the Board must submit a written request to the President not less than five working days prior to the regular or special meeting of the Board. Such request must include the subject to be brought before the Board and the name, address, and telephone number of each person who will participate in the presentation.

(2) Any individual or group that has followed the procedure stated above will be afforded time to address the Board on the subject designated. Each participant must state name and address upon addressing the Board.

(3) No more than five minutes per person and/or 15 minutes maximum shall be allotted for the entire presentation on a designated subject.

(4) Any person granted an appearance before the Board on a matter involving a Board employee shall be heard in Executive Session only.

(5) Disruptive conduct will not be permitted at any meeting of the Board nor will defamatory or abusive remarks be tolerated. Anyone who engages in such disruptive conduct shall be denied further speaking privileges and may be subject to removal by the Board Chair.

(6) The Board does not obligate itself to consider any request or proposal presented.

(F) Quorum. A majority of the sitting Board members present for a meeting shall constitute a quorum to act on any matter (i.e. if a nine-member board has two current vacancies, then four trustees must be present for a quorum to be achieved). Should a quorum not be present, a roll call shall be made and a notation made of those absent. The meeting can then be adjourned.

(G) Rules of order. Robert's Rules of Order shall be taken as the authority in the transaction of business should the procedure not be defined elsewhere by the Board of Trustees, the Ohio Department of Higher Education, or state statute.

(H) Order of business. The normal order of business shall be as shown. The Board may, however, alter the order of business by common consent of the members in order to accommodate the time schedule of guests or individual members of the Board:

(1) Call to order

(2) Recognition of visitors

(3) Roll call

(4) Public requests

(5) Agenda changes

(6) Executive session

(7) Consent agenda

(8) Old business

(9) New business

(10) Board of trustees work session

(11) Correspondence

(12) Board activity dates

(I) Conflict with state laws. No policy, procedure, rule, or regulation shall be operative if it is found to be in conflict with any laws of the State of Ohio.

(J) Indemnification of trustees and officers. Each trustee and officer of Stark State College now or hereafter serving as such, shall be indemnified by the legal entity against any and all claims and liabilities to which one has or shall become subject by reason of serving or having served as such trustee or officer, or by reason of any action alleged to have taken, omitted, or neglected by such trustee or officer; if acting in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the legal entity, and with respect to any criminal action or proceeding, had no reasonable cause to believe conduct was unlawful; and the legal entity shall reimburse each person for all legal expenses reasonably incurred in connection with any such claim or liability.

(K) The amount paid to any officer or trustee by way of indemnification shall not exceed actual, reasonable, and necessary expenses incurred in connection with the matter involved.

INSTRUCTIONAL FEE WAIVED Effective: 10/05/2009
Policy No. 3357:15-11-07 Revised: 02/14/2015

POLICY:
All instructional and general fees for credit, audit, or non-credit courses offered are waived for Board of Trustees members taking classes at Stark State College.

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TABLE OF CONTENTS: THE ADMINISTRATIVE ORGANIZATION

Policy No.: 3357:15-12-00

Effective: 09/10/1975
Revised: 07/18/2013
Revised: 09/05/2013
Revised: 06/06/2016
Revised: 05/29/2020

12-01 ..... **Office of the President**
Term of Office
Relationship with Board of Trustees
Duties of the President

12-02 ..... **Administrative Divisions**
Academic Affairs
Business and Finance
Administration
Advancement and Marketing

12-03 ..... **President's Executive Council**

12-04 ..... **President's Cabinet**

12-05 ..... **Chain of Command**

OFFICE OF THE PRESIDENT Effective: 10/05/2009
Policy No. 3357:15-12-01 Revised: 03/22/2015

POLICY:
Office of the President. The President is the executive officer of the institution through whom the Board of Trustees carries out its program and exercises its control.

(A) Term of office. The President shall be appointed for a term as approved by the Board. The term of office shall begin on the first day of July and end on the last day of June.

(B) Relationship with board of trustees.

(1) The President shall attend all Board meetings unless excused by the Board.

(2) The President shall be the official channel of communication between the College community and the trustees.

(3) The President shall be the official channel of communication between the Ohio Department of Higher Education and the trustees.

(4) The President shall keep the Board of Trustees informed concerning higher education practices and shall make recommendations to the Board of Trustees which will lead to continuation of the progress of the College.

(C) Duties of the President.

(1) The President shall be responsible for the implementation of policies approved by the Board of Trustees.

(2) The President shall recommend the appointment and termination of service of all College personnel.

(3) The President shall be responsible for the conduct and operation of the College and for the administration and supervision of its departments.

(4) The President shall be responsible for the safety, proper care, and use of all College property.

(5) The President may delegate authority and responsibility for directing a special operating area of the College to other employees of the College, but they shall have the final responsibility.

(6) The President shall designate two staff members of the College who, in addition to himself/herself, shall be authorized to endorse all checks for monies paid out of college-controlled funds.

(7) The President shall be responsible for the preparation of an annual budget.

(8) The President shall be responsible for preparation of an annual report setting forth the financial condition of the College.

(9) The President shall, on advice and counsel of the Chair of the Board, be responsible for developing an agenda for Board meetings.

(10) The President shall act as secretary to the Board of Trustees.

(11) The President shall keep the official minutes of the Board in a safe place and shall make them available during regular business hours to any citizen requesting access to them.

(12) The President shall have emergency authority to perform such duties as the Board may require, and, in the absence of specific rules and advice of the Board, they shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration by the Board.

ADMINISTRATIVE DIVISIONS
Policy No. 3357:15-12-02
Page 1 of 1

Effective: 10/05/2009
Revised: 07/23/2012
Revised: 03/22/2015
Revised: 04/17/2016
Revised: 08/24/2022

POLICY:
The administrative organization of Stark State College is designed to assist the President in carrying out the responsibilities of the managerial function. The administrative structure of the College consists of four divisions: Academic Affairs, Business, Finance, and Information Technology, Enrollment Management, and Marketing, Advancement and Partnerships. The Human Resources Department publishes College organizational charts to provide the details within each administrative division.

PRESIDENT'S EXECUTIVE COUNCIL
Policy No. 3357:15-12-03

Effective: 10/05/2009
Revised: 07/23/2012
Revised: 03/22/2015
Revised: 03/11/2016
Revised: 07/01/2018
Revised: 06/08/2020
Revised: 08/24/2022

POLICY:
The President's Executive Council functions as the implementing and executing body of the College and consists of the President; Provost and Chief Academic Officer; Chief Financial Officer/Vice President for Business; Vice President for Enrollment Management; the Vice President of Marketing, Advancement and Partnerships and Executive Director of the Stark State College Foundation; and the Vice President of Human Resources. The President's Executive Council meets upon the call of the President.

PRESIDENT'S CABINET Effective: 10/05/09
Policy No. 3357:15-12-04 Revised: 03/22/2015

POLICY:
The President's Cabinet functions as the chief planning and recommending agency of the College and provides a forum to discuss and resolve issues of concern to the entire college community. Composition and details of the operating procedures of the President's Cabinet may be found in Section 3357:15-15-03 of this Administrative Code (Internal Communications).

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CHAIN OF COMMAND
Policy No. 3357:15-12-05

Effective: 10/05/2009
Revised: 07/23/2012
Revised: 03/22/2015
Revised: 03/11/2016
Revised: 06/04/2018
Revised: 08/24/2022

POLICY:

In the absence of the President, administrators at the College will assume executive authority according to the chain of command: Provost and Chief Academic Officer; Chief Financial Officer/Vice President for Business; and Vice President for Enrollment Management.

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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
Revised: 06/03/2024

13-01 ..... **Instructional Programs**
Associate Degree Programs
Certificate Programs
Non-Credit Instruction
Contract Training

13-02 ..... **Registration Deadline**
Add/Drops
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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**
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13-08 ..... **Repeating a Course**

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13-10 ..... **Grade of Incomplete**

13-11 ..... **President's List**

13-12 ..... **Dean's List**

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Revised: 05/07/2014
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INSTRUCTIONAL PROGRAMS
Policy No. 3357:15-13-01

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 mySSC 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.

REGISTRATION DEADLINE
Policy No. 3357:15-13-02

Effective: 10/15/2009
Revised: 03/12/2015
Revised: 07/14/2016
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/05/2023
Revised: 06/03/2024

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 a course(s) prior to the first day of the semester, term, or session or dropping a course(s) in the first week 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) below. Students must complete the Registration Schedule Change Form-Add, Drop, or Withdrawal and refer to the Refund Schedule on mySSC.
      (1) Students switching sections of the same course need the signature/electronic authorization of the department chair of the course.
      (2) Students switching from a higher-level course to a lower-level course need the signature/electronic authorization of the department chair of the course.
      (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 as outlined below.
         (a) For W3 courses that have open seats, the student can add the course up through the end of the second day of the semester with a Gateway advisor's signature.
         (b) For on-campus, W2, or W4 courses that have open seats and have not had the first class, the student can add the course with a Gateway advisor's signature.

(c) For on-campus, W2, or W4 courses that have already had their first class and on the third day for W3 courses, the student requesting permission to add new classes to their schedule will need the approval and signature/electronic authorization of the department chair.
(d) After the first week, students may not add classes to their schedules.

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.

CREDIT RESIDENCY REQUIREMENT
Policy No. 3357:15-13-03

Effective: 10/15/2009
Revised: 05/18/2013
Revised: 06/03/2014
Revised: 03/12/2015
Revised: 06/04/2018
Revised: 06/02/2025

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 credit hours in the degree program, at least 15 credit hours in the one-year certificate, and at least three credit hours 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.

PREREQUISITE
Policy No. 3357:15-13-04

Effective: 10/15/2009
Revised: 12/14/2012
Revised: 04/03/2013
Revised: 03/12/2015
Revised: 05/29/2020
Revised: 06/03/2024

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 courses(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.

CO-REQUISITE
Policy No. 3357:15-13-05

Effective: 03/12/2015
Revised: 05/29/2020
Revised: 06/03/2024

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.

COURSE SUBSTITUTION BY PETITION
Policy No. 3357:15-13-06

Effective: 08/27/2013
Revised: 03/12/2015
Revised: 05/29/2020
Revised: 06/03/2024

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 are 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.

   The following list of criteria must be met for course substitution approval:
   a. No developmental course can be used for course substitution.
   b. Equivalency (technical for technical; nontechnical for nontechnical; general education for general education).
   c. Course level (100 to 100; 200 to 100; not 100 to 200).
   d. Equivalent credit hours or higher.
   e. Courses must have 70% of the course learning outcomes in common.
   f. The course the student has successfully completed is at a higher level and approved by course and program department chairs of the discipline(s).

3. The registrar will apply the approved substitution by petition to the student's record, in consultation with the department chair/program coordinator of that discipline and the department chair/program coordinator that is in charge of the course.

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.

GRADING SYSTEM
Policy No.: 3357:15-13-07

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.

REPEATING A COURSE Effective: 06/04/2012
Policy No. 3357:15-13-08 Revised: 05/12/2015
 Revised: 06/03/2024

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 (GPA). 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 (SAP) status. Course grades from another institution will not replace a Stark State College grade nor will they be used in calculating the GPA.

PROCEDURE

1. Unless a student is on academic probation, they can register for any course a second time without restriction.
2. Prior to registering for the course for a third time, including withdrawals, a student must meet with their academic advisor. Once approval is granted, a manual override would need to be processed with required signatures (advisor and/or department chair). Individual departments may have more restrictive guidelines.
3. Once a student repeats a course, the higher grade will be included in the GPA. All grades and withdrawals are included in SAP calculations.

EARLY ALERT
Policy No. 3357:15-13-09

Effective: 10/15/2009
Revised: 03/12/2015
Revised: 06/05/2017
Revised: 06/06/2022
Revised: 06/03/2024

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 complete the Early Alert Progress Survey in Starfish.

(C) Once the faculty member submits the Early Alerts Progress Survey for their course, a notification will be sent to students via Starfish with information pertinent to the tracking item(s) they received.

(C) In support of retention, faculty are expected to follow-up with students who receive an Early Alert.

GRADE OF INCOMPLETE
Policy No.: 3357:15-13-10

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.

PRESIDENT'S LIST
Policy No. 3357:15-13-11

Effective: 06/01/2009
Revised: 08/29/2011
Revised: 03/12/2015
Revised: 05/29/2020
Revised: 06/03/2024

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 the 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, send letters and certificates to the individual students, and authorize press releases to local newspapers, the web, and the Stark State College portal.

DEAN'S LIST
Policy No. 3357:15-13-12

Effective: 06/01/2009
Revised: 08/29/2011
Revised: 05/29/2015
Revised: 05/29/2020
Revised: 06/03/2024

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 the 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, send letters and certificates to the individual students, and authorize press releases to local newspapers, the Web, and the Stark State College portal.

ACADEMIC PROBATION AND DISMISSAL
Policy No.: 3357:15-13-13

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.

ACADEMIC ADVISING Effective: 03/12/2015
Policy No. 3357:15-13-14 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

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

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, Registration Schedule Change Form-Add, Drop, or Withdrawal 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 Registration Schedule Change Form-Add, Drop, or Withdrawal is available on the mySSC.
2. A student is officially withdrawn from a class once a signed Registration Schedule Change Form-Add, Drop, or Withdrawal 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.

GRADUATION REQUIREMENTS
Policy No. 3357:15-13-17

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.

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

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.

ACADEMIC HONORS
Policy No. 3357:15-13-19

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.

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.

ACADEMIC FORGIVENESS
Policy No. 3357:15-13-22

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
Revised: 06/02/2025

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 policy 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 the 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.

ACADEMIC FIELD TRIP
Policy No. 3357:15-13-23

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 mySSC 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 their 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 mySSC portal under the Resources page, Academic 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, they should refer to the Travel and Business Entertainment Expense Policy 3357:15-14-10.

CONTINUING EDUCATION UNIT (CEU) Effective: 03/12/2015
Policy No. 3357:15-13-24 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.

TRANSFER AND ARTICULATION
Policy No. 3357:15-13-25

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
Revised: 06/02/2025

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.

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://dam.assets.ohio.gov/image/upload/transfercredit.ohio.gov/files/transfer/policy/OATN%20Policy%20Update%20(as%20of%209.29.22)-%20FINAL_11.1.22.pdf.

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 their 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 36 (OT36):** 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 OT36 can be drawn from this broader general education curriculum. Each institution has identified its OT36 according to the learning outcomes appended. Students enrolled in applied degree programs may choose to go beyond their degree requirements to complete the entire OT36. Individuals who successfully complete the OT36 at one public institution of higher education in Ohio will be considered to have met the OT36 requirements of the receiving institution. Approved OT36 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 OT36 of the receiving institution.
b. **Transfer Assurance Guides (TAGs):** TAG courses are pre-major/beginning major courses that have been identified as common requirements across public bachelor's degree programs. They are guaranteed to transfer and apply 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 an institutional accreditor that was formerly 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. **Industry-Recognized Credential Transfer Assurance Guides (ITAGs)**: Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent by faculty and endorsed by Ohio's public institutions of higher education to the stated industry-recognized credential. ITAGs are not meant to replace Career-Technical Assurance Guides (CTAGs).
f. **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.
g. **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. (See the Definitions section of this Policy, *Prior Learning* and *Prior Learning Assessment*.)
h. **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.
i. **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 OT36 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.
j. **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.
k. **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.
l. **Ohio Guaranteed Transfer Pathways (OGTPs):** OGTP ensures that students who complete an associate degree in an OGTP area enter a bachelor's degree program with junior standing and are able to complete a bachelor's degree in an equivalent field in approximately 60 additional credit hours. The OGTP initiative builds upon the existing statewide credit transfer guarantees including the OT36, Transfer Assurance Guides, Military Transfer Assurance Guides, and Career-Technical Assurance Guides. Baccalaureate degrees are typically completed in four semesters after earning an Associate of Arts or Associate of Science degree. This may not be true for transfer or native students who change programs of study or who fail to complete the appropriate prerequisite or general education courses that satisfy the OT36 or the broader general education or major requirements. For example, students who complete algebra-based or applied physics courses to satisfy the OT36 will find that they cannot transfer such courses to satisfy the requirements for a Bachelor of Science degree in physics or

engineering. Appropriate lower-division courses that are prerequisite to upper-division requirements in a given program must additionally be completed by the transfer student.

m. **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.
n. **Application of Credit to the Major, Minor, and Field of Concentration:** Other than the Ohio Transfer 36, 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 Ohio Guaranteed Transfer Pathways (OGTPs), 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.
o. **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.
p. **Applied Associate Degrees:** Applied degree graduates who transfer to an Associate of Arts (AA), Associate of Science (AS), or Bachelor's degree program typically must complete additional general education courses to satisfy the general education requirements. Individual OT36 courses completed will transfer and apply toward the OT36 of the receiving institution.
q. **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, OT36, 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:

<u>Acceptance and application of transfer credit</u>

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 such as Ohio Transfer 36, Transfer Assurance Guides, Career-Technical Assurance Guides, Military Transfer Assurance Guides (MTAGs), course equivalency alignments to Advanced Placement (AP) exams, apprenticeship programs, One-Year Option, and certain prior learning assessments, each of which is specifically designed to guarantee both the acceptance and application of credit to discrete courses that are required or program electives courses.

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 and other college-level learning according to the requirements of the Policy and the Guidelines and Procedures for Academic Program Review 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; and 3) the hours of the course are eligible to count toward graduation at the sending institution.
c. Stark State College will accept credit that originates from sources other than public institutions of higher education according to the credit guarantee provisions of Ohio Department of Higher Education Ohio Articulation and Transfer Policy, such as those that occur based on experiential and prior learning assessments (apprenticeships; military training, experience, and coursework including Military Transfer Assurance Guides; and credit-by-examinations) and through adult and secondary career-technical courses/programs (Career-Technical Assurance Guides, One-Year Option, and Apprenticeship Pathway Programs).
d. To recognize fully the successfully completed AA degree, AS degree, and Applied Associate degree and to encourage the completion of such degrees, individuals who have an earned AA, AS, 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 E regarding grades).
e. To recognize courses previously completed at institutional accreditors that were formerly regional accreditors 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, institutional and external credit-by-examinations, prior learning, 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.

f. 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-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 OT36 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 OT36 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, grade-point average, 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 an degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree from an Ohio public institution of higher education 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, grade-point average, 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 institutional accreditors that were formerly 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, 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.
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.

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 OT36 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: https://transfercredit.ohio.gov/initiatives-upd/clep/college-level-examination-program-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 3357.09:15-18-09 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 OT36, 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 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 their 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.

ACADEMIC HONESTY AND INTEGRITY
Policy No. 3357:15-13-26

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 their 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.

FINAL GRADE APPEAL
Policy No. 3357:15-13-27

Effective: 06/02/2014
Revised: 01/06/2015
Revised: 03/12/2015
Revised: 06/05/2017
Revised: 06/03/2019
Revised: 06/02/2025

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, meaning at the end of each 16-week semester, first 8-week, second 8-week, first 5-week, second 5-week, 8-week summer, and 10-week summer sessions. 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

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.

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 works 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.

eLEARNING
Policy No. 3357:15-13-30

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 *my*starkstate 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.

FACULTY TRAINING FOR WEB-BASED COURSES Effective: 01/14/2013
Policy No. 3357:15-13-31 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.

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.

PROCTORED TESTING
Policy No. 3357:15-13-33

Effective: 01/12/2015
Revised: 03/14/2015
Revised: 05/29/2020
Revised: 06/02/2025

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, Off-Site Test Proctoring Information Form, and Off-Site Test Proctoring Agreement Form for SSC students can be found on mySSC 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, Mac, or modified Chromebook/tablet
- (2) Built-in or student-purchased webcam
- (3) High-speed internet access
- (4) College-provided software

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 mySSC 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.

GENERAL COPYRIGHT GUIDELINES
Policy No. 3357:15-13-34

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

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 *my*starkstate.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

IMPLEMENTATION OF ASSESSMENT
Policy No. 3357:15-13-36

Effective: 12/14/2012
Revised: 03/23/2015
Revised: 05/29/2020
Revised: 06/02/2025

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 Executive 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 Marketing and Communications Coordinator maintains the College's assessment web page. Detailed information regarding the preparation and submission of assessment reports is also posted on mySSC 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 Executive 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 Executive Director of Institutional Research, Planning, and Assessment and then to the vice presidents.

(H) The final assessment reports will be posted on mySSC 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

Effective: 02/18/2010
Policy No. 3357:15-13-37
Revised: 03/14/2015
Page 1 of 2
Revised: 06/07/2021

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 their peers if the recordings are able to be downloaded, duplicated, or otherwise redistributed by the student viewing the content.

DEPARTMENTAL ACADEMIC POLICY
Policy No. 3357:15-13-38

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.

LENGTH OF PROGRAMS, SEMESTERS, AND CREDIT HOURS
Policy No. 3357:15-13-39

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 their 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.

STUDENT SUCCESS SEMINAR COURSE
Policy No. 3357:15-13-40

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.

REQUIRED NEW STUDENT ORIENTATION Effective: 08/26/2013
Policy No. 3357:15-13-42 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.

MIDTERM GRADE
Policy No. 3357:15-13-43

Effective: 03/27/2015
Revised: 01/19/2016
Revised: 06/02/2025

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
    W = Withdrawn
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.

"TEACH OUT" STATEMENT FOR INACTIVATED DEGREES OR CERTIFICATES

Policy No. 3357:15-13-44 Effective: 03/27/2015
Page 1 of 1 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 inactive 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 their 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 Effective: 05/29/2015
Policy No. 3357:15-13-45 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.

MEDICAL WITHDRAWAL POLICY Effective: 06/05/2017
Policy No. 3357:15-13-46 Revised: 06/03/2019
 Revised: 06/02/2025

POLICY:
In order to promote student success, if a student or immediate family member (as referenced in Policy 3357:15-14-24) 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 mySSC 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 their 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."

TEXTBOOK SELECTION Effective: 06/04/2018
Policy No.: 3357: 15-13-47 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.

FREEDOM OF EXPRESSION AND RESPONSIBILITIES Effective 05/29/2020
Policy No. 3357:15-13-48 Revised: 09/14/2022

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 their 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.

TESTING YOUR FAITH Effective: 4/3/2023
Policy No. 3357:15-13-49

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.

REASONABLE ACCOMMODATIONS FOR STUDENTS Effective: 06/02/2025
Policy No. 3357:15-13-50

POLICY:
Stark State College is committed to the full inclusion of all individuals. The College will make reasonable accommodations as defined in this policy and in compliance with state and federal law including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, which will provide otherwise qualified students with disabilities equal access to educational opportunities and to ensure that all students can freely and actively participate in programs and services within the College.

It is the intent of the College to provide reasonable accommodations to such students with a qualified disability. In doing so, the College will:

A. Inform its program participants about the availability of accommodations.
B. May select between equally effective methods of accommodating an individual with a disability.
C. Will identify and establish the abilities, skills, and knowledge necessary for entrance and ongoing participation in its programs and evaluate applicants and participants on those bases.
D. Will make reasonable modifications to the environment, policy, or practice and/or provide auxiliary aids and services in a timely fashion when an individual's program participation is negatively impacted by their disability in a substantial way.
E. May refuse a requested accommodation that fundamentally alters an essential element program requirement or creates an undue hardship as determined by the College.
F. Will inform the individual of the availability of internal and external appeals processes as applicable

The College recognizes the importance of confidentiality and privacy. Information received in connection with establishing and implementing reasonable accommodations, reporting, and resolution will be treated as private and only involve individuals the College determines necessary to ensure compliance with applicable policy, procedure, and law.

PROCEDURE:

A. Students with disabilities can request reasonable accommodations at any time such accommodations become necessary to facilitate the student's ability to perform essential functions of the course or academic program.

    1. The student must provide documentation of disability and its impact on education to the Disability Support Services (DSS) office. DSS can be contacted at 330-494-6170 X4935 or disabilityservices@starkstate.edu. DSS may seek permission from the requestor to interact directly with a healthcare provider to determine what accommodations may be reasonable and effective.
    2. To begin the interactive process, the student must meet with a DSS counselor as early as possible to review the documentation and discuss the request for reasonable accommodations.

3. Accommodations are approved by DSS based on appropriate documentation, nature of the disability, and academic need and may include:
   extended time for tests/quizzes, a distraction reduced environment for testing, assistance with note taking, recording of lectures, having tests read aloud, large print or braille materials, a sign language interpreter, captioning, the use of assistive technology, and/or any other reasonable accommodation available to Stark State College that would provide equal access.
4. Once accommodations are approved, DSS will send an accommodation letter to the student's instructors for that semester. Students are responsible for requesting accommodation letters each academic semester.
5. Qualified students can request accommodations at the beginning of each semester. Accommodations may be implemented at any point during an academic term, but are not retroactive to any work completed before the instructor receives the accommodation letter.
6. Instructors can only provide accommodations to students that were approved by DSS.
7. College policy and federal, state, and local law strictly prohibit retaliation in any form against a student who brings forward a complaint about reasonable accommodations.

B. Definitions: The definitions set forth below were largely adopted from the ADA and Section 504 of the Rehabilitation Act.

1. Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual.
2. Major life activities: Activities include but are not limited to: caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, bending, reading, concentrating, thinking, and communicating, as well as the normal operations of major bodily systems including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
3. Substantially limiting: An impairment that restricts the duration, manner, or condition under which an individual can perform a particular major life activity as compared to the ability of the typical person in the general population to perform the same major life activity. In these instances, the following factors will be considered: (1) the nature and severity of the impairment; (2) the duration or expected duration of the impairment; (3) the permanent or long-term impact resulting from the impairment.
4. Qualified individual: An individual with a disability who, with or without reasonable accommodation, can meet the eligibility requirements and perform the essential functions of the course or academic program the individual is pursuing or wishes to pursue.
5. Reasonable accommodation: (a) making appropriate and needed adjustment(s) to a course, academic program, or the College environment, or (b) the provision of an auxiliary aid and service that mitigates the impact of the disability and does not cause a fundamental alteration to the essential functions of the course or academic program.

6. Undue hardship: any accommodation that is substantial or disruptive or would be a significant cost to the College or fundamentally alter the nature or operation of the program.
7. Essential functions of the course or academic program: Term refers to those activities or objectives that are determined by the College to be essential or core to the specific course or academic program; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments, or reasonable accommodations covered by the policy.

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EMPLOYEE CLASSIFICATION SYSTEM Effective: 10/15/2009
Policy No. 3357:15-14-01 Revised: 02/22/2015

POLICY:
The five occupational categories of Stark State College employees conform to the wage and hour provisions of the Fair Labor Standards Act and the applicable provisions of the Ohio Revised code. It may be possible for an employee to hold more than one position or appointment and thus be assigned to more than one occupational category.

(A) Administrative and Professional. This category consists of two major divisions.

(1) Administrative: those positions where the primary responsibilities include planning, organizing, controlling and supervising an instructional or operational area within the College.

(2) Professional: those positions where the primary responsibilities require the performance of varied intellectual work and a functional knowledge of advanced theoretical principles and practices in a specific professional area other than instruction.

(B) Instructional. This category comprises those positions where the primary responsibility is instructing students. This includes such activities as classroom and laboratory instruction, individual student performance and field-experience supervision, and student advising.

(C) Technical/Paraprofessional. This category includes those positions other than instruction, serving a support role where primary responsibilities include the solving of practical problems encountered in broad fields of specialization and require the use of theoretical or scientific knowledge and manual skills acquired through on-the-job or formal training.

(D) Office and Clerical. This category covers positions where the primary responsibilities require the preparing, transcribing, transferring, systematizing, or preserving of written communications and records, and the operating of various office machines.

(E) Service and Maintenance. This category covers service and maintenance positions which require specialized training in trades, crafts, and manual skills. This category also includes semi-skilled and unskilled positions which require the performance of physical effort and/or the manual skills normally learned through on-the-job or apprenticeship training.

RECRUITMENT AND SELECTION
Policy No. 3357:15-14-02

Effective: 10/15/2009
Revised: 03/27/2015
Revised: 06/04/2018
Revised: 06/05/2023
Revised: 02/20/2025

POLICY:
Stark State College is committed to employing the best-qualified candidates for approved College positions while engaging in recruitment and selection practices that are in compliance with all applicable federal and state regulations regarding matters of employment.

PROCEDURE:

(A) All Appointments

(1) The responsibility for recruiting and screening all positions shall rest with the human resources department, hiring manager, and the chief administrator of the division. The chief administrator of the division shall submit a recommendation to the President, who is empowered to make the appointment.

(2) To be eligible for appointment, a candidate for employment shall satisfy the following minimum requirements:

(a) Submit the requested application materials for consideration for all advertised and/or posted positions.

(b) Provide an official transcript of credits of college work if requested.

(c) Submit the Stark State College Employment Application including signature verification and meet the minimum qualifications listed in the position description.

(d) Complete all pre-employment requirements such as background check, drug screen, skill assessments, etc.

(e) Meet all the requirements provided in the position description.

(f) When necessary, additional assessments shall be added in order to determine eligibility for specific positions.

(3) All appointments made by the President shall be subject to confirmation by ~~in~~ the Board of Trustees at its next regular meeting.

(B) The responsibility for the President's selection and appointment shall rest with the Board of Trustees.

(C) The responsibility for the selection and appointment of the chief administrators of the organizational divisions of the College shall rest with the President.

(D) Additional Requirements of Instructional Faculty

(1) Credentials for applicants shall be forwarded to the Provost with the approval of the appropriate dean.

(2) Faculty members selected for instructional assignments primarily in the technical/professional areas shall evidence competency based on the requirements of the appropriate accrediting bodies. Ohio Department of Higher Education and Higher Learning Commission credential requirements must also be followed.

(3) Faculty members selected for assignments primarily for instructing in the general education curriculum should generally possess a master's degree in the subject matter discipline in compliance with Ohio Department of Higher Education and Higher Learning Commission credential requirements.

(4) Individuals with hiring responsibility at the division or department level should hold a master's degree plus appropriate experience or hold a baccalaureate degree with other advanced preparation plus appropriate experience unless otherwise approved by the Provost.

(E) Members of Technical/paraprofessional staff should evidence competency through formal education and/or practical experience in the appropriate specialization as demonstrated by formal education and full-time employment in the career area or a related field.

(F) Employment of Relatives

(1) For purposes of this policy, family member is defined as a spouse, parent, child, individual for whom a faculty or staff member has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws, regardless of where they live. A family member also includes any other person related by blood or by marriage and living in the same household.

(2) The employment of family member(s) is permissible at the College, subject to compliance with college rules, applicable laws, review of appointments (as defined above), and resolution of personnel conflicts.

(3) No individual shall be employed in a department or unit under the supervision of a family member who has a direct effect on the individual's process, performance, or welfare.

(4) No individual shall initiate or participate in personnel decisions involving any direct benefit to an individual employee who is a family member.

CONTRACTS AND RECORDS
Policy No. 3357:15-14-03

Effective: 10/15/2009
Revised: 05/15/2013
Revised: 03/27/2015
Revised: 06/05/2017
Revised: 06/02/2025

POLICY:
The College uses an employment contract for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories. The College maintains accurate and relevant personnel and payroll files. Federal and state laws require that certain information be gathered and maintained in personnel and payroll files. Many of these records are available to the public upon request (ORC Law Section 149.43).

PROCEDURE:
(A) Salaried Personnel

(1) A standard contract form adopted by the Board of Trustees shall be completed annually for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories.

(a) The standard instructional contract shall be 180 days.

(b) Employees in the Technical/Paraprofessional classification will be issued annual contracts under the following schedule.

Years of Service at SSC	Annual Contract
1-5	250 Day
6-12	245 Day
13-19	240 Day
20+	235 Day

(c) Employees in the Administrative and Professional classifications will be issued annual contracts whose terms of duty exceed 180 days. Contracts issued during the fiscal year will have a pro-rated salary and non-contract days. Employees in the Administrative and Professional classification whose term of duty exceeds 240 days will have their non-contract days increased by five (5) days once the employee reaches thirteen (13) years of service and increased an additional five (5) days

once the employee reaches twenty (20) years of service.

(d) The Human Resources Office will establish a calendar each year indicating the days of duty for holders of the various length contracts.

(e) Holders of contracts whose terms of duty exceed 180 days shall work out mutually acceptable schedules of on-duty days with their immediate supervisors and shall request off-duty days by completing a Leave and Time Off Request Form in mySSC.

(f) In the event that an employee voluntarily elects to work more than the required number of days in his contract, the Board of Trustees reserves the right, under special circumstances, to grant any part or all of the additional time worked as accrued leave, either in subsequent contract or upon final termination.

(2) Other than in exceptional cases, as mentioned in paragraphs 8 and 9 of this rule, notice of non-reappointment may be given by the College in writing to an employee no later than April 5 unless a multi-year contract is in effect, in which case notice of non-reappointment must be given one year prior to the expiration of the contract.

(3) Subject to adequate appropriations by the Ohio Legislature, the College shall annually give written notice to the employee of their salary for the forthcoming year. For employees under contract, tender of the standard contract shall constitute written notice.

(4) The employee’s electronic signature on their contract serves as acceptance of the salary and/or continued appointment on the wage statement provided within 15 calendar days after receipt of the contract.

(5) Failure to electronically sign the contract within 15 days of issuance voids the contract and constitutes voluntary resignation barring extenuating circumstances with approval by the President.

(6) Salary will be paid via direct deposit in approximately equal installments on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.

(7) Employment contracts are predicated upon representations regarding education, experience, qualifications, and background which, if subsequently proven to be inaccurate, shall cause the contract to be voidable at the discretion of the Board of Trustees.

(8) Employment contracts are conditioned upon compliance with all rules and regulations, and policies and procedures as set forth by Stark State College. Violation of such rules and regulations, or policies and procedures, or of any of the terms of this agreement shall cause this contract to be voidable at the discretion of the President and subject to ratification by the Board of Trustees. Any such action by the President to void a contract shall be effective upon the President's notice to the employee. The Board of Trustees shall take a ratification vote of the President's action at the earliest time practicable following the President's action.

(9) Upon completion of three years of full-time service with the College, an exempt salaried employee may be recommended for a three-year appointment, renewable each year, as provided in Evaluation of Personnel rule 3357:15-14-06 of the Administrative Code. Full-time contract status for three years is required for three-year appointment.

(B) Hourly Personnel

(1) All employees paid on an hourly basis, including office and clerical, service and maintenance, and part-time instructional personnel, shall complete a time sheet biweekly showing days and hours worked during the pay period.

(2) All hourly employees shall be paid on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.

(3) Contracts will not be issued to hourly employees.

(C) Personnel Records

(1) The Office of Human Resources shall maintain and be responsible for the personnel files for the employees of the College.

(2) The following records shall be maintained for all personnel.

(a) Employment Application (if applicable)

(b) Resume

(c) Letters of Recommendation if supplied and/or requested

(d) Payroll Information Form(s)

(e) Appropriate medical documents if required and/or requested

(f) Requests for Family Medical Leave

(g) Transcripts and/or educational records illustrating that the employee has the credential that the College required for the position; professional certification if appropriate

(h) Conflict of Interest form

(i) Insurance application forms or waiver of same

(j) Tuition reimbursement and supporting documentation

(k) Discipline administered

(l) Performance Evaluations

(m) Upon separation, Letters of Resignation or notice of non-reappointment.

(3) Payroll in the Business Office shall maintain and be responsible for the payroll files for the employees of the College.

(a) Retirement System Forms

(b) Contracts and/or time sheets

(c) Sick leave, personal leave, and vacation records

(d) Forms authorizing payroll deductions

(e) Employment history of Stark State College, including summary of salaries and wages advancement and promotion

(f) W-4s, state withholding forms, garnishments, pay information, wage deduction and acknowledgements

EMPLOYEE RESPONSIBILITIES AND DUTIES
Policy No. 3357:15-14-04

Effective: 10/15/2009
Revised: 07/21/2014
Revised: 02/22/2015
Revised: 06/05/2017
Revised: 06/05/2023
Revised: 06/02/2025

POLICY:
In order to maintain a productive, service-oriented environment within the college community, all employees are expected to meet established standards of performance and conduct. It is expected that all employees will accept appropriate responsibility assigned to them and cooperate through the timely completion of assigned work or duties as outlined within the applicable job description. Supervisors have the right to direct, oversee, and evaluate employees in support of effective and efficient department/office/division operations. Actions that constitute breaches or flagrant violations of the standards defined in the Stark State College Policies and Procedures Manual may result in disciplinary action and/or termination of employment.

PROCEDURE:

(A) Position Descriptions and Duties

(1) Position descriptions define the specific duties and responsibilities for positions in all occupational categories. All employees are expected to fulfill the responsibilities defined in their position descriptions.

Position descriptions are maintained electronically within the Human Resources talent management system and are accessible to current employees and applicants. Organizational charts are updated annually and are made available on the College portal.

(2) To promote safety and security, mitigate potential risks, and maintain the integrity of the college, we require employees to self-disclose any arrests and convictions (outside of minor misdemeanor traffic citations) during their employment to the Vice President of Human Resources or their applicable executive council member. This must be done no later than five calendar days after the arrest or conviction so the College can conduct an independent review of their continued suitability for employment.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the College. Continued employment depends on a variety of factors such as violations of College policy; the employee's past disciplinary record; and the nature and gravity of, and

circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.

(B) Work Hours

The College maintains work hours that are compatible with state and federal law, departmental functions, and the maintenance of effective work schedules. A 40-hour working week is expected of full-time employees in all occupational categories.

(C) With the approval of the immediate supervisor and under work area plans, the staff may elect an alternative time of arrival to and departure from work. The flexible work schedule may be revoked to meet the needs of the department.

Staff are required to report for each scheduled working day or shift, to report on time, and to complete all scheduled hours. Prior approval is required for work hours that are fulfilled off campus at workshops or other functions or when work is being completed at home.

(D) Faculty are required to be present on the campus when they have in-person scheduled classes, office hours, appointments, committee meetings, or any other department, division, or College meetings or duties they are required to attend. Based on departmental needs and the discretion of the department chair, faculty need not be on campus at any other particular time.

(E) Call-Off Procedure for Unplanned Leave

(1) When an employee will not be at work due to emergency circumstances, leave must be requested via voice or email within a reasonable time frame. Departments have the discretion to set up specific call-off procedures to ensure proper coverage. In the instance when an employee may arrive late, the employee must inform their supervisor, in a timely manner.

(2) The College's leave policy and procedures are outlined in the Leave and Time Off policy 3357:15-14-32 for planned leave.

(F) Scheduling Guidelines for Full-time Faculty, Coordinators, Department Chairs

Full-time Faculty Guidelines: Department chairs are responsible for full-time faculty scheduling, and it is the responsibility of the deans to ensure the process is fair and reasonable. Full-time faculty will have a voice in

determining the process in which scheduling occurs. Furthermore, full-time faculty will be consulted regarding their course selections and schedules. If circumstances necessitate deviation from these scheduling guidelines, such exceptions will be made in consultation with the faculty member involved. The final decision will be made by the department chair.

(1) Credit and contact hours are considered as an average over two consecutive semesters (excluding summer).

(2) Department chairs are not required to post their 10 office hours per week outside of their door but are required to share calendar access with all division administrative assistants to provide access for student appointments.

(3) Efforts should be made to have full-time faculty scheduled to meet the needs of both day and evening classes.

(4) Other scheduling considerations:

(a) Expertise, experience, and special interest of individual faculty members.

(b) Effort and difficulty in preparing for any particular course, including the number of contact and credit-hours involved, the level of technological and theoretical knowledge and/or change required, lab or equipment setup time, and the familiarity of the course to the faculty member.

(c) Faculty should have a maximum of three course preps. A prep is considered a course, not different modalities of the same course or different sections of the same course.

(d) Scheduling of late-night classes followed by early-morning classes, lengthy gaps between classes, and back-to-back classes should be avoided, unless the faculty member does not object.

(G) Workload for Full-Time Faculty Scheduling Guidelines for Full-time Faculty, Coordinators, and Department Chairs

(1) Faculty Workload

(a) A faculty member’s position description defines three major areas of responsibility: teaching and teaching-related activities, professional development and scholarship, and service to the

institution and the community. Faculty members are expected to fulfill those areas of responsibility as part of contractual responsibilities.

(b) Full-time instructional workloads for an academic semester are calculated as follows: Full-time faculty load will include 16-20 contact hours or 14-16 credit hours per semester.

(2) Department Coordinator Workload

(a) In addition to their faculty responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community), Department Coordinators assist the Department Chair with duties related to individual programs.

(b) Department Coordinators are compensated through the Work Outside of Contract Agreement Form.

(c) Full-time instructional workloads for Department Coordinators for an academic semester are calculated as follows: 11-13 credit hours or 12-16 contact hours and 10 office hours per week per semester.

(3) Automotive Coordinator Workload

(a) In addition to their faculty duties (such as teaching and related activities, professional development, scholarship, and service to both the institution and the community), Automotive Coordinators work directly with automotive manufacturers, maintaining manufacturer training, student recruitment, advising, and supporting student retention, completion, and overall success. Responsibilities also include participation in course and program development, assisting with course and program assessment, and contributing to accreditation projects.

(b) This position has a required supplemental contract to be fulfilled outside of their 180-day contract.

(c) Full-time instructional workloads for Automotive Coordinators for an academic semester are calculated as follows: 14-16 credit hours or 16-20 contact hours and 10 office hours per week per semester.

(4) Clinical and/or Clinical Lab Coordinator Workload

(a) In addition to their faculty responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community), Clinical and/or Clinical Lab Coordinators have specified administrative duties in their position descriptions relating to clinical or lab experiences for students, and may include coordinating with healthcare facilities to maintain clinical agreements and partnerships.

(b) This position has a required supplemental contract to be fulfilled outside of their 180-day contract.

(c) Full-time instructional workloads for Clinical and/or Clinical Lab Coordinators for an academic semester are calculated as follows: 11-13 credit hours or 12-16 contact hours and 10 office hours per week per semester.

(5) Program Coordinator Workload

(a) In addition to their faculty responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community) in the Health and Public Services academic programs, the Program Coordinator's position responsibilities include teaching, maintaining program/College accreditation, overseeing and facilitating learning experiences, assessing student achievement, managing and developing curriculum, formulating policies and procedures, evaluating program effectiveness, and collecting data for outcome reporting.

(b) This position has a required supplemental contract to be fulfilled outside of their 180-day contract.

(c) Full-time instructional workloads for Program Coordinators are calculated as follows: 7-10 credit hours or 10-12 contact hours for coordinators who have a national program accreditation and 11-13 credit hours or 12-16 contact hours for programs that do not have a national program accreditation.

All program coordinators are required to hold 10 office hours per week per semester.

(6) Arts and Sciences Learning Center Coordinators Workload

(a) In addition to their faculty responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community), Learning Center Coordinators are responsible for tutoring and related services; scheduling and reporting; hiring and overseeing tutors, proctors, and student workers; conducting presentations and professional development: and maintaining and improving services in the Learning Center.

(b) This position has a required supplemental contract to be fulfilled outside of the~~ir~~ 180-day contract.

(c) Full-time instructional workloads for Learning Center Coordinators for an academic semester are calculated as follows: 7-10 credit hours or 10 -12 contact hours and 10 office hours per week per semester.

(7) Department Chair Workload

(a) In addition to the three major areas of responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community), department chairs have specified administrative duties. Department chairs are expected to fulfill those areas of responsibility as part of their contract.

(b) Degree-granting department chairs are assigned 7-10 credit hours or 10-12 contact hours per semester.

(c) Non-degree-granting department chairs are assigned 9-12 credit hours or 12-14 contact hours per semester.

(d) Ten office hours are required per week per semester.

(e) A department chair~~s~~ is required to teach one summer class as part of their contract.

(8) Office hours are scheduled to meet the needs of our students. Faculty members, coordinators, and department chairs may schedule up to three of their 10 office hours virtually, and the remaining seven office hours will be at a college location as approved by the supervisor. Office hours should be stated on the class syllabus and posted outside the faculty member's and coordinator's door. Generally, office hours should be at a time when most students are available for conferences. A schedule of these hours shall be filed with the division administrative assistants, dean, and the department chair.

(9) Overload

(a) Qualified faculty, coordinators, and department chairs may be employed under overload contracts if the courses they teach do not interfere with their ability to fulfill their regular contractual responsibilities.

(b) Qualified ~~s~~staff members can teach up to two sections per semester with the approval of their direct supervisor; however, hours of instruction for staff members cannot interfere with regular work hours. The employee's supervisor should not endorse an overload contract when the overload assignment will impair the employee's ability to meet regular contractual responsibilities. Faculty members shall remain cognizant of the needs of students and hold additional office hours if overload sections create demand that is unsatisfied by the standard number of office hours.

(c) Faculty and department chairs meeting the loading requirement will be paid for the total hours of the class that gives them an overload. Once regular loading requirements are met, the next course counts as overload. For example, if a faculty member in a credit-hour department has met the credit-hour load of 14 credit hours, and an additional two-credit-hour class is added, making the total 16 credit hours, a two-credit-hour overload will be paid. If a faculty member in a contact-hour department has met the contact hour load of 16 contact hours, and an additional three-contact-hour class is added, making the total 19 contact hours, a three-contact-hour overload will be paid.

Independent study classes are included in the maximum number of credit or contact hours permitted for overload.

(i) Faculty assigned overload classes will be assigned no more than 12 credit hours or 15 contact hours. Neither the number of credit hours nor the number of contact hours can be exceeded.

(ii) Coordinators who are assisting department chairs and receiving stipends are eligible for no more than eight credit hours of overload or 10 contact hours of overload. Neither the number of credit hours nor the number of contact hours can be exceeded.

(iii) Department chairs are eligible for no more than 8 credit hours of overload or 10 contact hours of overload. Neither the number of credit hours nor the number of contact hours can be exceeded.

(iv) Exceptions to or situations not fitting this guideline will be reviewed prior to assignment by the dean. Variances from this policy will be justified in writing and require approval of the Provost and Chief Academic Officer.

FACULTY RANK AND PROMOTION
Policy No. 3357:15-14-05

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 06/03/2024

POLICY:
The College uses the faculty ranks of instructor, assistant professor, associate professor, and full professor. Any rank beyond instructor is recommended by the Advancement-in-Rank Committee, accepted by the Provost and President, and then confirmed by the Board of Trustees. The decision to promote is made with careful consideration of degrees attained, teaching and teaching-related activities, professional development and scholarly accomplishments, service to the College and community, and performance evaluations.

(A) Promotion Referral Document: The procedures outlined in the Advancement-in-Rank Process for the candidate and the Operating Guidelines for the Advancement-in-Rank Process will be followed to consider promotion. If denied advancement, the candidate may submit a written letter of appeal to the Provost and Chief Academic Officer within 14 calendar days. The letter must specifically reference which part of the Advancement in Rank Process or Operating Guidelines was not followed or was misinterpreted or misapplied.

(B) Rank and Promotion: Upon hire, the President has the discretion of placing an individual with exceptional ability into any faculty rank. All previous teaching experience and related industrial or business experience are considered.

(C) Exceptional Promotions: In rare and unusual circumstances, the President may recommend to the Board of Trustees, for its immediate consideration, a promotion in rank for a faculty member. Under unusual circumstances, candidates must have served at least five years as an instructor, assistant professor, or associate professor, including the year promotion is considered. Performance reviews must show evidence of exemplary work over these five years. There should be evidence that the individual's efforts and judgment are held in high regard. Exceptions can occur when there is evidence of extraordinary productivity, achievements, or professional recognition. It is the desire and purpose for the President and Board of Trustees to use the powers outlined here only in cases of the utmost necessity when failure to use such powers would adversely affect the interests of the College.

EVALUATION OF PERSONNEL
Policy No. 3357:15-14-06

Effective: 06/03/2013
Revised: 02/22/2015
Revised: 06/05/2023

POLICY: The College will evaluate all staff and full-time faculty on an annual basis.

PROCEDURE:

(A) Administrative and Professional

(1) An annual evaluation will be made of all administrative and professional employees prior to the awarding of contracts for the following year.

(2) The President will be evaluated by the Board of Trustees, and the chief administrators of the five organizational divisions of the College will be evaluated by the President. All other administrative and professional personnel will be evaluated by the chief administrator to whom they report.

(3) The evaluation process should include three components:

(a) An evaluation of the accomplishments of the current contract year.

(b) Identification of areas for improvement where appropriate.

(c) Establishment of mutually acceptable objectives for the upcoming contract year.

(4) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator, and shall be filed in the employee's personnel file. A standard format provided by the Office of Human Resources shall be used in completing the evaluation report.

(5) Upon satisfactory completion of three years of service with the College, the evaluation report may contain a recommendation for a three-year contract. The President may recommend three-year contracts to the Board of Trustees for administration and

professional personnel. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract, to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.

(6) In addition to the required evaluation, the employee may request an evaluation by other individuals or constituencies within the College. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.

(B) Instructional

(1) Deans will be evaluated by the Provost. Department chairs will be evaluated by deans. Full-time faculty will be evaluated by department chairs.

(2) An evaluation will be made of all full-time faculty prior to the awarding of contracts for the following year. The evaluation process should include three components:

(a) An evaluation of the accomplishments of the current contract year.

(b) Identification of areas for improvement where appropriate.

(c) Establishment of mutually acceptable objectives for the upcoming contract year.

(3) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator, and shall be filed in the employee's personnel file. A standard format provided by the Office of Human Resources shall be used in completing the evaluation report.

(4) Upon satisfactory completion of three full-time contracted years of service with the College, the evaluation report may contain a recommendation for a three-year contract. Such

recommendations will be made by the Provost and, if approved by the President, submitted to the Board of Trustees. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract, to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.

(5) In addition to the required evaluation, the employee is urged to request evaluations by other constituencies such as peer groups. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.

(6) Student evaluation of instruction will be conducted after at least 80 percent of the course has been completed. Every faculty member will be evaluated in each course they teach every semester. The faculty member will receive a full report of the results. A summary of the numerical results will be forwarded to the appropriate department chair and dean.

(C) Technical/Paraprofessional

(1) An annual evaluation will be made of all technical/paraprofessional personnel prior to the awarding of contracts for the following year or prior to June 1 for those employees not normally issued a contract.

(2) Technical personnel will be evaluated by the supervisor to whom they report.

(3) The evaluation process should include three components:

(a) An evaluation of the accomplishments of the current contract year.

(b) Identification of areas for improvement where appropriate.

(c) Establishment of mutually acceptable objectives for the upcoming contract year.

(4) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator, and shall be filed in the employee's personnel file. The report shall be made on a standard form provided by the Office of Human Resources.

(D) Office, Maintenance, and Service

(1) An annual evaluation will be made of all clerical, maintenance, and service personnel prior to the close of the fiscal year on June 30.

(2) Clerical, maintenance, and service personnel will be evaluated by the individual to whom they report.

(3) The evaluation process should include three components:

(a) An evaluation of the accomplishments of the current year.

(b) Identification of areas for improvement where appropriate.

(c) Establishment of mutually acceptable objectives for the upcoming year.

(4) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator, and shall be filed in the employee's personnel file. The report shall be made on a standard form provided by the Office of Human Resources.

(5) An evaluation report recommending termination of a clerical, maintenance, or service employee shall be reviewed by the Office of Human Resources.

GRIEVANCE PROCEDURE
Policy No. 3357:15-14-07

Effective: 10/15/2009
Revised: 01/21/2010
Revised: 05/17/2012
Revised: 03/06/2014
Revised: 02/22/2015
Revised: 06/05/2017
Revised: 06/06/2022
Revised: 06/05/2023
Revised: 06/02/2025

POLICY:

The College has established this grievance procedure to ensure fairness and consistency in employee relations and to attempt to resolve misunderstandings as quickly as possible. This grievance procedure applies to all College employees.

PROCEDURE:

(A) Informal Resolution: As a normal and important part of our work environment, employees and supervisors are expected to discuss and resolve issues, concerns, and complaints that may arise from time to time. Employees having complaints arising from their employment shall seek informal resolution of their grievances or concerns. This informal process is intended to encourage communication between the parties involved, either directly or through an intermediary, to facilitate a mutual understanding of different perspectives regarding the disputed act or directive. Therefore, employees are required to discuss these problems with their supervisor or the appropriate member of Human Resources.

(1) Any complaint alleging discrimination or any other violation of law shall also be reported to the Coordinator for Section 504 and Titles VII and IX Compliance.

(a) Discriminatory harassment is defined as conduct, whether in the workplace or off-site, which has the effect of interfering with someone's work performance or which creates an intimidating, hostile, or offensive working environment based on race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, sexual orientation, gender identity, or gender expression.

(b) The Human Resources Generalist(s) is the College's Coordinator for Section Five and Title VII Compliance and may be contacted in the Human Resources Office; Stark State College; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170.

(c) The Title IX Coordinator is the appropriate person to contact regarding complaints of gender discrimination/ harassment; more information regarding the College's Title IX resources can be found on the College's website.

(2) The employee is responsible for exploring all possibilities under the informal resolution procedure before initiating the formal grievance procedure. If the informal process does not result in resolution of the complaint to the satisfaction of the employee, the employee may utilize the formal grievance procedure for complaints that do not allege discrimination, or, if discrimination is alleged, the Formal Grievance Procedure for Complaints Concerning Discrimination.

(B) Formal Grievance Procedure for Complaints not Concerning Discrimination

(1) Grievable issues are limited to violations, misinterpretations, and inequitable or inappropriate applications of the College's policies or procedures, as defined in the College's Policies and Procedures manual, including the degree of discipline administered**.**

(2) The following issues are not grievable:

(a) Termination of employment

(b) The content of the College's published Policies and Procedures manual

(c) Performance Improvement Plans

(d) Performance Evaluations

(3) Step 1. The grievant shall initiate the grievance procedure within 30 calendar days of the last occurrence of the incident. Grievances may not be initiated beyond 30 calendar days of the date of the last occurrence of the incident, as determined by the monitoring officer. The monitoring officer is the Senior Human Resources Generalist or a Human Resources designee, unless that individual is the subject of the complaint, in which case the Vice President of Human Resources becomes the monitoring officer.

The formal complaint must be submitted on the College's Grievance Information form and should state the facts of the complaint; the policy, procedure, or law allegedly violated; what they have done to resolve the situation informally; and the specific remedy sought. The Grievance Information form must be filed with the monitoring officer.

Only one complaint should be submitted per Grievance Information form; multiple complaints that differ substantially are treated individually and require separate Grievance Information forms. The monitoring officer has the discretion to merge grievances that are similar in nature.

(a) The monitoring officer will initially review the grievance and seek additional (substantiating) documentation from the grievant if necessary. The monitoring officer shall forward the complaint within ~~5~~ five business days of receipt of the Grievance Information form and substantiating documentation to the Executive Council member of the grievant's division for step one resolution. If the complaint is against this Executive Council member, then the President will be notified as the employee's immediate supervisor.

(b) The Executive Council member of the grievant's division shall, within five business days of receiving the complaint, conduct a formal conference with the grievant, permitting them to provide any information relevant to the complaint. If the complaint is against this Executive Council member, the monitoring officer will obtain a third-party mediator to assist with the grievance. The monitoring officer, grievant, and Executive Council member are the only individuals that shall be present at the conference unless a third-party external mediator is used. If the complaint arises from the conduct of another employee (the "respondent") and could result in disciplinary action for the respondent, the Executive Council member and the monitoring officer will meet with the respondent and conduct an appropriate investigation. Within five business days of the formal conference (unless an extension is agreed to by all parties), the Executive

Council member will send a written recommendation to the grievant and respondent (if any), with a copy to the monitoring officer. The recommendation will state background information, the recommendation or remedy, and the rationale.

(c) If the outcome of step one is not satisfactory to the grievant or the respondent (if any), or if a recommendation has not been rendered within five business days of the formal conference, the grievant or the respondent may initiate step two of the grievance process.

(4) Step 2. Step two must be initiated within 10 business days after the receipt of the step one recommendation or if no recommendation is rendered within 15 business days of the step one formal conference. Failure to initiate step two within this timeframe constitutes acceptance of the recommendation and concludes the grievance process. To initiate step two, the grievant or respondent (if any) must submit a written request to the monitoring officer stating their desire to move forward with step two of the grievance procedure.

Step 2 requires a formal hearing by the Grievance Committee. The Grievance Committee shall consist of the monitoring officer and one elected member from each occupational category as defined in the Policies and Procedures manual. Each elected member and their alternate will be selected by an electronic voting process every two years. An Executive Council member, who is appointed by the President, will serve on a case-by-case basis.

(a) Nomination and Grievance Committee Election Process The nomination process should provide an opportunity for those who wish to participate to do so. Self-nominations and nominations of others are acceptable. Grievance Committee elections take place every two years.

The following vacancies will require an election process:

(i) Administrative and Professional. This category consists of two major divisions.

Administrative: Those positions where the primary responsibilities include planning, organizing, controlling, and supervising an instructional or operational area within the College.

Professional: Those positions where the primary responsibilities require the performance of varied intellectual work and a functional knowledge of advanced theoretical principles and practices in a specific professional area other than instruction.

(ii) Instructional. This category comprises those positions where the primary responsibility is instructing students. This includes such activities as classroom and laboratory instruction, individual student performance and field-experience supervision, and student advising.

(iii) Technical/Paraprofessional. This category includes those positions other than instruction, serving a support role where primary responsibilities include the solving of practical problems encountered in broad fields of specialization and require the use of theoretical or scientific knowledge and manual skills acquired through on-the-job or formal training.

(iv) Office and Clerical. This category covers positions where the primary responsibilities require the preparing, transcribing, transferring, systematizing, or preserving of written communications and records, and the operating of various office machines.

(v) Service and Maintenance. This category covers service and maintenance positions that require specialized training in trades, crafts, and manual skills. This category also includes semi-skilled and unskilled positions which require the performance of physical effort and/or the

manual skills normally learned through on-the-job or apprenticeship training

(b) For purposes of obtaining initial staff nominations, each Executive Council member will solicit nominees from their division. For purposes of electing instructional representatives, each credit academic division dean will solicit nominees from their full-time faculty positions.

(c) Human Resources will conduct an electronic election from the nominations in each employee category noted in Policy No. 3357:15-14-01 Employee Classification Policy. The top candidate will be selected to serve on the grievance committee, and the individual receiving the second highest number of votes will serve as an alternate. Alternates are used if a conflict of interest arises or scheduling difficulties require an alternate to meet the timelines noted in the Grievance Policy. The Human Resources Office will retain a complete list of all votes cast.

(d) The monitoring officer will only vote in the case of a tie. The terms of the grievance committee members and their alternates, excluding the Executive Council member, will be a time period of two years. If a grievance is in progress at the conclusion of the term, the committee will remain in service until a recommendation is made to the President. The Executive Council member appointed must be from a different division than the grievant or respondent (if any). The Executive Council member will not serve as the committee chair. The chair of the committee will be selected from among the grievance committee members by mutual consent. Any concerns regarding potential conflicts of interest should be addressed to the Grievance Committee Chair or the monitoring officer.

(e) Within 10 business days of the receipt by the monitoring officer of the request to initiate step two, the Grievance Committee Chair will set the date, time, and place of the hearing and notify all participants by written notice. The hearing itself will begin within 15 business days of the written notice.

(f) The Chair may appoint an investigator from the Committee to conduct an investigation in preparation for the formal hearing. At least five business days prior to the start of the hearing, the grievant and respondent will provide a list of witnesses to the Chair and monitoring officer. The College will make provisions for employees to appear as witnesses without loss of pay. Witnesses shall be given written notice of the time, date, and location of the hearing.

(g) The Grievance Committee shall call each individual (grievant, respondent, and/or witnesses) one at a time to testify, starting with those identified by the grievant and followed by those identified by the respondent. The Grievance Committee may also call any other witnesses at its discretion. Only the Grievance Committee members and the monitoring officer will be present during witness testimony. The grievant and/or the respondent may not be present during each other's testimony. The grievant and the respondent in turn shall have the right to make a statement to the Committee and to present relevant documentary evidence provided during step one. Only the Committee members are permitted to question the participants of the hearing. The grievant and the respondent (if any) may bring a third party to the hearing; notification should be given to the monitoring officer at least five business days prior that the grievant and/or respondent will have a third party present, noting their name and occupation. This person may not participate in the hearing in any way except to provide advice to the grievant or the respondent.

(h) The Chair will preside over the meeting and assure that participants are given fair opportunity to present their positions. The chair will instruct all witnesses not to discuss the substance of their testimony prior to the completion of the hearing.

(i) Within 10 business days after the end of the hearing, the Chair will send the Grievance Committee's findings and recommendations to the President and to the monitoring officer. Within 10 business days of receiving the findings and recommendations, the

President will review the results of the proceedings to determine if a violation of policy occurred and notify the grievant, respondent (if any), the Grievance Committee members, and the monitoring officer in writing of their decision to accept, reject, or modify the Grievance Committee's findings and recommendations. The decision of the President will be final and binding upon all parties.

(j) The following summarizes the formal grievance process:

Step One (1)	
Time	**Activity**
Within 30 calendar days of the last occurrence of incident	Initiate step one by submitting the Grievance Information Form to the monitoring officer.
Within five business days of receipt of the grievance information form and substantiating documentation by the monitoring officer	Monitoring officer forwards the grievance information form and substantiating documentation to the Executive Council member over the division.
Within five business days of receipt of the complaint by the Executive Council member over the division	A formal conference is conducted with the monitoring officer, grievant, and Executive Council member.
Within five business days of the formal conference	Written recommendation sent to grievant from the Executive Council member who heard step one.
Within 10 business days of issuance of the written recommendation	Grievant may initiate step two by notifying the monitoring officer.

Step Two (2)	
Within 15 business days of the request to initiate step two.	Grievance Committee Chair gives notification of date, time, and place of hearing. Date of hearing will be 15 business days of the notification.
At least five business days prior to the hearing date	Grievant provides Chair with list of witnesses and identity of any third party individual requested to be present, if any. Chair sends written notice to witnesses.
Hearing date	Hearing is held.
Within 10 business days of the end of the hearing	Chair sends the Committee's findings and recommendations to the President and the monitoring officer.
Within 10 business days of receiving the committee's findings	President will review the results of the proceedings and notify the grievant, respondent (if any), the Grievance Committee members, and the monitoring officer in writing of their decision to accept, reject, or modify the Grievance Committee's findings and recommendations. The President's decision is final and binding.

(C) Formal Grievance Procedure for Complaints Concerning Discrimination

(1) Employees of Stark State College who feel they are victims of discrimination based on, but not limited to, race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression may file a complaint with the College's Coordinator of Section 504 and Title VII Compliance, and/or with the Title IX Coordinator in instances of gender discrimination/harassment. Employees may also file complaints alleging sex or handicap discrimination directly with the Office for Civil Rights, U.S. Department of Education, or pursue both avenues of complaint

resolution simultaneously. Employees may also file complaints with the Equal Employment Opportunity Commission and/or the Ohio Civil Rights Commission.

(2) The Human Resources Generalist(s) is the College's Coordinator for Section 504 and Title VII Compliance and may be contacted in the Human Resources Office; Stark State College; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170.

(3) The Title IX Coordinator or Deputy Coordinator is the appropriate person to contact regarding complaints of gender discrimination/harassment. More information regarding the College's Title IX resources can be located at http://www.starkstate.edu/titleix Please refer to the Title IX procedures document which outlines the process of Title IX investigations.

(4) Upon receipt of an internal complaint, the Coordinator for Section 504 and Titles VII or a qualified individual appointed by the College shall conduct an investigation of the complaint and shall obtain a statement from the grievant, respondent, and any relevant witnesses. The investigator will then complete any necessary follow-up interviews to clarify any questions/concerns based on the information gathered. The person who investigates the complaint must complete a written summary of the investigation within 60 business days of the receipt of the complaint. The investigator may extend this deadline if deemed necessary to efficiently conduct their business. Written notification of any corrective actions recommended will be issued by the investigator within 15 business days after the investigation has been concluded. The Coordinator for Section 504 and Title VII will work with the grievant and/or respondent(s) supervisor to administer any discipline required.

(5) If the grievant or respondent(s) wants to initiate an appeal, the grievant and/or respondent(s) must file a written Notice of Intent to Appeal with the Coordinator for Section 504 and Title VII Compliance. The Notice of Intent to Appeal must be filed within 60 calendar days after the results of the investigation have been rendered and submitted to the Vice President of Human Resources.

(6) The grievant, the investigator, and any respondents named in the complaint or the summary of the investigation must be given 10 business days' written notice before a grievance hearing is held. Said notice shall include a copy of the complaint. The notice shall indicate the time and place at which the grievance hearing shall be conducted, and the notice shall inform the grievant and the respondents of their right to be present at the hearing and their right to be represented by a person of their choice. At least five (5) days prior to the grievance hearing, notification should be given to the Senior Human Resources Generalist that the grievant and/or respondent will have an additional person present, noting their name and occupation. This person may not participate in the hearing in any way except to provide advice to the grievant or the respondent.

(7) The Vice President of Human Resources shall hear the grievance within 30 business days unless additional time is needed to efficiently conduct their business. The Vice President of Human Resources will confine their review to the summary of the investigation and recommendations of the investigator, and shall determine whether the recommendations are consistent with College policies and procedures. The Vice President of Human Resources may grant a request for consideration of additional evidence or information only when the evidence or information is newly discovered and could not with reasonable diligence have been discovered prior to the hearing.

(8) The Vice President of Human Resources shall submit a written decision which includes a summary of the hearing and recommendations for corrective actions to the Coordinator for Section 504 and Title VII Compliance within 10 days after conducting the hearing.

COMPENSATION AND RELATED BENEFITS
Policy No.: 3357:15-14-08

Effective 10/15/2009
Revised: 02/14/2013
Revised: 07/01/2014
Revised: 06/06/2016
Revised: 06/06/2017
Revised: 06/03/2019
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:

(A) Compensation, as used in this manual, is an inclusive term that shall refer to salary plus all fringe benefits. Salary shall be defined as direct monetary payment for services rendered.

(B) Stark State College strives to provide a competitive market-based compensation and benefits derived from third-party surveys. This policy is administered in accordance with applicable laws and the principles of equal employment opportunity.

PROCEDURE:

(A) Salaries

(1) Administrative and Professional Employees – Salary contracts or notices for administrative and professional employees, other than the President's salary, shall be recommended by the President and approved by the Board of Trustees. The President's salary shall be established by the Board of Trustees.

(2) Instructional Salaries – The procedure for establishing salaries for the instructional staff shall be as follows:

(a) Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.

(b) Upon approval of the preliminary budget by the Board of Trustees, the Executive Council will make recommendations for a method of distribution such as:

(i) Salary ranges, including upper and lower limits, for all instructional ranks.

(ii) A percentage of the current salary to be awarded the following fiscal year to those

members of the instructional staff whose performance has been judged satisfactory through the evaluation procedure of rule 3357:15-14-06 of the Administrative Code.

(iii) A sum reserved for advancement in rank.

(iv) In unusual circumstances, an adjustment if warranted for salary inequity.

(v) A change in the established rate per hour of instruction for part-time instruction.

(c) The recommendations resulting from the above shall not exceed the total allocation for instructional salaries, and shall be presented to the Board of Trustees not later than the June meeting each year.

(3) Technical/Paraprofessional Employees – The following shall be used as guidelines in the preparation of salary contracts for technical personnel:

(a) Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.

(b) Subsequent contracts shall be based upon the approved recommendations of the Executive Council.

(4) Office and Clerical Employees – Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.

(5) Service and Maintenance Employees – Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.

(6) Overtime and Compensatory Time – The following employees are covered as non-exempt employees under this Overtime and Compensatory Time coverage. Employees must complete the overtime/comptime request form and obtain approval in advance to be approved for overtime or comp time. All other employees are exempt employees and as such are not covered under this benefit. For purposes of overtime and compensatory time, the work week is defined as Sunday to Saturday.

(a) Technical/Paraprofessional Employees

(b) Office and Clerical Employees

(c) Service and Maintenance Employees

(7) The above non-exempt employees will be paid time and one half for all hours worked in excess of 40 hours in a week. In determining a 40-hour work week, all holidays, vacation days, sick days, days in which the College has an emergency closure, hours required under the call back policy, or personal days that are taken during a week for which the employee earns a full day's pay will be considered as a "day worked" for the overtime provision. Overtime work is not permitted on a voluntary basis and must receive prior approval by the employee's immediate supervisor.

(8) Supervisors have the right to require an employee to work overtime; however, under the Fair Labor Standards Act, the employee must be given the option, before the work occurs, to either be paid overtime or given comp time.

(a) If the employee elects to take compensatory time off at time and one-half in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by the employee's supervisor at a time mutually convenient to the employee and the supervisor.

(b) Compensatory time off can be accumulated for the employee in a compensatory time account. Employees may accumulate no more than 80 hours (10 days) of compensatory time.

(c) Compensatory time off balances will be paid at the time of separation from the College or if the employee is being promoted to a professional position. Any exceptions require the approval of the employee’s Executive Council member.

(9) Major Certification Criteria – The procedure for determining what will constitute a major certification follows:

(a) The major certificate is directly related to the faculty/staff member's instructional/departmental responsibilities as determined by the Provost in the

case of a faculty member or the applicable Vice President in the case of a staff member.

(b) Status and importance are associated with the certification. This status must be demonstrated by the all of the following qualifications or their equivalents.

(i) The certification qualifies the individual to practice in the professional area.

(ii) A minimum of 30 semester hours of formal course work beyond the bachelor's degree.

(iii) Two years of field experience which includes professional application of the specialized knowledge performed after completion of the bachelor's degree.

(iv) The certification is sponsored by a national or state board or professional organization with established examinations and prerequisites for sitting for the examinations.

(10) The applicant must submit documentation to ensure fulfillment of the above criteria. The Provost or the appropriate Executive Council Member will ascertain the validity of the documentation, if needed.

(11) Compensation equivalent to the amount for the master's degree will be added to the base pay for full-time employees who have completed a major certification subsequent to employment. The adjustment will be made at the time of the annual salary increase following the completion of the certification.

(B) Retirement

(1) All full- and part-time employees of Stark State College are required to join the Ohio Public Employee Retirement System (OPERS) or the State Teachers Retirement System (STRS) of Ohio or the Alternate Retirement Program (if eligible). A handbook describing payroll deductions, employer contributions, and benefits is provided by the retirement system to each new member or may be obtained by writing to the appropriate
retirement system.

(2) Part-time student employees may complete a request for

optional exemption as a part-time employee if desired as specified in the OPERS regulations.

(C) Tax-Sheltered Annuities (403b & 457 plan)

(1) All full-time and part-time employees are eligible to join the Tax-Sheltered Annuity program through the College payroll deduction plan.

(2) Deductions will be made biweekly and shall be made in a specific dollar amount.

(3) Stark State College will issue a check/EFT to the annuity company on all scheduled payroll dates.

(4) A salary reduction agreement can be obtained from the payroll area in the Business Office. All forms must be completed before any deductions can be withheld. A copy of all deductions will be given to the employee, and a copy of all deductions will be kept on file with the employee's payroll records. More information on how to enroll in a Tax-Sheltered Annuity can be found on mySSC under Human Resources in the retirement section.

(5) Payroll deductions will be reported on the employee's direct deposit statement.

(6) Changes of deductions can be made by the employees anytime during the year.

(7) Each participant will be issued a quarterly statement of account by the annuity company.

(8) The IRS limits the amount an employee can defer. The annual deferral limit usually changes and is increased from one calendar year to the next calendar year. An employee may not defer more than the IRS limit. However, employees who become 50 during the calendar year may make additional "catch-up contributions." These catch-up contributions are in addition to the IRS general limit.

(D) Insurance

(1) The Board of Trustees will make available health insurance benefits for all eligible employees as defined under the Patient Protection and Affordable Care Act (PPACA).

In accordance with PPACA, the College has established standard measurement periods of January to June and July to December and continuing in such pattern thereafter for ongoing employees that are variable hour or seasonal. A standard measurement period is a designated period used to ascertain whether an ongoing employee (as opposed to a newly hired employee) who is a variable or seasonal employee is full-time and eligible for health care coverage. A newly hired variable or seasonal employee's measurement period begins with the first date of employment and continues for the six (6) month period following the first date of employment.

(a) The IRS has established safe harbors for employees not paid on an hourly basis. The safe harbor the College is utilizing is to count actual hours worked and hours for which the employee may be entitled to payment.

(b) Under PPACA, employees will be credited with hours of service during a special leave of absence with their average hours worked for determining eligibility for health insurance benefits.

(c) For breaks in the academic year that are at least four (4) consecutive weeks or greater (disregarding special unpaid leave) during which a part-time employee is not credited with a minimum number of hours of service with the College, Stark State will utilize the average hours of service per week for the employee during the measurement period, excluding the employment break period, and use that average as the average for each week where the part-time employee is not credited with any hours of service.

(2) Any employee who held a position prior to December 31, 2012, which was approved as "benefit eligible" and the position's hours are greater than 20 hours a week but less than 30 hours a week and who elects insurance coverage shall be assessed a pro-rated amount of cost of insurance provided, and the same shall be withheld by payroll deduction unless other arrangements are made with the Payroll Coordinator.

(a) Grandfather – Current part-time employees who are offered healthcare at a 50 percent college subsidy would continue their benefits at no change; new hires working less than 30 hours and those in non-benefit eligible positions would not receive subsidized benefits from the College effective January 1, 2013.

(3) The following insurance benefits are offered to benefit eligible employees in accordance with the applicable insurance plan documents:

(a) Term Life Insurance

(b) Supplemental Life Insurance

(c) Accidental Death and Dismemberment

(d) Supplemental Accidental Death and Dismemberment

(e) Major Medical Coverage

(f) Dental

(g) Vision

(h) IRS Section 125 Cafeteria Plan

(E) Call-Back Pay Policy

(1) A non-exempt employee who is called back to work (i.e., maintenance, weather, or emergency situations, etc.) at a time not previously scheduled or called back to work after a regular work schedule shall receive call- back pay as follows:

(a) A minimum of two (2) hours pay will be granted at time and one- half the regular hourly pay rate even when the time actually spent back on the job is less than two (2) hours.

(b) Pay for actual hours worked will be granted at time and one half the regular hourly pay rate if hours worked exceeds two (2).

(c) Actual hours worked for call-back purposes means only time spent at the work site. Time spent in route to or from the work site is not included as time worked. The two (2) hour minimum shall not apply if the employee was called in or called back during the two (2) hour period immediately prior to the beginning of his or her next regularly scheduled work shift. It is not a call-back if the start time of the shift is different than the normal scheduled start time.

(d) Snow removal members will receive call-back pay only if they are called back to work within twelve (12) hours of the end of their shift. If the snow crew starts their eight (8) hour shift within the twelve (12) hour call-back

period, call-back pay will be cancelled.

(e) Compensatory time off may be used in lieu of pay for call-back time worked in accordance with College overtime policies.

(f) Exempt employees who are called back to work at a time not previously scheduled normally shall not receive compensation for time worked in call-back status. Exceptions may be authorized by the appropriate Division Vice President and the Vice President of Human Resources.

INSTRUCTIONAL FEES AS AN EMPLOYEE BENEFIT
Policy No. 3357:15-14-09

Effective: 10/15/2009
Revised: 03/27/2015
Revised 06/05/2017
Revised 06/03/2019
Revised 06/06/2021

POLICY:
Instructional and general fees for credit, audit, or non-credit courses offered at Stark State College shall be waived for eligible employees and eligible dependents.

PROCEDURE:

(A) Full-Time Employees

(1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits. When deemed appropriate, the President may extend this benefit to salaried employees whose contracts stipulate less than full-time service.

(2) Employees may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.

(3) Employees are expected to attend course(s) during their non-working hours. The College recognizes, however, the desirability of planned individual development which may necessitate taking a course which meets during the employee's regularly scheduled working hours. When this occurs, the employee's working hours may be changed to enable the employee to register for one such course each semester, if all of the following criteria are met:

(a) The course is not scheduled during a normal non-working time period.

(b) The course is a requirement of a degree program in which the employee is officially enrolled, or the course, in the opinion of the immediate supervisor, directly contributes to the employee's skills in the work assignment.

(c) The employee makes arrangements satisfactory to their immediate supervisor regarding a work schedule for the duration of the course. The revised temporary work schedule may not duplicate the time normally allowed for rest breaks, nor include more than a half an hour of the employee's lunch period.

(d) The employee has the approval of the immediate supervisor or other appropriate officer.

(4) Instructional fees cannot be used on an accumulative basis, nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during those semesters.

(5) Eligible employees desiring this benefit must complete an Instructional Fee Waiver form for full-time employees that is available on *my*starkstate and must submit it to the employee's immediate supervisor for approval. The employee will then submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes

(6) The Office of Human Resources will send the approved Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(B) Dependents of Full-Time Employees

(1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount to include such fees as for a full-time student. When deemed appropriate, the President may extend this benefit to salaried employees whose contracts stipulate less than full-time service.

(2) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the employee. Documentation proving dependent status must be submitted with the Instructional Fee Waiver form.

(3) Dependents of all full-time employees may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee along with all other incidental fees associated with the course enrolled in each semester.

(4) Dependents of full-time employees who are eligible for tuition waivers such as College Credit Plus, various scholarships and grants, and other such non-loan programs must use those funds prior to use of the Instructional Fee Waiver benefit.

(5) Instructional fees cannot be used on an accumulative basis, nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during these semesters.

(6) Full-time employees having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:

(a) Obtain and complete the Instructional Fee Waiver form for full-time employees that is available on *my*starkstate and obtain all required signatures.

(b) Follow registration procedures established for all students.

(c) Submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes.

(7) The Office of Human Resources will send the approved Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(C) Part-Time Employees

(1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount per academic semester for a maximum of such fees for six credit hours per semester. Classes or credits beyond six credit hours are subject to the student being on a wait list and is dependent on class space availability. Students cannot pre-register for classes beyond the six credit hours. The student will be notified within two weeks of the start of the class(es) if they will be admitted under the Expanded Course Benefit.

(2) A part-time employee may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.

(3) To qualify for this benefit, employees:

(a) Shall take the course(s) during a semester in which they are currently working.

(b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College or if paid hourly, worked a minimum of 320 hours prior to receiving this benefit.

(c) Must obtain the approval of their supervisor.

(4) Employees paid on an hourly basis shall refer to the minimum hours worked requirement to qualify for the benefit.

(5) Employees classified as student workers, substitute workers, or seasonal workers will not be eligible to participate in this program.

(6) The maximum cumulative number of credit hours in which a part-time faculty member may enroll shall not exceed the number of credit hours or CEU hours they have instructed at Stark State College.

(7) The courses of study shall not interfere with the employee's work schedule.

(8) Instructional fee waivers are approved for usage in specific semesters and must be used during those semesters.

(9) Eligible part-time employees wanting to use this benefit must:

(a) First six (6) credits hours: complete section #3 of an Instructional Fee Waiver for Part-time Employees form available on mystarkstate for **registered course(s)** and submit it to the employee's supervisor for approval. The part-time employee will then submit the completed Instructional Fee Waiver form and a copy of the class schedule to Human Resources no later than seven (7) calendar days after the start of classes.

(b) Expanded Course Benefit for seven (7) or more credit hours: **classes already registered for are NOT eligible for this benefit.** Complete section #4 of an Instructional Fee Waiver for Part-time Employees form available on mystarkstate, must submit it to the employee's supervisor for approval. The part-time employee will then submit the completed Instructional Fee Waiver for Part-time Employees form and a copy of the class schedule to Human Resources no later than four (4) weeks prior to the start of classes.

(10) Human Resources will send the approved Part-time Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(D) Dependents of Part-Time Employees

(1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits for dependents of part-time employees for six semester hours per academic year per employee.

(2) Dependents of part-time employees may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee and all other incidental fees associated with the course enrolled in each semester.

(3) Dependents of employees classified as student workers, substitute workers, or seasonal workers will not be eligible to participate in this program.

(4) To qualify for this benefit, a part-time employee:

(a) Shall be currently working during the semester the dependent is enrolled.

(b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College or if paid hourly, worked a minimum of 320 hours prior to receiving this benefit.

(c) Must obtain the approval of their supervisor.

(5) Employees working in a part-time hourly position shall refer to the minimum hours worked requirement to qualify for the benefit.

(6) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the part-time employee. Documentation proving dependent status must be submitted with the Application for Instructional Fee Waiver form.

(7) Dependents of part-time employees who are eligible for tuition waivers such as College Credit Plus, various scholarships and grants, and other such non-loan programs must use those funds prior to use of the Instructional Fee Waiver benefit.

(8) Instructional fees cannot be used on an accumulative basis, nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during these semesters.

(9) Part-time employees having dependents who want to attend the College can obtain the Instructional Fees benefit by following this procedure:

(a) First six (6) credits hours: complete section #3 of an Instructional Fee Waiver for Part-time Employees form available on mystarkstate for **registered course(s)** and submit it to the employee's supervisor for approval. The part-time employee will then submit the completed Instructional Fee Waiver for Part-time Employees form with a copy of the class schedule and documentation of dependency to Human Resources no later than seven (7) calendar days after the start of classes.

(b)Expanded Course Benefit for seven (7) or more credit hours: **classes already registered for are NOT eligible for this benefit. C**omplete section #4 of an Instructional Fee Waiver for Part-time Employees form available on mystarkstate, submit it to the employee's supervisor for

approval. The part-time employee will the submit the completed Instructional Fee Waiver for Part-time Employees form with documentation of dependency to Human Resources no later than four (4) weeks prior to the start of classes.

(10) The Office of Human Resources will send the approved benefit form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

TRAVEL AND BUSINESS ENTERTAINMENT EXPENSE

Policy No. 3357:15-14-10 Effective: 10/15/2009
Page 1 of 8 Revised: 01/18/2014
Revised: 02/22/2015
Revised: 05/29/2020
Revised: 06/05/2023
Revised: 06/02/2025

POLICY:

It is customary and reasonable to pay the necessary travel expenses of employees incurred in the performance of their college jobs. The President, with the assistance of the Vice President of Business, Finance, and Information Technology, will establish travel procedures to define allowable and unallowable expenses, rates and methods, authorization, documentation, and reimbursement. The Board will approve any changes in reimbursement rates included in the travel procedures.

PROCEDURE:

(A) Authorization for Travel

(1) Travel refers to authorized trips taken by College employees in connection with approved business of Stark State College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, and professional development.

(2) All in-state and out-of-state travel, which must be within the United States, must have approval prior to the travel being taken. Faculty members must obtain approval from the department chair, division dean, and/or the Provost. All other employees must obtain approval from their supervisor or vice president.

(3) The Faculty and Staff Professional Development Application must be used for prior authorization travel outside the state of Ohio.

(4) The approving authority may authorize full or partial reimbursement of travel. The estimated expenses to be reimbursed will be established at the time the authorization is approved.

(5) Authorization shall not exceed the expenses for the days of the convention, meeting, or business involvement plus a maximum of one day's travel each way.

(B) Meals, Lodging, and Incidentals for In-State Travel

(1) The maximum amount of daily reimbursement for meals are set by the General Services Administration. Current rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.

(2) Travelers authorized to travel on official College business will be reimbursed up to the amounts set by the General Services Administration for the actual costs of meals and tips for any calendar day upon which they are on travel status:

(a) Breakfast (Must be on authorized travel status prior to 6:00 a.m. and must remain on authorized travel status until after 9:00 a.m.)

(b) Lunch (Must be on authorized travel status prior to 11:00 a.m. and remain on authorized travel status after 1:00 p.m.)

(c) Dinner (Must be on authorized travel status prior to 5:00 p.m. and remain on authorized travel status after 8:00 p.m.)

(3) Reimbursement for lodging shall not exceed actual, reasonable expenses of the individual. When in the state of Ohio, the traveler should inquire as to the availability of a state tax exemption due to the tax-exempt status of the College. A copy of the College's tax exemption certificate may be obtained from the Accounts Payable department.

(4) Miscellaneous expenses, including telephone calls, may be claimed in addition to meals and lodging.

(5) No allowance for lodging or miscellaneous expenses may be claimed (1) within Stark County, (2) within the county of residence from which the employee commutes to the College, or (3) within fifty miles of the employee's residence.

(C) Meals, Lodging, and Incidentals for Out-of-State Travel

(1) Reimbursement for lodging, meals, and incidentals while traveling out-of-state in the United States shall not exceed the IRS approved current rates in the continental United States (CONUS Rates) for the applicable location.

(2) Lodging expenses in excess of the IRS approved CONUS rates must be approved in advance by the appropriate supervisor and must meet the following conditions:

(a) The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; and it is anticipated that the maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.

(b) When travel is for college business other than to attend a meeting, conference, convention, or training session, and lodging accommodations in the travel destination area are:

(i) Not available at or below the IRS approved CONUS rates; and

(ii) Less expensive overall because the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.

(D) Conferences and Special Meals

(1) Expenses incurred for registration fees at meetings or conferences may be reimbursed.

(2) Reimbursement may be made for the actual and reasonable expense of meals when such meals are an integral part of a seminar of similar working assembly provided:

(a) The meal is an internal part of such meeting.

(b) The attendance of the employee at such meeting is necessary to the best interest of the College.

(3) Registration fees may be paid directly by the College if such arrangement is agreed to by the vendor. If registration fees are paid by the employee, a receipt must be submitted to receive reimbursement.

(4) Reimbursement to employees for meals of non-College employees will be made only if prior authorization is received from the President, Provost, appropriate vice president, or immediate supervisor.

(E) Type of Transportation

(1) The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.

(2) Air, rail, or ground transportation will be at coach fare or the lowest available rate. Travel insurance and any add on convenience fees are excluded from reimbursement beyond the first checked bag fee, if applicable.

(3) College funds shall not be expended to pay for unused reservations without the approval of the President or appropriate vice president.

(4) A rental car is to be used when it is the most economical or most efficient means of transportation. When returning a rental car, the car must be refueled/recharged to the level that the car was at upon receipt. If the car is not refueled to the level that the car was at upon receipt, the employee will be responsible for the refueling convenience fee charged by the rental company.

(5) Personal Automobile

(a) If a one-day trip will exceed three hundred miles, the traveler should use a rental car. If you choose to drive your personal automobile, the reimbursement will be limited to the contracted rental rate plus the average fuel cost at the time of travel.

(b) For trips less than three hundred miles, reimbursable mileage is calculated at the standard Ohio Office of Budget and Management rate in effect at the time of travel. This rate is for use of privately owned vehicles during official College business. All employees, while driving their own vehicle for official College business, are required to travel the shortest practical route and follow all applicable state laws.

(c) Miles traveled must be detailed by destination using the College as the point of departure and return. The residential home must be used as the point of departure and return if the distance is less than using the College as the point of departure and return if the trip originates from home.

(d) The stated mileage rates are intended to cover all automobile operating costs, including maintenance, fuel, recharging cost of electric vehicles, and insurance. No employees may be reimbursed for expenses on the mileage basis unless they carry motor vehicle liability insurance.

(e) For employees who must report to the main campus, leave for an assignment at a satellite campus, and must return to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure and return.

(f) For employees who must report to a satellite campus for the beginning or end or their work day

(traveling to/from home) and must also report to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure or return, unless the distance between their home and the satellite campus is less than the distance between the College and the satellite campus. In that case, mileage will be reimbursed for the distance from the employee's home to the satellite campus and from the satellite campus to the College.

(g) Employees who are not required to report to the main campus but have assignments at a satellite campus will not be eligible for travel reimbursement.

(6) Transportation Expenses

(a) Reimbursement may be claimed for parking charges; ferry and taxi fares; and bridge, highway, and tunnel tolls.

(b) Any other out-of-pocket expenses, such as road service and towing charges directly chargeable to the operation of a College-owned vehicle incurred while traveling in such vehicle, may be reimbursed subject to approval of the Vice President of Business, Finance, and Information Technology.

(7) A receipt is required for each item of expense greater than one dollar, except ferry and taxi fares and bridge, highway, and tunnel tolls if receipts are not available.

(F) Reimbursement

(1) Advance payment for personal expenses and travel, except for preregistration and transportation reservations when payment is required, is not allowed in accordance with rulings of the State Auditor's Office.

(2) Reimbursement is made only if the trip received proper authorization and certification. Otherwise, the traveler is liable for all expenses incurred.

(3) The "Report of Business Expense" form must be completed for reporting trip expenditures for all travel and must be accompanied by receipts.

(4) The "Report of Business Expense" form must be submitted to the Business and Finance office within sixty days after the expenses were incurred unless approved by the Vice President of Business, Finance, and Information Technology or the President.

(5) A written report of information gathered as a result of approved travel may be required by the supervisor, department chair, Provost, or Vice President of Business, Finance, and Information Technology.

(6) If the traveler is accompanied by a family member or friend, the maximum reimbursement for lodging remains the same with the traveler paying the difference between a single rate and the rate for a couple. The traveler must furnish proof of the rate schedule.

(7) If a faculty or staff member chooses to provide their own transportation, instead of traveling with a group, they will do so at their own expense.

(8) Tips may be included in the meal allowances but reimbursement will not exceed the stated rates. Meal tips are the only allowable tip and may not exceed 20% of the food purchased. Tips are not reimbursable for services such as transportation, baggage handling, etc. Itemized receipts for meals must accompany the reimbursement form. Credit card statements do not constitute receipts.

(9) No reimbursement will be made for alcoholic beverages.

(G) Frequent flyer and other affinity programs

In accordance with Ohio Ethics Commission advisory opinion No. 91-010, college employees are prohibited from accepting, soliciting, or using the authority or influence of their position to receive discounted or free "frequent flyer" airline tickets for personal travel if the ticket or benefits were obtained through the purchase of airline tickets for use on official college travel. Any rebates or commissions earned based on college business and paid to a college employee offered by any source, including but not limited to credit card issuers, can only be applied to college-approved travel. Such restrictions shall not apply to the extent the traveler used personal funds for the cost of the airfare.

DRUG AND ALCOHOL ABUSE AND DRUG-FREE CAMPUS & WORKPLACE ACT COMPLIANCE

Policy No. 3357:15-14-12
Page 1 of 5

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 01/31/2018
Revised: 06/03/2024

POLICY:
The College considers the use of any illegal drug or controlled substance and the abuse of alcohol and legal (prescription or over-the-counter) drugs, collectively referred to herein as "substance abuse," to be a very serious matter that cannot be tolerated in the workplace. Substance abuse poses health and safety hazards to employees, students, and to the community at large. Because the College is a responsible source and participant with the Federal Government in many programs and activities, substance abuse by College employees or students jeopardizes Federal Government funding in light of the Federal Government's increasing efforts to combat substance abuse. Therefore, it shall be the policy of the College to prohibit substance abuse and to maintain a drug-free campus and workplace.

(A) All employees and students are notified that the manufacture, distribution, dispensing, possession, use, or being under the influence of any drug, synthetic substance, or controlled substance, or alcohol, is prohibited on all College property and in any other location where employees are conducting College business or approved student activity/event. The use of legal drugs, taken in accordance with a doctor's orders, is not subject to this policy, except as provided below, and is permitted so long as it does not impair the employee's ability to perform any essential function of employment or the student's ability to participate in the classroom effectively and in a safe manner and that does not endanger other individuals on campus and in the workplace. Likewise, the moderate, i.e., so as not to become intoxicated, and legal consumption of alcohol at officially sanctioned on-campus social functions in which College employees might participate is not subject to this policy.

(B) The use and possession of marijuana is prohibited under College policy and a crime under Federal law. This prohibition applies even when the possession and use would be legal under the laws of the state of Ohio. Employees and students with written recommendations for medical marijuana are not permitted to use marijuana on campus, in the conduct of College business, or as related to any College activity. The College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) for appropriate disciplinary interventions.

(C) All Stark State College employees, students, and campus community are expected to abide by the terms of the College Substance Abuse Policy. An employee or student

found in violation of this policy shall be subjected to a variety of sanctions and penalties. The College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) and the Student Code of Conduct (policy 3357: 15-14-10) for appropriate disciplinary interventions. All students are notified that, as a condition of attending the College, any violation of the Student Code of Conduct (policy 3357 :15-19-10) will be subjected to sanctions up to and including expulsion. Penalties and sanctions for employees may include, but are not limited to, referral for counseling, written or oral reprimands, suspensions with or without pay, or termination in accordance with the established rights of the employee, including the right to due process.

(D) Health Risks

(1) The health consequences of alcohol and substance abuse are numerous and unpredictable. Short term risks can include injuries related to automobile crashes, unwanted pregnancies, loss of employment, poor grades or work performance, and financial problems. Long term risks can include a variety of physical and mental health issues, including addiction and/or death.

(2) Symptoms of addiction can include:
- (a) Excessive or escalating use of substance(s)
- (b) Increased tolerance
- (c) Feeling guilt or remorse (as a result of behavior while under the influence)
- (d) Inability to maintain basic hygiene or appearance standards
- (e) Loss of energy or motivation
- (f) Complaints from family/friends about drinking or drug use
- (g) Decline in work and/or social performance
- (h) Spending excessive amounts of money on substance(s)
- (i) Experience of withdrawal symptoms (shaking, cold sweats, irritability, insomnia, etc.) when attempting to stop use of the substance(s)

(E) Resources for Students and Employees

(1) A variety of resources exist for alcohol and drug prevention, education, and counseling:
- (a) SAMHSA- National Helpline
- (b) Stark County Mental Health and Recovery Board
- (c) County of Summit Alcohol, Drug Addiction and Mental Health Board
- (d) Counseling Support Services (students)
- (e) ReachOut Campus and Community Resources
- (f) IMPACT Solutions (employees)

(F) Definitions – For purposes of this policy statement, the following definitions shall apply:

(1) Manufacture – to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same including packaging, repackaging, labeling, and other activities incident to production.

(2) Distribute – to deal in, ship, transport, or deliver.

(3) Dispense – to sell, leave with, give away, dispose of, or deliver.

(4) Possess or possession – having as property or exerting control over a thing or substance. Possession will not be presumed solely from mere access to the thing or substance or presence upon the premises where the thing or substance is found.

(5) Use – use of a drug or other controlled substance or consumption of alcohol.

(6) Being under the influence – to yield a positive result, as defined by the State of Ohio or other generally accepted standard, on any test given to determine the presence of drugs or alcohol.

(7) Drug abuse offense – corrupting another with drugs, trafficking in drugs, drug abuse, possessing drug abuse instruments, permitting drug abuse, theft of drugs, deception to obtain a dangerous drug, illegal processing of drug documents, abusing harmful intoxicants, trafficking harmful intoxicants, or illegal dispensing of drug samples; a violation of an existing law of this or any other state or of the United States that is substantially equivalent to any of the above offenses; an offense under an existing law of this or any other state or of the United States of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element; or a conspiracy or an attempt to commit, or complicity in committing or attempting to commit any of the above offenses.

(8) Controlled substance – a drug, compound, mixture, preparation, or other substance as defined in Chapters 2925 and 3719 of the Ohio Revised Code, or as defined by applicable statutes of other states and the Federal Government.

(9) Criminal drug statute – any Federal or state criminal statute involving the manufacture, distribution, dispensing, possessing or use of any controlled substance.

(10) Conviction – any finding of guilt after a trial, a plea of guilty or a plea of nolo contendere.

(11) Campus Community – Employees, students, vendors, or other outside party interacting, collaborating, or otherwise involved with the College.

PROCEDURE:

(A) Drug-Free and Alcohol Awareness Program

(1) Stark State College hereby establishes a Drug-Free and Alcohol Awareness Program for employees and students.

(2) Under this program, the College will periodically publish literature warning about the dangers of the abuse of drugs and alcohol in the workplace or in any environment.

(3) The program will specifically cover the following major topics:

(a) Health and safety concerns associated with drug and alcohol abuse;
(b) College policy regarding illegal drug use and the use of alcohol;
(c) Availability of counseling and assistance for employees; and
(d) Penalties that may be imposed for drug-abuse or alcohol-abuse violations.

(B) Good Faith Effort

The College, in adopting and implementing this policy pursuant to the Drug-Free Workplace Act of 1988, further certifies that it will make a good faith effort to continue to maintain a drug-free campus and workplace while respecting the privacy rights of its employees and students.

(C) Employee - An employee may be required to submit a urine specimen and/or blood sample for testing for the presence of drugs or alcohol, or a breath sample for testing for the presence of alcohol under the following conditions.

(1) Reasonable Suspicion
Where there is reasonable suspicion to believe that the employee, when appearing for duty or while on the job, is under the influence of, or their job performance is impaired by, alcohol or drugs. Such reasonable suspicion must be based upon objective facts or specific circumstances found to exist that present a

reasonable basis to believe that an employee is under the influence of, or is using or abusing, alcohol or drugs. Examples of reasonable suspicion shall include, but are not limited to, slurred speech; disorientation; abnormal conduct or behavior; an odor of suspected marijuana or the odor of an alcoholic beverage on or about an employee's breath, clothing, or person; or involvement in an on-the-job accident resulting in personal injury or property damage, where the circumstances raise a reasonable suspicion concerning the existence of alcohol or drug use or abuse by the employee.

(a) The person observing the suspicious behavior (observer) will immediately contact the College's security department and provide details of the incident to the security officer. The security officer will contact the employee's immediate supervisor and inform him/her of the incident or situation. If the immediate supervisor is not available, the security officer will contact an individual in the chain of command, the Director of Human Resources or a member of the administration. The security office and the supervisor, or other person in authority, shall confirm that a test is warranted based upon the circumstances. The employee may be immediately tested at the College or at a College designated facility. The security officer may require that a security officer or someone designated by the officer take the employee to the offsite testing facility. Any action taken will be documented in writing and supported by the security officer, the observer, and the supervisor or other person in authority.

i. The refusal to submit to testing as prescribed in this Section shall constitute a violation of this policy and will subject the employee to sanctions and penalties as set forth in this policy.

ii. Employees who are required to be tested pursuant to Federal laws and/or Federal regulations shall be tested in accordance with those laws and regulations.

(2) If the employee is directly engaged in the performance of work pursuant to a grant, project, or contract from an agency or division of the Federal Government, the College is required, upon receipt of notice provided by the employee as required by this policy, or actual notice of such conviction, to notify the agency or division providing such funding within ten days of receipt of such notice. The principal investigator of any grant, project, or contract from a Federal agency is required to ensure that each employee engaged in the performance of the grant, project or contract be given a copy of and acknowledge receipt of this policy.

(3) Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the College, within thirty days of receiving such notice, shall:

(a) Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with requirements of due process, or

(b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(4) All College employees shall, as a condition of employment, notify their administrative supervisor of any criminal drug statute conviction no later than five days after such conviction. Any employee who fails to report such a substance abuse conviction within five days will be subject to sanctions, up to and including termination of employment.

(D) Students - The following are prohibited behaviors:

(1) Using, possessing, selling, or distributing illegal drugs~~,~~ and drug paraphernalia on any property owned or controlled by the College; selling or distributing narcotics or prescription medication on any property owned or controlled by the College;

(2) Being under the influence of or impaired by illegal drugs, alcohol, or narcotics while on any property owned or controlled by the College. or at college-sponsored events;

(3) Consuming, possessing, or selling alcoholic beverages on any property owned or controlled by the College. - except during college-approved activities;

(4) Operating a motor vehicle while under the influence of alcohol and/or illegal drugs while on any property owned or controlled by the College.

(5) A violation of the foregoing may also be a violation of Schedule I through V of Section 202 of the Federal Controlled Substances Act, Chapter 2925 of the Ohio Revised Code, and local laws. Violations of these Federal, state and local laws may carry severe penalties including but not limited to incarceration and fines.

ANTI-HARASSMENT
Policy No. 3357:15-14-13

Effective: 10/15/2009
Revised: 10/08/2014
Revised: 02/22/2015
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 03/01/2023
Revised: 06/02/2025

POLICY:

(A) Stark State College has a zero tolerance for:

(1) Sexual harassment.

(2) Harassment committed by an employee, student, customer, vendor, or other outside party as listed below, based on race, color, religion, sex, gender, national origin (ancestry), military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

(3) Retaliation against anyone for making a good-faith complaint of such harassment or for cooperating in College investigations of such complaints.

(B) This policy protects the following parties (protected parties):

(1) All Stark State College employees (full-time and part-time) and students.

(2) All independent contractors, temporary employees, and agency-employed workers.

(3) All visitors to the Stark State College workplace, such as vendors and College associates.

(C) Stark State College prohibits retaliatory actions against all protected parties that are motivated by the fact that the protected party has made a good-faith complaint of harassment, or by the fact that the protected party has assisted or cooperated in an investigation of a complaint by someone else.

(D) This policy protects any protected party who makes a complaint of harassment believing that the complaint is justified, even if the College should ultimately find that complaint unfounded.

(E) The College has deemed that all employees have a mandated responsibility to report incidents related to Sexual Harassment or Interpersonal Violence, except for student

workers and professionals acting in their capacity as a licensed counselor or ordained members of the clergy.

DEFINITIONS:

(A) **Sexual Harassment** - Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member. The College's definition of sexual assault is outlined in 3357:15-14-15 Sexual Assault Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a gender-based or sexual nature when it meets any of the following:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

Such conduct that is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning.

(B) **Harassmen**t - is conduct, whether in the workplace or off-site, which has the effect of interfering with someone's work performance, or which creates an intimidating, hostile, or offensive working environment.

(C) **Hostile Work Environment** – Any unwelcome and severe or pervasive conduct based on a protected class which creates an objectively intimidating, abusive or offensive work, learning or athletic environment even if the conduct does not lead to tangible consequences. A single instance may be sufficient to create a hostile environment.

(D) **Complainant –** the party who makes the complaint.

(E) **Respondent –** the party whom the complaint is made against.

PROCEDURE:

(A) This complaint procedure is designed to encourage any protected party to report any instance of harassment or retaliation that violates the anti-harassment policy. Students should refer to policy 3357:15-19-08 Student Complaint(s) regarding complaints based on Civil Rights Discrimination.

(B) If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe or are informed of someone else being subjected to such conduct, report this conduct immediately to any of the following:

(1) Supervisor, Manager, Director, Department Chair, Dean, or Vice President

(2) Human Resources Vice President/Generalists

(3) Title IX Coordinator/Deputy Title IX Coordinator

(4) Campus Security in instances where a concern for physical safety exists

When the above individuals receive an allegation of harassment, they will promptly refer the matter to the Human Resources Generalists and/or the Title IX Coordinator or Deputy Coordinator, as appropriate to initiate a prompt and thorough investigation.

Complaints of harassment, intimidation, or retaliation that violate the Racial, Religious, and Ethnic Harassment and Intimidation policy (3357:15-14-37) may also be filed anonymously through Stark State College's online reporting form on mySSC portal.

(C) Confidentiality: To the extent possible, all information received in connection with the filing, investigation, and resolution of complaints will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(D) Retaliation: Stark State College will not tolerate retaliation in any form against any protected party who files a complaint, serves as a witness, and assists one who files a complaint or participates in an investigation of discrimination or harassment. College policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for participating in an investigation.

The types of retaliation that are prohibited include, but are not limited to:

(1) Intimidation;

(2) Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;

(3) Unlawful discrimination;

(4) Termination of employment;

(5) Adverse actions against a relative of the reporter who is a College employee or student; and

(6) Threats of any of the above.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Complaints of retaliation should be directed to the Human Resources Department. Note that an adverse personnel, academic, or other disciplinary action against an employee or student whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

(E) Penalties for Harassment or Retaliation

(1) Any breaches of this policy, including falsified allegations discovered during the investigation, are considered serious and will result in discipline up to and including termination according to the Stark State College Corrective Action and Discipline Procedure.

(2) In accordance with Title IX, in instances where a student has breached this policy, sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or dismissal from the College. In the event that a record of such sanctions will become a part of the harasser's student record, prior notice will be given to the harasser. Both parties will be informed, in writing, of the corrective measures taken.

(3) Employees who participated in or acquiesced to violations of this policy may also face discipline according to the Stark State College Discipline Procedure where:

(a) Their action or inaction contributed to the development of the environment that led to the offending conduct.

(b) They failed to take appropriate action in response to receiving a complaint or witnessing an incidence of harassment or retaliation.

(c) Such a finding may also affect the employee's present or future assignment.

(F) In addition to using the above complaint procedure to report and resolve their complaints of harassment or retaliation, protected parties may also file a complaint with the appropriate local, state, or federal enforcement agency.

INVESTIGATOR CONFLICT OF INTEREST Effective: 10/15/2009
Policy No. 3357:15-14-14 Revised: 05/29/2015

POLICY:

The College has a responsibility to manage, reduce or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of a director (or investigator) of a grant-funded project. In order to comply with College policy, the Strategic Grants Office is to utilize the Conflicts of Interest (Grants) Disclosure Form.

PROCEDURE:

(A) Each investigator is required to disclose all significant financial interests that might present actual or potential conflict of interest in relationship to certain externally funded projects.

(B) Investigators are required to provide financial disclosures prior to the time a proposal is submitted to a funding agency and those disclosures must be updated, if necessary, during the grant period.

(C) The Strategic Grants Development Officer will determine whether a conflict of interest exists and outline a procedure for the management, reduction or elimination of the conflict of interest.

(D) In situations where the project director/investigator has violated College policy and/or the terms of an agreement reached to resolve the conflict of interest, the College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) for appropriate disciplinary interventions.

(E) Where a conflict of interest cannot be resolved to the satisfaction of the institution this investigator cannot be used for the grant.

(F) The Strategic Grants Development Officer is responsible for maintaining records of financial disclosures and actions taken to resolve conflicts of interest.

SEXUAL MISCONDUCT
Policy No. 3357:15-14-15

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 05/29/2020
Revised: 08/13/2020
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:

Stark State College is committed and responsible for establishing, maintaining, and providing a safe, secure, and non-discriminatory environment for our employees and students, free of sexual misconduct and sex discrimination based on gender, gender identity, ~~or~~ sexual orientation, gender transition status, or pregnancy. The College will not tolerate any kind of sexual misconduct and will not compromise the responsibility for addressing issues of sexual misconduct. The College will not tolerate sex-based discrimination or sex-based violence based on sexual orientation, gender identity, gender transition status, or pregnancy. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Sexual misconduct has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological, and total well-being and is prohibited by this policy. This policy is also applicable to all third parties affiliated with the College. Third parties are neither employees nor students and can include, but are not limited to, consultants, vendors, contractors, etc. Sexual misconduct is a serious offense which could lead to dismissal and/or termination from the College and criminal charges being filed with the local law enforcement authority having jurisdiction.

(A) Definitions

(1) Sexual Misconduct – Any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex. Sexual misconduct is a type of violence that uses power, control, and/or intimidation to harm another. It includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking. It occurs when there is an absence of consent. Consent is a free and clearly given "yes," not the absence of a "no," and cannot be received when a person is incapacitated by alcohol or drugs. Sexual misconduct is a broad term that includes sexual assault (rape, sexual fondling, incest, or statutory rape) as well as sexual exploitation and sexual harassment.

(2) Non-Consensual Sexual Contact – Any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent.

(3) Incapacitation – A state in which a person cannot make rational decisions because they lack the capacity to give consent. Incapacitation may result from a mental or physical disability, unconsciousness, or from the taking of alcohol or other drugs. Sexual misconduct occurs when a person engages in sexual activity when they knew, or should have known, that the other person was incapacitated.

(4) Consent – A freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that they have the other person's consent to engage in sexual activity, throughout the entire sexual activity, by all parties involved. At any time, a participant can communicate that they no longer consent to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish their responsibility to obtain consent.

(5) Force – The use of physical violence, threat of physical violence, and/or imposing on someone physically to gain sexual access.

(6) Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(7) Coercion – Unreasonable, intimidating, or forcible pressure for sexual activity.

(8) Sexual Assault – Includes non-consensual vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object,

tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

(9) Sexual Exploitation – Occurs when someone takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.

(10) Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(11) Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(12) Intimate Partner Violence/Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved in the relationship.

(13) Gender-based violence - Gender-based violence refers to any type of harm that is perpetrated against a person or group of people because of their factual or perceived sex, gender, sexual orientation, and/or gender identity.

(a) Gender-based violence (GBV) is defined as any harmful threat or act directed at an individual or group based on their actual or perceived:

(1) Biological sex;
(2) Gender identity;
(3) Gender expression;
(4) Sexual orientation; or
(5) Difference from social norms related to masculinity or femininity

GBV can include and be identified by physical, sexual, psychological, technological, economic, and emotional abuse. It is rooted in structural gender inequalities, coercive control, and power imbalances.

(14) Sexual Harassment – Conduct on the basis of sex <u>that satisfies one or more of the following:</u> unwelcomed sexual advances; request for sexual favors; and/or other verbal, non-verbal, or physical conduct of a sexual nature. Sexual Harassment is sex-based harassment that includes gender-based harassment. Sexual harassment is inclusive of sexual violence and gender-based harassment, defined as follows:

(a) ***Sexual Violence***
Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the victim's age or use of drugs or alcohol, or because an intellectual or other disability prevents the victim from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

(b) ***Gender-Based Harassment***
Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex. It includes slurs, taunts, stereotypes, or name-calling as well as gender-motivated physical threats, attacks, or other hateful conduct.

(c) An individual can experience harassment of one type or may experience combinations of discriminatory conduct.

(i) An employee of the College conditioning the provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;

(ii) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

(iii) "Sexual assault," "dating violence," "domestic violence," or "stalking" as those terms are defined under other federal laws called the Clery Act and the Violence Against Women Act.

(d) Forms of sexual harassment include:

(i) Quid Pro Quo (aka – "this for that") – The abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal, or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, or economic injury to the victim.

(ii) Hostile Work Environment – Includes any unwelcome~~,~~ and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic, or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(B) Reporting Responsibilities for Sexual Misconduct

(1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the College may administer this policy.

(2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is a student, a potential student, an employee, or a campus visitor the complaint may be made to any of the following:

(a) Title IX Coordinator
(b) Campus Security
(c) Any College employee
(d) Student Support Counselor – Confidential Source
(e) Interfaith Campus Ministry – Confidential Source
(f) A Law Enforcement Officer from the local jurisdiction

In cases of alleged sexual misconduct where the victim is a minor, refer to policy 3357:15-14-35 Minors on Campus (D)(6).

(3) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior is a mandatory reporter and must take immediate appropriate action to report the behavior to the Title IX Coordinator. Failure to do so shall result in disciplinary action up to and including termination of employment.

(C) Reporting to an outside agency

Persons who believe that they have been subjected to sexual misconduct may also file a complaint with the local law enforcement agency, if criminal justice action is desired, the Ohio Civil Rights Commission, the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Education's Office for Civil Rights. Information and assistance regarding filing charges with any of the agencies may be obtained from the agency directly or from the College's Title IX Coordinator.

(D) Confidentiality

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint, or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(E) Retaliation

College policy and federal, state, and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

PROCEDURE:

A complete copy of the investigation procedures involving sexual misconduct can be obtained from the Title IX Office in S104 or on the College's Title IX website page.

BLOODBORNE PATHOGENS
Policy No. 3357:15-14-16

Effective: 10/15/2009
Revised: 01/18/2014
Revised: 02/22/2015
Revised: 06/05/2017
Revised: 06/05/2023

POLICY:

Stark State College promotes the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the College's students and employees. The College will make all reasonable accommodations to persons infected with Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) and to employ, continue to employ, and/or enroll persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding bloodborne pathogens, standard precautions, and work practice controls.

The College affords a broad range of academic opportunities in diverse healthcare fields. Instruction in some healthcare fields may require communicable disease precautions against exposure to blood or body fluid, as individuals participating in some program training activities may have a risk of exposure to blood or other potentially infectious materials.

Action will be guided by the most recent medical evidence, the federal regulations of the Rehabilitation Act, state law, guidelines from the Centers for Disease Control and Prevention (CDC), the Public Health Services, the American College Health Association, the Occupational Safety and Health Administration (OSHA), and the State of Ohio Department of Health.

The College will not routinely screen all members of the College community for communicable diseases unless and until required to do so by law because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.

The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the College, as an employer and a provider of educational services, must make reasonable accommodations for handicapped individuals, including those with communicable diseases.

The College maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The Act requires that no specific or detailed information

concerning symptoms or diagnoses be provided to staff, administrators, or family members without the express written permission of the student/employee. Only individuals at the College with a legitimate need to know will have knowledge of the existence of students and/or employees with communicable diseases.

PROCEDURE:

(A) The College will be flexible in its response to incidents of disease at the College, evaluating each occurrence in light of all applicable federal, state, and local laws, its general policy, and the latest information available. A Case Review Committee consisting of a health practitioner, the dean of the appropriate division (in cases involving students), and the Director of Human Resources will be available to meet to consider reported occurrences of bloodborne pathogens.

(B) Occupational Exposure Control Plan

The purpose of the occupational exposure control plan is to protect the health and safety of the persons directly involved in handling the materials, Stark State College personnel, and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste.

Each program or department having a greater than minimal risk of bloodborne pathogens exposure must establish its own occupational exposure control plan that would be specific to the procedures, materials, and equipment utilized. If a program or department determines that a minimal risk of bloodborne pathogens exposure is present, the following standard precautions must be taken:

Hand Hygiene:

1. During the delivery of health care or laboratory practice, avoid unnecessary touching of surfaces in close proximity to the patient to prevent both contamination of clean hands from environmental surfaces and transmission of pathogens from contaminated hands to surfaces.
2. When hands are visibly dirty, contaminated with proteinaceous material, or visibly soiled with blood or body fluids, wash hands with either a non-antimicrobial or an antimicrobial soap and water.
3. If hands are not visibly soiled, decontaminate hands as follows:
    a. Before having direct contact with patients
    b. After contact with blood, body fluids or excretions, mucous membranes, non-intact skin, or wound dressings
    c. After contact with a patient's intact skin (e.g. when taking a pulse or blood pressure)
    d. If hands are likely to move from a contaminated body site to a clean body site during patient care
    e. After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient
    f. After removing gloves

Note: An alcohol-based hand rub is the preferred method of decontamination.

Gloves:

1. Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, or potentially contaminated intact skin (e.g. stool or urine) could occur.
2. Wear gloves with fit and durability appropriate to the task.
    a. Wear disposable medical examination gloves for providing direct patient care.
    b. Wear disposable medical examination gloves or reusable utility gloves for cleaning the environment or medical equipment.
        i. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
    c. Remove gloves after contact with a patient and/or surrounding environment (including medical equipment) using a proper technique to prevent hand contamination. Do not wear the same pair of gloves for the care of more than one patient. Do not wash gloves for the purpose of reuse since this practice has been associated with the transmission of pathogens.
    d. Change gloves during patient care if the hands are likely to move from a contaminated body site to a clean body site.
    e. Replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.

Gowns and Eye Protection:

1. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
2. Masks, goggles, or face shields are required when contact of mucosal membranes (eyes, mouth, or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).

Safe Injection Practices:

1. Use an aseptic technique to avoid contamination of sterile injection equipment.
2. Needles, cannulae, and syringes are sterile, single-use items; they should not be reused.
3. Do not recap, bend, break, or hand manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features where available; place used sharps in a puncture-resistant container.

Other Considerations:

1. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth-to-mouth contact. (This statement is required for groups where resuscitation is a part of their program training.)
2. All pipetting must be carried out with the aid of a rubber bulb or other vacuum assist device. Mouth pipetting is strictly forbidden.

(C) Waste Disposal Plan

1. Medical/Infectious waste must be segregated from other waste at the point of origin.

2. Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double, disposable, red bags conspicuously labeled with the words "INFECTIOUS WASTE – BIOHAZARD."

3. Infectious sharps must be contained for disposal in leak-proof, rigid, puncture-resistant containers.

   Always keep these sharps safety guidelines in mind:
   - · Avoid direct contact with sharps as much as possible.
   - · Remember that needle sticks are the most common source of infection.
   - · Always wear gloves when handling sharps.
   - · Never use your hands to sweep up broken glass.
   - · Use tongs or other devices – not your hands – when retrieving reusable sharps.
   - · Be careful of sharps that may be hidden in patients' laundry or linen.
   - · Know and observe all procedures for proper storage and disposal of sharps.
   - · Always report immediately any incident involving potential exposure to bloodborne pathogens.
   - · If exposed to sharps, get medical evaluation quickly.

4. Infectious waste thus contained as described in procedures (2) and (3) above must be placed in reusable or disposable leak-proof bins or barrels which must be conspicuously labeled with the words "INFECTIOUS WASTE – BIO HAZARD." These waste barrels are to be picked up regularly by an outside company licensed to handle infectious wastes.

5. Mixed waste that includes biological/infectious waste and radioactive waste must be disinfected by a person trained in radioisotope safety and waste disposal procedures.

6. A solution of sodium hypochlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial cleanup of a spill, with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.

7. After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in warm or cold running water.

8. Other biological wastes that do not contain radioactive or hazardous substances may be disinfected by heat and/or steam sterilization (autoclave) and then disposed of in the regular trash.

9. Liquid biohazard waste may be disposed of in the sewage system following chemical decontamination.

10. Reusable glassware must be decontaminated with sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. Then the glassware must be sterilized in an autoclave.

    Applicable supervisors must ensure that their staff is trained in proper work practices about the concept of universal precautions, about personal protective equipment, and in proper cleanup and disposal techniques.

(D) Training Plan

Pertinent students and employees will participate in a training program at no cost, during educational/work hours, and with materials appropriate to the literacy, education, and language of the employee.

The training will include:

- A copy of the standard for each employee and an explanation of the content.
- A general explanation of bloodborne pathogens and how they are transmitted.
- Explanation and access to the Exposure Control Plan including the location of incident report form(s).
- Explanation of the departmental policies on Personal Protective Equipment.
- An awareness of tasks that may involve exposure and how to avoid or minimize it.
- All pertinent Hepatitis B training.
- How to handle emergencies involving exposure.
- Explanation on biohazard labels.

(E) Post-Exposure Plan

When a student or employee is potentially exposed to bloodborne pathogens, immediate first aid care and prompt follow up by a medical professional should occur. Remember: Risk of infection is low when precautions are taken and appropriate medical follow up is obtained.

1. Stay Calm – Act Quickly.

2. Notify an instructor/supervisor immediately.

3. Immediately initiate first aid treatment.

    - Puncture Wound (sharp contaminated object, needle-stick, bite with bloody saliva)
        a. Wash area thoroughly for 2-3 minutes with an antibacterial soap – do not squeeze area to cause to bleed.
        b. Proceed to step 4.

- Splash exposure (body fluids splashed into the eyes, nose, mouth)
  a. Flush area with clear water for 10 minutes.
  b. Wash the area with antibacterial soap (where applicable).
  c. Proceed to step 4.

- Splash exposure (contact of blood with chapped, abraded, or otherwise non-intact skin)
  a. Wash area thoroughly for 2-3 minutes with antibacterial soap.
  b. Proceed to step 4.

4. The instructor or appropriate personnel will discuss the incident with the source individual and request their cooperation in being tested for Hepatitis B, Hepatitis C, and HIV. Source individuals willing to cooperate will be referred to Cleveland Clinic Mercy Hospital's Work, Health, and Safety Services or another medical facility of their choice where they will be treated appropriately.

5. The exposed individual will complete the program - or department - specific Exposure Incident Report Form and SSC Incident Report Form as soon as practical - preferably before leaving campus. The forms should be submitted to the Program Coordinator or Department Chair and Campus Security for follow-up.

6. The exposed individual should report to the treatment facility as soon as possible after the incident. If the source individual is known to be at high risk, the student and/or employee might be referred to the Cleveland Clinic Mercy Hospital Emergency Room or another medical facility of their choice for same day treatment.

SPECIAL NOTES:

Each program or department with a reasonable risk of bloodborne pathogens exposure will be responsible for developing program-specific procedures as determined in the program handbook. The SSC Incident Report Form can be obtained from the Security Office.

Refusal of medical follow up

If any student and/or employee with a possible exposure refuses to follow the protocol when procedures are medically indicated, no adverse action can be taken on that ground alone since the procedures are designed for the benefit of the exposed individual.

(F) Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

1. The Program Coordinator, and/or Department Chair, and/or department supervisor will review the circumstances of all exposure incidents to determine:

    a. engineering controls in use at the time
    b. work practices followed
    c. a description of the device being used (including type and brand)
    d. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
    e. location of the incident
    f. procedure being performed when the incident occurred
    g. student/employee training

2. If revisions to the Exposure Control Plan are necessary, the Program Coordinator, Department Chair, and/or department supervisor will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

(G) DEFINITIONS

BIOLOGICAL HAZARD - The term biological hazard or biohazard is taken to mean any viable infectious agent (etiologic agent) that presents a risk, or a potential risk, to the well-being of humans. Each supervisor has identified the specific biological hazard associated with job, and the supervisor will arrange for training, if necessary.

BLOOD AND BODY FLUIDS – These are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, other body fluids containing visual blood, human tissue or organs other than intact skin, HIV-containing cell or tissue cultures, organ cultures; HIV, HBV, or HCV, containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV, HBV, or HCV.

BLOODBORNE PATHOGENS – These are defined as microorganisms present in blood and able to cause disease in humans; these include but are not limited to HBV and HIV.

CONTAMINATED – This is defined as the presence or reasonably anticipated presence of blood or potentially infectious body fluid on laundry items or sharps or glassware.

ENGINEERING CONTROLS – These are defined as sharp disposable containers, self-sheathing needles that isolate or remove the bloodborne pathogens hazard.

ETIOLOGIC AGENTS - The United States Department of Health and Human Services, Public Health Service, Classification of Etiologic Agents on the Basis of Hazard is the classification system used at Stark State College for etiologic agents.

MEDICAL WASTES/INFECTIOUS WASTES – This is defined as all laboratory waste emanating from human or animal tissues, blood, or blood products or fluids; all cultures of tissues or cells of human origin or cultures of etiologic agents; specimens of human or animal parts or tissues removed by surgery, autopsy, or necropsy.

OCCUPATIONAL EXPOSURE – This is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact that may result from the performance of an employee's duty. Parenteral means piercing the skin barrier through cuts, human bites, abrasions.

PERSONAL PROTECTIVE EQUIPMENT – This includes gloves, gowns, laboratory coats, face shields, eye protection, masks, and other devices.

POTENTIALLY INFECTIOUS MATERIALS – These are defined as the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pericardial, pleural, peritoneal, amniotic, saliva in dental procedures, and any other body fluid in situations where it is impossible to distinguish between fluids; any unfixed tissue or organ from a dead or living human; HIV-containing cell or tissue cultures, organ cultures; and HIV- or HBV-containing culture medium.

REGULATED WASTE – This is defined as infectious waste. Any item soiled with blood or other body fluids such as sharps, clothing, and glassware. This waste must be treated as Infectious Waste.

UNIVERSAL PRECAUTIONS – This refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with bloodborne pathogens. All infectious/medical material must be handled according to Universal Precautions.

WORK PRACTICE CONTROLS – These are defined as measures that reduce likelihood of exposure, such as adherence to the practice of universal procedures, prohibiting recapping of needles or other sharps, and prohibiting pipetting or suctioning by mouth.

CONCEALED WEAPONS
Policy No. 3357:15-14-17

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 06/03/2024

POLICY:

Except as provided in paragraph 1 below, the use, possession, or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security officer, or qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law.

PROCEDURE:

(A) Pursuant to Ohio Revised Code Section 2923.26(B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the College ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.

(B) Stark State College campuses lie within multiple jurisdictions, and the College recognizes that some Law Enforcement Agencies within those jurisdictions require/permit its sworn Officers that have met firearms qualification, training, and legal requirements to carry firearms while off duty.

Sworn active (not retired) off-duty law enforcement officers with current agency requirement or permission and with their agency identification and having met their agency's firearms qualification, training, and legal requirements to carry a firearm off duty are permitted to carry a firearm on a campus location that is within their law enforcement agencies' jurisdiction. Law enforcement officers who are on duty or on official business are permitted to have a firearm on campus regardless of jurisdiction.

(C) Off-Duty Law Enforcement officers who are on a campus outside of their law enforcement jurisdiction and not on duty or on official business must comply with section (A) of this policy.

(D) Students enrolled in the Stark State Police Officer Basic Training Program may possess UNLOADED firearms on campus when specifically directed to do so for training purposes. Weapons must be removed from campus immediately upon conclusion of the training session for which a weapon was required.

(1) Law Enforcement students shall abide by this policy and all classroom rules concerning possessing firearms on campus and shall not carry or engage in any activity or handle any firearm in such a manner as to cause alarm or panic.

(2) Ohio Peace Officer Training Academy certified law enforcement instructors may possess firearms on campus when scheduled to work for Stark State College as law enforcement instructors. Unless being used in training, firearms should be concealed and not in plain view. Those instructors permitted to carry concealed firearms as active or retired peace officers shall abide by applicable laws related to carrying such firearms.

(E) Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately~~,~~ and will be subject to discipline up to and including termination for employees or dismissal for students. Any person violating this policy may be subject to arrest or criminal prosecution.

(F) Open carry of a firearm by the general public is legally permissible in public spaces (see restriction details below). The 2nd Amendment of the U.S. Constitution allows citizens to carry and openly wear visible firearms in public spaces unless that space is specifically forbidden under State Law. Restrictions to open carry at Stark State College include the following:

(1) Firearms are prohibited in all campus buildings.

(2) Stark State College students, faculty, and staff who are not authorized are not permitted to carry or possess firearms on campus*.

(3) In accordance with Ohio Law, Stark State College forbids anyone to open carry certain types of firearms such as fully automatic weapons.

*Stark State College has the legal right to be more restrictive than State law, which means that while particular conduct may be legal, it is still a violation of the student code of conduct or employment policies to possess firearms on campus. Violation of these policies may result in internal discipline, including termination from employment or expulsion from the College.

(G) Exceptions outside of this policy must be approved by the Chief of Security.

CORRECTIVE ACTION AND DISCIPLINE

Policy No. 3357:15-14-18
Page 1 of 4

Effective: 10/15/2009
Revised: 08/27/2012
Revised: 02/22/2015
Revised: 5/29/2020
Revised: 06/05/2023

POLICY:

(A) The policy provides a mechanism for maintenance of stable working conditions according to the Policies and Procedures of the College. Disciplinary interventions should focus on modifying and correcting employee behavior and deterring the employee from repeating past problem behavior.

(B) Corrective action and discipline should impose the least severe action necessary to correct the undesirable behavior. Stark State College reserves the right to combine or skip steps in the corrective action and disciplinary procedure depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may vary based on the totality of circumstances. Discipline must consider past practice and equitable treatment, and it must meet the test of just cause.

(C) Disciplinary intervention can be taken to correct problems including, but not limited to, unsatisfactory work performance, insubordination, behavior and conduct infractions, absenteeism and tardiness, negligence, violation of the College's rules and Policies and Procedures, and illegal activity.

(D) To promote safety and security, mitigate potential risks, and maintain the integrity of the College, we require employees to self-disclose any arrests and convictions (outside of minor misdemeanor traffic citations) during their employment to the Vice President of Human Resources or their applicable executive council member. This must be done no later than five calendar days after the arrest or conviction, so the College can conduct an independent review of their continued suitability for employment.

Disclosing an arrest or conviction does not automatically impact an employee’s eligibility for employment with the College. Continued employment depends on a variety of factors such as violations of College policy; the employee’s past disciplinary record; and the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee’s truthfulness and completeness in disclosing the information in a timely manner.

PROCEDURE:

(A) Supervisory Conference: The problem(s) will first be brought to the employee's attention in a supervisory conference between the employee and the supervisor. This initial meeting is not considered part of the formal corrective action and discipline procedure. During this conference, the supervisor will make sure the employee is aware of the problem and its negative impact. The supervisor will impress upon the employee the necessity of correcting the problem and inform the employee that the meeting is a supervisory conference. At this conference, the employee will have the opportunity to state their point of view.

(B) Formal Discipline System

(1) If the problem is not resolved through this supervisory conference, or if the problem is of a serious nature, the supervisor may institute a formal disciplinary intervention. The formal disciplinary process may include a documented verbal reprimand; a written reprimand; a suspension, including a final written reprimand; and/or termination of employment. Discipline should be administered at the minimum level necessary to bring about correction of the problem. The level of discipline administered is at the sole discretion of the College. If the problem is not corrected, more severe action will be taken up to and including termination.

(2) The violation of some rules is so extreme that outright discharge is necessary and justified. These violations include, but are not necessarily limited to, theft; on the job substance abuse; the unlawful possession, use, or distribution of illicit drugs, a controlled substance, and/or alcohol; willful destruction of College property; falsification of college records; unauthorized possession of firearms on campus; and other illegal activity.

(3) Supervisors must consult with the Human Resources Department prior to initiating the formal disciplinary process. The employee will be informed of a formal disciplinary intervention, both verbally and in writing, within ten business

days after the disciplinary decision has been proposed. Supervisors must maintain written documentation at each stage of the disciplinary process. This documentation must be sent to Human Resources within two business days of the meeting with the employee. A standard format provided by the Office of Human Resources and approved by the President shall be used for the report. Human Resources will maintain all written correspondence in the employee's personnel file.

(4) The employee may appeal a disciplinary action through the College's grievance procedure only if the disciplinary action violates the College's rules, policies and procedures, or other accepted practices of the College.

(5) The following are the steps in the formal discipline system:

(a) Step 1 – Documented Verbal Reprimand and a Timeline (if appropriate): A documented verbal reprimand is the first step in the formal disciplinary process. The verbal reprimand must state the nature of the current problem, describe the supervisor's expectations, and point to future disciplinary intervention if improvement does not occur. The supervisor will document the occurrence of the documented verbal reprimand, and it will be submitted to Human Resources to retain in the employee's personnel file.

(b) Step 2 – Written Reprimand and a Timeline (if appropriate): A written reprimand is a formal notice that a serious infraction has occurred or that the employee has not corrected a problem outlined in a previously documented verbal reprimand. Additional disciplinary intervention may be taken consistent with the College's Policy and Procedures and any applicable existing contract provisions. It also aims to gain the employee's agreement that the problem will be corrected and will not recur. The written reprimand will be signed by the supervisor and the employee and will be placed in the employee's personnel file.

(c) Step 3 – Suspension/Final Written Reprimand: A suspension with or without pay may be incorporated into the plan to address the disciplinary intervention. This step may occur when the division management and Human Resources suspect an employee of a severe infraction of the policy and procedures, rules, or accepted practices of the College, or a repeated infraction which has been previously addressed. The final written reprimand is the final step between the College and the employee regarding sustainable improved behavior. It is a notice to the employee that they must reform their actions and behavior or face discharge. The College will provide the employee with notice of the evidence against him or her and an opportunity to respond to the allegations.

(d) Step 4 – Termination: Termination is the final step in the disciplinary process. It will occur when the employee has not resolved the problem during the previous steps or when the violation, at the sole discretion of the College, is so extreme that outright discharge without going through some or all of the previous steps is necessary and justified. In all instances where disciplinary intervention could result in Termination, the College will provide the employee with notice of the evidence against him or her and an opportunity to respond to the allegations. All termination requests will undergo a final review by the Human Resources Department. The employee must be officially notified in writing of the termination by the Human Resources Department. Terminated employees must return all College property to their immediate supervisor, Human Resources, or security.

PAY DURING EMERGENCY SCHOOL CLOSING Effective: 10/15/2009
Policy No. 3357:15-14-19 Revised: 02/22/2015
 Revised: 5/29/2020

POLICY:

This policy applies when the College is closed or any of its locations are closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control. If only one area or location of the College is affected, then this policy applies only to employees scheduled to work in that area or location.

PROCEDURE:

(A) When the College is closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control the following groups of employees will be paid their normal pay for the period of this closure:

(1) Benefit-eligible employees (i.e. employees that accumulate vacation, sick and personal time).

(2) Adjunct faculty (except faculty teaching continuing education or workforce training courses) working under an instructional contract.

(3) Interpreters will receive two hours of pay if the cancellation is less than a 24-hour notice.

(B) Adjunct faculty teaching a continuing education or workforce training course will not receive pay for the period of the closure. If the course is rescheduled they would receive pay for the course when it is taught.

(C) Student workers, irregular employees, part-time employees that are not benefit-eligible, and faculty not working under an instructional contract will not receive pay for the period of the closure.

(D) Non-exempt employees (hourly and technical/paraprofessional):

(1) Non-exempt employees will be compensated for a regularly scheduled work day during an emergency closure. Employees who are not scheduled to work during the closure will not be paid. If employees are required to work during the closure, they are paid for their regular shift plus compensated for actual hours worked during the closure.

(2) Overtime compensation or comp time for non-exempt employees will only be granted if the non-exempt employee exceeds 40 hours in the work week. The time period not worked but paid due to the closure would be included in the 40-hour week as time worked for calculating overtime.

(E) Exempt employees. Exempt employees receive their normal pay for the period. If they are required to work during the closure, they receive no additional pay for hours that they actually work.

(F) Benefit-eligible employees who had previously requested vacation, personal time, or non-extended sick leave will be paid for the time of the closure period; no time will be deducted from their vacation, personal leave, or sick leave accounts for the closure period. Employees on extended sick leave (where the sick leave period is more than five contiguous working days during which time the closure occurs) will be charged with sick time for the closure period.

(G) When the College is closed for an extended period of time (e.g. more than 24 hours) due to an event beyond its control, the administration may deviate from the practice defined above.

PROPERTY USE POLICY
Policy No. 3357:15-14-20

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 05/29/2015
Revised: 06/03/2019
Revised: 06/03/2024

POLICY:
All forms of property (including equipment, facilities, supplies, and services) purchased with Stark State College funds are intended for College business only. The use of College property must be consistent with the mission and goals of the institution. Property used by departments or divisions belongs to the College as a whole and not to any department or division to which it has been assigned. Under no circumstances is an employee of the College authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing the College's owned resources.

PROCEDURE:

(A) The College obtains and provides equipment for its employees only for the purpose of executing work assignments and work-related responsibilities. All College equipment, whether assigned to a particular employee, office, instructional area, or off-campus location, is to be used only for College activities. Except as described herein, employees are not authorized to use College property for personal or non-College business purposes, and College-owned property and the facilities shall not be used to bring personal profit to any employee of the College.

(1) If College equipment needs to be taken off-site for business use, approval of the immediate supervisor is needed. Permission is implied for an employee who is granted authorization for a laptop or tablet, as the expectation is that this equipment will be mobile and used for work-related assignments and responsibilities.

(2) College employees shall be held accountable for any damage resulting from their negligence to property assigned to them and shall not lend such property or permit property to pass out of the control of a College employee.

(B) Use of College Equipment

(1) Desktop Telephones

(a) Use of College telephones for personal matters should be limited, whether these calls are incoming or outgoing. Personal telephone calls burden the computerized

telephone system and take up employees' valuable work time.

(b) Personal long-distance telephone calls are not to be charged to College telephones. College employees shall use a personal calling card, credit card, or personal cell phone if it is necessary to make a personal long-distance call at work.

(2) Cellular Telephones

(a) The College may provide cellular telephone, data, and/or text service for employees whose duties and responsibilities require wireless access for College business. The College requires all employees to comply with all applicable laws while driving. Cellular phones should not be used in a manner that interferes with the safe operation of a state-owned vehicle, rented vehicle, or personal vehicle on College business. Requests for a College-provided cell phone are made through the completion of the Cell Phone Request Form. The appropriate level of cellular phone service is determined by the department and the College's needs, employee's duties, and available funding. College-provided cellular telephone, data, and/or text service is intended for College-related business purposes. Use of College-provided cellular telephone, data, and/or text service for personal matters should be limited, whether these calls are incoming or outgoing. International telephone calls are not to be charged to College-provided cellular telephones unless business needs require them.

(b) College-provided cellular telephones must meet the standards established by the Information Technology Department and must be acquired in accordance with the College's purchasing procedures. A representative from the Information Technology Department will manage all cellular phone acquisitions. An annual review of the business need for employees to retain a College-provided cell phone must be completed by the applicable Executive Council member before the beginning of each fiscal year. Any device which connects to the College information service must also contain security such as password activation. If said device were to become lost

or stolen, it is the responsibility of the individual who connected the device to contact the Help Desk immediately to safeguard the information stored therein.

(c) Monthly billing for cellular services will be reviewed and authorized for payment by the Information Technology Department.

(d) A representative from the Information Technology Department and the Comptroller's office will review individual usage and adjust cellular plans to assure that the College is enrolled in the appropriate plan.

(e) If a College employee's job duties do not include the frequent need for wireless telephone, data, and text services, then the employee is not eligible for a College-provided cell phone.

(3) Computer and Network Resources

Computer resources of Stark State College are provided solely for the following: currently registered students, authorized faculty and staff, and authorized agents of the College~~,~~ performing activities for the benefit of or with respect to the instructional or administrative missions of the College. Section 3357:15-15-05 of the College's Policies and Procedures Manual outlines the policy on the responsible use of College computer resources.

(4) Vehicles

(a) A number of motor vehicles are owned by Stark State College. These vehicles are made available to employees in order to facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to insure the efficient and economical utilization of such vehicles.

(b) College-owned vehicles are not to be driven for personal use, unless approved by the College Board of Trustees. Employees may be required to drive their personal vehicle or a rental vehicle for College business. Any employee driving a College-owned, rental, or personal

vehicle on College business must have a valid driver's license and proof of insurance, as required by Ohio law.

(5) Office and Classroom Furniture

Office and classroom furniture (including, but not limited to, desks, chairs, and tables) are the property of the College and may not be used for personal use.

(6) Copiers/Facsimile Machine

Personal use of College copiers, facsimile machines, and scanners is prohibited without supervisory approval. If approval is obtained, College employees are charged the actual cost of making copies. Faxed documents are charged $2.00 for the first page and $1.00 per each subsequent page thereafter. Fees are payable at the Business Office.

(7) Other Equipment

Personal use of College equipment or supplies~~,~~ (including but not limited to, postage meter, scanners, audiovisual equipment, tools, and other equipment and supplies) is prohibited.

INITIAL EMPLOYMENT
Policy No. 3357:15-14-21

Effective: 06/04/2012
Revised: 02/22/2015
Revised: 06/03/2019
Revised: 06/02/2025

POLICY:

(A) The initial employment period for Stark State College contract employees (excluding adjunct faculty) begins with the first day of employment and concludes no later than April 5 of the fiscal year for which the current signed employee contract is in effect.

Guidelines

(1) Human Resources will provide the supervisor with the job description/job posting as well as the Initial Employment Policy for all new hires at the time of hire.

(2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire through the onboarding portal.

(3) An employee may be notified of non-renewal of a contract at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.

(4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.

(5) During the initial employment period, and at the end of the initial employment period, the supervisor and the employee will discuss the employee's performance.

(6) Provided the job performance "meets expectations," the employee will continue employment under the conditions of the current contract.

(B) The initial employment period for Stark State College non-contract employees begins with the first day of employment and concludes on the ninetieth (90th) calendar day of employment.

Guidelines

(1) Human Resources will provide the supervisor with the job description/job posting as well as the Initial Employment Policy for all new hires at the time of hire.

(2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire through the onboarding portal.

(3) An employee may be discharged at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.

(4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.

(5) During the initial employment period and at the end of the initial employment period, the supervisor will provide a work review for the employee.

(6) Provided the job performance “meets expectations,” the employee will continue employment under the conditions of the current work agreement.

PERSONAL PROPERTY
Policy No. 3357:15-14-22

Effective: 04/01/2012
Revised: 02/22/2015
Revised: 06/03/2024

POLICY:

Faculty, staff, students, visitors, and guests are responsible for any personal items brought to the College or off-campus sites. The College will not be responsible for replacing or paying for damaged or stolen items.

EQUAL EMPLOYMENT OPPORTUNITY
Policy No. 3357:15-14-23

Effective:11/23/2010
Revised: 05/17/2012
Revised: 06/19/2013
Revised: 02/22/2015
Revised: 06/03/2019
Revised: 03/01/2023

POLICY:

(A) It is the policy of Stark State College to ensure equal employment opportunity in accordance with Ohio Revised Code and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression is illegal.

(B) Persons who believe that Stark State College has discriminated against them may file a discrimination complaint with Melissa Glanz, Vice President of Human Resources. The Human Resources representative has full authority to manage Equal Employment Opportunity (EEO) issues involving discrimination.

(C) Point of contact to file allegations of discrimination: Melissa

Glanz, Vice President of Human Resources
Location: 6200 Frank Ave. N.W.; North Canton, Ohio 44720
Phone Number: 330.494.6170 ext. 4276
E-mail Address: mglanz@starkstate.edu

FAMILY AND MEDICAL LEAVE
Policy No. 3357:15-14-24

Effective: 01/01/2013
Revised: 03/23/2015
Revised: 06/03/2019
Revised: 05/29/2020
Revised: 06/02/2025

POLICY:

Pursuant to the Family and Medical Leave Act (FMLA) of 1993 (as amended), Stark State College will grant up to 12 weeks of job-protected leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious health condition) during a rolling 12-month review period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

(A) Eligibility: To qualify to take Family Medical Leave (FML) under this policy, the employee must meet all of the following conditions:

(1) The employee must have worked for the College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the College's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on authorized leave during the week.

(2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Hours spent on paid or unpaid FML are not counted as hours worked in determining the 1,250 hours eligibility test for an employee under the FMLA.

(B) Eligible employees are entitled to 12 weeks of unpaid FML each year for the following qualifying events (Note: Military caregiver FML is 26 weeks):

(1) The birth of a child and to bond with the newborn child within one year of birth;

(2) The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement;

(3) To care for an immediate family member, i.e., spouse, child, parent who has a serious health condition;

(4) A serious health condition that makes the employee unable to perform the essential functions of his or her job;

(5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or called to covered duty status as a member of National Guard, Reserves, or Regular Armed Forces; or

(6) Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

(C) Amount of Leave

(1) An eligible employee can take up to ~~twelve~~ 12 weeks for the FML circumstances (1) through (6) above. Under this policy, Stark State College uses a rolling 12-month review period beginning with the first instance of FML.

(2) Each time an employee takes FML, the College will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

(3) If two Stark State College employees request to take FML for the birth of the same child, adoption, or placement of the same child in foster care, or to care for the same parent with a serious health condition, the employees may only take a combined total of 12 weeks of FML. If the employees request to take FML to care for the same covered injured or ill service member, the employees may only take a combined total of 26 weeks of FML.

(D) Employee Status and Benefits during FML

(1) While an employee is on unpaid leave, the College will continue all enrolled benefits during the unpaid FML period at the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work, the College will require the employee to reimburse the College for the amount it paid for the employee's portion of the continuation of all enrolled benefits during the unpaid FML period.

(2) If the employee returns to work, the College will deduct the amount paid for the employee's portion of the continuation of all enrolled benefits during the unpaid FML period from the employee's pay.

(E) Employee Status after Leave

(1) An employee who takes leave under this policy may be required to provide a fitness for duty (FFD) clearance from the health care provider.

(2) Generally, an employee who takes FML will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

(F) Disability Leave/Workers' Compensation

Instances in which an employee concurrently uses vacation, personal, or sick leave during periods when the employee is receiving partial pay under disability leave or workers' compensation will be handled pursuant to federal regulations.

(G) Intermittent Leave or a Reduced Work Schedule

(1) The employee may take FML in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks when authorized under the military caregiver leave provisions). The College

may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances where leave for the employee or employee's immediate family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

(2) For the birth, bonding, adoption, or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, bonding, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

(3) If the employee is taking leave for a serious health condition or due to the serious health condition of an immediate family member, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced hour schedule. If this is not possible, the employee may be asked to provide documentation confirming the leave is medically necessary.

(H) Certification of a Qualifying Event

(1) A request for FML must be substantiated with satisfactory certification provided within 15 calendar days of the request for leave. If the leave is due to a serious health condition of the employee, employee’s immediate family member, or covered service member, certification must be submitted by an appropriate health care provider. Certification must be provided on the proper form available in the Human Resources Department. If the leave is due to adoption, foster care placement, active duty leave, or covered active duty leave, documentation must be submitted from the appropriate agency.

(2) If the College has sufficient information to designate the leave as FML~~A~~ leave immediately after receiving notice of the employee’s need for leave, the College may provide the employee with the designation notice at that time.

(3) The College reserves the right to request a second opinion if the validity of the certification is questioned. This is done at the College's selection and expense.

(4) If necessary, to resolve a conflict between the original certification and the second opinion, the College and the employee will mutually select a third health care provider at the College's expense. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FML pending the second and/or third opinion. The College may deny FML to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

(5) The College will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.

(6) The College will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.

(7) The College may request recertification for the serious health condition of the employee or the employee's immediate family member, no more frequently than every thirty days and only when circumstances have changed significantly, or if the College receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the College may request recertification for the serious health condition of the employee or the employee's immediate family member every six months in connection with an FML absence. In no instance will leave of any type extend beyond one calendar year. In compliance with HIPAA Medical Privacy Rules, the College will obtain the employee or the employee's immediate family member's permission to obtain clarification on any individually identifiable health information in the case of recertification.

(8) Per the FMLA, the College is required to maintain records and documents relating to FMLA medical certifications and

recertifications of employees or their family members as confidential medical records.

(9) Failure to comply with the College's request for documentation may result in discipline. The College will refer to the Corrective Action and Discipline policy in these situations.

DEFINITIONS - For purposes of this policy, the following definitions shall apply:

Covered active duty	In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; in the case of a member of a Reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
Covered service member	A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
Immediate family member	Spouse; parent; biological, adopted, or foster child; stepchild; and the child of an employee standing in loco parentis. Spouse means a husband or wife as defined or recognized in the state where the individual is married, including common law marriage and same-sex marriage. Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include "parents-in-law." Son or Daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age

	or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence. For military caregiver or qualifying exigency leaves, the covered son or daughter may be of any age. A parent will be entitled to take FML to care for a son or daughter 18 years of age or older, if the adult son or daughter: (1) has a disability as defined by the Americans with Disabilities Act (ADA) at the time the leave is to commence; (2) is incapable of self-care due to that disability; (3) has a serious health condition; and (4) is in need of care due to the serious health condition. It is only when all four requirements are met that an eligible employee is entitled to family medical protected leave to care for their adult son or daughter.
Next of kin	The closest blood relative of the injured or recovering service member.
Qualifying exigency	1. Issues arising from the military member's short notice deployment (i.e., deployment within seven or less days of notice). For a period of up to seven days from the day the military member receives notice of deployment, an employee may take qualifying exigency leave to address any issue that arises from the short-notice deployment. 2. Attending military events and related activities, such as official ceremonies, programs, events and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross that are related to the member's deployment. 3. Certain childcare and related activities arising from the military member's covered active duty, including arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling in or transferring a child to a new school or day care facility. 4. Certain activities arising from the military member's covered active duty related to care of the military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-

	routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers. 5. Making or updating financial and legal arrangements to address a military member's absence while on covered active duty, including preparing and executing financial and healthcare powers of attorney, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), or obtaining military identification cards. 6. Attending counseling for the employee, the military member, or the child of the military member when the need for that counseling arises from the covered active duty of the military member and is provided by someone other than a health care provider. 7. Taking up to 15 calendar days of leave to spend time with a military member who is on short-term, temporary Rest and Recuperation leave during deployment. The employee's leave for this reason must be taken while the military member is on Rest and Recuperation leave. 8. Certain post-deployment activities within ninety days of the end of the military member's covered active duty, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, and addressing issues arising from the death of a military member, including attending the funeral. 9. Any other event that the employee and College employer agrees is a qualifying exigency.
Serious health condition	FMLA divides serious health conditions for which FML may be taken into these four categories: 1. conditions requiring an overnight stay in a hospital or other medical care facility; 2. conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health

	care provider, or a single appointment and follow-up care such as prescription medication); 3. chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and 4. pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).
Serious injury or illness in the case of member of armed forces	In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

PROCEDURE:

(A) In order for the College to comply with federal law, supervisors are required to notify Human Resources, within three business days, when they become aware of an employee's qualifying event.

(B) Human Resources will notify the employee within five business days of their eligibility to take FML~~A~~.

(C) All employees requesting FML must provide written notice of the need for the leave to the Human Resources Department. When the need for the leave is foreseeable, the employee must provide the College with at least thirty days' notice. When an employee becomes aware of a need for FML less than thirty days in advance, the employee must provide notice of the need for the leave as soon as practical.

(D) If an employee is granted FML, the employee will be asked to report periodically on the employee's status and intent to return to work.

WHISTLEBLOWER
Policy No.: 3357:15-14-25

Effective: 10/16/2013
Revised: 02/22/2015
Revised: 05/29/2020
Revised: 06/03/2024

POLICY:

(A) A whistleblower, as defined by this policy, is an employee of Stark State College who reports an activity that they consider illegal, fraudulent, or unethical to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

(B) Examples of illegal or fraudulent activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Although the College encourages employees to report concerns to their immediate supervisor, there are times when an employee may feel it is necessary to report a concern outside of the traditional reporting mechanism. The College has adopted a whistleblower policy for these instances.

(C) Whistleblower protections are provided in two important areas: confidentiality and protection against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. The College will not retaliate against a whistleblower or any participants in the investigation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action – such as termination, compensation decreases, or poor work assignments – and threats of physical harm. Any whistleblower or participant in an investigation who believes they are being retaliated against must contact the Vice President of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

(D) All reports of illegal, fraudulent, and unethical activities will be promptly submitted to the Human Resources Department, which is responsible for investigating and coordinating corrective action, if needed. Any employee who knowingly makes a false allegation of misconduct or retaliation will be subject to disciplinary action up to and including termination of employment. This policy is not in conjunction with, and will not replace or supersede, federal and/or state whistleblower policies.

PROCEDURE:

(A) Employees should share their questions, concerns, or complaints with an individual who can address them properly. In many cases, the employee's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, they should complete the Whistleblower Report Form and submit the completed form to one of the following:

(1) Human Resources Generalists

(2) Executive Council Member

(3) Appropriate Faculty or Staff Association President

(B) All concerns will then be provided to the Vice President of Human Resources, who will designate an investigator and/or address the concern as appropriate.

(C) Steps:

(1) The Whistleblower Report Form should be completed within 90 calendar days from when the whistleblower became aware of the incident.

(2) The formal complaint must be submitted on the College's Whistleblower Report Form and should state the facts of the complaint; the policy, procedure, or law allegedly violated; and the specific remedy sought.

(3) The investigator shall notify the appropriate Executive Council Member of the concern in their division within five business days of receipt. If the concern is against an Executive Council Member, then the President will be notified.

(4) The investigator will conduct a formal conference with the employee filing the concern, if not anonymously filed, within five business days of receiving the complaint.

(5) The investigator will provide a status update to the appropriate Executive Council Member within 10 business days of receipt.

(6) All reports will be promptly investigated within 30 calendar days of receipt of the Whistleblower Report Form. Appropriate corrective action will be taken if warranted by the investigation.

(7) The investigator will prepare a summary of their investigation and findings to be shared with the complainant, if not anonymous, Respondent, Vice President of Human Resources, and Executive Council Member.

(D) Confidentiality:

Confidentiality will be maintained to the extent possible while remaining consistent with the need to conduct an appropriate investigation, provide due process, and adhere to Ohio Sunshine Law requirements regarding public records.

CONFLICT OF INTEREST/COMMITMENT FOR OUTSIDE ACTIVITIES

Policy No. 3357:15-14-26 Effective: 07/01/2014
Page 1 of 2 Revised: 06/07/2021

POLICY:

Full-time employees of Stark State College (College) are obligated to devote their working time and efforts primarily to College activities. Given that the College allows and encourages outside activities and relationships that enhance the mission of the College, potential conflicts of interest and commitment~~,~~ may occur. Outside activities should not, however, interfere with an individual's College's obligations. Faculty and staff must not use their official College positions for influence or gain. Prior approval from the employee's supervisor and Director/Dean is required for any earned compensation outside of the College.

(A) Outside activities must not interfere with the employee's College duties or conflict with the employee's College assignments, and must take place outside of the employee's designated work time.

(B) Employees of the College may not use college property or their position as an employee of the College for personal gain or to enhance the business opportunities of another individual, company, or organization.

(C) Activities outside of the College shall not result in a conflict of interest or the appearance of such.

DEFINITIONS:

Conflict of Interest - A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising College duties or responsibilities.

Earned Compensation – Wages, salaries, tips, and other taxable pay.

Outside Activities - Outside activities are defined as entrepreneurial or professional services, paid or unpaid. Examples are:

- engaging in outside consulting activity

- management and oversight of any private businesses
- Announcement as a political candidate.

Approved work activities that serve to enhance the College such as serving on accreditation teams and volunteer work in the community will not be subject to this provision. Prior approval must be obtained from the employee's dean/director to participate outside activities during work time.

PROCEDURE:

(A) The employee's dean/director/immediate supervisor is responsible for approving requests in compliance with Ohio Ethics law and Stark State College (SSC) policy and procedures. The dean/director/immediate supervisor will seek assistance from applicable college personnel, including the Human Resources Department. If the request does not align with commonly approved requests and/or when they are unsure of the implications of the request, the employee's dean/director/immediate supervisor will consult with Human Resources.

(1) Written approval from the employee's dean/director and immediate supervisor must be obtained on an annual basis in advance of performing outside work using the Potential Conflict of Interest/Commitment form and provide to Human Resources. Human Resources will keep a written record of all requests in the employee's personnel file.

(B) The College's grievance procedure will be utilized to address concerns regarding the administration of this policy.

CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

Policy No.: 3357:15-14-27 Effective: 07/01/2014
Page 1 of 4 Revised: 02/22/2015
Revised: 06/03/2024

POLICY:

Stark State College is committed to providing quality, high-value education. When administration, faculty, and staff act by ethical principles, institutional quality and excellence are enhanced, and ultimately students are better served. Our first priority is serving and educating our students. Actions that constitute breaches or flagrant violations of the principles defined in this policy may result in disciplinary action and/or termination of employment.

GUIDING PRINCIPLES OF PROFESSIONAL BEHAVIOR:

(A) Support the College's mission, vision, and values - Employees must perform their duties ethically and professionally according to established policies, procedures, and regulations.

(B) Maintain a professional demeanor – Employees are expected to maintain a professional demeanor and conduct themselves in a manner that upholds the values of the College. Employees will adhere to the lawful instructions and directions of their supervisors and other College officials who are performing duties within their official capacities.

(C) Uphold the dignity and well-being of others - Employees must exhibit respect, dignity, and empathy towards all campus and external community members. They are required to engage in constructive dialogue and conduct themselves with civility in all interactions. Any form of purposeful threat, harassment, accosting, demeaning behavior, use of abusive language, or lewd behavior is strictly prohibited.

(D) Prohibit discrimination – Employees are to respect the differences in people, ideas, and opinions. Employees will support equal rights and opportunities for all. Employees will foster an appreciation for other cultures, and one’s cultural background and will act civilly at all times.

(E) Preserve personal and professional integrity and accountability – Employees are expected to uphold honesty, confidentiality, transparency, fiscal responsibility, and good stewardship to discourage all forms of dishonesty, deceit, theft, and noncompliance with the code of conduct or any other college policy. Managers and supervisors have an elevated responsibility to demonstrate these behaviors and support their expression in the workplace. Employees found in violation of local, state, and federal laws or policies are subject to disciplinary action and/or termination of employment.

(F) Eliminate barriers to education – Employees are not to impede student learning and development or discriminate against full participation by all students. Employees are expected to follow best practices that enhance teaching and learning and student success.
(G) Maintain Confidentiality – Confidentiality of faculty, staff, and student records is respected and maintained following College policies and procedures, federal laws, and state regulations. Records will only be used for legitimate purposes and under proper authorization.
(H) Abstain from using College resources for political activities that indicate or suggest institutional preference for or prejudice against any specific political candidate, party, or employee's political endeavors.

COMPLIANCE:
In accordance with the Ohio Ethics Law and Related Statutes (located at http://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf, Stark State College employees are required to conduct themselves in a responsible and ethical manner to ensure their actions as representatives of Stark State College are in the best interest of the College. As such, employees should avoid any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. The Ohio Ethics Law includes, but isn't limited to, behavior regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personnel information, and contracting.

RECORDINGS

Policy No.: 3357:15-14-28 Effective: 07/01/2014
Page 1 of 1 Revised: 02/22/2015
Revised: 06/03/2024

POLICY:

Stark State College prohibits employees from audio or video recording any oral or recorded communications on work time, using any device—including but not limited to audio tape recorders, videotape recorders, cellphones, and tablets—unless the employee obtains prior approval from the appropriate Executive Council Member and consent of all parties to the communication. It is the practice of the Human Resources Department not to audio or video record investigations and/or meetings pertaining to corrective action; however, the Vice President of Human Resources will not withhold consent to an employee's request to record such an investigation, hearing, or meeting when required by federal, state, or local law. Recording in the classroom is addressed in policy 15-13-37, Electronic Devices in the Classroom. This policy is not applicable to recordings that are made through telephone or cell phone voicemail systems and/or Stark State College security systems.

RATIONALE:

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that their conversation is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed. Transparency in communication is encouraged. The policy is further warranted by the susceptibility of audio and video recordings to being altered, tampered with, or corrupted.

MENTORING POLICY Effective: 07/14/2016
Policy No. 3357:15-14-29

POLICY:
The College promotes the value and the role of mentoring to enhance skills and productivity and foster cooperative networking among employees. The College supports mentorship opportunities, including development offered by the College Staff Association and the Faculty Association, faculty advancement-in- rank mentoring, and departmental and divisional mentoring initiatives.

NEW EMPLOYEE ORIENTATION Effective: 07/14/2016

Policy No. 3357:15-14-30

POLICY:

All new employees are required to complete the appropriate orientation(s) upon hire to acquaint them with College policies, procedures, and practices.

PROCEDURE:

(A) Full-time faculty members are required to:
  (1) attend the New Faculty Orientation during Start-up Week of the first semester following their hire date.
  (2) complete the New Employee Orientation within their first 90 days of employment.

(B) Part-time faculty members are required to attend the New Faculty Orientation during Start-up Week of the first semester following their hire date.

(C) All part-time and full-time staff members are required to complete the New Employee Orientation during their first 90 days of employment.

(D) All employees and student workers are required to complete an orientation with their immediate supervisor during their first 90 days of employment.

(E) Any exceptions to this policy must be approved through the immediate supervisor. It is the responsibility of the immediate supervisor to ensure the new employee completes all required orientations.

CONSENSUAL RELATIONSHIPS Effective: 06/04/2018
Policy No.: 3357:15-14-31

POLICY:

Stark State College prohibits consensual relationships of a dating, intimate, and/or sexual nature between individuals of unequal authority (e.g., between a supervisor and an employee and/or a faculty or staff member and a student) where the person of real or perceived authority directly supervises or has the ability to impact either the employment or education of the other. Actions which constitute breaches or flagrant violations of the standards defined in this policy may result in disciplinary action, termination of employment, or dismissal from the College.

PROCEDURE:

(A) Relationships with Colleague(s)

Colleagues who engage in personal relationships, including romantic and/or sexual relationships, and who do not have a supervisor/employee relationship, should be aware of their professional responsibilities and will be responsible for ensuring that the relationship does not raise concerns about favoritism, bias, ethics, or conflict(s) of interest in accordance with the Code of Ethics and Professional Behavior (Policy No.:15-14-27). In cases of doubt, employees should seek advice and counsel from their immediate supervisor and Human Resources.

(B) Relationships between Supervisors and Supervisees

Personal relationships, including romantic and/or sexual relationships between supervisors and supervisees, are prohibited, even when consensual. If such a relationship currently exists or develops, the supervisor or employee who has influence or control over the other's conditions of employment has a duty to report their relationship to the next level of management and Human Resources. Efforts by employees to initiate these relationships are also prohibited.

(C) Relationships with Student(s)

When employees interact with students, they are in a position of trust and power. These relationships must not jeopardize the effective functioning of the College by the appearance of either favoritism or unfairness in the exercise of professional judgment.

In relationships with students, employees are expected to be aware of their professional responsibilities in accordance with the Code of Ethics and Professional Behavior (Policy No.: 3357:15-14-27) and are required to avoid apparent or actual conflict of interest, favoritism, or bias.

(1) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is in a position to exercise direct power or authority

over that student or makes academic decisions affecting the student, are prohibited, even when consensual. Efforts by employees to initiate these relationships are also prohibited. If such a relationship currently exists or develops, the employee who is in a position to exercise direct power or authority over that student or makes academic decisions affecting the student has an affirmative duty to report their relationship to the next level of management and Human Resources. The student involved in the relationship is encouraged to disclose the relationship to the Title IX Coordinator.

(2) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is not in a position to exercise direct power or authority over that student, may also be inappropriate. Any employee who engages in such a relationship must accept responsibility for ensuring that it does not result in a conflict of interest or raise other issues of professionalism. In cases of doubt, advice and counsel should be sought from the Director of Human Resources.

(D) Investigations

Human Resources is responsible for conducting a neutral, prompt, and thorough investigation of allegations of failure to report consensual relationships and of failure to implement or comply with the measures required to address the actual, potential, or perceived conflict of interest arising from the relationship.

(1) Confidentiality

All parties should treat information reported and disclosed in compliance with this policy as confidential, except to the extent it is necessary to report and disclose particulars in order to eliminate the actual, potential, or perceived conflict(s) of interest or when compelled to do so by law. All individuals involved in the process should exercise discretion and show respect for the reputation and privacy of everyone involved in the process.

(2) Non-Retaliation

No person shall retaliate against an individual for reporting a consensual relationship; filing a complaint; participating in an investigation; participating in resolution of a complaint; implementing measures that would eliminate the actual, potential, or perceived conflict(s) of interest or any adverse effects on third parties resulting from the consensual relationship; or any other activity protected under this policy, regardless of the outcome of any concern or complaint. 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.

(E) Policy Violation

Persons who violate this policy are subject to a range of sanctions, depending on the facts and circumstances and the application of other policies. Failure to comply with the reporting requirements of this policy or to comply with the measures implemented to address the actual, potential, or perceived conflict(s) of interest can lead to disciplinary action, up to and including termination of employment or dismissal from the College, in accordance with established College policies and procedures, including the Stark State College Code of Ethics and Professional Behavior (Policy No.: 3357:15-14-27), the Corrective Action and Discipline Procedure (Policy No.: 3357:15-14-18), and the Student Code of Conduct (Policy No.: 3357:15-19-10).

LEAVE AND TIME OFF
Policy No. 3357:15-14-32

Effective: 06/03/2019
Revised: 06/05/2023
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:
It is the policy of the College to provide employees with the opportunity to have time away from work in order to ensure their physical and mental well-being, time off for illness, bereavement, and personal needs.

PROCEDURE:

(A) Vacation

(1) Employees under contract for a specific number of days during the fiscal year will normally not be entitled to vacation time.

(2) The following vacation schedule will be applicable for all full-time hourly employees and all regular benefit-eligible part-time hourly employees in the office and clerical and service and maintenance classifications.

(3) The vacation accumulation will be as follows:

Years of Service at SSC	Accumulation
1-5	3.1 hours per 80 hours worked (2 weeks)
6-12	4.6 hours per 80 hours worked (3 weeks)
13-19	6.2 hours per 80 hours worked (4 weeks)
20+	7.7 hours per 80 hours worked (5 weeks)

(4) Employees may accrue a maximum of 160 hours of vacation based on service at Stark State College. Vacation time must be approved by the employee's immediate supervisor. Hourly employees enter their time off through web time entry and contracted employees complete a Leave and Time Off Request Form.

(5) Full-time hourly employees with prior employment history within the state of Ohio (political subdivision) may request prior service credit for the purpose of computing vacation leave. An employee who retires from any retirement plan offered by the state of Ohio is ineligible for prior service credit calculations. Hourly employees requesting prior service credit can do so by completing the State of Ohio Prior Service Certification Form, which may be provided by Payroll or Human Resources.

(6) Leave balances are posted in Employee Self Service and reflected on the employee's pay stub.

(B) Holidays

(1) Full-time contract employees are paid for the holiday when it is considered a paid contract day for their position. Full-time hourly staff employees receive the holidays listed below. Regular benefit-eligible part-time hourly employees whose schedule is irregular will receive the average hours worked in the prior week if scheduled to work that day. No regular benefit-eligible part-time hourly employee can receive holiday pay for more than the average number of hours worked per day during the week preceding the holiday.

The following are College holidays:

Holiday	**Date Observed**
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Fall Holiday	Day After Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day*	Determined annually based on the academic calendar
Spring Holiday*	Determined annually based on the academic calendar
Memorial Day	Last Monday in May
Juneteenth	June 19

*Observation date determined by Executive Council as brought forth by the Calendar Committee.

(2) Holidays that fall on a weekend will be observed in accordance with the academic calendar.

(3) The College will be closed on days established as paid holidays.

(C) Personal Leave

(1) Three days of personal leave may be granted to full-time benefit-eligible employees each fiscal year.

Benefit-eligible employees may take personal leave in ¼ hour increments. All personal leave time taken must be reported to the employee's immediate supervisor. Personal leave time will be extended to regular benefit-eligible part-time hourly employees in the office and clerical, service and

maintenance, and security classifications as follows.

(2) For each 80 hours worked, .61 hours will be earned. No regular benefit-eligible part-time hourly employee can receive personal leave pay for more than the average number of hours worked per day during the week preceding the personal leave time taken.

(3) Personal time requested must be approved by the employee's immediate supervisor. Hourly employees enter their personal leave through web time entry and contracted employees complete a Leave and Time Off Request Form. When an employee will not be at work due to emergency circumstances, leave must be requested via voice or electronic communication.

(4) Personal leave expires at the end of each fiscal year and cannot be accrued.

(5) Leave balances are posted on the Employee Dashboard on mySSC and reflected on the employee's pay stub.

(D) Sick Leave/Bereavement

(1) Sick leave may be used for the following purposes: physical health, mental health, primary caregiver, elder care, parental leave, and bereavement.

(2) For full-time and benefit-eligible part-time employees of the College, sick leave may be accumulated without limit. Adjunct faculty, casual hourly employees (less than an average of 29 hours per week or irregularly scheduled), and temporary student employees will not be entitled to earn sick leave.

(3) Accumulated sick leave established at another institution may be transferred to the College in accordance with the Ohio Revised Code. Sick leave transferred will be effective on the first day of duty.

Sick leave must be earned before being used.

Benefit-eligible employees may take sick time in ¼ hour increments. All sick time taken must be reported to the employee's immediate supervisor.

(4) Fifteen days of sick leave are earned per year, accrued at a monthly rate of one and one quarter days per month by all full-time salaried personnel and at the biweekly rate of 4.6 hours for hourly employees working a 40-hour week. Full-time and benefit-eligible part-time hourly employees shall earn sick leave at a rate pro-rated in accordance with the percentage time of their employment.

(5) Sick leave must be reported on a Leave and Time Off Request Form or, if applicable, through web time entry and must be submitted and approved by employee's immediate supervisor. After an absence of five or more consecutive work days, a doctor's statement is required.

In the event of an absence due to illness of ten or more consecutive work days, the employee must complete a Leave and Time Off Request Form and present a physician's statement indicating the employee is disabled from working and noting an anticipated date of return. If the employee has provided a certification and application for Family Medical Leave for the same period of time, that documentation shall suffice. The employee will be required to submit a return to work note noting any restrictions prior to returning to the workplace.

(6) An employee shall be permitted to use sick leave if they are the primary caregiver for a member of the family living in the same household. These days shall be charged to the unused portion of the employee's sick leave account.

(7) Employees may use five days of sick leave per fiscal year to care for a parent family member who is not a member of their household (eldercare).

(8) Employees who have accumulated at least one year of service with the College may use 15 days of sick leave per year for paid parental leave for the birth or adoption of a child or the placement of a foster child into the home within the first year of birth or placement. These days shall be charged to the unused portion of the employee's sick leave account and must be approved by their supervisor.

(9) An employee may use accumulated sick leave, not to exceed five working days, which do not need to be consecutive, in the event of the death of a member of the immediate family. Immediate family includes parent, spouse, domestic partner, child, sibling, grandparent, grandchildren, step-parents, immediate family in-laws, immediate step-family members, individuals that an eligible employee has an in loco parentis relationship, or other close relative who is a member of the employee's household. In the event of the death of an aunt or uncle, employees may use accumulated sick leave not to exceed three working days. In the event of the death of an individual not listed above, employees may request time off under personal leave, non-contract days, or vacation, subject to approval by their supervisor.

These days are for employees to grieve, arrange, attend funeral services or a memorial, or deal with financial and legal matters that may come up after death. Bereavement days shall be charged to the unused portion of the employee's sick leave account.

(10) Sick leave balances are posted on the Employee Dashboard on mySSC and reflected on the employee's pay stub.

(11) All full-time and benefit-eligible part-time employees with ten or more years of service in a position that accrues sick leave at Stark State College may elect, at the time of retirement from active employment with the College, to be paid in cash for one-fourth of the value of unused, accrued sick leave credit. Payment will only be made once to any employee under any state or municipal retirement system in Ohio. As used in this section, "retirement" means disability or service retirement under any state retirement system in this state or retirement as defined by the College approved Alternative Retirement Plan (ARP), if a member. The maximum payment made under this section shall be set by the Board of Trustees.

Payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time.

If an employee retires under a public retirement system and intends to return to public service within ten years from their retirement date, they can elect not to take a payment under this policy at the time of their retirement. This election would allow them to preserve their sick leave balance for transfer to their new employer, if permissible. The decision made at time of retirement is final and irreversible.

(12) The following summarizes allowable sick leave usage:

Event	Relationship	Usage	Documentation
Physical/Mental Health	Self	Any accrued leave	Leave and Time Off Request Form/A doctor's statement after five days of consecutive absence
	Dependent/primary caregiver in same household		
Birth	Self	Accrued leave while under the care of a doctor	Leave and Time Off Request Form/A doctor's statement
	Primary Caregiver	Accrued leave while birth mother is under the care of a doctor	
Parental Leave	Biological, Adoptive, or Foster Parent	Up to 15 days of accrued leave within	Leave and Time Off Request Form

Event	Relationship	Usage	Documentation
		the first year of birth or placement. Employee must have accumulated at least one year of service with the College.	
Eldercare	Employee not living in the same household as parent or in-laws	Up to five days of accrued leave per fiscal year	Leave and Time Off Request Form
Bereavement	Immediate Family Member of the deceased: parent, spouse, domestic partner, child, sibling, grandparent, grandchildren, immediate family in-laws, immediate step-family members, individuals that an eligible employee has an in loco parentis relationship, or other close relative who is a member of employee's household	Up to five working days	Leave and Time Off Request Form
Bereavement	Aunt or Uncle	Up to three working days	Leave and Time Off Request Form

It is the intent of this chart to provide faculty and staff with clarification of their options for paid sick leave benefits in order to enable them to maximize the length of paid leave available and to supplement time off under FML. For additional unpaid leave options, refer to the Family Medical Leave Policy 3357: 15-14-24.

(E) Leave of Absence Without Pay (Not covered under Family Medical Leave Act)

(1) All leaves of absence, except military, are subject to the approval of the immediate supervisor with the concurrence of the applicable Executive Council Member.

(2) Leave without pay may be granted to a benefit-eligible employee, who has exhausted all paid leave available. Although such leaves are granted primarily for medical reasons, each request will be considered on its own merit. An employee wishing to take leave without pay should provide their supervisor as much advance notice as possible.

(3) An employee seeking to obtain a leave of absence from work at the College shall submit a written request via a Leave and Time Off Request Form to their supervisor, indicating in detail the type of leave requested, the compelling reasons for making the request, and the precise dates or duration of the proposed leave.

(4) Except for medical leave and funeral leave, employees shall be employed for one (1) year to be eligible for leave of absence.

(5) The maximum amount of leave for any employee shall not exceed six (6) months, except that once a leave has been granted, an employee may apply for an extension. Under no circumstances will the combination of the initial leave period plus extensions exceed one year.

(6) After a leave of absence of one (1) calendar month or more, the College cannot guarantee the reinstatement of a full-time employee to the same position. Part-time employee's ability to return from an unpaid leave is dependent upon available course schedules and department needs.

(7) Any employee who fails to return at the conclusion of the approved leave period (or mutually agreed upon date) shall be considered to have voluntarily resigned and shall forfeit continuous service and benefits.

(8) Benefit-eligible employees shall have the option to elect COBRA to continue health and dental coverage during an unpaid leave. Should an employee decide not to continue coverage, eligibility requirements and waiting periods for new employees apply for reinstatement.

(9) Retirement annuity plan contributions by the College shall cease until the employee returns to work. Employee benefits, including annual leave, personal leave, and sick leave, do not accrue during leave without pay.

(10) If an employee returns to active employment within the limits specified by their leave of absence, sick leave accrued prior to the leave will be restored.

(11) Any employee who requests and is granted a leave of absence of more than thirty days will not lose seniority (i.e., will retain seniority already earned but

will not accrue additional seniority during the leave).

(12) Leave of absence without pay extends from the time an employee's leave commences until they are scheduled to return to continuous service unless, at the employee's request, the immediate supervisor and the Office of Human Resources agree to an earlier date.

(F) Rest Periods

Full-time employees receive two 15-minute rest periods and one half-hour (unpaid) lunch period during regular scheduled 8.5-hour working days. Part-time employees receive one 15-minute rest period for every four hours worked. If more than one person is employed in a particular area, the area supervisor may choose to stagger rest periods to ensure that the work area is covered at all times.

TUITION ASSISTANCE Effective: 06/03/2019
Policy No. 3357:15-14-33 Revised: 06/03/2024

POLICY:

All full-time Stark State College faculty, administrative, professional, technical-para professional, and hourly personnel may participate in the Tuition Assistance Program. Tuition assistance is provided to employees for the purpose of professional development in recognition that a better educated employee will assist the College in fulfilling its mission to provide quality education and training opportunities to the citizens of our community.

PROCEDURE:

(A) Eligibility is limited to full-time employees of SSC who have completed at least one year of full-time continuous service with the College preceding the term of enrollment. Employment must continue through the end of the term for which the employee is enrolled in classes.

(B) All course work must be taken for academic credit at a regionally accredited post-secondary institution. Regionally accredited post-secondary institutions are recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

(1) No course shall be approved if there is a comparable and transferable course offered at Stark State College.

(2) Academic course work eligible for tuition assistance includes undergraduate and graduate courses. All course work and class attendance must be completed on the employee's own time.

(3) Tuition assistance may be approved for all course work leading to a degree that shall directly enhance the employee's potential to qualify for advancement within the College. Approval of the degree program for the employee shall constitute approval for all course work required to obtain the degree.

(4) Tuition assistance may also be approved on a course-by-course basis for all job-related course work for employees not seeking a degree. This method of course approval shall not prevent the employee from eventually obtaining a degree and/or switching to the degree approval program.

(a) Eligible employees are required to get prior approval for participation by submitting the Tuition Assistance Program Application approved by the employee's immediate supervisor and the Human Resources Department, by the established deadline.

(b) Tuition assistance is generally limited to obtaining a degree beyond the

employee's current degree conferred. Requests for lateral degree assistance will need to be approved through the applicable Executive Council member, with consideration given to whether the degree attainment provides a benefit to the College or to the employee's current position.

(c) Reimbursement guidelines are as follows:

i. Reimbursement may be provided to eligible employees for approved academic course work based upon successful course completion. Successful course completion is defined as earning a "C" grade or better (undergraduate), or "B" grade or better (graduate). Documentation of final grades shall be submitted within 60 days of the last day of term. Reimbursement will be limited to the lesser of the actual hourly tuition rate or a fixed hourly rate established annually by SSC. Please contact the Human Resources Department for the reimbursement limit.

ii. Reimbursement under tuition assistance is subject to annual and lifetime limitations on the credit hours submitted and dollars paid by the College. The tuition assistance program is based on a fiscal year. The fiscal year runs from July 1 through June 30 and will reimburse the tuition cost for up to 16 credit hours per fiscal year. Reimbursement will be posted and applied to the fiscal year in which the grade documentation is submitted and received. The maximum reimbursement amount is equal to the number of credit hours taken times the undergraduate credit hour rate at Kent State University main campus in effect for the term in which the class(es) was completed. Tuition assistance is subject to the availability of funds and may require a pro rata calculation.

iii. Reimbursement to doctoral students enrolled for dissertation credit after completion of required coursework will require a grade of "Satisfactory" or other passing grade, as defined by the institution granting the degree. Annual reimbursement will be limited to the actual fee for the dissertation credit, without regard to the number of credit hours involved, until the lifetime limit has been reached. Lifetime reimbursement for dissertation credit will be limited to the equivalent of 30 credit hours (the number of hours of dissertation credit required to obtain a doctoral degree at Kent State University) times the undergraduate credit hour rate at Kent State University main campus in effect for the term when the student first enrolls for dissertation credit.

iv. Reimbursement will include the cost of tuition and other defined mandatory expenses or fees. Tuition and mandatory fees are defined as Instructional and General Fees, Administrative Fees, Technology, and Library Fees where applicable. Other fees that are deemed optional and/or are not associated with tuition are not reimbursable. These fees include

Deferred Payment Plan Fees, Payment Service Fees, Textbooks, Transportation Fees, Student Activity Fees, Legal Fees, and/or Late Fees associated with student accounts, and other fees that are not defined as mandatory.

v. When an employee receives assistance from an outside source, such as G.I. Bill, scholarship, or grant-in-aid, to cover the cost of courses, the amount received will be deducted from the total cost of the courses, and the difference, if any, will be subject to the reimbursement provisions of this Plan. If the aid covers expenses that are excluded from the tuition assistance policy, documentation must be provided to the Human Resources Department to determine the reimbursement that the employee is eligible to receive.

vi. Funding for the Tuition Assistance Program will be budgeted annually based on available College resources. The total cost of the program must be within the approved budget allocation.

vii. The Tuition Assistance Program must conform to current federal and state income tax and other regulations. Should any changes occur in the regulations, the Tuition Assistance Program may be altered to ensure compliance.

viii. Appeals shall be under the established Grievance Procedure as stated in the SSC Policies and Procedures Manual, rule 3357:15-14-07 of the Administrative Code.

REASONABLE ACCOMMODATIONS Effective: 06/07/2021
Policy No. 3357: 15-14-34

POLICY

Stark State College is committed to the full inclusion of all individuals. The College will make reasonable accommodations as defined in this policy which will provide otherwise qualified applicants and employees with disabilities equal access to participate in opportunities, programs, and services offered by the College.

It is the intent of the College to provide reasonable accommodations to such employment applicants and employees with a qualified physical, mental, or learning disability, unless to do so would fundamentally alter the nature of the employment; would result in an undue hardship to the College; or would result in a direct threat to the health or safety of the individual or others.

Stark State College does not discriminate on the basis of disability in any of its employment practices.

PROCEDURE

(A) Employees: Persons with disabilities employed by the College are encouraged to request reasonable accommodation at any time when such accommodation becomes necessary to facilitate the employee's performance of essential functions of their job or to allow the enjoyment of any other benefits of employment.

(1) The employee should present, either to a manager or Human Resources, the need for an accommodation to enable them to perform the essential functions of their position. This request can present itself in multiple forms. There is no specific language that must be used, although it is preferable that the employee makes it clear that they are seeking an accommodation of some type.

(2) To begin the interactive process, a human resources representative and the direct manager will meet with the employee to discuss the requested workplace accommodations within ten working days of the request. In this meeting, the review process is explained to the employee and required medical documentation is requested.

(3) After the requested documentation is received by Human Resources, a discussion between Human Resources, the employee, and the direct manager is had to review what accommodations would be effective for the employee and appropriate for the work place environment. This discussion will identify what modifications (to procedures, schedules, equipment, or the environment)

or aids would allow the employee to meet their essential job responsibilities (tasks and performance, productivity, and safety standards)

(4) Accommodations for employees may include: job restructuring; modified work schedules; reassignment to a vacant position, acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials, or policies; and other similar adjustments.

(5) The types of accommodations needed and provided will depend on the limitations of the disability and the individual employee's ability to perform the essential duties of the position. One standardized type of accommodation may not meet the needs of employees who have similar disabilities but different impairments/limitations when performing their essential job functions. Accommodations are designed to meet the specific circumstances of the individual.

(6) The effectiveness of accommodations and the need for modifications will be assessed within the first month of implementation and reviewed on an annual basis by Human Resources, the employee, and manager.

(7) Temporary modified work assignments are provided to employees whenever possible who are unable to perform the essential functions of their regular jobs due to temporary or short-term medical conditions. These temporary modified assignments may allow such an employee to continue working in some capacity instead of being absent from work due to their condition or may facilitate and accelerate an employee's return to work to their regular job following a period of absence. However, inherent in this practice is that these assignments are merely temporary. They are not intended to become permanent nor do such limited positions exist.

(B) Applicants: Qualified applicants with disabilities are encouraged to request reasonable accommodations during the hiring process to allow persons with disabilities equal access to employment opportunities.

(C) Definitions: The definitions set forth below were largely adopted from the Americans with Disabilities Act of 1990, as amended.

(1) Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

(2) Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(3) Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(4) Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in episodic or in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

(5) Direct threat: A significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

(6) Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

(7) Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or

modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

(8) Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

a. The nature and cost of the accommodation.

b. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.

c. The overall financial resources of the College, the size, number, type, and location of facilities.

d. The requirements of the position, including the composition, structure, and functions of the workforce; administrative or fiscal relationship involved in making the accommodation to the employer.

e. The vice president over human resources will determine if the accommodation is an undue hardship for the College.

(9) Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments, or reasonable accommodations covered by the policy.

MINORS ON CAMPUS Effective: 06/07/2021
Policy No. 3357:15-14-35 Revised: 06/02/2025

POLICY:

Stark State College is committed to ensuring the safety and well-being of minors on our campuses. It is the policy of Stark State College that these measures and procedures are implemented for the protection of minors participating in programs that occur on its campuses and programs under the control or direction of the college personnel. The purpose of this policy is to describe the requirements placed upon administrators, faculty, staff, students, volunteers, and other authorized adults working with minors to ensure their protection and to fulfill the College's obligations as mandated by law and to provide for the best possible experience for any minor visiting our campuses for a college-related program.

PROCEDURE:

(A) Scope. This policy applies to members of Stark State College faculty, staff, student employees, students, volunteers, non-employees, and others engaged in a college program.

(B) Definitions.

(1) Minors. For the purposes of this policy, a "minor" is a person under the age of 18 participating or volunteering in programs that occur on Stark State College campuses and programs under the control or direction of college personnel but is **not** enrolled or accepted for enrollment in credit-bearing courses at Stark State College.

(2) Authorized adult. For the purposes of this policy, an "authorized adult" means any individual, paid or unpaid, who interacts with, supervises, chaperones, accompanies, or otherwise oversees minors in Stark State College-sponsored programs, affiliated activities, or camps. This includes but is not limited to faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors and consultants.

(3) Parent(s) and/or legal guardian(s). Although a parent and/or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent and/or legal guardian may not act as an authorized adult in a program (including one in which his or her minor participates) unless they are in compliance with the requirements outlined under this policy.

(4) Program administrator. For the purposes of this policy, a "program administrator" is a dean, department chair, director or coordinator approved and designated by the appropriate authority to coordinate, plan, implement, and/or commit the use of college facilities for the program.

(5) College program. For the purposes of this policy, a "college program" is any college-sponsored day camp, overnight camp, college recruiting camp, or any other college-sponsored program or activity that serves or includes minors, which takes place on campus or college-sponsored activities that take place off campus. For the purposes of this policy, a college program does not include a program where the College is acting as host to a third-party, herein referred to as a "college-hosted" program. Furthermore, a college program does not include programs otherwise open or available to the public at large, such as campus tours or visits, community events, etc.

(6) Endangerment. For the purposes of this policy, "endangerment" is the act of creating a substantial risk to the health or safety of the minor, by violating a duty of care, protection, or support.

(7) Sexual conduct. For the purposes of this policy, "sexual conduct" will refer to any definition or term provided for in section 2907.01 of the Revised Code.

(8) Sexual contact. For the purposes of this policy, "sexual contact" will refer to any definition or term provided for in section 2907.01 of the Revised Code.

(9) Sexual activity. For the purposes of this policy, "sexual activity" will refer to any definition or term provided for in section 2907.01 of the Revised Code.

(10) One-on-one. For the purposes of this policy, "one-on-one" shall mean the personal, unsupervised interaction between any authorized adult with a participant, without at least one other authorized adult, parent, and/or legal guardian being present.

(C) Prohibited Activity. Authorized adults shall not:

(1) Have one-on-one contact with minors, where possible. If one-on-one contact is needed, there must be one other authorized adult within view of the authorized adult and minor, unless an exception is approved by the program administrator, with such exception documented in writing;

(2) Engage in one-on-one communication with minors including but not limited to email, text messages, social networking, websites, internet chat rooms, or other forms of social media, at any time, except and unless there is a clear educational or college-related purpose;

(3) Engage in abusive conduct of any kind toward or in the presence of a minor;

(4) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor;

(5) Pick up minors or drop off minors from their homes;

(6) Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such programs or activities;

(7) Engage in any other action or activity deemed by the college through other rules, regulations, or guidance to be prohibited.

(D) Implementation

(1) All programs for minors or with minors in attendance must, at a minimum, have the following procedures in place or be in compliance with the standards set forth prior to the commencement of the college program:

(a) Staffing. The program administrator shall be responsible for overseeing the selection of staffing for all covered programs. The program administrator shall assign a College employee who is not a minor to be accessible to participants at all times. Other staffing assignments for the college program should be made to ensure one-on-one contact between authorized adults and minors does not occur and that appropriate levels of supervision are implemented at all times.

(b) Background check.

(i) Each authorized adult who is a college faculty, staff, or student employee must complete a BCI (Bureau of Criminal Investigation) background check or otherwise have a background check on file, completed according to their specific program requirements before the start of the program. Out-of-state employees must complete an FBI background check according to the specific program requirements, before the start of the program.

(ii) All college faculty, staff, or student employees who have a break in service with the College for any period of time must have a new background check in accordance with the specific program requirements upon rehire.

(iii) Each authorized adult who is a non-employee participant, including volunteers, must complete a BCI/FBI background check or otherwise have a background check on file, completed according to their specific program requirements before the start of the program. Out-of-state non-employees must have a completed FBI background check according to their specific program requirements before the start of the program.

(iv) All persons working with minors must be checked against the national sex offender registry.

(v) All persons must self-disclose felony or misdemeanor convictions related to sexual misconduct that occur after hire before returning to campus or participating in any college program.

(vi) All persons who have failed a BCI/FBI background check or have pending charges for a sex-related offense or crime against a minor, or who appear on the national sex offender registry shall not be permitted to take part in any Stark State College program pertaining to minors or involving minors in any capacity.

(c) Training. All authorized adults who will be working with minors shall complete annual mandatory training prior to the start of the program. Such training shall include, but is not limited to, the following topics:

(i) The requirements of this policy;

(ii) Basic warning signs of abuse or neglect of minors;

(iii) Guidelines for protecting minors from emotional and physical abuse and neglect;

(iv) Inappropriate behavior with minors;

(v) Ohio reporting requirements and procedures; and

(vi) Other appropriate topics as determined by the program administrator.

(d) Required documentation.

(i) In all covered programs, the parent and/or guardian of the minor shall execute all relevant forms and releases as may be required by the particular program prior to eligibility for participation. Failure by the parent and/or guardian of participating minor to execute all required forms shall immediately render the minor ineligible for participation.

(ii) All authorized adults participating in the covered program must complete all requirement materials and agreements prior to commencement of the program. Failure to complete all forms shall immediately render the authorized adult ineligible for participation.

(e) Communication and Notification Procedures. The program administrator shall establish appropriate procedures for the notification of the minor's parent or legal guardian in case of an emergency, including medical or behavioral problem, natural disaster, or other significant programmatic disruption. Authorized adults with the program, as well as participants and their parents and legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.

(2) Unsupervised Minors Prohibited. Minors participating in a college program or college-hosted programs are not permitted to be unsupervised while on college property and must be supervised at all times by a responsible adult directly involved with such program.

(3) Program Registration. The Program administrator must:

(a) Register the covered program with the Office of Business Affairs no later than 60 days prior to the first scheduled date of the participation of minors in any activity, program, or classes or as soon as the program leader or sponsoring unit is aware that minors may be in attendance. Failure to properly register a college program may result in the delay or cancellation of the program by the College.

(b) Register the name of all authorized adults working directly with minors and review and verify all background checks provided for under this policy.

(c) Organize training opportunities for each authorized adult to familiarize the adults with the provision of this policy. No person shall be approved without signature stating agreement and understanding of the measures and procedures of this policy and all other Stark State College policies that might apply.

(4) Final authority. At all times, the program administrator or other authorized college authority may bar any authorized adult, participant, or other attendee from its premises for reasons including, but not limited to, misconduct or endangerment.

(5) Retention of Records. All records collected during the administration of each program (including, but not limited to, application forms, background checks, releases, medical forms) shall be kept in accordance with established college record retention schedules. The department or office under which the program administrator serves shares equal responsibility with the program administrator for the retention of records.

(6) Reporting

(a) If the program administrator or any other authorized adult or participants knows or has reasonable cause to know that a minor has suffered abuse or faces the threat of sexual contact, sexual conduct, or sexual activity or

endangerment, the individual must immediately report such knowledge to:

(i) Stark State Campus Security;

(ii) Jackson Township Police Department;

(iii) Akron Police Department; or

(iv) Any other local or state public services agency

(b) Reports can be made anonymously. Assistance in facilitating the report can be requested of the Title IX Coordinator.

(c) Without exception, any individual who is suspected or alleged to have engaged in abuse under this policy shall be immediately removed from the College program, pending further investigation.

(d) Any individual who fails to make a timely report, as required by this section, or who retaliates against any individual making a good faith report, shall be subject to discipline, up to and including termination of employment.

(E) Violations

(1) All persons who violate this policy will be held accountable for their actions as follows:

(a) Students will be subject to the code of student conduct through the Judicial Affairs Office.

(b) Faculty, staff, and student employees are subject to disciplinary action up to and including termination, and in accordance with applicable disciplinary processes through the Human Resources Office.

(c) Volunteers are subject to loss of volunteer status.

(d) All employees, students, volunteers, and visitors are also subject to the sexual misconduct policy through the Title IX Office.

(e) Any individual found in violation of this policy may also be subject to inquiry or investigation by local, state, or federal authorities.

CELL PHONE, DATA AND TEXT ALLOWANCE Effective: 6/03/2024
Policy No.: 3357:15-14-36

POLICY:
This policy establishes the extent to which the College may subsidize, through a cell phone allowance, personally owned cell phones used in the conduct of College business. Authorization for a stipend to partially fund a required cellular device shall be approved by the applicable Executive Council member.

PROCEDURE:
(A) Cell Phone, Data, and Text Allowance

(1) This allowance does not increase the employee's base salary and will not be included in the calculation of any College benefits. Any applicable payroll taxes will be withheld from the cell phone allowance.

(2) The amount of the allowance is subject to annual review and may be adjusted by the Vice President of Business and Finance based upon changes in business conditions.

(3) The stipend is additionally intended to provide partial funding for the maintenance and the replacement of a cellular device.

(4) If tax law considers the stipend to be taxable income, it will be subject to payroll taxes, which will be included on the employee's W-2 form each year.

(5) College records produced by personally owned devices are subject to the provisions of the Ohio public records law.

(6) Business communication conducted on any device must adhere to all applicable policies and procedures of the College.

(7) Employees receiving a stipend are required to have working cell service and maintain usage records in the cell provider's billing documents for three months from the date of billing.

(8) An annual review of the business need for the employee to continue to receive a cellular phone, data, and/or text allowance must be completed by the applicable Executive Council member before the beginning of each fiscal year.

(9) If a College employee's job duties do not include the frequent need for wireless telephone, data, and text services, then the employee is not eligible for a cell phone allowance. Such employees may request reimbursement for the actual extra expenses of College calls made using their personal cell phone services and provide appropriate supporting documentation. A copy of the

cellular phone bill, detailing the individual calls, data overages, and/or text messages to be reimbursed, must accompany the reimbursement request. The College will not reimburse employees for roaming (out-of-area) charges unless it is shown that regular phone service was not available and immediate calling was necessary.

(10) Should the employee discontinue their cell service, they are required to notify the College and the stipend will be discontinued. If the applicable Executive Council member determines a business need continues to exist, a College cell phone will be issued.

(11) Employees are expected to delete all College data from the cell phone when employment with the College has ended, except when required to maintain the data in compliance with a litigation hold notice.

RACIAL, RELIGIOUS, AND ETHNIC HARASSMENT AND ETHNIC INTIMIDATION (CAMPUS ACT) Effective: 10/24/2024
Policy No. 3357:15-14-37

POLICY:

(A) Stark State College is committed to principles that enable the educational and professional enhancement of all racial, religious and ethnic groups. Stark State will not tolerate racial, religious, or ethnic harassment and/or intimidation by or against its students, faculty, or staff. All employees must comply with this policy, when engaged in activities sponsored by the College. This policy is not intended to diminish or infringe upon any right protected under the First Amendment to the United States Constitution, Article I, Sections 3 and 11 of the Ohio Constitution, or noncommercial expressive activity as defined in section 3345.0212 of the Revised Code.

(1) Training
In compliance with the CAMPUS Act, all Stark State College administrators, faculty, and staff will attend training on racial, religious, and ethnic harassment or intimidation including information on how to respond to hate incidents or incidents of harassment that occur during a class or event held at the institution.

(2) Prohibition against Retaliation for Harassment
Stark State College prohibits any retaliatory actions against complainants or respondents based on the complainant's good-faith report of harassment or a witness's participation or cooperation in an investigation even if the College should ultimately find that the complaint was unfounded.

CAMPUS ACT DEFINITIONS:

(A) Racial, Religious, and Ethnic Harassment: Unwelcome conduct based on race, religious identity, and/or ethnicity that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity. This harassment includes exhibiting bullying behavior including yelling and/or screaming, being physical with a person or objects with the intent or result of intimidation, and threatening or disrespectful behavior whether in-person or online towards a student, faculty or staff member, or visitor.

(B) Ethnic Intimidation: As defined in Section 2927.12 of the Revised Code, “No person shall violate section 2903.21 aggravated menacing, 2903.22 menacing, 2909.06 criminal damaging or endangering, or 2909.07 criminal mischief or division (A)(3), A(4), or A(5) of section 2917.21 telecommunications harassment of the Revised Code because of the race, color, religion, or national origin of another person or group of persons. Ethnic intimidation is an offense of the next higher degree than the offense the commission of which is a necessary element of ethnic intimidation.”

PROCEDURES:

(A) Employee Complaint Procedure: This complaint procedure is designed to encourage any party to report any instance of harassment, intimidation, or retaliation that violates the Racial, Religious, And Ethnic Harassment and Intimidation policy.

(1) If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe or are informed of someone else being subjected to such conduct, report this conduct immediately to any of the following:

(a) Supervisor, Manager, Director, Department Chair, Dean, Provost, or divisional Vice President.
(b) Vice President of Human Resources or Human Resources Generalists.
(c) Campus Security in instances where a concern for physical safety exists. To the extent possible and as needed, campus security will collaborate with local law enforcement regarding threats, intimidation, or hate crimes.
(d) Anonymously through Stark State's online reporting form on mySSC portal.

(2) The employee complaint will be reviewed through the College's formal grievance procedure for addressing discrimination. The matter will also be referred to appropriate law enforcement as needed. It should detail the facts of the situation; identify the policy, procedure, or law believed to have been violated; although not required, outline any informal steps taken to resolve the matter; and specify the desired outcome. Student complaints will be addressed through policy 3357:15-19-08, Student Complaint(s).

(3) If it is determined through an appropriate and prompt investigation that racial, religious, or ethnic harassment/intimidation has occurred, effective corrective action will be taken to eliminate the harassment, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. The College will refer to policy 3357:15-14-18, Corrective Action and Discipline Procedure for employee disciplinary interventions.

(4) A summary of the investigative report including the conclusion reached as to whether racial or ethnic harassment did or did not occur concerning each allegation in the complaint will be provided to the complainant (if not anonymous) and the respondent. All required communications will take place regardless of whether disciplinary action is pursued. These communications may include educational information on the College's policy against racial, religious, and ethnic harassment and intimidation.

(B) An annual report must be submitted to the chancellor of all harassment and intimidation reports filed under the CAMPUS Act consistent with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," 20 U.S.C. 1092(f).

(C) A campus task force on combating religious discrimination and hatred, harassment, bullying, or violence toward others on the basis of their actual religious identity or what is assumed to be their religious identity will be created.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)

POLICY:

In order to ensure consistency among all College communications, Stark State utilizes the Integrated Postsecondary Education Data System (IPEDS) Glossary of Terms as a standard terminology reference.

EXTERNAL COMMUNICATIONS Effective:10/15/2009
Policy No. 3357:15-15-02 Revised: 02/23/2015
 Revised: 06/03/2019

POLICY:

External communications are required to follow established procedures governing the dissemination and receipt of information at the College. External communications, as used in this section, includes both the dissemination of information concerning the programs, progress, and status of the institution and the receipt of information from the public.

PROCEDURE:

(A) Dissemination of Information

(1) The President has the responsibility to keep the public fully informed of all matters pertaining to the College and shall designate the planning and implementation of this activity to the Marketing and Communications Department.

(2) All news releases to the public media or general public will be released through the Director of Marketing and Communications.

(3) All advertising will be released through the Marketing and Communications Department.

(4) Public requests (i.e. media inquiries, civic and social groups) for speakers that provide information or represent the College will be coordinated and/or notified through the Marketing and Communications Department.

(5) All promotional materials and official publications shall be created with the cooperation of all departments involved, and compiled, printed, and distributed through the Marketing and Communications Department.

(6) All promotional pieces and official publications will adhere to the brand guidelines of the College, as defined by the Marketing and Communications Department. Templates, general information slides, and other branded materials are made available for faculty and staff use.

(B) Receipt of Information

(1) While comments and expressions of concern are welcome from all citizens at any time, a planned method of obtaining ideas and suggestions from community leaders is required to keep the activities of the College relevant to the needs of the district. The College will secure input from citizens on a regular basis, and shall augment the information received through surveys when appropriate.

(2) A program advisory committee shall be formed for each associate degree program offered by the College and shall meet with the instructors and the department chair at least twice yearly to provide technical expertise for the review and development of course offerings and to aid in placement of the graduates.

(3) Additional advisory and ad hoc committees may be organized as deemed necessary by the President and Executive Council to help in the development of new programs and services to meet the educational and workforce needs of the students and communities we serve.

(4) Surveys and questionnaires soliciting information about the operation of the College, both external and internal, shall be cleared through the Institutional Research and Planning Department.

SHARED GOVERNANCE AND INTERNAL COMMUNICATION
Policy No.: 3357:15-15-03 Effective: 10/15/2009

Revised: 08/26/2013
Revised: 06/02/2014
Revised: 02/23/2015
Revised: 08/23/2019
Revised: 06/07/2021
Revised: 06/05/2023
Revised: 06/02/2025

POLICY:
Shared governance is a decision-making and communication process aligned with the College's strategic plan and committed to the advancement of our students, College, and mission. It ensures every employee and student a voice in College policy directly or through elected and appointed Cabinet or standing committee representatives. It provides employees and students the opportunity to participate jointly in developing new and reviewing existing policies and procedures, with the understanding that all policies are forwarded to the Board of Trustees at the discretion of the President for final approval. Shared governance requires a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the well-being of the College. It supports the establishment of communication channels, processes, and procedures that will provide for accurate and routine dissemination of information to the various constituencies of the College community. The shared governance model and communication flow chart found in Appendix C are integral parts of the shared governance and internal communication process for Stark State College.

PROCEDURE:
Committees: The use of a committee structure as a mechanism for college-wide discussion and input to decision making, to be successful and productive, requires that the committee members be truly representative of the College community and that those who serve do so in addition to their regular duties. Six types of committees may exist on campus: President's Cabinet, standing committees, ad-hoc committees, operational committees, the Faculty Association, and the College Staff Association. The procedures and regulations as outlined herein do not require or prohibit the functioning of any student group, faculty group, or administrative group, nor do they require or prohibit the input of such groups through these procedures and regulations.

(A) The President's Cabinet. Purpose: The purpose of the President's Cabinet shall be to provide a forum to discuss issues of concern to the entire

College community, recommend policies and procedures to the President for consideration, and communicate information to College constituents. The structure must provide each constituency of the College with the opportunity to pursue its legitimate interests within a cooperative framework, while keeping the membership count to a manageable number and ensuring that the academic representation on Cabinet has a simple majority, fifty percent of the voting members, plus one. Academic representation includes the Provost and Chief Academic Officer, academic deans, academic department chairs, faculty, the President of the Faculty Association, and academic staff. Academic representation is verified in the fall after the election of Standing Committee Chairs. If and when needed, the number of academic representatives may be increased to ensure a simple majority through a nomination and election process.

(1) Membership

(a) President (serves as chair)

(b) Executive Council Members at Vice President level

(c) All Deans, Director of Financial Aid and Scholarships, and Director of Admissions and Stark State Akron

(d) An Academic Department Chair from each credit academic division

(e) Standing Committee Chairs

(f) Faculty Association President

(g) College Staff Association President

(h) Inter-Club Council President and representative

(i) A Full-time Faculty representative from each credit academic division

(j) Three full-time staff members (two elected by full-time professional/technical staff and one elected by full-time hourly staff)

(2) Nomination Process and Elections: The nomination process should provide an opportunity for those who wish to participate to do so. Self-nominations and nominations of others are acceptable. President's Cabinet elections take place every other year. The following vacancies will require an election process:

(a) An Academic Department Chair from each credit academic division.

(b) A Full-time Faculty representative from each credit academic division

(c) Three full-time staff members elected by the full-time, categorical staff-at-large

(i) Two Professional/Technical Staff

(ii) One Hourly Staff

(d) For purposes of electing academic faculty representatives, each credit academic division dean will solicit nominees for the department chair and full-time faculty positions.

(i) The dean will discuss the expectations of Cabinet membership with each nominee and ask if they accept the nomination.

(ii) The dean will conduct an electronic election for department chairs and full-time faculty members and allow all members an opportunity to vote for their respective vacancy (i.e. department chairs for the department chair position and full-time faculty for the full-time faculty position).

(iii) The return location for electronic ballots will be the President's Office.

(e) For purposes of obtaining initial staff nominations, each Executive Council member will solicit nominees from their division from the two classifications (technical/professional and hourly) to be filled.

(i) The Executive Council member will discuss the expectations of Cabinet membership with each nominee and ask if they accept the nomination.

(ii) The Executive Council member will conduct an electronic election and allow all members an opportunity to vote for their respective vacancy (i.e. technical/professional for the technical/professional positions and hourly or the hourly position).

(iii) The return location for the electronic ballots will be the President's Office.

(iv) A run-off election should be conducted if there is a need to break a tie.

(v) One technical/professional and one hourly employee from each administrative division will be moved forward to the final election process.

(f) The President's Office will conduct the final staff elections as follows:

(i) Each group will be placed on a ballot for election by their respective group.

(ii) Voting will be done electronically.

(g) The President will announce the results to the College community.

(h) The President's Office will retain a complete list of all votes cast to be used in the event of someone not being able to complete their term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.

(3) President's Cabinet Meeting Procedures

(a) In the event of the absence of the chair, the President's appointed representative shall act in that capacity.

(b) The President's Cabinet shall be considered to have a quorum when two-thirds of the members are present.

(c) The recommendations of the President's Cabinet shall be determined by a simple majority of quorum.

(d) The President's Cabinet shall normally meet monthly during the academic year at some agreed-upon time. More frequent meetings may be called as required.

(e) The chair will conduct the meetings following Robert's Rules of Order.

(f) Any individual member of the College faculty or staff may present an item of business to the President's Cabinet. The item will then be placed on the agenda of one of the standing committees, if deemed appropriate by President's Cabinet. If the item of business demands immediate consideration, the President's Cabinet will place it on its own agenda.

(g) The President's Cabinet shall submit reports and recommendations necessary for board consideration and/or action to the Board of Trustees via the President.

(h) Minutes of all meetings shall be kept and distributed by the Office of the President.

(4) Attendance

(a) All designated committee members must commit to the Stark State mission and purpose of President's Cabinet in the process of shared governance.

(b) At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a member determines that attendance will be a concern due to other responsibilities, they must inform the Office of the President.

(c) Upon discussion, the President will determine the member's future participation on the committee.

(d) Prior to a scheduled meeting, all members must e-mail the administrative assistant to the President if they cannot be in attendance for a Cabinet meeting. Failure to contact the administrative assistant to the President regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The President will inform the member and their supervisor of the unexcused absence.

(B) Standing Committees. The standing committees of the College shall serve as working bodies to develop new and review existing policies and procedures for consideration by the President's Cabinet. Standing committees may also serve in an advisory capacity to administrative offices to assist in making decisions in areas such as scholarship awards, admission criteria, and similar situations where it is desirable to have faculty and student input. Any individual member of the College faculty or staff may present an item of business to the respective standing committee. Standing committees include: Academic Policies and Procedures Committee, Curriculum Committee, Human Resources Committee, Institutional Effectiveness Committee, and Student Affairs Committee.

(1) Academic Policies and Procedures Committee. Purpose: Shall consider policies concerning academic regulations, grading, assessment, academic probation and suspension, and all other matters directly related to academics. Other items under this committee's charge include review of graduation requirements, specialized admission requirements, and academic policies.

Membership

(i) Permanent Members*:*

(a) Executive Council Member

(b) Director of Financial Aid and Scholarships

(c) Rotating Academic Dean

(d) Rotating Academic Department Chair

(e) Faculty Association Representative (appointed by Faculty Association President)

(ii) Elected Members:

(a) Two Full-time Faculty Representatives From Each Credit Academic Division

(b) A Full-time Staff Representative From Each Administrative Division

(c) College Staff Association Representative

(2) Curriculum Committee. Purpose: Shall consider matters concerning curriculum, including but not limited to: program and course development, course descriptions, course assessment, co-requisites and prerequisites, program evaluation and modification, and delivery modalities. When considering new programs and courses,

the Curriculum Committee shall consider, among other items: syllabi, budget, space and equipment needs, and federal and state guidelines.

Membership

(a) Permanent Members:

(i) Executive Council Member

(ii) Registrar

(iii) OT36/TAG/CTAG Course Coordinator

(iv) Rotating Academic Dean

(v) Rotating Academic Department Chair

(b) Elected Members:

(i) Two Full-time Faculty Representatives from each Credit Academic Division

(ii) A Full-time Staff Representative from Learning and Engagement Division

(iii) A Full-time Staff Representative from Student Services and Enrollment Management

(3) Human Resources Committee. Purpose: Shall consider matters concerning institutional human resource policies, review current and new human resource policies, and recommend policies that support best human resource practices, consistency, continuous improvement, and professional development.

Membership

(a) Permanent Members:

(i) Executive Council Member

(ii) Rotating Human Resources Professional Staff Member

(iii) Rotating Academic Dean

(iv) Rotating Academic Department Chair

(v) College Staff Association President

(vi) Faculty Association President

(vii) Rotating Staff Member from Payroll

(b) Elected Members:

(i) A Full-time Faculty Representative from Each Credit Academic Division

(ii) Adjunct At-Large Faculty Representative

(iii) Staff Supervisor/Director Representative

(iv) Staff Representative – Professional/Technical Staff

(v) Staff Representative – Hourly Staff

(4) Institutional Effectiveness Committee. Purpose: Shall consider institutional matters related to strategic planning, accreditation, and quality and continuous improvement, including institutional process evaluation and assessment.

Membership

(a) Permanent Members:

(i) Executive Council Member

(ii) Director of Institutional Research Planning, and Assessment

(iii) HLC Accreditation Coordinator

(iv) Rotating Academic Dean

(v) Rotating Academic Department Chair

(vi) Faculty Association Representative (appointed by Faculty Association President)

(b) Elected Members:

(i) Two Full-time Faculty Representatives from Each Credit Academic Division

(ii) Three Full-time Staff Representatives from administrative divisions

(iii) Adjunct Faculty Representative

(iv) College Staff Association Representative

(5) Student Affairs Committee. Purpose: Shall evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student life, activities, clubs, assemblies, elected student bodies, disciplinary matters pertaining to disciplinary appeals, and other student activities.

Membership

(i) Permanent Members:

(a) Executive Council Member

(b) Program Director for TRIO Student Support Services

(c) Adviser to the Interclub Council

(d) Rotating Academic Dean

(e) Rotating Department Chair

(f) A Student Representative from Each Credit Academic Division Appointed by Division Dean. (Student appointments are for one year).

(ii) Elected Members:

(a) College Staff Association Representative

(b) Two Full-time Faculty Representatives from Each Credit Academic Division

(6) Nomination Process and Elections:

(a) The Office of the President will notify the appropriate individuals of the need to conduct elections to fill vacancies on the standing committees. The nomination process should provide an opportunity for those who wish to participate to do so and follow the process below. Self-nominations and nominations of others are acceptable.

(b) Nominations to fill vacancies will be solicited from the following:

(ii) Executive Council members, Deans, College Staff Association President, Faculty Association President

(c) The individual responsible for the nomination process will discuss the expectations of standing

committee membership with each nominee and ask if they accept the nomination.

(d) The individual responsible will conduct an electronic election within their division/area and allow all members of the classification to be represented to participate in the voting process.

(e) The return location for electronic ballots will be the President's Office.

(f) The President will communicate the election results to the College community.

(g) The President's Office will retain a complete list of all votes cast to be used in the event that someone is not able to complete their term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.

(h) For student appointments, the retiring chair of the Student Affairs Committee will request that the deans of the credit academic divisions assist in filling student positions. Student positions will be filled at the beginning of the academic year.

(7) Standing Committees Meeting Procedures

(a) Standing committee members will serve two-year terms, except where specified and when it is necessary to lengthen or shorten terms in order to ensure smooth rotation of members. The decision to lengthen or shorten terms falls to the President.

(b) Each standing committee of the College will be served by one academic dean, in rotation. Each academic dean will serve two years on each standing committee. The rotation schedule for academic deans will be maintained in the Office of the Provost and Chief Academic Officer.

(c) Every credit academic division will provide one department chair to serve on a rotating basis on the standing committees. The rotation schedule for department chairs will be maintained in the Office of the Provost and Chief Academic Officer.

(d) If an individual serves as committee chair in the last year of their term, they will serve one additional year immediately after with full voting privileges.

(e) Unless authorized by the President, a person may serve on only one committee at a time.

(f) Members with at least one year of experience on the committee will be eligible to serve as the chair. Both the chair and the vice-chair will be elected by a simple majority vote. Permanent members are not eligible to serve in the capacity of chair and vice-chair.

(g) The chair and vice-chair of a standing committee shall be chosen for a period of one year, not to exceed two consecutive years.

(h) The role of chair includes:

(i) Developing agenda

(ii) Sending notification of meetings

(iii) Presiding over meetings in an efficient and effective manner and setting the general tone for each meeting through positive leadership

(iv) Ensuring deliberations are fair, open and thorough, but also efficient, timely, orderly and to the point

(v) Enforcing attendance policy

(vi) Preparing and presenting proposals to President's Cabinet

(vii) Serving as a member of the President's Cabinet

(viii) Ensuring that policies and procedures are thoroughly vetted prior to being recommended to President's Cabinet, including discussing the recommended changes with those responsible for implementation

(ix) Ensuring forms that support a policy or procedure are brought to the attention of the respective Executive Council member to develop and maintain.

(i) The role of vice-chair includes:

(i) Reviewing minutes

(ii) Providing support to the chair as requested

(iii) Presiding over committee meetings in the chair's absence

(j) The members of each committee hold equal ranking.

(k) The chair of each committee will conduct the meetings following Robert's Rules of Order.

(l) A quorum shall exist when a simple majority of the members of a standing committee is present. Only committee members will have voting privileges.

(m) Committees shall review the entire policy and procedure prior to recommending changes to President's Cabinet. If there is a financial aspect to the policy or procedure, Executive Council must approve the recommended changes prior to taking

them to President's Cabinet. If the policy needs to be reviewed by the Attorney General's Office, the Executive Council member on the committee will make the contact.

(n) All recommendations of the standing committees shall be by a simple majority vote of quorum.

(o) Formal minutes will be taken at each meeting by an administrative assistant selected by the Executive Council member on the committee and filed on the portal for all standing committees. To assist with succession planning, the vice-chair of each standing committee will work with the administrative assistant to finalize the minutes of each meeting.

(p) All recommendations of the standing committees shall be submitted in writing to the President's Cabinet. The chair of each standing committee shall electronically distribute to all Stark State College mailboxes the standing committee meeting minutes within ten business days of each meeting, with the minutes marked pending approval.

(q) A standing committee shall have the authority to request that the President or any other member of the faculty or staff attend a given meeting, as long as consideration is given to previous commitments or schedules of both the committee and the individual.

(8) Attendance

(h) All designated committee members must commit to the Stark State mission and purpose of the specific standing committee in the process of shared governance.

(i) At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a

member determines that attendance will be a concern due to other responsibilities, they must inform the chair and their supervisor. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.

(j) Prior to a scheduled meeting, all members must e-mail the identified representative (i.e., chair and/or administrative assistant) if they cannot be in attendance for a committee meeting. Failure to contact the identified representative regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The standing committee chair will inform the member and their supervisor of the unexcused absence. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.

(C) Ad-Hoc Committees: Ad-hoc committees may be established by the President's Cabinet or the President as the need arises. These committees will be temporary, terminating at the completion of the assignment. Membership in, and election procedures for, ad-hoc committees will be considered in a democratic way.

(1) A quorum shall exist when a simple majority of the members of the ad-hoc committee is present.

(2) The chair and vice-chair of an ad-hoc committee shall be chosen from among its membership by a simple majority vote.

(3) All recommendations of the ad-hoc committee shall be determined by a simple majority of quorum.

(4) Periodic updates will be provided to President's Cabinet at the President's request.

(5) An ad-hoc committee shall have the authority to request the President or any member of the faculty or staff to attend a given meeting, as long as consideration is given to previous

commitments or schedules of both the committee and the individual.

(D) Operational Committees: Operational committees may be established by the President's Cabinet, the President, or Executive Council and are defined as committees that are non-policy-affecting committees, operating within the current Policies and Procedures Manual of the College, which may be established as needed, and can be temporary or long-term in nature. These committees may recommend policy changes through the appropriate standing committee for submission to President's Cabinet.

A quorum shall exist when a simple majority of the members of the operational committee is present. Examples of operational committees include:

(1) Academic Calendar Committee

(2) Enrollment Management Committee

(3) Advancement in Rank Committee

(4) Aesthetics Committee

(5) Assessment Council

(6) Behavioral Intervention Team

(7) Distinguished Staff Selection Committee

(8) Distinguished Teacher Selection Committees

(9) Financial Accountability and Stewardship Team

(10) Graduation Committee

(11) Human Resource Screening Committees

(12) Institutional Review Board

(E) Non-bargaining College Associations: College associations shall be defined as non-bargaining Faculty Association and non-bargaining College Staff

Association who contribute to decision-making activities and have representation on standing committees, and/or operational committees, as appropriate.

(1) A quorum shall be defined in the bylaws of the Faculty Association and College Staff Association.

(2) All recommendations of the Faculty Association/College Staff Association shall be determined by a simple majority vote.

(3) Minutes will be kept for Faculty Association/College Staff Association meetings and filed on the portal.

(F) Communication of Information

Information from President's Cabinet, standing committees, ad-hoc committees, and operational committees will be disseminated through meeting minutes available on mySSC and provided to employees and students through a variety of mediums including, but not limited to, employee and student orientations, @Stark State newsletter, all-college updates, and department and division meetings.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

WEB COMMUNICATION
Policy No. 3357:15-15-04

Effective: 10/15/2009
Revised: 01/21/2010
Revised: 05/17/2012
Revised: 02/23/2015
Revised: 06/03/2019
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:
Only material reviewed by the Marketing and Communications department may be published to the Stark State College official website. Any links from the official SSC website to other websites hosted by a third party (e.g., professional societies, business affiliates, etc.) must contain a disclaimer stating that the link leads to a non-SSC page and that Stark State College is not responsible for its content. Any internal groups wanting to create an outside website related to College activities must receive approval of the Director of the Marketing and Communications department.

PROCEDURE:

(A) Stark State College Web Guidelines – Departmental Pages (Academic and Nonacademic)
- (1) Departmental web pages must comply with all federal, state, and local laws, in addition to complying with all stated policies of Stark State College.
- (2) All copyright laws apply to all web pages.
- (3) Departmental web pages must comply with the Americans with Disabilities Act, including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables, or images.
- (4) Departmental web pages must represent accurate and timely information about Stark State College.
- (5) All departmental web pages must contain a link to the Stark State home page.
- (6) Departmental web pages should retain the style of the Stark State website, including navigational aids.
- (7) Departmental employees should check all links often to retain accuracy.
- (8) Department chairs, directors, or designated content providers must approve all departmental pages and information. Department chairs, directors, or designated content providers will then submit the information to the Marketing and Communications Department for final approval and posting to the web.

(B) Stark State College Web Guidelines – Other Websites
- (1) The content of any other SSC-related website that resides on the SSC web servers or is hosted by a third party must comply with all federal, state, and local laws, in addition to complying with all stated policies of Stark State College.

(2) These websites cannot be used for personal financial gain or to promote any business and must be approved by the Director of the Marketing and Communications department.

(3) They cannot contain any pornographic material or material that is degrading, inflammatory, or insensitive based on, but not limited to, race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation.

(4) All copyright laws apply to all websites. Page creators must obtain and display permission to use any information, graphics, sounds, or photographs that have been created by someone else.

(5) All websites must comply with the Americans with Disabilities Act (ADA), including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables, or images.

USE OF COLLEGE COMPUTING AND INFORMATION RESOURCES

Policy No. 3357:15-15-05 Effective: 10/15/2009
Page 1 of 6 Revised: 08/27/2012
Revised: 02/23/2015
Revised: 07/14/2016
Revised: 06/07/2021
Revised: 06/05/2023

POLICY:

A. As a part of the physical and social learning infrastructure, Stark State College acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for College-related purposes, including direct and indirect support of the College's instruction, research, and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national, and world communities.

B. The rights of academic freedom and freedom of expression apply to the use of College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of College computing resources, like the use of any other College-provided resource and like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

C. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Computing resources include technology that stores, processes, or transmits data/information. Examples include, but are not limited to, desktop computers, tablets, laptop computers, cell phones, desk and conference phones, hotspots, network equipment, servers, uninterruptible power supplies, power supplies, projectors, displays, audio equipment, cables, control panels, storage devices, cameras, radios, scanners, printers, software, cloud services, and instructional technology. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College or to uses within specific units.

PROCEDURE:

A. All users of College computing resources must:

1. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies (see section 15-13-34 General Copyright Guidelines); and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include: the Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); laws and regulations governing export control, which prohibit the electronic transmission of certain types of information to citizens of specified countries; laws governing libel, privacy, copyright, trademark, obscenity, and child pornography; the Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the College's code of student conduct; the College's Anti-Harassment policy (section 15-14-13); and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

   a. Copyright Infringement (see section 15-13-34 General Copyright Guidelines.) Stark State College (SSC) actively discourages the unauthorized use and distribution of copyrighted material and employs a variety of methods to prevent such infringement.

      i. Use of College computer resources to unlawfully duplicate and/or distribute copyright material may be subject to civil and criminal action.

      ii. This policy will appear in the Student Handbook and will be posted in open computing areas of the College.

      iii. The College encourages the use of legal online resources. Legal sources for online content may be accessed through the EDUCAUSE website at http://www.educause.edu/legalcontent.

2. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

3. Use computing and networking resources in accordance with the guidelines defined in this policy and procedure. The College maintains ultimate discretion on acceptable use of computing and networking resources. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to:

    a. Harassment of other users.
    b. Destruction of or damage to equipment, software, or data belonging to Stark State College or other users.
    c. Disruption or unauthorized monitoring of electronic communications.
    d. Violations of computer system security.
    e. Unauthorized use of computer accounts, access codes, passwords, or other network identification words or numbers assigned to others.
    f. Use of computing resources for non-college business purposes.
    g. Violations of trademarks, patents, or copyrights and violation of software license agreements.
    h. Violation of another user's privacy. Academic dishonesty (e.g., plagiarism or cheating).
    i. Commercial advertising or political campaigning.
    j. Violation of applicable laws, regulations, or policies.
    k. Persons obtaining or using or attempting to obtain or use passwords, IP addresses or other network codes that have not been assigned to them as individuals or authorized for their use as College employees. Persons may not obtain or attempt to obtain unauthorized access to computer accounts, software, files, or any other College technology resources.

l. Persons altering or intentionally damaging software or data belonging to someone else or interfering with another person's authorized access to computing resources. Users may not intentionally disrupt or damage College computers or networks in any way.
m. Users of College computing resources sending electronic messages with the sender's identity forged or sending anonymous messages, unless the recipient has agreed to receive anonymous messages.

4. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

5. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

6. Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of College computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

7. Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. This also extends to the use of social media. Authorization to use College trademarks and logos on College computing resources may be granted only by an Executive Council Member. The use of suitable disclaimers is encouraged.

B. Security and Privacy

1. The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

2. Users should also be aware that their uses of College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when:

    a. The user has voluntarily made them accessible to the public, as by posting to a publicly-accessible web page or providing publicly-accessible network services.

    b. It reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability.

    c. There is reasonable cause to believe that the user has violated, or is violating, this policy.

    d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.

    e. It is otherwise required or permitted by law.

    f. Any such individual monitoring, other than that specified above, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President of Business, Finance, and Information Technology.

3. The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

D. Enforcement.

1. The use of College computing facilities for purposes that are illegal, unethical, or in violation of this policy may result in temporary or permanent loss of privileges, criminal penalties, and/or other disciplinary action. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user.

2. The College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

RESPONDING TO PUBLIC RECORDS REQUEST
Policy No. 3357:15-15-06

Effective:10/15/2009
Revision: 02/23/2015
Revision: 06/03/2019
Revision: 06/03/2024

POLICY:

Stark State College holds that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of Stark State College to strictly adhere to the state of Ohio's Public Records Act. All exemptions to openness are to be construed in their narrowest sense, and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

PROCEDURE:

(A) Public Records

(1) Stark State College, in accordance with the Ohio Revised Code, defines records as including the following: Any document—paper, electronic (including, but not limited to, e-mail, texts, and other forms of messaging), or other format—that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Stark State College are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

(2) It is the policy of Stark State College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see page 3 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

(B) Record Requests: Each request for public records should be evaluated for a response using the following guidelines:

(1) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

(2) The requester does not have to put a records request in writing and does not have to provide their identity or the intended use of the requested public record. It is this office's general policy that this information not be requested.

(3) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

(4) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied within a reasonable period of time. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Stark State College within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

(a) An estimated cost if copies are requested.

(b) Any items within the request that may be exempt from disclosure.

(5) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including authority.

(C) Costs for Public Records

(1) Those seeking public records will be charged only the actual cost of making copies. A requester may be required to pay in advance for the actual costs involved in providing the copy.

(2) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. A requester may be required to pay in advance for the actual cost of the postage and mailing supplies.

(D) E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

(1) Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see page 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

(2) The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

(E) Failure to Respond to a Public Records Request

Stark State College recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Stark State College's failure to comply with a request may result in a court ordering Stark State College to comply with the law and to pay the requester attorney's fees and damages.

ELECTRONIC COMMUNICATIONS
Policy No. 3357:15-15-07

Effective: 10/15/2009
Revised: 01/21/2010
Revised: 05/17/2012
Revised: 02/23/2015
Revised: 06/03/2019
Revised: 06/03/2024

POLICY:
Electronic communication resources include, but are not limited to, the College's public and private websites, email, the mySSC portal, and the College's Learning Management System's (LMS) communication tools.

(A) Electronic communication resources are an official channel of communication within the College. Students, faculty, and staff are responsible for routinely reading and taking action on official information from the College sent to their SSC email or the announcements section on the mySSC portal. Students may also be required to utilize LMS communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels.

(B) The electronic communication resources provided by the College are intended for official College business or College-related purposes. College electronic communication resources shall not contain offensive or harassing statements, including, but not limited to, disparagement of others on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. College electronic communication resources shall not be used to libel, slander, abuse, intimidate, or harass any other person or organization. The procedures associated with this policy further define the restrictions on the use of electronic communications.

(C) Any violation of the policy may be cause for disciplinary action and possible termination of employment or expulsion from the College. The College reserves the right to review, audit, or monitor directories, files, emails, and all other electronic communication activity that utilize~~s~~ College resources.

PROCEDURE:
(A) Stark State College has invested in its technology infrastructure to enhance teaching and learning, to enable efficient business practices, and improve communication with the College. All SSC students, faculty, and staff have access to email as a communication tool and the mySSC portal for communication and information relative to their role(s) at the College. SSC is

committed to the use of College-wide electronic communication tools to enhance interpersonal communications, improve information exchange, reduce the use of paper and printed materials, improve the College's ability to provide targeted services, and to help build community among its various constituencies. Wherever possible and appropriate, electronic communications should be used in place of conventional mail and other hard-copy methods.

(B) Public Website

(1) The College's public website (www.starkstate.edu) presents information relevant to the general public, prospective students, and other interested parties.

(2) The College's Marketing and Communications Department is responsible for the public website content.

(C) mySSC Portal Site

(1) The mySSC portal gives students, faculty, staff, and other constituents personalized access to information and services. It is the main mode of digital communication and information delivery at the College.

(2) The portal content administrator will periodically review and monitor the content of announcements, channels, and groups, and may remove information in violation of policy.

(3) Faculty, staff, and students are responsible for reading the information contained in these channels and following the instructions they contain. The announcements section is used for the distribution of important, and sometimes critical, often time-sensitive information when a record of the receipt of the message is not needed.

(4) Only authorized individuals (Marketing and Communications Department) may post announcements.

(D) College Email

(1) The College provides email systems for the use of faculty, staff, and students of the College in their College-related activities. Any messages transmitted via the College-provided email systems are subject to all requirements and regulations regarding privacy of

College records, records retention, open records, and all other requirements of College documents.

(2) The email system may be used for College business and for purposes specifically authorized by the College. Other communication methods including mySSC should be used instead of email where appropriate.

(3) Faculty, staff, and students are responsible for reading all official email messages sent from the College and following the instructions they contain. Failure to use the College's email resources is not an acceptable excuse for failure to comply with official information sent via College email.

(4) College email is an official College communication medium and may be used to convey official College business, particularly when the College needs to have a record that the recipient was sent the information. Email, particularly email sent to a large audience, should be essential and relevant to the mission of the College.

(5) As a general principle, the larger the number of email recipients, the greater the need for establishing that the recipients will find the message useful. Questions about the appropriateness of a message or audience may be addressed to the appropriate area administration.

(6) Points to consider when sending a group or global message:

(a) Ensure that the message is clearly worded and not offensive to the recipient.

(b) Ensure that the subject of the message is relevant to the audience, is of interest and non-repetitive, and relates to the list members (e.g., do not send a message to all employees if the message is applicable only to faculty).

(c) Ensure that the message is significant enough that it would need to be sent even without the immediacy and ease of email.

(d) Global email lists and certain restricted group email lists may be used for announcements and messages containing:

(i) Emergencies, health, and safety

(ii) Important deadlines

(iii) Notification of important College events or services

(iv) Matters of policy or process that require immediate attention

(v) Timely communication that has a direct impact on members of the College community.

(e) Only authorized individuals may send email to the global allSSC list (sent to all College employees) or other restricted employee group email lists. Only authorized individuals may send email to the global allSTUDENT email alias (sent to all College students) or other restricted student group email lists.

(i) Permission for non-authorized persons to send an email to restricted global or group mailing lists must be obtained from the Executive Council member for their division or the Executive Council member's designate.

(ii) Once the approval is received, the requesting individual should contact the appropriate email content administrator to have the email sent.

(f) Large files should not be sent as email attachments. They should be placed on the public drive and referenced within the email using a hyperlink that can be clicked to open the file.

(E) Learning Management System (LMS) Communication Tools.

(1) The Learning Management System supports several communication tools including email, discussion forums, and chat.

(2) Access to these tools is provided through the LMS. Individual course instructors may require students to use their LMS email account or

other communication tools for official course-related communications.

(F) Email forwarding

(1) Students, faculty, and staff who forward their official College email to another email address (e.g. username@aol.com) do so at their own risk.

(2) The College cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the official College address.

(G) Other Websites, Web Pages, Wikis, Blogs, Social Networking Sites

(1) All Websites, Web pages, wikis, blogs, social networking sites, and other similar electronic communications published by students, faculty, or staff and relating in any way to the College must be formally approved in writing in advance of publication by the Director of Marketing and Communications Department.

(2) All publishers and contributors must comply with College policies as well as all applicable laws, including those prohibiting copyright and trademark infringement. All content is subject to review and approval prior to publishing.

(3) Student club sites are under the discretion of the Student Life Coordinator and/or the Club Advisor.

(H) Personal Communications

(1) The contents of all personal emails, websites, wikis, blogs, social networking sites, and other similar electronic communications (hereafter referred to as personal pages) published by students, faculty, or staff without the formal written approval of the Director of Marketing and Communications Department are solely the responsibility of the authors.

(2) These electronic communications shall not present themselves as representing the College. Statements made and opinions expressed are strictly those of the authors and not those of Stark State College. Stark State College does not review, approve, or endorse the contents

of personal pages, nor does the College monitor the content of any page except as necessary to investigate alleged violations of College policies or federal, state, or local laws.

(I) Educational Uses of Electronic Communications

(1) Faculty members may require the use of College email and/or LMS email, course tools, or other forms of approved and supported electronic communication for the purpose of course content delivery, class discussion, synchronous chat, or other academic use. The faculty member must specify these requirements in their course syllabus.

(2) Faculty can require as part of their academic requirements that students access mySSC and read notices sent to their official College email address.

INSTITUTIONAL REVIEW BOARD Effective: 05/29/2015
Policy No. 3357:15-15-08 Revised: 06/04/2018
 Revised: 06/05/2023

POLICY:
Internal or external investigators seeking to conduct human-subjects research or related activities through Stark State College must seek prior approval from the Institutional Review Board (IRB). This responsibility extends to any mode of research development, instruction, training, data collection, access to existing data sets, or related activities, including classroom and questionnaire studies, whether sponsored solely by the College or funded externally and conducted either on- or off-campus or online. Surveys and other research conducted as part of administrative functions of the College, (e.g. Institutional Research, state or federal reporting requirements, etc.), are exempted from the IRB approval process.

Membership of the Board consists of one or more faculty from each credit academic division of the College, one non-Stark State member, and a representative from the Institutional Research staff. The Board must consist of at least five members of varying backgrounds, and must have at least one member with a science background (e.g. social, behavioral, and/or natural) and at least one member with a non-scientific background. The chair is selected from the faculty members. The Board meets once per fall and spring semesters and on an as-needed basis.

Nomination Process and Elections: The nomination process should provide an opportunity for those who wish to participate to do so. Self-nominations and nominations of others are acceptable. Board terms are staggered and are for two years. The Chair will serve one additional year as immediate past Chair. For the purposes of electing academic faculty representatives, each credit academic division dean will solicit nominees and conduct an electronic election and notify the Board Chair and Institutional Research of the outcome.

Once elected, members and the Chair are required to complete and maintain all relevant Collaborative Institutional Training Initiative modules for their position.

PROCEDURE:
The *Guidelines for the Conduct of Research Involving Human Subjects* outlines the process by which applicants submit an application for review and details the Board's review process of applications. Applicants should review this document in depth prior to submitting a research application or proposal. This document, along with the application, is available on the College Institutional Review Board webpage at www.starkstate.edu/IRB.

EXTERNAL COMPLAINT Effective: 06/05/2023
Policy No. 3357:15-15-09

POLICY:

All external complaints against Stark State College and persons associated with the College are addressed and logged in a timely manner in accordance with procedures delineated in this policy. Procedures in this policy apply specifically to complaints lodged by persons external to the College. All external complaints should be forwarded to the President's Office to be reviewed and assigned for resolution. The written resolution should be forwarded to the President's Office to be logged. Record of complaints (log and complaint files) are kept in the President's Office for a minimum of five years.

PROCEDURE:

Informal Complaints

1. The complaint is submitted orally or in writing (email or hard copy) and is usually resolved through discussion or written format as received. The President's Office will be notified.

2. The President's Office may assign an applicable employee of the College to investigate the complaint.

3. If a mutually satisfactory resolution cannot be reached through discussion, the complainant may be directed to the procedure for formal complaints outlined below.

Formal Complaints

1. The complaint must be documented in writing and submitted to the President's Office.

2. A formal complaint contains the following information:
    a) Date of filing of complaint
    b) Complainant information: name, phone number, address, email address, complainant relationship to the College
    c) Detailed description of the complaint, including the date of occurrence
    d) Resolution desired

3. The President's Office may assign an employee of the College to investigate the complaint. The investigator gathers information as necessary, including additional information from the complainant and from the respondent if allegations are made against a person.

4. Following the investigation, the President's Office provides a written response (in hard copy or by email) to the complainant.

5. The President's Office maintains a log of external complaints.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No. 3357:15-16-01

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021
Revised: 06/06/2022

POLICY:

The objective of Stark State College is to provide services that fulfill societal needs without regard for financial gain. Since service, in which resources are consumed, is the objective of the College, the accounting and reporting process must address itself to accounting for resources received and used. In the absence of the profit element as a control device, funding sources exercise control by stipulating the purpose for which resources may be used. The College assumes a stewardship role to assure that all funds are utilized in accordance with the wishes of the funding source. The accounting system must provide this information and also provide management with the necessary decision making tools to maximize the resources available to the College.

PROCEDURE:

(A) Compliance with Ohio and federal law. The Chief Financial Officer/Vice President of Business will comply with all requirements of the State of Ohio and federal law in the financial operation of Stark State College.

(B) Accounting Records. The Chief Financial Officer/Vice President of Business will follow the prescribed accounting procedures as put forth by the Auditor of State and the Board of Trustees. To comply with these standards, Stark State College has developed the following records:

(1) Chart of Accounts – The chart of accounts lists all active accounts at Stark State College. It is published in account-code sequence, using a five-digit organization code plus a three-digit object code. The listing is updated as needed by the "Request for New Account Form" supplied by the comptroller. It is comprised of the following elements:
Fund – five-digit code
Organization – five-digit code
Account – four-digit code
Program – three-digit code
It is published in fund, organization, and program code sequence. The listing is updated as needed by a request for new account form or by electronic means to the comptroller.

(2) Balance Sheet – This is a listing of the balances in the ledger accounts at the end of the accounting period. A balance sheet is produced at the end of each month by the Director of Budget.

(3) General Ledger Trial Balance – The summary of transactions contains all the month's entries for cash receipts, accounts receivable, inter-

departmental charges, payroll, invoices, and journal vouchers. It is produced at the end of each month in fund account-code sequences.

(4) Payroll Master File – The payroll master file is a listing of every active payroll record. It contains all information listed on the file for each employee. The master file is generated as required out of the enterprise resource planning (ERP) system.

(5) Payroll Distribution – The payroll distribution is generated biweekly. It is a report by account number and name of each employee paid.

(6) Payroll Register – This lists in numerical sequence all bank transfers written, with total gross wages and all deductions withheld for each. An alphabetical listing by employee with bank transfers in numerical sequence is also produced.

(7) Ohio Public Employees Retirement System (OPERS) Report – This report is produced monthly and is used to calculate the amount of OPERS payable for each employee.

(8) State Teachers Retirement System of Ohio (STRS) Report – This report is produced biweekly and is used to calculate the amount of STRS payable for each employee.

(9) Alternative Retirement Plan (ARP) Report – This report is produced biweekly and is used to calculate the amount of ARP payable for each employee.

(10) Cash Receipts Journal – This is a detail of all receipts collected by the bursar. The journal is produced daily.

(11) Accounts Receivable Journal (Student Fees) – All students receivables are listed in this journal. The journal is aged on the basis of 0-30, 31-60, 61-90, and over 90 days.

(12) Cash Disbursement Journal – This is a listing by vendor, giving the details of all expenditures for each batch of checks written or electronic payment.

(13) Cash Disbursement Check Register – This is a listing of all voucher checks written. It is produced in numerical sequence by batch number.

(14) Disbursement Check Listing – All voucher checks and electronic payments are listed in alphabetical sequence by vendor. This listing covers the current fiscal year.

(15) Student Fee Receipt – All student fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the Student Accounts in the College's ERP system. Receipt numbers are generated for each cash payment.

(16) Voucher Packets – Voucher packets are maintained by the General Accounting Manager. They contain invoices for which checks or electronic payments are drawn against the College. Voucher packets stored electronically in the College's ERP system. They can be accessed thru the payment history of each vendor.

(17) Voucher Checks – They are numbered from 100,000 to 999,999 and are filed in numerical sequence by fiscal year by the General Accounting Manager.

(18) Journal Vouchers – Journal vouchers are accounting entries written by the Business Office staff. Journal vouchers are approved and filed by the comptroller.

(19) Invoices – Invoices are issued to all debtors of the College. They are prenumbered I1 to I99,999 in the ERP system.

(20) Purchase Orders – Purchase orders are kept on file in the Purchasing Office. They are filed in numerical sequence (1 to 99,999) by fiscal year.

(21) Request for New Account Form – This form is requested electronically by the department chair requesting a new account. Upon approval of the comptroller, a five-digit account number is assigned and the new account entered in the chart of accounts.

(22) Vendor File Listing – This is maintained by accounts payable personnel. A list is produced numerically and alphabetically. This list is updated continuously and is stored in the ERP system under the purview of the Chief Financial Officer/Vice President of Business.

(C) Cash Receipt - Cashier's Function

(1) All moneys collected by college employees shall be turned into the cashier as soon as possible. Moneys collected shall not be held by the employee/department which received the moneys. Moneys include cash, checks, and other forms of payment.

(2) The cashier will record all receipts on a Student Receipt or Miscellaneous Receipt for Institutional Funds.

(3) The Student Receipt – All student fee data are stored in the ERP system.

(4) The Miscellaneous Receipt – All fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the ERP system. Receipt numbers are generated for each cash payment.

(5) The Cashier Worksheets will be prepared at the end of the day. All receipts should be totaled. The total should equal the total of cash, checks, and credit card payments collected for the day. Any differences between recorded receipts and cash should be entered on the "cash over or short" line. Differences greater than $10.00 should be reported to the bursar. A copy of the completed Cashier Worksheet should be sent to the bursar along with the day's receipts.

(6) The ERP system will assign a batch number and the cashier will prepare a deposit slip. The bursar will verify the Bank Deposit received from the cashier and sign the Cashier's Worksheet. The cashier will arrange for armored transport to the bank.

(7) The following general procedures are recommended as sound business practices for the cashiers. All receipts are to be written for the amount of money actually taken at the time the receipt is issued. Positive identification is required for all checks. Each check should be restrictively endorsed by the cashier before it is placed in the cash drawer. All cash should be counted and verified by another assistant staff accountant. All posting of receipts and Cashier Worksheet must be in ink.

(D) Accounts Payable

(1) All bills are to be sent to accounts payable. The accountant will obtain departmental approvals thru the ERP system. The Chief Financial Officer/Vice President of Business has final approval of all bills.

(2) Receiving and billing invoice information created in the ERP system contains the following:

(a) Description of items received and invoice number

(b) Purchase order number (if applicable)

(c) Date the billing invoice was entered in the ERP system.

(d) Vendor name

(e) Department FOAPAL (Fund Organization Account Program Activity Location)

(f) Amount of invoice

(g) Date invoice is scheduled for payment.

(3) The accountant will then scan the paper invoice and any other supporting documentation into the ERP system and attach it to the invoice information, and the invoice is completed.

(4) Once the invoice is completed in the ERP system, an email is automatically sent to the department chair responsible for approving the invoice for payment. The department chair then logs into the ERP system, reviews the invoice, and approves the invoice electronically.

The approved invoices are then compiled into a disbursements batch by the ERP system.

(5) When all items on a purchase order have been received and paid, the purchase order is to be marked "closed" and the date of final payment is to be listed. The purchase order is then to be numerically filed in the closed purchase order file.

(6) When a billing invoice is received for items without a purchase order, the accountant is to follow the same procedures as above.

(7) The ERP system will maintain the vendor file listing. The list is to include all vendors approved by the Chief Financial Officer/Vice President of Business.

(E) Payroll

(1) Payroll appointments.

(a) Payroll appointments are initiated by the Vice President in charge of Human Resources who assures compliance with Board of Trustees action.

(b) All new employees must have payroll information forms completed in the Human Resources department.

(c) Upon receipt of the payroll information from Human Resources, the payroll accountant will prepare a personnel file and enter all the necessary information into the ERP system. The payroll coordinator will review and approve the payroll appointment.

(2) Payroll changes - All payroll changes will be processed based on the appropriate form and authorized signature(s). Mass payroll changes which result in across-the-board increases to employees will be initiated by the Vice President in charge of Human Resources. Payroll changes, additions, or deletions for biweekly pay dates are due in the Business Affairs Office by noon Thursday of the previous week.

(3) Payroll processing:

(a) Employees required to submit time sheets for a two week pay period will do so to their supervisor by 8 am on Tuesday of the pay week. After approval by the department chair, all time sheets will be submitted to the payroll accountant in the Business Affairs Office by 9:00 am on the Wednesday of pay week. Employees will be notified if the deadline changes due to a holiday.

(b) The payroll accountant will enter all changes and timesheets received by the deadlines into the ERP system and produce payroll reports.

(c) Payroll reports will be submitted to the payroll coordinator to check for accuracy. When all is in order, the payroll coordinator will authorize the payroll to be distributed by direct deposit to each employee's bank account.

(d) Payroll funds will be available to all employees on the assigned pay date. All employee pay statements will be available for viewing in electronic format.

(F) Voided, spoiled, and stale checks

(1) It is important to maintain the integrity of all numerical check sequences. A spoiled check will be defined as any check that has not been signed and for some reason must be destroyed. A voided check will be defined as a check which was signed and issued in error. A stale check will be defined as a check which has not cleared the bank within 120 days.

(2) Checks for which replacement has been drawn up will be treated as two separate transactions.

(3) A check must be voided in the ERP system.

(4) Checks that have not cleared the bank within 120 days will be treated as stale checks. Stop payment will be issued as described in (G) below.

(G) Stop Payments. If it becomes necessary to stop payment on a check, with the approval of the comptroller, the bank should be contacted. The check should be treated as a voided check and the necessary entries made to the accounting system.

BUDGET PREPARATION AND CONTROL Effective: 10/09/2009
Policy No. 3357:15-16-02 Revised: 02/23/2015
 Revised: 06/07/2021

POLICY:

The Vice President for Business and Finance with the assistance of the Director of Budget is responsible for the coordination of procedures for the preparation of the annual budget. All members of the College are encouraged to participate in the development of departmental budgets. The department head is to work with the members of the department, the next level administrator, Provost, or the Vice President for the area.

PROCEDURE:

(A) The basic steps in the budget cycle are:

(1) The Executive Council approves an FTE projection.

(2) The Vice President for Business and Finance equates the projected FTE to revenue.

(3) The Vice President for Business and Finance prepares a revenue budget based on major income sources.

(4) Each department head works with the Director of Budget to compile a departmental budget request and review with the next level administrator.

(5) Following discussions with each division Dean, Provost, or Vice President, the Director of Budget compiles the budgets and forwards them to the Vice President for Business and Finance.

(6) The Vice President for Business and Finance presents the compiled budgets to the President, Provost, and Vice Presidents.

(7) The Vice President for Business and Finance correlates the proposed expense budgets with the revenue budget.

(8) The Provost, Vice Presidents, and the President review the correlated budgets and recommend adjustments.

(9) The department heads and division heads make adjustments when required through the Provost, Vice Presidents, and Vice President for Business and Finance.

(10) The President reports the proposed budget to the Trustees and outlines the goals and priorities of the institution.

(11) Should a revision occur at the Trustee level, then the Vice President for Business and Finance with input from the Provost and the Vice Presidents revises the proposed budget. The revised budget then follows the same cycle as outlined in steps 8 through 10.

(12) The approved budget, as revised, must be filed with the Ohio Department of Higher Education by September 30 or thirty days after the enactment of the appropriation bill by the General Assembly, whichever is later.

(B) Department heads are to ensure that their units do not exceed the approved budget. If a situation arises that was not anticipated in the departmental budget, the department head should notify, in writing, the division Dean and Provost or the Vice President for Business and Finance. The request will be reviewed by the President, and if warranted, funds may be transferred from the contingency fund to the departmental budget.

(C) Under extraordinary circumstances, and with approval of the President, the Vice President for Business and Finance may modify these procedures during each annual budget cycle.

(D) The Director of Budget will conduct a monthly review of all departmental budgets. A summary report will be prepared for the Board of Trustees (Monthly Budget Monthly Financial Report). Departments experiencing financial difficulties will be reviewed with the department head and the next level administrator.

PURCHASING PROCEDURES
Policy No. 3357:15-16-03

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/08/2017
Revised: 06/06/2022

POLICY:

The Chief Financial Officer/Vice President of Business, Provost and Chief Academic Officer, and Vice President's designated representative or Purchasing Agent are the only eligible individuals to enter into purchasing agreements for Stark State College. The Purchasing Agent is authorized to enter into purchasing agreements not to exceed $5,000.00. No commitments except those authorized and negotiated by the Chief Financial Officer/Vice President of Business, Provost and Chief Academic Officer, or Vice President's designated representative or Purchasing Agent will be considered the legal obligation of the College.

PROCEDURE:

(A) Procurement Methods

(1) Goods

(a) Small Orders: $1 to $500 – Direct negotiations by department chairs with Stark State College approved vendors. (Open Accounts)

(b) Direct Negotiations: $501 to $49,999 – Direct negotiations by purchasing (or designated representative).

(c) Competitive Bid: $50,000 + - Competitively bid by purchasing with department chair's assistance.

(2) Printed Materials in

(a) Direct Negotiations: By the purchasing department (or designated representative) under the maximum limit set in Ohio Revised Code Section 3345.10.

(b) Competitively Bid: Competitively bid by purchasing with department chair's assistance for all amounts equal to or greater than the adjusted

maximum threshold under the Ohio Revised Code Section 3345.10.

(3) Professional Services

(a) Direct Negotiations: $1 to $99,999 – Direct negotiations by purchasing (or designated representative).

(b) Competitively Bid: $100,000 + - Competitively bid by purchasing with department chair's assistance.

(4) Construction/Renovations & Improvements

(a) Direct Negotiations: Direct negotiations by purchasing (or designated representative) under the maximum limit set in Ohio Revised Code Section 3357.16.

(b) Competitively Bid: Competitively bid by purchasing with department chairs assistance for all amounts equal to or greater than the adjusted maximum threshold under the Ohio Revised Code Section 3357.16. Inter-University Contracts, State of Ohio Contracts, GSA Pricing, and Cooperative Agreements may be used in lieu of competitive bidding.

(5) Waiver of Bidding: The Chief Financial Officer/Vice President of Business may waive competitive bidding procedures for the following reasons:

(a) Emergency items needed to keep the College and its programs operational.

(b) Sole source procurements (form must be completed and approved by the Vice President). Sole Source Form is available in the purchasing department.

(c) Adding to existing goods or services.

(d) When group-buying contracts, which are deemed to meet procurement requirements for Goods and Professional Services, are utilized as a source for establishing pricing.

(e) Direct Negotiations of the price for used Goods

(6) Returns: The purchasing department will arrange for the return of unsatisfactory goods or file claims for damaged goods.

(B) The Purchase Requisition

(1) This form sets forth the necessary details and specifications to guide the purchasing department in buying the desired product.

(2) Department Heads, Department chairs, deans, then to the provost if applicable (if greater than $1,500) who will approve the purchase requisition in the ERP system.

(3) The Chief Financial Officer/Vice President of Business approval is required if the purchase requisition is $5000.00 or greater.

(4) The purchase requisition is to be used for purchases of $500 or more, when a purchase order is required. This is not a formal offer to buy and requires a copy of the purchase order to be sent or phoned to the vendor before delivery of goods can be expected. Pricing and terms will be finalized by purchasing. The ERP system requires appropriate approvals, room number for delivery, and account number or budget to be charged (with funding in budget).

(5) The purchase requisition may be used to request blanket orders. These are to be used when repetitive orders are placed with one supplier. All blanket orders start July 1 and expire on June 30 of the fiscal year. No blanket order shall exceed $24,999.

(C) Processing Purchase Orders

(1) When a purchase requisition is received through the ERP system, the purchasing department creates a purchase order and sends it to the vendor to complete the order.

(D) The Purchase Order

(1) The original purchase order shall include the following:

(a) Vendor name

(b) Date placed

(c) Terms

(d) Accounting string including the fund, organization, account, and program codes.

(e) Quantity

(f) Description of products

(g) Pricing

(h) Freight and handling charges

(i) Contract # or bid reference (if applicable)

(2) The completed purchase order is distributed as follows:

(a) Vendor

(b) Department head

(c) Receiving

(d) Purchasing.

(E) Purchasing data in ERP system

(1) The purchasing department shall keep the following information. This information is available to the Chief Information Officer/Vice President of Business.

(2) Numerical sequence of purchase orders

(3) Date order was placed

(4) Vendor name

(5) Accounting string including the fund, organization, account, and program codes (along with contract # or bid reference).

(6) Amount of purchase order

(F) Purchasing Guidelines

The Chief Financial Officer/Vice President of Business or his designated representatives will use the Inter-University Purchasing Group Manual as a guide to correct ethical purchasing procedures. Specific reference is made in the manual to the Ohio Ethics Law (Ch. 102, O.R.C.) which includes the prohibition of using a position to obtain anything of value for personal benefit. The prohibition includes acceptance of gifts or favors from suppliers of goods or services. Personal purchases for any employee or board member of an institution through the purchasing department or in the name of the institution are also prohibited. Persons willfully violating the code of ethics will be subject to disciplinary action by the College. The following principles, as advocated by the National Association of Educational Buyers, shall constitute the code of ethics to be followed by staff members in making all purchases for the institution:

(1) To give first consideration to the objectives and policies of Stark State College.

(2) To strive to obtain the maximum ultimate value of each dollar of expenditure.

(3) To cooperate with trade and industrial associations, governmental, and private agencies engaged in the promotion and development of sound business methods.

(4) To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

(5) To decline personal gifts or gratuities.

(6) To grant all competitive bidders equal consideration to regard each transaction on its own merits; to foster and promote fair, ethical, and legal trade practices.

(7) To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.

(8) To accord a prompt and courteous reception in so far as conditions permit to all who call on legitimate business missions.

(G) Payment Requisition

(1) Definition: This form is to be used when no purchase order is required and expenses have occurred. (This includes items ranging in price from $1 to $500.00.) The completed form with an attached bill or proper signatures is authorization for payment.

(2) Distribution: Send copy to the Accounts Payable Accountant.

(3) Approvals:

(a) Faculty-division dean or the Provost and Chief Academic Officer who will forward it to the accounts payable accountant.

(b) Staff-department head or Vice President, then to the Accounts Payable Accountant.

(4) Use: this is a general purpose form. It is meant to handle the following conditions:

(a) Purchased personal services (non-employee)

(b) Memberships or dues

(c) Business entertainment (in a non-travel status)

(d) New subscriptions or renewals

(e) Other (any bills presented for payment that do not have a purchase order number).

(H) Petty Cash

(I) Definition: This fund is to be used when purchases or intended purchases will amount to $25 or less. A completed short-form payment requisition with an attached bill or proper signatures is authorization for payment or reimbursement.

(J) Location: Petty cash funds are located in departments designated by the Business Office. All transactions are periodically replenished by the Accounts Payable Accountant.

(K) Approvals: Faculty and staff-department and division heads, then to the Accounts Payable Accountant.

(L) Use: This is a general purpose fund designed to provide fast payment or reimbursement for minor expenses.

(M) Report of Business Expenses

(1) Definition: The completed form with attached bills and proper signatures is authorization for payment or reimbursement.

(2) Distribution: Send one copy to the Accounts Payable Accountant.

(3) Approvals:

(a) Faculty-division dean or the Provost and Chief Academic Officer who will forward it to the accounts payable accountant.

(b) Staff-department head~~,~~ or Vice President, then to the Accounts Payable Accountant.

(4) Use: This is a general purpose form. It is meant to handle travel expenses while undertaking the official business of the College. Procedures and regulations relating specifically to travel may be found in rule 3357:15-14-10 of the Administrative Code.

(N) Receiving Procedures

(1) The college receiving clerk is the only person eligible to accept shipment for the College. Each delivery will be inspected for visible or concealed damages, and the proper notations will be made on the transport company's receiving report.

(2) The packing slip is to be checked by the receiving clerk against items received. Next, the items received should be checked off the purchase order (if applicable).

(3) Items having a useful life of at least one year and costing $5,000 or more must be added to the inventory (Account No.'s 7940 & 7941). All items are to be disbursed to department chairs within 48 hours after they are received.

(4) The Purchasing Agent will arrange for the return of unsatisfactory goods or file claims for damaged goods.

(O) Credit Card Usage

(1) The Chief Financial Officer/Vice President of Business is responsible for the distribution of college credit cards and purchasing cards for appropriate use by individual employees and/or departments and Board members. The President with the assistance of the Chief Financial Officer/Vice President of Business will establish procedures for allowable and unallowable uses, approval of charges, and monitoring.

(2) College credit cards may only be used to pay for business expenses of the College made in accordance with College policies. Such allowable expenses include: travel expenses

including meals, gasoline, supplies, and food. All purchasing policies of the College must be followed even if the payment will be made with a credit card. Use of College credit cards for personal purchases, cash advances, or cash refunds is strictly prohibited.

(3) The Chief Financial Officer/Vice President of Business will procure and distribute all credit cards for the College to be used by college employees.

(4) The Chief Financial Officer/Vice President of Business will determine who is authorized to receive and use college credit cards. Credit cards will be assigned or made available to specific individuals when necessary for the efficient operation of the College. College credit cards to specific stores will be kept in the Business and Finance office and must be signed out by authorized users.

(5) For credit card purchases, cardholders must obtain an itemized sales receipt of the transaction. The itemized receipt must be sent to the Business and Finance accounts payable department with the department name and authorized signature for the department to be charged.

(6) The accounts payable department will review and match all itemized credit card receipts with the credit card invoices. Any discrepancies or missing documentation will be rectified with the appropriate charging department.

ACCOUNTING FOR RESTRICTED FUNDS
Policy No. 3357:15-16-04

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/04/2018
Revised: 06/05/2023

POLICY: The College receives funds from various sources who place restrictions on the timing and use of those funds. Recordkeeping and reporting procedures must be established to ensure that all such funds are utilized in compliance with the funding source requirements. The Comptroller is responsible for assigning this responsibility to a designated individual ("accountant").

PROCEDURE:

(A) Grant initiation

(1) When an award is received, the project director provides the accountant with the award letter, contract, and program budget.

(2) The accountant provides the necessary information to the Comptroller who assigns a restricted fund number to the project, and, if applicable, a grant folder is created.

(3) The accountant creates a schedule of applicable dates, reporting requirements, and expenditure restrictions and provides this information and the fund number to the project director.

(B) Grant accounting and reporting

(1) Each month the accountant reviews the activity in the restricted accounts to ensure that all charges are appropriate.

(2) Quarterly reports are provided to the Comptroller regarding all activity in all of the restricted funds.

(3) Periodically, the accountant submits requests for funds to the applicable agencies along with all required supporting documentation.

(4) Reports detailing all of the activity in the accounts are available on an on-going basis to the project director.

(C) Grant termination

(1) The accountant notifies the project director of the imminent closing of a grant, the remaining funds, and applicable spending requirements.

(2) A final review of project activity is performed, and the restricted fund closed.

(3) All records are maintained in accordance with the grant requirements.

FINANCIAL REPORTS Effective: 10/09/2009
Policy No. 3357:15-16-05 Revised: 02/23/2015
Page 1 of 1 Revised: 06/07/2021

POLICY:

The Vice President for Business and Finance will file all financial reports for the College as required by the Board of Trustees; Auditor of State; or other federal, state, and local agencies as required by law or condition of contracts.

FINANCIAL PLANNING
Policy No. 3357:15-16-06

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021

POLICY:

(A) Operating Budget: The Vice President of Business, Finance, and Information Technology must develop the operating budget to conform to the institutional education plan. All income and expenditures must be reviewed in terms of satisfying the stated goals and objectives as prescribed by the Board of Trustees and the President. The operating budget must take the following costs into consideration: personnel, supplies, travel, equipment, and all other costs necessary to carry out the mission of the College.

(B) Capital Budget: This plan will be developed by the Vice President of Business, Finance, and Information Technology to detail how income and expenses will be acquired and utilized to support the physical development plan of the College. The capital budget should take into consideration a review of facilities and capital equipment needs.

(C) Cash Flow: The Vice President of Business, Finance, and Information Technology will prepare a monthly cash flow estimate. Investment of surplus funds in securities that meet the approval of the Auditor of State is encouraged. The Vice President of Business, Finance, and Information Technology will seek bids from financial institutions with sound reputations. All financial institutions must collateralize deposits to receive awards as required by the Investment and Cash Management Policy in accordance with the laws of the State of Ohio.

INVESTMENTS AND CASH MANAGEMENT Effective: 10/09/2009
Policy No. 3357:15-16-07 Revised: 02/23/2015
 Revised: 06/07/2021

POLICY:

(A) Purpose: To provide a framework for the prudent management of all public funds and to invest public funds in a manner that will provide the highest investment return with the maximum security, safety, and preservation of principal while meeting the daily cash flow demands of the College, in accordance with all applicable statutes governing the investment of public funds.

(B) Authority: The authority to conduct the purchase and sale of investments is limited to the treasurer who may delegate such responsibility with appropriate oversight to the comptroller and budget director. The treasurer will adhere to this stated policy, including chapter 135 and sections 3357.10 and 3345.05 of the Ohio Revised Code, and all other applicable provisions of the Ohio Revised Code.

(C) Scope: The scope of this investment policy applies to all financial assets of the College, including state and federal funds held by it. The treasurer and/or staff will routinely monitor the contents of the College's investment portfolio, the available markets, and relative value of competing investments and will adjust the portfolio accordingly. Cash will be consolidated with reserve balances from all funds to maximize earnings and to increase efficiencies with regard to investment pricing safekeeping and administration. This policy is intended to be consistent with 3357:15-16-06 Financial Planning, Cash Flow, of the Policies and Procedures Manual.

PROCEDURE:

(A) Standard of Prudence

(1) The standard of prudence to be applied by the treasurer will be the industry-standard "Prudent Person Rule," which states: "Investments will be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

(2) Acting in accordance with this investment policy or any other written procedures pertaining to the administration and management of the College's investment portfolio and exercising due diligence will relieve the treasurer of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the board of trustees in a timely fashion and appropriate action is taken to control adverse development.

(B) Objectives. The primary objectives, in priority order, of the College's investment activities will be:

(1) Safety: Safety of principal is the foremost objective of the investment program. Investments of the College will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification of assets and maturities is required in order to avoid potential losses on individual securities that may exceed the income generated from the remainder of the portfolio. The objective will be to mitigate credit and interest rate risk.

(2) Liquidity: The College's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

(3) Return on Investment: The College's investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this investment policy and the cash flow characteristics of the portfolio. Return is secondary compared to the safety and liquidity objectives listed above.

(4) Cost for Services: Investment advisors will execute transactions on a best price and execution basis within the context of changing market conditions.

(C) Ethics and Conflict of Interest. Designated College employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the College investment program, or which could impair the ability to make impartial investment decisions.

Members of the investment committee and investment advisors will disclose to the College any material financial interest in financial institutions and any large personal financial or investment positions that could be related to, or affected by, the performance of the College's portfolio. All employees, officers and investment consultants to the College will subordinate their personal investment transactions to those of the College, particularly with regard to the timing of purchases and sales.

(D) Authorized Financial Dealers and Institutions. All financial institutions, brokers/dealers, investment advisors, and consultants that desire to conduct investment business with the College must sign the investment policy certification form, certifying they have read it, understand it, and agree to abide by its contents.

(E) Authorized Investments

(1) The College can invest in U.S. Treasury Bills, Notes, and Bonds, or securities or obligations issued by the following agencies:

- Federal National Mortgage Association (FNMA)
- Federal Home Loan Mortgage Corporation (FHLMC)
- Federal Home Loan Bank (FHLB)
- Federal Farm Credit Bank (FFCB)
- Student Loan Marketing Association (SLMA)
- Government National Mortgage Association (GNMA)

Eligible investments include securities that may be "called" prior to the final maturity date. Any eligible investment may be purchased at a premium or a discount. All federal agency securities will be direct issuances of Federal Government Agencies or instrumentalities.

(2) Bankers' acceptances, maturing in 270 days or less, rated in the highest category by one of two nationally recognized rating agencies.

(3) Certificates of Deposit of any national bank located in this state. Deposits must be properly insured or collateralized.

(4) No-Load Money Market Mutual Funds rated in the highest category by at least one nationally recognized rating agency of eligible securities as described under sections 3357.10 and 3345.05 of the Ohio Revised Code. Eligible Money Market Funds shall comply with section 135.01 of the Ohio Revised Code regarding limitations and restrictions.

(5) Repurchase agreements with any eligible institution mentioned in section 135.03 of the Ohio Revised Code, or any eligible securities dealer, except that such eligible securities dealers will be restricted to primary government security dealers.

(6) Repurchase agreements executed with eligible broker/dealers will settle on a delivery versus payment basis with collateral held at a qualified custodian or agent designated by the treasurer. Eligible repurchase collateral is restricted to securities listed in Division (B)(1) or (B)(2) as defined under section 135.14 of the Ohio Revised Code. The market value securities subject to a repurchase agreement must exceed the principal value of the repurchase amount by at least 2 percent prior to the execution of any repurchase transaction; a master repurchase agreement will be signed by the College treasurer and the eligible parties.

(7) The state treasurer's investment pool known as State Treasury Asset Reserve (STAR) Ohio pursuant to section 135.45 of the Ohio Revised Code.

(8) STAR Plus Cash Management Program.

(9) Bonds and other obligations of the State of Ohio or its political subdivisions.

(F) Investment Committee/Investment Advisor

(1) An investment committee will be established and will consist of the treasurer, comptroller, and the budget director. The treasurer will report to the board on the College's investments.

(2) The College may retain the services of investment advisors experienced in the management and investment of public funds

to manage the College's portfolio(s) and to advise the investment committee. Investment advisors will be authorized by the treasurer to manage the investment funds which includes the selection of eligible investment assets as defined under sections 3357.10 and 3345.05 of the Ohio Revised Code, the execution of investment transactions, and the selection of brokers/dealers that meet standards pursuant to Ohio Revised Code section 135.14 (M)(1).

(3) The College may at any time add to or delete from the list of an investment advisor's eligible brokers/dealers.

(G) Maximum Maturities. To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. No investment will be made unless the treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. No security will be purchased that will mature more than five (5) years from the date of settlement.

(H) Safekeeping and Custody

(1) All investment transactions, including collateral to secure repurchase agreements, will be conducted on a delivery-versus-payment basis. Investment assets including collateral to secure repurchase agreements will be held by a third-party custodian designated by the treasurer. Collateral to secure repurchase agreements and certificates of deposit will only be released by the College after verification that the principal and interest have been credited to the College's ~~5~~ account.

(2) The treasurer may require any depository holding a significant portion of the portfolio to identify specific collateral and to deliver that collateral to the Federal Reserve Bank as security for that deposit.

(3) Under no circumstances will investment assets be held in safekeeping by broker/dealer firms.

(I) Prohibited Investments and Investment Practices. In addition to any other prohibitions in the Ohio Revised Code, the College will not:

(1) Contract to sell securities that have not yet been acquired on the speculation that prices will decline

(2) Make any investment in “derivatives” as defined in the Ohio Revised Code section 135.1 4(C)

(3) Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is either STAR Ohio or a fund created solely for the purpose of acquiring, constructing, owning, leasing or operating municipal utilities as authorized under Section 4 of Article XVIII of the Ohio Constitution

(4) Enter into reverse repurchase agreements

(5) Leverage current investments as collateral to purchase other assets and

(6) Invest in stripped principal or interest obligation of otherwise eligible obligations.

(J) Internal Controls. The investment committee is responsible for maintaining an internal control structure designed to ensure assets of the College are protected from loss, theft, or misuse. The College will maintain an inventory of all portfolio assets. A description of each security will include security type, issue/issuer, cost (original purchase cost or current book value), par value (maturity value), maturity date, settlement date (delivery versus payment date of purchased or sold securities), and any coupon (interest) rate. The investment report will also include a record of all security purchases and sales. An investment report will be issued each month, detailing the inventory of all securities, all investment transactions, any income received (maturities, interest payments, and sales), and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield, average-weighted maturity of the portfolio, and the market value of each asset.

(K) Sale of Securities Prior to Maturity. Portfolio securities may be sold prior to maturity under the following conditions:

(1) To meet additional liquidity needs

(2) To purchase another security or securities in order to increase yield or current income

(3) To purchase another security or securities in order to lengthen or shorten the average duration of the portfolio for purposes of enhancing overall performance of the portfolio during periods of increasing or declining interest rates

(4) To realize any capital gains and/or income

(5) To change the asset allocation.

(L) Education. The treasurer will participate in beginning and/or continuing education training programs sponsored by the State treasurer or the State Auditor, as required pursuant to Ohio Revised Code 135.22. Through participation in educational programs, the treasurer will develop and enhance background and working knowledge in investment cash management~~,~~ and ethics.

REPROGRAPHIC PROCEDURE Effective: 10/09/2009
Policy No. 3357:15-16-08 Revised: 02/23/2015
 Revised: 07/14/2016

POLICY:
The Reprographics Department provides centralized copy services to the College whereby all large copy jobs are completed in one location to provide cost efficiency.

PROCEDURE:

1. All materials to be printed must be submitted in ready-to-run condition. Responsibility for proofreading rests with the originator.
2. A Duplication Request Form must be completed by the originator in compliance with the required lead time.
3. Duplication Request Forms and associated documents may be submitted electronically. Request forms are available on *my*starkstate. Electronic submissions are limited to the capacity of the Stark State College email system.
4. Work submitted to the Reprographics Department will be done according to priority and due date. Presidential reports, faculty syllabi, and faculty exams are some examples of high priority requests. Low priority requests, such as forms or academic program sheets, are completed each day as time permits. All work will be processed with as little delay as possible.
5. A copy count report is generated at the end of every month and given to the Comptroller's office. Departments are charged internally for copy jobs.

COLLEGE DISCRETIONARY FUND Effective: 10/09/2009
Policy No. 3357:15-16-09 Revised: 02/23/2015
 Revised: 07/15/2015

POLICY:

The Board of Trustees established the College Discretionary Fund on June 20, 1984 (page 1015) to be used at the President's discretion for supporting activities which serve to promote the interest of Stark State College. The Fund may be used for the following suggested purposes or any purpose which supports the interest of the College. Some examples are:

(A) To receive gifts or donations from individuals, agencies, firms, or other groups.

(B) To support functions of the Board of Trustees.

(C) To support the activities of the President in fostering the interest of Stark State College excluding direct political contributions.

(D) To support approved faculty and staff functions.

(E) To support approved faculty and staff travel, entertainment, and training.

PROCEDURE:

(A) The Vice President for Business and Finance will keep all records for the College Discretionary Fund and will report the activities of the fund on a quarterly basis to the Board of Trustees.

(B) All funds received by the College Discretionary Fund are to be deposited in a separate bank account by the Vice President for Business and Finance.

(C) The President or the Vice President for Business and Finance are authorized to sign all checks for the College Discretionary Fund.

(D) Expenditures exceeding $1,000 must receive prior approval from the Chairman or, in their absence, the Vice-Chairman of the Board of Trustees of Stark State College.

COLLEGE FOOD POLICY
Policy No. 3357:15-16-10

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021

POLICY:

(A) This policy is to provide guidance for the expenditure of general College funds to provide food at College functions. Food as defined in this policy includes coffee, non-alcoholic refreshments, and food of any kind. General college funds as defined in this policy include all accounts that derive their funds from the College including all grant accounts. The President's Discretionary Fund and club agency accounts, for which the College acts only as fiscal agent, are not considered general college funds.

(B) Generally, food is regarded as a personal expense of employees for which general College funds may not be expended. However, there are certain College events that promote the general good, public purpose, and furtherance of the mission of the College for which general college funds can be expended for food. All purchases of food must be customary, reasonable, and appropriate for the event. All purchases of food must receive prior approval by the Vice President or applicable Executive Council member of the requesting department.

PROCEDURE:

(A) Food can be provided and paid for by the College at the following specific events approved by the College Board of Trustees:

(1) Meetings of the Board of Trustees

(2) College-wide Administrative Updates for Employees (once per semester)

(3) College-wide Employee Recognition Ceremony (once a year)

(4) College-wide Adjunct Instructor Orientation (once per semester per adjunct)

(5) College-wide New Employee Orientation (once per semester)

(6) College-wide Graduation Ceremony (once per semester).

(B) Food can be provided and paid for by the College at the following types of events:

(1) College-wide professional development events lasting at least 4 hours

(2) On-site College meetings involving outside organizations, guests, or speakers

(3) Non-credit and contract training classes where the cost of food has been included in the course fee.

(C) General College funds may not be used to purchase food for any event not approved above.

(D) This policy is not intended to restrict employees from spending their own funds to provide food at any event.

(E) This policy is not intended to supersede the food allowance while on travel status as described in section 3357:15-14-10 of the College's Policies and Procedures Manual.

(F) This policy is not intended to restrict the use of the President's Discretionary Fund for the purchase of food.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DISPOSAL OF SURPLUS EQUIPMENT
Policy No. 3357:15-16-11
Page 1 of 1

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 07/14/2016
Revised: 06/07/2021

POLICY:
Equipment is considered surplus once it has surpassed its useful life. This occurs when equipment is broken and repair costs exceed fifty percent of the value of the item, is obsolete, or is no longer needed by the department.

PRODECURE:

(A) The department head must declare the item as surplus with the appropriate supervisory approval and notify the plant fund accountant.

(B) The plant fund accountant will work with the purchasing agent to dispose of all surplus equipment in the following manner:

(1) Equipment that is still useful will be offered to other College departments.

(2) Surplus equipment may be sold at a public sale or offered to school districts and non-profit agencies in the community.

(3) Equipment that has no use or value will be properly disposed of or sold for salvage value.

(C) The Vice President of Business, Finance, and Information Technology shall have final authority over the disposal of all surplus equipment as provided by the appropriate laws or regulations of the State of Ohio and the United States and its agencies.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ALCOHOL POLICY
Policy No. 3357:15-16-13

Effective: 04/20/2012
Revised: 02/23/2015
Revised: 07/14/2016
Revised: 06/07/2021

POLICY:

The use of alcoholic beverages is prohibited on College premises unless an exception is requested and written approval is granted from the Provost or vice president of the requesting division and the Vice President of Business, Finance, and Information Technology or designee. There should be a primary purpose for the gathering other than the availability of alcohol. Alcohol should not be used as an inducement to participate in a campus event. All consumption, possession, and/or distribution of alcoholic beverages will be consistent with the laws and regulations of the state of Ohio.

PROCEDURE:

The following process must be used to obtain permission for College events that involve alcohol:

(A) In order to obtain approval, the requesting department must submit an Authorization to Serve Alcohol Request Form (available on *my*starkstate) to the Vice President of Business, Finance, and Information Technology or designee, along with an approval from the vice president of the requesting division at least three weeks before the event. The approval may be indicated by a signature on the form. Please send a copy of the signed form to Vice President of Business, Finance, and Information Technology. No additional cover letter is necessary as long as all information requested is provided.

(B) If a fee is charged for anything in connection with the event, it may be necessary to obtain a permit from the Ohio Division of Liquor Control, which requires a significantly longer application process. The Vice President of Business, Finance, and Information Technology or designee will assist in that process. To ensure sufficient time, the request should be submitted at least eight weeks before the event.

(C) The College's Security Office must also be contacted in writing at least three weeks before the event.

(D) The request will be reviewed by the Vice President of Business, Finance, and Information Technology or designee when all of the required information is complete. If no temporary permit is required and there are no unresolved legal issues, the request will be forwarded to the President for final approval. When approval is granted, the Vice President of Business, Finance, and Information Technology or designee will email the requestor the signed approval in PDF form and send the original via campus mail.

(E) If a temporary permit is necessary, the Vice President of Business, Finance, and Information Technology or designee will help select the appropriate type of permit. If needed, the Vice President of Business, Finance, and Information Technology and Treasurer or designee will direct legal questions to the Attorney General's Office.

(F) Once the request form has been signed, it will be returned via campus mail, or it can be held for pickup at the Office of Business and Finance. The requesting entity is responsible for submitting the permit to the Department of Liquor Control and paying all fees. To ensure adequate security, contact the College Security Office at extension 4367 directly.

(1) When alcohol is present at an event, strict controls must be enforced in order to prevent underage or excessive drinking. These controls are consistent with local, state, and federal laws and the College's code of conduct.

(a) Possession and consumption of alcohol in parking areas are subject to local, state and federal laws and regulations. Police and liquor control agents may patrol these areas and enforce applicable laws.

(b) Alcoholic beverages may be served only within designated areas within the location provided on the Authorization to Serve Alcohol form.

(c) Soft drinks and other alternative beverages, such as punch, fruit drinks, and other non-alcoholic beverages, should be available in the same location and be featured as prominently as the alcoholic

beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.

(2) College faculty and staff purchasing alcoholic beverages must comply with the expenditure requirements outlined in the College's food policy.

(3) The College does not allow advertising in its public spaces that directly promotes the use of alcohol or tobacco. This applies to events and activities directly organized or sponsored by the College, as well as to events sponsored by others who may be leasing, renting or using College facilities.

(4) Policy Violations.

(a) Any student, faculty member, staff member, volunteer, or visitor found to be in violation of local, state and/or federal law, or who violates the College's alcohol policy, is subject to College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. College disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.

(b) If alcohol violations occur, faculty and staff may be disciplined under all College rules and policies under 3357:15-14-18.

LOST AND FOUND PROPERTY Effective: 07/14/2016
Policy No.: 3357: 15-16-14 Revised: 06/07/2021

POLICY:

This Policy is to provide procedures for the accountability and safekeeping of currency and tangible personal property lost or abandoned on the property owned, leased, operated by, or under the control of the College. Stark State College shall maintain a lost and found service at the Campus Security Office for all faculty, staff, students, and guests to the campus. The Campus Security Office will process and secure all the lost and found articles and make every reasonable attempt to return the items to the rightful owner. Unclaimed items may be destroyed or converted to College use or donated to a non-profit organization in accordance with Stark State College procedure as follows.

PROCEDURE:

When the lost or abandoned item(s) are found, the following procedures shall apply:

1. Items found must be promptly turned into the Campus Security Office and logged. Items containing cash will be verified by a second person and then logged in. Campuses without a security office shall assign a lost and found designee.
2. If the lost item contains identification information, the Campus Security Office or assigned lost and found designee will make a reasonable effort to contact the owner.
3. Currency and property identified as abandoned or lost shall be held for up to 60 days. Items that present a risk to the health of others, or are severely soiled, tattered, or damaged, may be disposed of immediately. Food and drink may be discarded immediately.
4. The person claiming the item(s) must describe the item(s) as closely as possible and provide identification.
5. Whenever the property is returned, the owner will sign a log sheet verifying the receipt of the item(s).
6. Recovered firearms will be turned over to the Campus Security Office who shall turn over the firearm to the appropriate law enforcement agency having jurisdiction where the firearm is recovered. Any firearm or dangerous ordinance or item(s) that is clearly recognized as such, should not be handled unless necessary but should be protected from others until a security officer or law enforcement officer can be contacted in order to recover the item(s).
7. Unclaimed electronic devices will be retained until the completion of the academic semester, at which time the Stark State High Technology Crime Investigation Association (HTCIA) Student Chapter will clean the device of all its data. The HTCIA students will abide by the national HTCIA Code of Ethics and Values in regard to confidentiality.

8. Lost or abandoned item(s) that are found by or turned into a leasee on property that is leased to the leasee by Stark State College, that does not have a Security Office within the building of the leased property, may retain the item(s) for a reasonable time in an attempt to return the item(s) to the rightful owner. Should the property remain unclaimed, the property shall be turned in to Stark State College Security for final disposition as outlined in this policy.
9. Lost or abandoned item(s) that are found at a Stark State Satellite campus that does not have a Stark State Security office, may remain at the satellite campus with the lost and found designee who shall follow the handling procedures for lost and found items as outlined in this policy.

   If the following items are unclaimed after 60 days or the owner is not identified, the Campus Security Office shall dispose of the property in the following ways:

   a. Unclaimed cash may be returned to the finder, if known, or turned over for deposit into the Stark State College Foundation, Margaret (Marge) Smith Memorial Emergency Fund.
   b. Documents containing sensitive or personal information (i.e. Social Security cards, passports, drivers' licenses, and credit card receipts) will be shredded.
   c. Debit and credit cards will be shredded.

CYBERSECURITY Effective: 2/14/2020
Policy No. 3357:15-16-15 Revised: 06/02/2024

POLICY:

(A) Purpose: To meet each requirement for the Minimal Risk Profile in the Cybersecurity Assessment Tool (CAT) of the Federal Financial Institutions Examination Council (FFIEC), to comply with the Information Technology Examination Handbook (IT Handbook) and the National Institute of Standards and Technology (NIST) Cybersecurity Framework, and to continue to increase cybersecurity maturity from baseline to evolving and beyond, as those terms are described in the instructions of the CAT.

(B) Authority: CFR Title 16 Chapter I Subchapter C Part 314, which implements sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act, sets forth standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of College information.

(C) Scope: The College shall develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to our size and complexity, the nature and scope of its activities, and the sensitivity of any College information at issue. The information security program shall include the administrative, technical, or physical safeguards the College uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle College information. Such safeguards shall include the elements set forth in subsection D and shall be reasonably designed to achieve the following objectives:

(1) Ensure the security and confidentiality of College information;

(2) Protect against any anticipated threats or hazards to the security or integrity of such information; and

(3) Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the College.

(D) Program: The College shall develop, implement, and maintain its information security program in the following manner:

(1) Designations: The College designates its Vice President for Business, Finance and Information Technology and the Cybersecurity Administrator to coordinate the College's information security program.

(2) Assessments: The Cybersecurity Administrator will identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of College information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of your operations, including:

(a) Employee training and management;

(b) Information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and

(c) Detecting, preventing, and responding to attacks, intrusions, or other systems failures.

(3) The Cybersecurity Administrator will ensure that the College designs and implements information safeguards to control the risks it has identified through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.

(4) The Cybersecurity Administrator will oversee service providers by:

(a) Taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the College information at issue; and

(b) Requiring the College's service providers by contract to implement and maintain such safeguards.

(5) The Cybersecurity Administrator will evaluate and adjust the College's information security program in light of the results of the testing and monitoring required by paragraph (D2c) of this section; any material changes to College operations or business arrangements; or any other circumstances that the College knows or has reason to know may have a material impact on its information security program.

(E) Public Records: Procedures shall be documented and utilized by the College. To the extent such documentation meets the definition of "security record" or "infrastructure record" as identified by ORC 149.433(B)(1), those records shall not be public records and shall not be subject to release or inspection by the public.

USE OF ARTIFICIAL INTELLIGENCE
Policy No. 3357:15-16-16

Effective: 07/01/2024
Revised: 11/25/2024

POLICY:

All users must use generative artificial intelligence (AI) chatbots and AI tools in accordance with all other policies of the College, including but not limited to 15-13-26 Academic Honesty and Integrity, 15-13-38 Departmental Academic Policy, 15-14-27 Code of Ethics and Professional Behavior, 15-15-05 Use of College Computing and Information Resources, 15-15-07 Electronic Communications, 15-16-15 Cybersecurity, 15-19-04 Student Education Records, and 15-19-10 Student Code of Conduct. Employees are required to proofread all content obtained from any AI source and delete their queries when finished.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – FACILITIES
Policy No.: 3357:15-17-00

Effective: 10/16/2013
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/03/2019
Revised: 06/05/2023

~~17-01~~ ..... ~~**Internal Priorities for Use of Facilities**~~ *(Refer to 15-17-02 Use of College Facilities)*

17-02 ..... **Use of College Facilities**

~~17-03~~ ..... ~~**Maintenance of Building and Grounds**~~

~~17-04~~ ..... ~~**Space Utilization R**eports~~

17-05 ..... **Physical Development Planning, Space Utilization, and Maintenance**

17-06 ..... **Inventory Control**

17-07 ..... **Emergency Response Plan**

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17-09 ..... **Smoke-Free Facilities**

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Purpose
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17-11 ..... **College State of Emergency Pertaining to Students**

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USE OF COLLEGE FACILITIES
Policy No. 3357:15-17-02

Effective: 10/05/2009
Revised: 02/28/2015
Revised: 06/05/2017
Revised: 06/07/2021

POLICY:
Internal stakeholders, external groups, and individuals may request the use of facilities based on established priorities. Reservations will be processed on a first-come, first-served basis, subject to the need of the facility for a higher-priority college use. Individuals using College facilities or grounds are required to comply with College policies and procedures and all applicable local, state, and federal laws.

PROCEDURE:
(A) Priorities. Facility use requests will be reviewed in the following order of priorities.

Priority I - Campus Activities
01

(1) College instructional programs
(2) Official College events
(3) College-sponsored educational activities
(4) Student clubs and organizations activities
(5) College intramural activities

Priority II - External Groups Activities

(1) Instructional programs conducted by Stark State College partners
(2) Special courses, workshops, seminars, and meetings organized and conducted by business and non-profit organizations and not facilitated by Stark State College
(3) Expressive groups.

(B) Space Request Process

(1) All external groups requesting use of facilities must apply to the Gateway Student Services Office and complete the building usage form that includes the following:
a) Date(s) requested
b) Time(s)
c) Name of organization
d) Purpose of meeting
e) Equipment requested
f) Multimedia requirements
g) Estimated number attending

h) Room configuration
i) Signature

(2) Requests for space for events requiring services - such as parking, catering, campus security, moving services, housekeeping, or audio visual - must be made no later than five business days prior to the date of the event to the Gateway Student Services Office. The Office will notify all other units that need to be involved.

(3) Events that do not require services must be made no later than two business days in advance for College, College-sponsored, or non-College events. Facilities may not be reserved more than six months in advance of the event.

(4) No keys are given to external organizations.

(5) The Registrar's Office formulates the schedule for all College courses and labs during the fall, spring, and summer semesters. The Office reserves the right to make changes to academic space assignments at any time.

(C) Charges

(1) Current facility fee rates are included in the Building Usage Schedule of Charges form, which is available through the Gateway Student Services Office. The Vice President for Business and Finance has the discretion to adjust charges in specific situations.

(2) External groups and individuals using facilities during normal College operating hours will be charged on the following basis:

a. Class I. Members of this group are SSC partners, SSC supporters, and non-profit organizations that request space and collect no fees. Space shall be granted to these organizations without a facility fee during normal College operating hours.

b. Class II. Companies, individuals, and non-profit organizations (collecting fees) utilizing space not sponsored or facilitated by Stark State College shall be charged in accordance with the Building Usage Schedule of Charges for the use of the facility.

c. Class III. Expressive Groups utilizing space not sponsored or facilitated by Stark State College shall be charged in accordance with the Building Usage Schedule of Charges for the use of the facility.

(3) Requests for use of facilities outside of the normal College operating hours will be charged an additional fee to defray the cost of maintenance and security. A minimum of four hours is required on Sunday or holidays.

(4) Multimedia equipment may be rented from Stark State College based on the Building Usage Schedule of Charges.

(D) Safety and Compliance

(1) It is the responsibility of the facility users (or sponsoring groups) to ensure that an event is held in a safe environment. All external group users of the facilities are responsible for any damages resulting from their use of the facilities and assume all responsibility for personal accident or injury to participants.

(2) All College spaces have maximum occupancy limits, which cannot be exceeded. Should the occupancy limit be exceeded, Security is authorized to hold the start of an event or stop an event in progress until this limitation is met.

(3) Campus Security must be consulted regarding parking and security issues prior to the approval of any group. Facility use may be denied based on parking or security issues.

(4) All groups must agree to preserve the image of the College and its buildings and agree not to use the College photos, logos, or marks in publications or online without prior written consent of the SSC Marketing Department.

(5) Alcoholic beverages are generally not permitted on campus; please refer to policy number 3357:15-16-13 for the alcohol policy. Smoking is not permitted in any campus buildings; please refer to policy number 3357:15-17-09.

(6) Food must be confined to areas designated for that purpose. Failure to clean up after an event will result in a charge for custodial services.

(7) Authorization to bring equipment and supplies into the College and arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance by the Director of Physical Plant and Construction.

**PHYSICAL DEVELOPMENT PLANNING,
SPACE UTILIZATION, AND MAINTENANCE**

Effective: 10/05/2009
Policy No. 3357:15-17-05
Revised: 02/28/2015
Page 1 of 2
Revised: 06/05/2017
Revised: 06/06/2022

POLICY:
Stark State College thoroughly plans the development, space utilization, and maintenance of college facilities and grounds.

(A) The Vice President of Business, Finance, and Information Technology at their discretion, may utilize the expertise of a professional planning or architectural firm, the Ohio Facilities Construction Commission (OFCC), or utilize the expertise of the college faculty and staff to deliver a plan for the physical development and planning of the college. The plan encompasses the following components:

(1) Concepts of development include the physical features, function, quality, and aesthetics that fit the college motif.

(2) Parameters of design standards include the scale, material, style, and colors. Parameters also consider density measures and travel time and distance of prospective students.

(3) Use of college land includes buildings, open space, parking, and circulation.

(4) Detailed plans pertaining to specific buildings include the preservation/renovation/modification of existing buildings and the demolition or construction of new buildings.

(5) Development capital is considered for source of, the application of, and the time schedule for funds.

(B) The Vice President of Business, Finance, and Information Technology will file all space inventory and utilization reports required by the Ohio Department of Higher Education.

(C) The Vice President of Business, Finance, and Information Technology is responsible for the maintenance of the building~~(s)~~ and grounds of Stark State College.

PROCEDURE:

(A) The Vice President of Business, Finance, and Information Technology may arrange service contracts to care for the mechanical systems not covered in the basic maintenance and grounds contracts.

(B) All conditions that are dangerous or potentially dangerous shall be reported to the Vice President of Business, Finance, and Information Technology. Upon notification of such conditions, the Vice President of Business, Finance, and Information Technology will take action to have the condition corrected. The Vice President of Business, Finance, and Information Technology may stop any activity if there is a clear and present danger to the College or its occupants.

(C) The Vice President of Business, Finance, and Information Technology shall see that the College is in compliance with all State and Local Building, Fire, and ADA codes for the operation of public buildings.

(D) The Vice President of Business, Finance, and Information Technology shall recommend to the Board of Trustees the necessary changes that are required to meet revisions in all applicable laws.

INVENTORY CONTROL FOR CAPITAL EQUIPMENT

Effective: 10/05/2009
Policy No. 3357:15-17-06 Revised: 02/28/2015
Page 1 of 2 Revised: 06/05/2017
Revised: 06/06/2022

POLICY:

The Vice President of Business, Finance, and Information Technology shall maintain an inventory for all movable equipment which has a value of five thousand dollars ($5000.00) or more per unit, which is nonexpendable, and which has a useful life of five years or more.

PROCEDURE:

(A) The inventory process is as follows:

(1) In order to ensure that all equipment is recorded and tagged, the accountant responsible for tracking fixed assets (accountant) will review all invoices for capital equipment.

(2) Purchasing will notify accountant and the Mail Room supervisor when a Purchase Order (PO) for equipment costing $5,000.00 or more is placed.

(3) Mail Room Supervisor will contact accountant when equipment is received so it can be tagged with an Asset Tag prior to being delivered to the requesting department.

(4) The accountant will prepare the inventory control record for each item. The record will be stored in an inventory database. The record will have all areas completed except the tag number and the room number.

(B) The inventory control record will carry the following information:

(1) Property name

(2) Tag number

(3) Description

(4) Estimated life

(5) Category code

(6) Date acquired

(7) Serial number – if available

(8) P.O. number

(9) Building letter

(10) Room number

(11) Cost

(12) Supplier

(13) Date tagged

(14) Accountant's Name

(15) Comments

(C) A physical inventory shall be taken by all department chairs/heads having equipment assigned to their units when requested by the Business Office.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

EMERGENCY RESPONSE PLAN
Policy No. 3357:15-17-07

Effective: 10/05/2009
Revised: 06/11/2003
Revised: 06/22/2007
Revised: 02/28/2015
Revised: 07/14/2016
Revised: 06/07/2021

POLICY:
The Emergency Response Plan establishes procedures and organizational structure for response to emergencies, and guides response personnel and resources during major emergencies. The plan defines roles, responsibilities, and clear strategies during the initial response and throughout an emergency. The Campus Security Office under the direction of the Vice President of Business, Finance, and Information Technology maintains this plan and should not construe the contained information in a manner that limits the use of good judgment or common sense in unforeseen or un-delineated matters. The plan will be made available to the campus community through *my*starkstate and at the Campus Security Office.

SELECTING AND DISPLAYING ARTWORK Effective: 10/05/2009
Policy No. 3357:15-17-08 Revised: 02/28/2015

POLICY:

PROCEDURE:

(A) Artwork shall be divided into two basic categories: permanent and transient.

(1) Permanent works shall be those that are displayed with the intent that they not be moved for an extended period of time. These works could be owned by the College or be on loan.

(2) Transient works shall be those that are displayed on a temporary basis such as a showing featuring an artist's work. These works shall be owned by a private collector or artist and shall be on display for a specified period of time.

(B) Areas in which artwork is to be displayed can be categorized as public, divisional, and private.

(1) Public areas are those which the general public and students commonly use.

(2) Divisional areas are those spaces which are designated for the use of one College division exclusively.

(3) Private areas are employee offices.

(C) Areas subject to these guidelines shall be the public and divisional areas only.

(D) Artwork shall be original or limited run signed prints. No photographic reproductions shall be permitted except for prints of a photographer's work. The subject matter of the works shall not be offensive to the general population; this, however, should not preclude controversial works. The size of the works shall be determined by the area in which they are to reside.

(E) All permanent artwork to be placed in a public area shall be selected by the Campus Aesthetics Committee or outside consultants retained specifically for that purpose, or they can be presented to the Campus

Aesthetics Committee by an individual, company or organization for approval. Transient works shall be approved by the Campus Aesthetics Committee. All artwork to be displayed in a divisional area shall be approved by a committee of employees from that particular division.

(F) Standardized labeling giving donor's name shall be provided for all art donated to the College.

(G) A monetary evaluation of donated and purchased artwork shall be made by the Vice President for Business and Finance in accordance with standard accounting practices.

SMOKE-FREE FACILITIES Effective: 10/05/2009
Policy No. 3357:15-17-09 Revised: 02/28/2015
 Revised: 06/03/2019

POLICY:

Stark State College is a smoke- and tobacco-free facility. Smoking and tobacco use is defined as the use of any type of lighted pipe, cigar, cigarette, e-cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. Smokeless tobacco, defined within this policy, consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco. Smokeless tobacco also includes the use of electronic devices or other inhaled nicotine devices.

PROCEDURE:

(A) Smoking areas will be designated in restricted areas of the college grounds as identified by the Vice President for Business and Finance. Smoking is not permitted at any other locations.

(B) All employees, students, and visitors to campus share in the responsibility for adhering to this policy.

(C) Notices shall be posted at the entrance to each building and at designated locations within the buildings by the Supervisor of Facilities indicating that smoking is prohibited.

PUBLIC USE OF COLLEGE OUTDOOR AREAS Effective: 10/16/2013
Policy No.: 3357:15-17-10 Revised: 02/28/2015
 Revised: 06/07/2021

POLICY:

(A) Purpose: The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

(1) Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.

(2) Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.

(3) Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

(4) In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

(5) This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

(6) Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College.

(7) This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) Outdoor areas of campus generally available for use

(1) General Access

(a) Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's main campus providing such use does not materially and substantially disrupt normal campus operations. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

(b) During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

(2) Satellite Campuses

The College’s satellite campuses are a mixture of College owned and leased facilities. Some leased facilities do not have publicly accessible outdoor areas available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.

(3) Large Groups

(a) Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Stark State Security Department at 330-494-6170, Ext. 4367 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Clean-up fees will be charged and security fees for non-student/student groups will be charged to the person or group in accordance with the Outdoor and Building Usage Schedule of Charges.

(b) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) Student Use

(1) In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Coordinator of Student Activities at 330-494-6170, Ext. 4237. Any request by a student or student organization to reserve such area or space shall be made at least one (1)

business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

(2) A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) Prohibited Activities

(1) Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

(2) No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.

(3) Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(4) Individuals using College facilities or grounds are required to comply with college policies and procedures and all applicable local, state, and federal laws.

(E) Enforcement

(1) The Stark State Security Department and local law enforcement shall enforce the provisions of this Policy.

(2) Any person who violates Section D of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

(F) Dispute Resolution

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the Office of the Vice President of Business and Finance at 330-494-6170, Ext. 4398.

PROCEDURE:

(A) The President may adopt procedures to administer this Policy.

COLLEGE STATE OF EMERGENCY PERTAINING TO STUDENTS

Policy No. 3357-15-17-11 Effective: 06/05/2017
Page 1 of 1 Revised: 06/06/2022

POLICY:

A college state of emergency is in effect when the College's President, or person designated, acts to declare such a state in the event of an unexpected catastrophic event, such as a natural or human made disaster or the outbreak of a pandemic illness, requiring immediate attention and remedial action and may involve injury, loss of life, damage to property, or catastrophic interference with normal activities. A catastrophic disaster is one which would require closing the College for six or more business days; short-term closings of five business days or less will not be considered catastrophic. The College recognizes the need to return to normal operations as quickly as possible for students.

PROCEDURE:

The President, or designee, will consult with the Disaster Response Team~~,~~ and local, state, and federal agencies in order to prepare the ~~e~~College's response and recovery.

1. The President or designee to determine a college state of emergency will consult with government and emergency relief agencies to assess the damage and any other hazards or threats remaining to the ~~e~~College.
2. The President or designee will meet with the Disaster Response Team, defined in the Emergency Operations Plan, to determine a long-term recovery plan.
3. The President or designee will communicate the recovery plan to all college personnel, and in conjunction with Executive Council, will enact the appropriate divisional contingency plans in each division/department of the ~~e~~College.
    a. Divisional contingency plans shall include external resources, partnerships, and counseling needs available for students.
    b. Divisional contingency plans shall include a plan for protection of all student records and a plan to provide students with opportunities to complete their educational programs.
    c. Student records maintained within the College's Student Information System are also electronically stored at the State of Ohio Computing Center on The Ohio State University Campus.
4. The President or designee will regularly communicate these contingency plans to students, the campus, and neighboring communities until the College resumes normal operations.

SERVICE ANIMAL
Policy No. 3357:15-17-12

Effective: 08/04/2018
Revised: 06/05/2023
Revised: 06/02/2025

POLICY:
In compliance with the Americans with Disabilities Act (ADA), Stark State College generally allows service animals in its buildings, classrooms, and dining areas when accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service that is directly related to the disability.

Definitions:
Service Animal: A service animal is defined under the ADA as an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed must be directly related to the individual's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Handler: The handler is the person who is responsible for controlling the Service Animal.

PROCEDURE:

(A) Service Animals and Handlers

(1) Service Animals and Students: In order for the College to assure proper accommodation for all students, the College requests all individuals with service animals to report to the Office of Disability Support Services in advance if possible. Student requests for disability accommodation, including requests to have a service animal in the classroom, should be made to the Office of Disability Support Services, which will process, review, and make determinations of the accommodation request.

(2) Service Animals and Employees: Employee requests for disability accommodation, including requests to have a service animal in the workplace, should be made to the Office of Human Resources, who will process, review, and make determinations of the accommodation request. If an employee requests an accommodation and the need for the accommodation is not obvious, written documentation from a doctor or other professional with knowledge of the person's functional limitations may be required.

(3) Service Animals and Visitors: Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the general public.

When it is not obvious or readily apparent that the service animal is trained to do work or perform tasks for an individual with a disability, College employees are permitted to make the following two inquiries:

(a) "Is this a service animal that is required because of a disability?"
(b) "What work or task has the service animal been trained to perform?"

Additional questions related to the use of service animals on the College premises should be directed to Campus Security.

(B) Responsibilities of Service Animal Handlers

(1) Animal Control Requirements

(a) Handlers must have full control of their animals at all times. The animal shall be harnessed, leashed, or tethered while in a public place unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. If not under direct physical control of the handler, the service animal's handler must maintain full control through voice, signal, or other effective means.

(b) To the extent possible, the animal shall be unobtrusive to other individuals and to the learning and working environment.

(2) Service Animal Etiquette

(a) It is recommended that the animal wear some type of commonly recognized identification symbol to identify it as a service animal.

(b) To the extent possible, the handler should ensure that the animal does not: sniff people, food tables, or the personal belongings of others; jump on people; display any behaviors or noises that are disruptive to others, unless part of the service being provided; or block an aisle or passageway for fire or other emergency egress.

(c) The cost of care, arrangements, and responsibilities for the well-being of a service animal, and the clean-up of the animal's waste, are the sole responsibility of the handler at all times. The handler must adhere to and be aware of all applicable local and state ordinances regarding ownership of animals (i.e., leash law, proper identification, vaccinations, etc.).

(d) Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

(C) Removal of Service Animal

A service animal may be ordered to be removed by Campus Security for the following reasons:

(1) Out-of-Control Animal: A handler may be directed to remove an animal that is out-of-control when the handler does not take effective action to control it. If the improper behavior happens repeatedly, the handler may be prohibited from bringing the animal into any college facility until steps to mitigate the behavior have been taken.

(2) Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.

(3) Direct Threat: A handler will be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals.

If the College requests the removal of a service animal, the handler must remove the animal immediately. Once the service animal is removed, the College will work with the handler to determine reasonable alternative accommodations and/or opportunities to participate in the service, program, or activity without having the service animal on the premises.

(D) Conflicting Needs/Health Concerns: Complaints of allergies by other individuals, or other individuals' fear of animals, are not valid reasons for denying access or refusing services to individuals using service animals. When a person who is allergic to the service animal and a person who uses a service animal must spend time in the same room, for example, in a classroom, they both should be accommodated. Decisions for such accommodations will be made by the appropriate College employee (depending on status of individuals involved – i.e., student, employee, or visitor) and in accordance with applicable laws, regulations, and guidance.

(E) Grievance Procedures: Handlers who receive notice to remove a service animal may file a grievance. The grievance procedure for students is outlined in the Non-Discrimination Policy available at https://www.starkstate.edu/about/non-discrimination/.

(F) Public Etiquette Toward Service Animals: Faculty, staff, students, and visitors should avoid the following:

(1) Petting a service animal

(2) Feeding a service animal

(3) Deliberately startling a service animal

(4) Separating or attempting to separate a handler from their service animal

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS – ACCESS TO INSTRUCTION
Policy No.: 3357:15-18-00

Effective: 02/01/1975
Revised: 06/01/2013
Revised: 03/02/2016
Revised: 06/06/2016
Revised: 05/17/2017
Revised: 06/03/2019
Revised: 06/03/2024

18-01 . . . . . **Admission Policy**
Equal Opportunity
Standard Admission
Conditional Admission
Restricted Program Admission
College Credit Plus
Timken Early College High School (TECHS)
Required Course Placement
Application
Transcripts
Standardized Tests
Personal Interview
Matriculation

~~18-02~~ . . . . . **~~Early Admission~~**

~~18-03~~ . . . . . **~~Limited Admission~~**

18-04 . . . . . **Non-Credential-Seeking Citizens 60 and Older**

~~18-05~~ . . . . . **~~Cross Registration~~**

18-06 . . . . . **Financial Aid**

18-07 . . . . . **Standards of Academic Progress**
Academic Progress Requirements
Monitoring Progress
Appeal Process
Appeal Procedure

~~18-08~~ . . . . . **~~Transfer Applicants~~**

18-09 . . . . . **Fees**
Processing Fee
Instructional Fee
General Fee
Tuition Surcharge
Miscellaneous Fees and Charges
Refunds
Student Fee Credit

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Effective: 02/01/1975
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Revised: 06/03/2019
Revised: 06/03/2024

18-10 .....**Student Recruitment and Marketing**

18-11 .....**International Student Admissions**
Application
High School Diploma and Transcripts
College Transcripts
Proof of English Language Proficiency
Immigration Documents
Form I-20

18-12 .....**Nonpayment Drop**

18-13 .....**Determination of Student Location**

ADMISSION POLICY
Policy No. 3357: 15-18-01

Effective:10/15/2009
Revised: 05/21/2014
Revised: 02/28/2015
Revised: 08/29/2016
Revised: 06/05/2017
Revised: 06/04/2018
Revised: 06/03/2019
Revised: 06/07/2021
Revised: 06/06/2022
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:

(A) Access to Ohio's state-assisted colleges must be assured for every person who wants and can benefit from higher education. Stark State College (SSC) maintains an "Open Door" policy and cordially welcomes anyone who wishes to further their education. According to Section 3345.06 of the Ohio Revised Code, Ohio law generally provides that graduates of twelfth grade are entitled to admission without examination to any state-supported college or university and further provides that such an institution may prescribe that certain courses must be completed for unconditional admission.

(B) Open admission carries with it the full weight of equal opportunity for all, which means the College must make every effort to be both sensitive and responsive to the needs of prospective students. The open admission policy allows a student to enroll in the College but not necessarily in a specific degree-granting program.

(1) Standard Admission. Standard admission to SSC is open to anyone who is a high school graduate or the equivalent and completes the enrollment procedures. Exceptions to the procedures would include not requiring placement testing at the point of admittance for applicable employer partnerships or apprentices. In instances of the exceptions, placement testing is required prior to enrollment in any course that requires a minimum placement test score to enroll.

(2) Conditional Admission. Students will be admitted conditionally to SSC if they do not achieve the test scores in English and/or Reading indicated below. Students who are admitted conditionally will be limited to taking up to two remedial courses (maximum 10 credits) where proficiency was not achieved and are required to successfully complete the course(s) before being granted permission to take additional courses, if required by their programs.

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

(3) Restricted Program Admission. Students who do not meet specific program requirements at the time of admission as set forth by SSC may be required to satisfactorily complete such requirements before admission into a specific program.

(4) College Credit Plus. Students can graduate from college earlier by earning college and high school credit at the same time. The credits earned can be used to complete an associate of arts, associate of science, associate of applied science, or associate of applied business degree at SSC, which can then transfer to any Ohio public university towards a bachelor's degree. SSC follows all policies set forth by the Ohio Department of Higher Education (ODHE).

(5) Early College High School (ECHS). ECHS is a program designed to offer Canton City high school students the opportunity to earn an associate degree while completing four years of high school.

(C) Required Course Placement: First-time degree or Ohio Department of Higher Education (ODHE) certificate-seeking students are required to complete all developmental courses into which they are placed by Accuplacer and/or ACT/SAT scores and that are required by their programs, beginning with their first semester of credit enrollment and continuing for all subsequent semesters to completion. Exceptions may be made on a case-by-case basis for a student returning after an absence at the discretion of the subject department chair or designee of the department chair.

(D) College-level Coursework: First-time degree seeking students or certificate-seeking students are required to complete college-level English and math within the first 30 credit hours or as required by the program.

PROCEDURE:

The following procedures pertain to all applicants applying to SSC:

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

(B) College Credit Plus or ECHS student
  (1) The student is required to submit the First-Time-to-College Student Admissions Application upon graduating from high school.
  (2) Submit an official final high school, GED, or HISET transcript or an original GED or HISET with scores. Home schooled students are required to submit the superintendent's exemption letter and a notarized transcript that includes the graduation date, all courses with grades, and the final GPA. College Credit Plus and ECHS students are required to provide the most recent high school or middle school transcript.
  (3) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, GED, or HISET test scores, provided the scores were earned within the last five years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED or HISET scores. The student may elect to take the Accuplacer exam if they have valid ACT or SAT. The student may retake the Accuplacer exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer, the student may not retest in that subject area.

(C) Transfer Student
(1) An application must be completed and submitted to SSC.
(2) Student must submit an official final high school, GED, or HISET transcript, an original GED or HISET with scores, and official college transcript(s). All transcripts must be from a school accredited by one of the regional accrediting organizations or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA). Home schooled students are required to submit the superintendent's exemption letter and a notarized transcript that includes the graduation date, all courses with grades, and the final GPA.
(3) Associate or Bachelor's degree completion:
(a) Student must submit an official college transcript(s). All transcripts must be from a school accredited by one of the regional accrediting organizations or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).
(b) An official final high school, GED, or HISET transcript or an original GED or HISET with scores can be waived upon receipt of an official college transcript(s) from a school accredited by one of the regional accrediting organizations or other accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA) with a conferred Associate or Bachelor's degree.
(4) It is the responsibility of the student to provide SSC with the results of the ACT, SAT, GED, or HISET test scores, provided the scores were earned within the last five years. Every first-time Stark State College degree or ODHE certificate-seeking student is required to take the Accuplacer exam, unless the student has an ACT, an SAT, or a score over the minimum established GED or HISET scores. The student may elect to take the Accuplacer exam if they have valid ACT or SAT. The student may retake the Accuplacer exam once per academic year for a maximum of two attempts; however, once a student has begun a course based on Accuplacer, the student may not retest in that subject area.

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

(b) Transient Student must submit a transient letter from home institution, official college transcript, or SSC transient permission form.

(E) Apprenticeship

(1) Ohio-recognized apprenticeship – the student must complete the Transient/Guest application. The student will work with the College apprenticeship representative to obtain the necessary documentation needed for the individual apprenticeship.

(2) Employer defined – the student must submit the appropriate SSC admission application and follow the steps relating to that application.

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

(G) Finalizing the Admission Process. If all credentials are not submitted, a student will be permitted to register for one term, and a Registrar's hold will be placed on the student record until all credentials are submitted.

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

NON-CREDENTIAL-SEEKING CITIZENS 60 AND OLDER

Policy No. 3357:15-18-04 Effective: 10/15/2009
Page 1 of 1 Revised: 02/28/2015
Revised: 07/14/2016
Revised: 06/07/2021

POLICY:

To encourage and promote life-long learning experiences for older citizens, all instructional and general fees are waived for Ohio residents 60 years of age or older who take credit classes as a non-credential-seeking student. Such citizens are free to enroll in any section or course where there may be less than the maximum number of regular students in a class.

PROCEDURE:

The student will register as auditing the course prior to the first day of the semester, term, or session and will not receive credit for the course. Applicable fees must be paid at the time of initial registration, and the student is responsible for the cost of textbooks, fees, and supplies required for the course. Students are encouraged but not required to take the listed prerequisite and/or co-requisite.

FINANCIAL AID
Policy No. 3357:15-18-06

Effective: 04/23/2012
Revised: 07/14/2016
Revised: 06/05/2023

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

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

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

STANDARDS OF ACADEMIC PROGRESS
Policy No. 3357:15-18-07

Effective: 03/24/2011
Revised: 05/17/2012
Revised: 02/28/2015
Revised: 07/14/2016
Revised: 11/23/2017
Revised: 06/06/2022
Revised: 06/05/2023
Revised: 07/17/2023

POLICY:
Standards of Academic Progress (SAP) are a series of standards required to maintain eligibility for federal student aid. Requirements include components of completion of credit hours and grade point average (GPA) as defined below. Students who do not meet these requirements will be disqualified from future federal financial aid**.**

Standards of Academic Progress Requirements:

(A) Stark State College requires that any student who applies for or receives federal financial aid makes satisfactory academic progress toward an Ohio Department of Higher Education (ODHE) approved degree or certificate. All students are subject to the evaluation of standards of academic progress.

(B) Satisfactory academic progress is measured as follows:

(1) GPA (qualitative measure): Overall grade point average of 2.0.

(2) Completion Rate (quantitative measure): Completion of 67 percent of the cumulative attempted credit hours, including hours of repeated and developmental coursework. All accepted transfer hours will also be included in this calculation. The calculated percentage will be subject to rounding to the nearest whole number based on standard mathematical rounding rules.

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

student becomes ineligible, via the maximum timeframe element, at the point at which it becomes mathematically impossible for them to complete the program within 150%.

(4) Successful financial aid grade completions are: A, AH, B, BH, C, UC, D, UD, CR.

(5) Unsuccessful financial aid grade completions are: F, W, IN, NC. W, IN, and NC grades do not affect the GPA but are included in the completion rate and maximum timeframe components of the SAP calculation. Once IN grades are changed, the student's GPA, completion rate and maximum timeframe components are re-calculated. Courses in which a student remained enrolled past the add/drop period and earned a W grade cannot be excluded from the calculation.

(6) Repeated coursework (see Policy 3357:15-13-08) will count toward the number of attempted hours for completion rate and maximum timeframe calculations. Only the highest grade will be used in the calculation of the student's GPA.

(6) All students are limited to 30 credit hours of developmental coursework. Grades are assigned to developmental coursework and will be counted in the GPA, completion rate, and maximum timeframe calculations.

(C) Failure to meet these measurements will result in the loss of federal financial aid eligibility.

PROCEDURE:

(A) Monitoring Progress:

(1) At the end of each term attended, a student's academic progress will be evaluated based upon the standards listed above, regardless of whether the student is currently receiving or has received federal financial aid in the past. If they fail to meet any of the above requirements, they will receive electronic notification from the College.

(2) After the first term in which the requirements are not met, a student will be placed on financial aid warning for one

subsequent term. During the warning period, the student will continue to be eligible for federal financial aid. The College encourages the student to meet with an academic advisor to assist the student with their educational goals.

(3) After the second term in which the requirements are not met, a student will become ineligible for federal financial aid. In order to regain federal financial aid eligibility, a student will be required to pay for their classes out of pocket until they are able to reach the 67 percent completion rate and a cumulative 2.0 GPA.

(B) Appeal Process:

(1) If a student has unusual or mitigating circumstances that prevented a student from meeting the GPA, completion rate or maximum timeframe requirements, they may submit an appeal requesting to continue to receive federal financial aid. Mitigating circumstances must be documented and approved by the Financial Aid Appeals Committee. Mitigating circumstances that will be considered include: the death of a relative, an injury or illness of the student, or other special circumstances. The committee will evaluate whether the circumstances prevented the student from completing the SAP requirements and determine that the student will be successful in future terms. The appeal must be submitted within the term in which a student is applying for continued federal financial aid. A student may only submit two appeals during their time at Stark State College. Rare exceptions will be made to this policy.

(1) If federal financial aid is reinstated as a result of the appeals process, a student is placed on probation for one term. During the probationary period, a student must successfully complete all registered courses and achieve a 2.0 term grade point average. After one semester, if the student meets the probation requirements, the student will be placed on an academic plan and must continue to complete all registered courses and maintain a term 2.0 GPA. As long as a student is meeting the requirements of the academic plan, they will continue to receive aid. Once a student is at a 67 percent completion rate

for all attempted courses and a 2.0 grade point average, they will go back to good standing.

(C) Appeal Procedure:

(1) Step One: A student must complete the Standards of Academic Progress Appeal form and submit it to Gateway Student Services along with an explanation and documentation of the reasons for failing to comply with the stated academic standards. The explanation must include what improvements a student has made that will ensure future academic success.

(2) Step Two: The Financial Aid Appeals Committee comprised of member(s) of the financial aid department will review the appeal and render a decision.

(3) Step Three: A student will receive electronic notification of the decision of the Financial Aid Appeals Committee within ten business days of the committee meeting. The decision of the Financial Aid Appeals Committee is final.

The committee reserves the right to establish parameters as part of the approval process. This includes, but is not limited to, restrictions of credit hours or specific courses, mandatory advising, or adherence to an academic plan.

(4) If a student is approved for financial aid, they are encouraged to seek an academic advisor to review an academic plan.

FEES
Policy No. 3357:15-18-09

Effective: 10/15/2009
Revised: 02/28/2015
Revised: 03/01/2016
Revised: 06/05/2017
Revised: 06/04/2018
Revised: 04/01/2019
Revised: 06/07/2021
Revised: 06/06/2022
Revised: 06/02/2025

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

PROCEDURE:
The following are comprehensively outlined fees that have been established by the Board of Trustees for the purposes indicated:

1. Processing Fee. The processing fee covers the cost of applying to the College, conducting student assessment, creating a permanent student record, and entering student information into the College's record-keeping system. The processing fee is a one-time fee payable upon first registration.
2. Instructional Fee. The instructional fee supplements other sources of income to cover the cost of instruction and general operating expenses.
3. General Fee. The general fee supplements state subsidies for general institutional services for the benefit of enrolled students.
4. Tuition Surcharge. A tuition surcharge is the legislative term used to designate the higher amount that must be paid by students who are not Ohio residents. Out-of-state students shall be charged a tuition surcharge in addition to the per credit hour in-state tuition.
5. Miscellaneous Fees and Charges. The College may establish miscellaneous fees to cover certain costs of goods, course materials, and services related to the education process. The amounts are specified in a separate schedule located on the Stark State College website under Tuition and Fees. Students have the right to opt out of instant access charges. Instant access refers to a textbook delivery model in which course materials (often a textbook with online supplements) are paid for during the course registration process and made available to students on day one of the class, typically at a significant discount to the retail price.
6. Non-credit, training and services fee. Fees charged by the College for non-credit courses, training, and services shall be established in consideration of College goals and market demand.
7. Refunds. Students who wish to drop/withdraw from classes in which they are enrolled and which are being conducted in accordance with the class schedule, must complete academic withdrawal procedures to qualify for a refund (see rule 3357:15-13-16). The following regulations apply to refunds:

a. Full refunds are given to students who enroll in classes that are cancelled by the College. Full refunds are given to students the College does not permit to enroll or continue in course work. Refunding of fees is automatic, and students are not required to complete academic withdrawal procedures (see rule 3357:15-13-16).
b. Instructional fees, general fees, and tuition surcharge fees paid for 16-week, 10-week, and 8-week semester classes are subject to refund to students who officially drop/withdraw for valid reasons at the following rates:
   (1) Before the end of the seventh calendar day of the semester – 100 percent refund. If on the seventh day the college is closed due to holiday or emergency closing, the 100 percent refund extends to the end of the next calendar day.
   (2) After the time period in (1), through the end of the fourteenth calendar day of the semester – 50 percent refund. If on the fourteenth day the college is closed due to holiday or emergency closing, the 50 percent refund extends to the end of the next calendar day.
   (3) After the time period in (2), – no refund.
c. Instructional fees, general fees, and tuition surcharge fees paid for 5-week semester classes are subject to refund to students who officially drop/withdraw for valid reasons at the following rates:
   (1) Before the end of the seventh calendar day of the semester – 100 percent refund. If on the seventh day the college is closed due to holiday or emergency closing, the 100 percent refund extends to the end of the next calendar day.
   (2) After the time period in (1), – no refund.
d. The Business Office will audit each registration. If fees are paid under mistake of law or fact, appropriate charges or refunds will be made. All refunds will be made within thirty days of withdrawal or schedule change.

8. Student Fee Credit. The Board of Trustees recognizes that students may sometimes require credit arrangements for payment of their fees. To this end, the Vice President for Business and Finance is authorized to extend credit for the following reasons:
   a. Any student who has secured agency funding directly payable to Stark State College may be granted credit and permission to enter classes. Some are:
      (1) Federal Student Financial Aid
      (2) State Aid
      (3) Foundations – student scholarships
   b. Any student who has not secured funding and desires credit can elect to use the Student Installment Payment Plan (SIPP). Students who make a partial payment will be added to the SIPP (see student handbook under Fees and Refunds).
   c. Documentation and Reimbursement
      (1) Each student is issued an invoice for the amount of credit granted.
      (2) Each student is required to pay all debts as scheduled.
      (3) Any student not meeting this repayment schedule is notified that their entire balance on fees is due. If the student cannot pay their fees, they are removed from the class lists.

STUDENT RECRUITMENT AND MARKETING
Policy No. 3357:15-18-10

Effective: 10/15/2009
Revised: 02/28/2015
Revised: 04/17/2016
Revised: 06/06/2022

POLICY:
Stark State College will hire and train admission representatives whose credentials, purposes, and activities adhere to the code of conduct known as the Guide to Ethical Practice in College Admission approved by the National Association for College Admission Counseling (NACAC), which can be found at https://www.nacacnet.org/globalassets/documents/advocacy-and-ethics/nacac_guide-to-ethical-practice-in-college-admission_sept.-2020_final.pdf. College representatives will follow the Guide to Ethical Practice in College Admission to ensure appropriate conduct in the recruitment of students and their transition to postsecondary education.

PROCEDURE:

(A) Admissions and other institutional representatives will accurately represent the college's programs and services and be compensated in the form of a fixed salary rather than commissions or bonuses.

(B) All promotional literature, news releases, web content, and other materials distributed in either oral or written form will be truthful, informative, and constructive, and not convey any false, misleading, or exaggerated impressions with respect to the college, personnel, degree offerings, services, student outcomes, or career opportunities for graduates.

INTERNATIONAL STUDENT ADMISSIONS Effective: 07/14/2016
Policy No. 3357: 15-18-11

POLICY:
Stark State College is a certified Student and Exchange Visitor Program (SEVP) designee that welcomes qualified F1 visa holders from other countries. According to the Code of Federal Regulations *8 CFR 214.3(a) (2*), specific schools are eligible to enroll F visa holder students, including a community college or junior college that provides instruction in liberal arts or in the professions and awards recognized associate degrees.

PROCEDURE:
The following procedures pertain to international students holding an F visa who apply for admissions to Stark State College:

(A) Application

1. An application must be completed and submitted to Stark State College using the international application available at www.starkstate.edu/admissions.

(B) High School Diploma (or Equivalent) and Transcripts

1. It is the responsibility of the student to submit original or certified copies of the academic record in the original language with English translations. Students who have high school transcripts in a foreign language need to have them evaluated through a National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.htm. The records must show completion of an equivalent level of a four-year high school diploma in the U.S. Students may also submit original or certified copies of examination results issued by the high school or examination board. Photocopies may be submitted in addition to the originals if requesting to have the original returned.

(C) College Transcripts

1. Official U.S. College or University Transcript
2. Foreign College Records. To request transfer credits for courses completed, submit the original or certified copies in the original language; English translations of the records are required. Students must submit foreign transcripts to a professional foreign transcript evaluation service in the United States to pursue the possibility of receiving transfer credit(s).

(D) Proof of English Language Proficiency. English proficiency results must not be more than two years old. Testing may be waived if the student has earned a degree from an accredited U.S. college or university or has completed a college-level English Composition course with a grade of "C" or above from an accredited U.S college or university.

1. TOEFL (Test of English as a Foreign Language): Stark State College institutional code is 1688. Paper based test (PBT: minimum score of 500) or Internet-based Test (iBT: minimum total score of 61 AND no score below 18 on both reading and writing sections)
2. IELTS (International English Language Testing System): Minimum score of 6.0
3. Duolingo English Test: Minimum score of 90
4. ACT (American College Test): Minimum English score of 18 or higher
5. AP (Advanced Placement Exam): English Literature and Composition or English Language and Composition test score of 3 or higher
6. Transfer credit in college-level English with a grade of "C" or better from an accredited U.S. college or university

(E) Immigration documents. Photocopies of the following documents must be submitted:

1. Passport page that includes the student's photo and visa page
2. Front and back of the I-94
3. If an F visa holder is transferring to Stark State College, the Form I-20 from the student's current U.S. college or university, along with any transfer forms, must be submitted to the Office of Admissions.
4. Financial documents for F visa applicants and dependents. An original letter on official letterhead from a bank or other financial institution in which the sponsor has saving deposits or other types of accounts containing readily available funds. Student must provide:
    a. Date account(s) were opened.
    b. Specific amount of funds in the account. Names listed as account holders on bank statement must match names and signatures on Affidavit of Financial Support form. The statement must be in English and signed and sealed by the appropriate bank or government official. This information must be dated within six months of the intended date of enrollment. No business accounts will be accepted.

(F) After the above process is complete and the student is admitted to Stark State College, a Form I-20 Certificate of Eligibility for Nonimmigrant Student Status is mailed to the student.

NONPAYMENT DROP
Policy No. 3357:15-18-12

Effective: 06/05/2017
Revised: 06/07/2021

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

PROCEDURE:
A. A student may request readmission to each course at the discretion of the instructor(s).
B. If a student is dropped for nonpayment and has the means to pay the account balance, the student must obtain the instructor's signature on the Registration Schedule Change Form. A student has a maximum of ten (10) calendar days to process this form. The instructor may provide approval to the student via email.
C. The student is to take the signed Registration Schedule Change Form and/or instructor approval emails to the Business Affairs office. The Bursar or Assistant Bursar will verify the amount due at which time the student can pay in full or sign up for the Student Installment Payment Plan (SIPP) and pay up to the current SIPP amount due.
D. The student will receive a receipt for payment from the Cashier. The student should then take the Registration Schedule Change Form, instructor email approvals, and Cashier's receipt to the Gateway Student Services Center for processing.

DETERMINATION OF STUDENT LOCATION Effective: 07/01/2024
Policy No. 3357:15-18-13

POLICY:

Federal and state regulations require institutions of higher education to determine the State in which a student is located at the time of the student's initial enrollment and/or upon formal receipt of a change of location from the student. The College must determine student location in order to disclose to the student state-specific professional licensure/certification information for their state of location and discuss whether the educational programs and curriculum at Stark State College, which satisfy licensure/certification in the state of Ohio, meet the requirements for the student's state of location.

Stark State College is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA), which permits the College to enroll out-of-state students in online educational programs. Acceptance into an educational program or enrollment in course(s) is based on where the student is physically located while taking the course(s). This policy applies to all students taking credit-bearing courses at Stark State College including in-person, online, and military students.

PROCEDURE:

Stark State College recognizes the student address on file in the student information system (SIS) as the student's physical location.

A. A student's physical location is recorded in the SIS at the time of enrollment and will remain in effect unless and until the student provides official notification of change to the College.
    1. Current Students. Official notification of change in address is defined as completion of the name/address change form, by the student, within the SIS. Once a student notifies the College, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. Per federal and state regulations, programs will be required to make an individual written disclosure to prospective and current students if the program does not meet the educational requirements for initial licensure/certification in the student's state of location, or if the program has not determined regarding whether the program meets the educational requirements for initial licensure/certification.
    2. Prospective students. Location is determined by the student's location at the time the student applies for admission, intends to enroll and is then entered into the student information system. Dependent on the location, Stark State College may or may not be able to allow the student to enroll in a licensure/certification program. Per federal and state regulations, programs will be required to make an individual written disclosure to prospective and current students if the program does not meet the educational requirements for initial licensure/certification in the student's state of location, or if the program has not determined whether the program meets the educational requirements for initial licensure/certification.

B. Exceptions are possible in the case of current or prospective students who are planning to move to, or to seek employment in a state where the College's educational program meets the state's requirements. A written attestation form must be submitted to the College which includes the name of the new state.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Revised: 02/05/2016
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Revised: 06/04/2018
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Revised: 11/06/2024

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STUDENT ACTIVITIES
Policy No. 3357:15-19-03

Effective: 10/09/2009
Revised: 03/16/2015
Revised: 07/14/2016
Revised: 06/06/2022
Revised: 04/08/2025

POLICY:

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

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

PROCEDURE:

(A) Student Government Association

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

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

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

(C) Guidelines regarding publicity, planning campus events, speaker engagements, fundraising activities, solicitation/revenue activities and other topics are outlined in the Office of Student Life, Leadership and Engagement Programs: Student Organizational Manual.

STUDENT EDUCATION RECORDS
Policy No. 3357:15-19-04

Effective: 10/09/2009
Revised: 03/16/2015
Revised: 06/05/2017
Revised: 06/06/2022

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

PROCEDURE:

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

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

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

(1) Hearing Procedures

(a) The hearing will be conducted by the Provost and Chief Academic Officer or their designee(s).
(b) The hearing will be granted within ten days after the request has been made.

(c) The director of the department or their designee(s) responsible for the student record under challenge shall represent that record in the hearing.

(d) Prior to the hearing, a staff member shall be designated by the Provost and Chief Academic Officer as the hearing officer and shall notify the student and the person representing the record of the time, place, and date of the hearing, and of the specific portion(s) of the student's record to be challenged in the hearing.

(e) The hearing shall be limited to a consideration of the specific portion(s) of the student's college record being challenged.

(f) The hearing officer must provide the student with a written notification of the disposition of the challenge and the reason(s) for that disposition.

(D) Release of Student Records to External Agencies. A student must provide written consent before Stark State College may disclose personally identifiable information from their education record except for disclosures to school officials, judicial orders, or lawfully issued subpoenas. § 99.32 of FERPA requires the college to maintain a record of the requests.

(E) Right to file a complaint. A student can file a complaint with the U.S. Department of Education concerning alleged failures by Stark State College to comply with FERPA.

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

STUDENT TRAVEL
Policy No. 3357:15-19-07

Effective: 03/16/2015
Revised: 07/14/2016
Revised: 01/01/2017
Revised: 06/03/2024
Revised: 06/02/2025

POLICY:

(A) Student Travel for College Organized or Sponsored Events

(1) All student travelers are bound by the Stark State College Policies and Procedures Manual, including, but not limited to, the following policies:

(a) Freedom of Expression and Responsibilities (3357:15-13-48)
(b) Anti-Harassment (3357:15-14-13)
(c) Sexual Misconduct (3357:15-14-15)
(d) Student Code of Conduct (3357:15-19-10)
(e) Travel and Business Entertainment Expense (3357:15-14-10)

(2) Stark State College promotes safe travel by enrolled students to and from events and activities.

(3) The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the College.

(4) An organized event is one that is initiated, planned, and arranged by a member of the College's faculty, staff, or the members of a registered student organization, and is approved by the appropriate department administrator – department chair, dean, director of an administrative unit, or their delegate. (Appeals will be reviewed on a case-by-case basis by the Director of Student Leadership and Engagement and/or the Student Affairs Committee.)

(5) A sponsored event or activity is one that the College endorses by supporting it financially or by sending students to participate in it as official representatives of the College.

(6) An enrolled student is one who has been admitted to and is attending classes at the College. (If the activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)

(B) Student Travel for Registered Student Organizations

(1) This portion of the policy applies to the travel of student members of a registered student organization when the organization requires its student members to attend an activity or event and the activity or event occurs more than fifty (50) miles from the College campus.

(2) Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the Office of Student Leadership and Engagement.

(3) If it is necessary for a non-student (alumnae, guest, parent of College Credit Plus student, etc.) to travel using college funds/transportation, the individual(s) must have approval prior to travel. All appropriate travel paperwork and information/documentation required must be submitted 10 days prior to travel to the Director of Student Leadership and Engagement.

PROCEDURE:

Travel Authorization.

(A) In order to assure that the events or activities that involve student travel are within the course and scope of the College's mission and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate department administrator.

(1) To request authorization, members of the faculty, staff, or registered student organizations who organize activities covered by this policy must submit a completed Student Travel Request Authorization form, along with the required documents and information, to the appropriate department administrator for approval before submitting to the Office of Student Leadership and Engagement. The request must be submitted at least ten (10) working days in advance of travel to the activity or event. Failure to comply will result in immediate cancellation of the trip/activity/event at the club/organization and/or individual member's expense.

(2) All in-state and out-of-state travel, which must be within the United States, must have approval prior to the travel being taken. Faculty members traveling with a student organization must obtain professional development approval from the department chair, division dean, and the Provost. All other employees traveling with a student organization must obtain professional development approval from their supervisor or vice president.

(3) The following information/documents must be submitted along with the Student Travel Request Authorization form:

(a) A list of participants including their names, addresses, email, phone numbers, and the names and phone numbers of persons to contact in case of an emergency (Travel Roster form).

(b) The name and phone number for the responsible College employee(s) who will be available to the students at all times during the travel and activity.

(c) Copies of valid operators' licenses for any students who will operate vehicles, plus proof of insurance.

(d) Completed and signed Release and Indemnification Agreements for each participant.

(e) Completed and signed Authorization for Medical Treatment forms for each participant, plus proof of medical insurance.

(4) When leading group trips, faculty, or staff should carry emergency contact information and the authorization for emergency medical treatment for each participant. Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 150-mile radius of campus. For overnight travel or travel to locations beyond the 150-mile radius of campus, an advisor must accompany the group. According to the Fair Labor Standards Act (FLSA), all time spent while on an overnight trip attending to students and/or performing other work (even while traveling to and from activity and meals) should be counted as club advisor duty hours. Time spent not working (resting, sleeping, duty free meal, etc.) is not trackable. A part-time employee accompanying the group shall limit their total weekly work hours to no more than twenty-nine (29) hours per week. If the travel will require the part-time employee to work more than twenty-nine (29) hours in a given week, the employee shall consult with Stark State College (immediate supervisor or the next level up in the chain of command) first and receive permission to work such additional hours. Failure to do so may result in termination or non-reappointment.

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

(B) Travel by Motor Vehicle

(1) Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card. The College reserves the right to require a certain monetary level of insurance.

(2) All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license.

(3) Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.

(4) Operators shall take a mandatory 30-minute rest break every four hours.

(5) Operators shall drive no more than ten hours in any 24-hour period.

(6) Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.

(7) Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.

(8) The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or federal or state law or regulations, whichever is lowest.

(B) Travel by Rental Vehicle

(1) Whenever possible, student groups are encouraged to use rental vehicles for travel beyond the local area (in excess of 100 miles round-trip). The cost of rental vehicles will be applied to the club/organization account. An advisor or other College employee must travel in the same vehicle and accompany the student group when traveling. When traveling in a rental vehicle, only the accompanying employee or a currently registered student may drive the vehicle. Drivers must have current and appropriate licensure.

(2) Stark State College has an account set up with a rental car company for business travel. Individuals and/or groups interested in using this agreement for college travel must use the Request a Rental Car tool found on the mySSC portal.

(3) Twenty-four-hour notice of cancellation is requested for any cancelled vehicle rental. The Rental Car Request Cancellation form, found on the mySSC portal, must be completed.

(4) Questions and concerns should be directed to the Purchasing Department.

(D) Travel by Privately Owned Vehicles

(1) The use of personal vehicles by students for travel to events covered by this policy is discouraged.

(2) When requesting authorization for travel that involves the use of personally owned vehicles, the requestor shall submit a valid operator's license and a copy of a current liability insurance policy for any vehicle to be used for the proposed travel.

(3) The persons responsible for the proposed activity and travel shall inform students who will drive their privately-owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

(4) Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification and the Authorization for Medical Treatment forms prior to the trip.

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

(1) Use of commercial bus, train, or plane may be a necessary means of transportation for most out-of-state travel. Researching the most efficient and affordable arrangements is highly recommended. The most cost-effective rate should always be used for student travel so research. It is preferred with any group travel that all participants take the same bus, train, or flight(s).

(2) Any out-of-state travel will require an Application for Professional Development form (found on **mySSC >resources>employee forms and documents>human resources>professional development**) to be completed prior to incurring any travel expenses. Actual expenses are to be submitted for reimbursement on the College's standard Report of Business Expenses form within three (3) days after completion of travel. The above forms may be obtained from the Office of Student Leadership and Engagement.

(F) Reimbursement after Traveling

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

(2) Each student group should save all original receipts paid during the trip. This will be proof of expenses when the student plans to seek reimbursement when they come back. Travel officially begins and ends with arrival at site to departure from site (i.e.: From Stark State College to Columbus State Community College and back to SSC, or from Akron/Canton Airport to Dallas/Fort Worth Airport and back to Akron/Canton Airport).

(3) Each student participant seeking reimbursement must complete a Report of Business Expenses form and attach all original receipts. The club advisor should distribute and review each expense report and sign before submitting to the Business Office, Accounts Payable Department. On the form, all pertinent information must be included. If the form is filled out incorrectly, this could delay reimbursement. Normally, reimbursements can take from 7-10 business days.

STUDENT COMPLAINT(S)
Policy No. 3357:15-19-08

Effective: 06/03/2010
Revised: 03/16/2015
Revised: 06/05/2017
Revised: 06/04/2018
Revised: 06/07/2021
Revised: 06/06/2022
Revised: 06/05/2023
Revised: 11/06/2024
Revised: 06/02/2025

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

PROCEDURE:

A. Initiating a Complaint Based on Civil Rights Discrimination
   1. Stark State College is committed to equal opportunity for all and does not discriminate based on, but not limited to, race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression. Any student who has a complaint of civil rights discrimination against Stark State College and/or any of the College's faculty, staff, students, or administrators should follow the procedures for initiating a complaint based on civil rights discrimination.
   2. Any student initiating a complaint based on civil rights discrimination should understand the serious nature of such an allegation and not enter into the complaint without due consideration. The student will be responsible for providing correct information and cooperating with any investigation resulting from the complaint. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally by discussing the complaint with the employee/student. All reasonable efforts should be made to resolve the problem at this level if possible.
      a) If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or if the student elects not to informally resolve the problem, 180 calendar days from the date of the occurrence to present a formal written complaint regarding civil rights. The student may submit a formal, written complaint by mail, facsimile, or email by using the Stark State College Student Civil Rights Discrimination Complaint Form which is available on mySSC, in the Office of Judicial Affairs, and in the Provost's Office. The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes their rights have been violated, and a proposed action.
      b) Students wishing to file a formal complaint regarding civil rights will present their formal complaint directly to the Coordinator of Civil Rights Compliance, which is the Dean of Learning and Engagement. The Dean of Learning and

Engagement may be contacted at Stark State College; Office S100; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170, X4817. The student will request and complete the Stark State College Student Civil Rights Discrimination Complaint Form. The Dean of Learning and Engagement will complete the intake process with the student, inform the student of the procedures and processes in filing the complaint, and contact the appropriate office for further investigation if warranted.

1) If the complaint is against an employee, the Dean of Learning and Engagement will refer the complaint to the Human Resources Department to complete the investigation. The Dean of Learning and Engagement and the Human Resources Department for employees will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision within 60 days. If the complaint is against a student and it is determined that the student violated College policies and procedures, disciplinary action will be based on that defined in the Student Code of Conduct policy and procedure (See Student Code of Conduct Policy No. 3357: 15-19-10). The student will be notified in writing of the decision.
2) Please note: At any point in this process, the student may also file a complaint alleging discrimination directly with the Office for Civil Rights; Denver Office; U.S. Department of Education; Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; phone (303) 844-5695; fax (303) 844-4303; TDD (800) 877-8339; or email OCR.Denver@ed.gov.

c) Students wishing to file a formal complaint regarding gender discrimination or sexual harassment should contact the Title IX Coordinator in the Security Department; Stark State College; Office S104; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170. Additional information regarding the College's Title IX resources and filing a formal complaint can be located at http://www.starkstate.edu/titleix.

B. Initiating a Complaint Based on Campus Accountability and Modernization to Protect University Students (CAMPUS) Act

1. Stark State College is committed to principles that enable the educational and professional enhancement of all racial, religious, and ethnic groups. Stark State will not tolerate racial, religious, or ethnic harassment and/or intimidation by or against its students, faculty, or staff. All students and employees must comply with this policy, whether on or off campus when engaged in activities sponsored by the College or otherwise related to the business of the College. This policy is not intended to diminish or infringe upon any right protected under the First Amendment to the United States Constitution, Article I; Sections 3 and 11 of the Ohio Constitution; or noncommercial expressive activity as defined in section 3345.0212 of the Revised Code.
2. Stark State College prohibits retaliatory actions against all protected parties that are motivated by the fact that the protected party has made a good-faith complaint of harassment or by the fact that the protected party has assisted or cooperated in an investigation of a complaint by someone else. This policy

protects any protected party who makes a complaint of harassment believing that the complaint is justified, even if the College should ultimately find that complaint unfounded.

3. Any student initiating a complaint based on the CAMPUS Act should understand the serious nature of such an allegation and not enter into the complaint without due consideration. The student will be responsible for providing correct information and cooperating with any investigation resulting from the complaint. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally by discussing the complaint with the employee/student. All reasonable efforts should be made to resolve the problem at this level if possible. The longer a student takes to file a complaint, the more difficult it could be for the College to investigate properly.
    a) If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe or are informed of someone else being subjected to such conduct, report this conduct immediately to any of the following:
        1) Instructional Faculty, Supervisor, Manager, Director, Department Chair, Dean, Provost, or divisional Vice President.
        2) Vice President of Human Resources or Human Resources Generalists.
        3) Campus Security in instances where a concern for physical safety exists. To the extent possible and as needed, campus Security will collaborate with local law enforcement regarding threats, intimidation or hate crimes.
        4) Anonymously through Stark State's online reporting form at https://surveys.starkstate.edu/s3/CAMPUS-Act-Student-Complaint-Form.
    b) If the complaint is against an employee, the Dean of Learning and Engagement will refer the complaint to the Human Resources Department to complete the investigation. The Dean of Learning and Engagement and the Human Resources Department for employees will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision. If the complaint is against a student and it is determined that the student violated College policies and procedures, disciplinary action will be based on that defined in the Student Code of Conduct policy and procedure (See Student Code of Conduct Policy No. 3357: 15-19-10). The student will be notified in writing of the decision.

C. Initiating an Academic Complaint (including classroom or course-related issues, excluding grade appeals)
    1. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally by discussing the complaint with the instructional employee within seven (7) calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
    2. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or if the student elects not to informally resolve the problem, seven (7) calendar days from the date of the occurrence to present a formal written complaint to the respective department chair. The student should contact the respective division for contact information for the department chair.

a) The student may submit a formal written complaint by mail, facsimile, email, or by using the Stark State College Student Academic Complaint Form which is available on mySSC, in the Office of Judicial Affairs, and in the Provost's Office.
b) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes their rights have been violated, and a proposed remedy.
c) The department chair will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
d) The student will be notified in writing of the department chair's decision within seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal this written decision.

3. To appeal the department chair's written decision, the student is responsible for contacting the department chair so the written complaint and supporting documentation can be forwarded to the respective dean for review.
   a) The dean will objectively investigate the complaint, consult with all involved parties (if necessary), review the written complaint, and render a written decision.
   b) The student will be notified in writing of the dean's decision within seven (7) calendar days of the date the dean receives the results from the department chair. The student will have 72 hours to appeal this written decision.
4. To appeal the dean's written decision, the student is responsible for contacting the dean so the written complaint and supporting documentation can be forwarded to the Provost's office for review.
   a) The Provost will objectively investigate the complaint, consult with all involved parties (if necessary), review the written complaint, and render a written decision.
   b) The student will be notified in writing of the Provost's decision within seven (7) calendar days of the date the Provost receives the results from the dean. The decision of the Provost will be final.

D. Initiating a Non-Academic Complaint (relating to non-classroom issues)
1. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally by discussing the complaint with non-instructional employee/student within seven (7) calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.
2. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or if the student elects not to informally resolve the problem, seven (7) calendar days from the date of the occurrence to present a formal written complaint to the Dean of Learning and Engagement who will review the complaint and direct the student to the respective administrator.
   a) The student may submit a formal, written complaint by mail, facsimile, email, or by using the Stark State College Student Non-Academic Complaint Form which is available on mySSC, in the Office of Judicial Affairs, and in the Provost's Office.

b) The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes their rights have been violated, and a proposed remedy.

3. The administrator will objectively investigate the complaint, consult with all involved parties (if necessary), review the written complaint, and render a written decision. The student will be notified in writing of the administrator's decision within seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal the written decision.
4. To appeal the administrator's written decision, the student is responsible for contacting the administrator so the written complaint and supporting documentation can be forwarded to the respective vice president for review.
   a) The Provost/respective vice president will objectively investigate the complaint, consult with all involved parties (if necessary), review the written complaint, and render a written decision.
   b) The student will be notified in writing of the Provost/respective vice president's written decision within seven (7) calendar days of contacting the administrator. The decision of the Provost/respective vice president will be final.

E. Students have the right to consult the Ohio Department of Higher Education, the Higher Learning Commission, or the Ohio Department of Higher Education State Authorization Reciprocity Agreements (SARA) State Portal Entity (for online students only) if they feel the complaint was not addressed following the College's student complaint policy and procedure.
   1. Ohio Department of Higher Education via https://highered.ohio.gov/students/current-college-students/student-complaints/submit-complaint.
   2. Higher Learning Commission via https://www.hlcommission.org/for-students/file-a-complaint-against-an-institution/.
   3. Ohio Department of Higher Education SARA State Portal Entity, Matt Exline, mexline@highered.ohio.gov, 617-728-3095, https://nc-sara.org/state-portal-entity-contacts.

SERVICE MEMBER AND VETERAN SUPPORT AND ASSISTANCE

Policy No. 3357:15-19-09 Effective: 05/29/2015
Page 1 of 2 Revised: 06/06/2022

POLICY:

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

Definition of terms:

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

PROCEDURE:

Stark State College will:

1. Maintain a service member and veteran student services office with designated space;
2. Refer service members and veterans to proper local, state and/or federal agencies, as needed;
3. Work with the Ohio Department of Higher Education (ODHE) and other Ohio institutions of higher education to promote a veteran-friendly campus and share best practices in serving service members and veterans effectively, including support for Military Transfer Assurance Guides;
4. Provide training to faculty, staff, and students to increase awareness of the unique needs, experiences of, and resources available for service members and veterans;
5. Ensure consistent and sustained support from College leadership;
6. Create "safe zones" for service members and veterans through campus-wide awareness training and help facilitate student/service member clubs, organizations, or associations;
7. Provide a portion of student orientation (or a separate session) specifically for service members and veterans;

8. Recognize service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
9. Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
10. Empower those working directly with service members and veterans to provide services designed to promote educational achievement, including the early alert process;
11. Maintain compliance, in partnership with Veterans Affairs (VA), in the proper procedures for certifying officials on campus;
12. Provide outreach to eligible persons about military-connected educational and training benefits as well as services and assistance offered by the institution;
13. Utilize a uniform set of data tools to collect and track information on service members and veterans, including demographics, retention, and degree completion;
14. Continue to work with the legislature, workforce, and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. This includes, but is not limited to, topics such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.; and
15. Stark State College will continue work to provide better-access for service members and veterans in postsecondary education and training and encourage participation and collaboration with Career Services to improve transition to civilian work.

STUDENT CODE OF CONDUCT
Policy No. 3357:15-19-10

Effective: 06/05/2017
Revised: 06/03/2019
Revised: 06/07/2021
Revised: 06/05/2023
Revised: 11/06/2024
Revised: 06/02/2025

POLICY:
Stark State College provides an engaging, supportive, and empowering environment that creates the foundation for lifelong learning and individual professional development. The Student Code of Conduct is established to provide students a detailed list of prohibited behaviors for both on-campus and off-campus college-related activities and disciplinary action(s) that can result in violating the Student Code of Conduct. The conduct code shall also apply to student conduct involving violations of federal, state, or local laws.

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

1. Each student shall be responsible for their conduct, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. Students are free and encouraged to express their views on issues of public and general interest. (See Freedom of Expression and Responsibilities Policy No. 3357:15-13-48.) Actions that specifically threaten or cause a person to reasonably believe that the offender may cause physical harm are also prohibited. Examples of prohibited behaviors include, but are not limited to, assault, battery, stalking, telephone harassment, sex- or gender-based violence, threats, intimidation, physical abuse of another, dating violence, domestic violence, and any other speech or conduct not protected by the First Amendment that threatens the health and safety of others. For such violations or other violations of this Code of Conduct, the College reserves the right to proceed with "Disciplinary Action" even if the student is no longer enrolled in classes, withdraws from the College, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.
2. Students are subject to local, state, and federal laws while at the College. Violation of these laws may also constitute violations of the Student Code of Conduct and the College's Policies and Procedures. In some instances, including Title IX matters, the College may be obligated to proceed with College disciplinary action under the Student Code of Conduct independently of any criminal proceedings involving the same conduct. Disciplinary action for violation of the Student Code of Conduct may be imposed regardless of criminal proceedings. Determinations made or

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

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

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

1. Failure to Comply with Reasonable Request: failure to comply with directions of College officials, Security, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so while inside College buildings or non-public areas.
2. Violation of College Rules: violation of any College policy, procedure, directive, or other requirements published in hard copy or available electronically on the Stark State College website.
3. Controlled Substances: violation of the College's Alcohol, Drugs, and Tobacco Policy or any related College procedure. (See Drug and Alcohol Abuse and Drug-Free Workplace Act Compliance Policy No. 3357:15-14-12.)
4. Destruction /Misuse of Property:
   (a) Destroying, defacing, tampering with, materially altering, or otherwise damaging property not one's own. This includes but is not limited to: doors, windows, elevators, restroom equipment, vending machines, signs, College vehicles, and computer equipment.
   (b) Creating a condition that endangers or threatens property not one's own.
5. Disorderly Conduct: actions that are disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to break the peace, disrupt or obstruct teaching, research, administration, disciplinary procedures, and/or college activities or functions, including verbal abuse, threats, bullying, or coercion.
6. Harassment - (See Anti-Harassment Policy No. 3357:15-14-13 and Student Complaint(s) Policy No. 3357:15-19-08.)
   (a) Threatening or intimidating a person thereby creating a rational fear within that person.
   (b) Creating a condition that endangers or threatens the health, safety, or welfare of another person.
   (c) Physically restraining or detaining another person, or removing any person from any place where they are authorized to remain.

7. Physical Violence: physical abuse, including but not limited to, punching, slapping, kicking, or otherwise striking any person(s) and/or other conduct whether or not it threatens or endangers the health, safety, and/or welfare of any person.
8. Sexual Misconduct: unwelcome conduct of a sexual nature which includes sexual violence and sexual discrimination. (See Sexual Misconduct Policy No. 3357:15-14-15 and Anti-Harassment Policy No. 3357:15-14-13.)
9. Discrimination (See Student Complaint(s) Policy No. 3357:15-19-08.)
10. Harassment directed toward an individual or group based, but not limited to, race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, sexual orientation, gender identity, or gender expression and severe enough so as to deny or limit a person's ability to participate in or fully benefit from the College's educational and employment environments, or activities and/or severe enough that it creates an intimidating, offensive, or hostile environment. (See Student Complaint(s) Policy No. 3357:15-19-08.)
11. Abuse of the Student Judicial Affairs process, including but not limited to:
    (a) Failure to obey a notice or summons of a Student Judicial Affairs Officer or other College official to appear for a meeting as part of the Student Judicial Affairs process.
    (b) Falsification, distortion, or misrepresentation of information before a Student Judicial Affairs Officer or other College official.
    (c) Disruption or interference with the orderly conduct of the Student Judicial Affairs process.
    (d) Initiation of a Student Judicial Affairs proceeding in bad faith.
    (e) Use of harassment, intimidation, threats, force, or coercion while attempting to discourage an individual's proper participation in, or use of, the Student Judicial Affairs process.
    (f) Attempt to influence the impartiality of a member of the Student Judicial Affairs process.
    (g) Harassment (verbal or physical) and/or intimidation of a member of the Student Judicial Affairs process prior to, during, and/or after a Student Judicial Affairs process.
    (h) Failure to comply with the sanction(s) imposed under the Student Judicial Affairs process.
    (i) Influence or attempt to influence another person to commit an abuse of Student Judicial Affairs process.
12. Acts of dishonesty: (See Academic Honesty and Integrity Policy No. 3357:15-13-26.) Including but not limited to the following:
    (a) Cheating, Plagiarism, or other forms of academic dishonesty.

(b) Resubmitting a portion of one's own prior work unless explicitly permitted to do so by the instructor in the current course.
(a) Furnishing false information to any College official, faculty member, or office.
(b) Forgery, altercation, or misuse of any College document, record, or instrument of identification.

13. Recording Privacy: (See Electronic Devices in the Classroom Policy No. 3357:15-13-37.)
Any use of electronic or other devices to make an audio, photographic, or video record of any person without the person's consent, when such a recording is likely to cause injury, distress, or damaging reputation. This includes, but is not limited to, taking video or pictures of another person in a restroom, hallway, or classroom. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
14. Theft: using, taking, and/or possessing property or services that are knowingly not one's own and/or without permission of the owner.
15. Weapons: (See Concealed Weapons Policy No.3357: 15-14-17.)
Illegal or unauthorized possession, use, or distribution of firearms, explosives, other weapons, or dangerous chemical or other materials on College premises or use of any such item, even if legally possessed, in a manner that harms or threatens others.
16. Hazing: doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, that endangers the mental or physical health or safety of a student. Such acts are defined as those which endanger the mental or physical safety as a condition of admission into, affiliation with, or continued membership in a group or organization.
17. Gambling: gambling or betting for money or other possessions on College property or in any College operated or managed facility.
18. Relationships with Stark State College employees (See Consensual Relationships Policy No. 3357:15-14-31.):
    (a) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is in a position to exercise direct power or authority over that student or makes academic decisions affecting the student, are prohibited, even when consensual. The student is encouraged to disclose a relationship with an employee to the Title IX Coordinator.
    (b) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is not in a position to exercise direct power or authority over that student, may also be inappropriate.
19. Ethnic Intimidation: violation of section 2903.21 aggravated

menacing, 2903.22 menacing, 2909.06 criminal damaging or endangering, or 2909.07 criminal mischief or division (A)(3), (4), or (5) of section 2917.21 telecommunications harassment of the Ohio Revised Code by reason of the race, color, religion, or national origin of another person or group of persons. According to the Ohio Revised Code, “ethnic intimidation” is defined as committing a crime against another person specifically "by reason of the race, color, religion, or national origin of another person or group of persons," and is considered an offense one degree higher than the underlying crime that was committed with the motivation of ethnic bias.

20. Confidential College Data and Information: entering, pasting, uploading, or otherwise submitting confidential, protected, and personally identifiable student and employee data and information into externally controlled data processing, transformation, conversion, or similar systems, including generative AI systems such as ChatGPT.

STUDENT CODE OF CONDUCT COMPLAINT PROCESS:

1. Any member of the College community may file charges against any student who is believed to be in violation of the Student Code of Conduct. Charges must be prepared in writing by submitting a Student Referral/Person of Concern form to a Judicial Affairs Coordinator either in person, electronically, or via campus mail. Security should be contacted immediately either in person or by phone if there is an act of violence or a physical threat to a person’s safety. Anyone who believes that an employee, student, or non-employee’s behavior constitutes harassment (for Title IX matters) has a responsibility to report the behavior/action to the Title IX Coordinator in accordance with the Sexual Misconduct Policy (see Policy No. 3357:15-14-15). Any student who believes that an employee, student, or non-employee’s behavior constitutes discrimination has a responsibility to report the behavior/action to the Dean of Learning and Engagement in accordance with the Student Complaint Policy (see Policy No. 3357:15-19-08).
2. Student Referral/Person of Concern forms must be submitted as soon as practicable following the alleged violation, but no later than fifteen (15) calendar days, excluding holidays and emergency closings, after the incident occurs, except where longer timeframes are required by law or after such violation becomes known to the complainant.
3. Upon receipt of the Student Referral/Person of Concern form, a Judicial Affairs Coordinator/security officer will determine if the allegations contained in the Student Referral/Person of Concern form are within parameters of the administration of the Student Code of Conduct. A Judicial Affairs Coordinator/security officer will conduct an initial

investigation within 48 hours to determine if the charges have potential merit and/or if they can be disposed of administratively by mutual consent of the parties.

4. The Judicial Affairs Coordinator/security officer shall present all charges in written format to the accused student.
5. A time shall be established to discuss the charge during a conduct meeting with the assigned Judicial Affairs Coordinator/security officer no more than ten (10) calendar days, excluding holidays and emergency closings, after the Accused Student has been notified of the charge(s). The Student Judicial Officer/security officer will meet with each student one at a time, starting with the complainant and followed by the respondent. The Judicial Affairs Coordinator/security officer may also meet with other witnesses as the person sees fit.
6. After a Student Referral/Person of Concern form has been filed and the initial investigation completed, the Judicial Affairs Coordinator may impose an Interim Suspension, but only if the Judicial Affairs Coordinator determines the suspension to be appropriate to:
   (a) Protect the safety and well-being of members of the College community or to protect College property.
   (b) Protect the Complainant and/or Accused Student's own physical or emotional safety and well-being.
   (c) Prevent or deter disruption of, or interference with, the normal operations of the College.
7. During the Interim Suspension, an Accused Student may be denied access to all or part of the College (including classes) and/or all other College activities or privileges for which the Accused Student might otherwise be eligible, and be deemed Persona Non-Grata, as the Judicial Affairs Coordinator may determine.
8. The Interim Suspension does not replace the Student Judicial System process. The Accused Student will be notified in writing of the Interim Suspension and the reasons for the Interim Suspension.
9. Conduct Meeting(s) regarding charges to the Accused Student includes but is not limited to fact finding and investigation of the conduct issue, which can occur in one meeting or over the course of multiple meetings. Upon the conclusion of the Conduct Meeting(s), the Judicial Affairs Coordinator will issue the formal decision to the student in the Decision Letter.
10. The Accused Student has the right to appeal an adverse decision rendered by the Judicial Affairs Coordinator within 15 calendar days, excluding holidays and emergency closings.
11. Stark State College has a legal requirement to report crimes or suspected crimes to law enforcement as defined in Chapter 2921 of the Ohio Revised Code as well as other reporting requirements established by law or policy.

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

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

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

APPEAL PROCEDURE:

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

(b) Whether there were facts presented that, if believed by the Student Judicial Affairs Officer, were sufficient to establish that a violation of the Student Code of Conduct occurred.
(c) Whether the decision/sanction(s) imposed were appropriate for the violation of the Student Code of Conduct, which the Accused Student was found to have committed.

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

DEFINITIONS:

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

1. Accused Student: a student who has been accused, in an incident report, of violating college rules, regulations, or policies.
2. Administrative hold: a hold placed on a student's account.
3. Advisor: anyone assisting or supporting a student during their involvement in a student conduct proceeding, including but not limited to, an attorney, parent(s), guardian, social worker, student advocate, professor, acquaintance, or friend.
4. Appeal: the method by which due process or a decision can be challenged.
5. Appellant: a student who appeals the decision.
6. Calendar day: a day that falls on or between Sunday through Saturday, excluding holidays and emergency closings.
7. Charge: formal accusation of specific violation(s) of the Student Code of Conduct.
8. Clear and Convincing Evidence: concluding that a fact is highly probably to be true.
9. College's Policies and Procedures Manual: manual setting forth students' responsibilities and privileges.
10. College premises: includes all land, buildings, facilities, and other properties in the possession of or owned, used, or controlled by the College (including adjacent street and sidewalks).

11. Community Service Project: community-related project or activity developed by Judicial Affairs Coordinator with input from affected student where practical.
12. Complaint: violation of college rules, regulations, or policies.
13. Complainant: person providing information in an incident report alleging that a student or student organization violated college rules, regulations, or policies.
14. Conduct Code: document that contains and explains college rules, regulations, polices, and procedures for addressing student and student organization behavior.
15. Conduct Meeting: presentation of charges, fact finding, and investigation of alleged conduct incident by the Judicial Affairs Coordinator or College official.
16. Community Support Referral: referral to community resources by the Judicial Affairs Coordinator.
17. Decision Letter: final written decision issued by the Judicial Affairs Coordinator.
18. Disruption: behavior that materially and substantially interferes with any academic or administrative activity on campus. Ordinarily, such behavior actively hampers the ability of the other students to learn and of instructors to teach. Extreme forms of this behavior may even threaten the physical safety of students and staff.
19. Educational Support Services: services or activities offered by student services and/or academic services designed to support a student's academic performance.
20. Expulsion: Student will be expelled from the College and any College related organizations based on date of incident.
21. Formal written reprimand: written documentation to the student from the Judicial Affairs Coordinator or College official cautioning the student about their misconduct.
22. Member of the College Community: any student, visitor, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Judicial Affairs Coordinator, Dean of Learning and Engagement, or Title IX Coordinator (for Title IX matters).
23. Misconduct: unacceptable inappropriate behavior as outlined in the Student Code of Conduct.
24. Persona Non Grata: a person or student organization who has been deemed detrimental to the College community and thus no longer permitted to frequent or be present in any or specified college locations.
25. Registered Student Organization: an organization that has complied with the formal requirements for College recognition.
26. Preponderance of the Evidence: concluding that a fact is more likely that not to be true.

27. SSC: refers to Stark State College.
28. Student: includes all persons taking courses from Stark State College.
29. Student Referral/ Person of Concern: written or electronic report provided from a Complainant to the Judicial Affairs Coordinator or Title IX Coordinator (for Title IX matters).
30. Suspension: can include definite and/or expulsion.

SUICIDE PREVENTION
Policy No. 3357:15-19-12

Effective: 06/03/2019
Revised: 06/05/2023

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

PROCEDURE:

A. The College will provide access to suicide prevention information and resources to the campus community. In addition, the College has developed and implemented communication and outreach plans as follows:
   1. Crisis intervention access, including information on national, state, and local suicide prevention hotlines are available across campus and through the SSC website;
   2. Mental health program access, including information on the availability of local mental health clinics, counseling referral services available across campus, through the SSC website, Counseling Support Services, and referral to partner organizations in Stark, Summit, and surrounding counties;
   3. Multimedia application access, including crisis hotline contact information, suicide warning signs, resources offered, and free of cost applications;
   4. Student communication plans, including outreach plans regarding educational and outreach activities on suicide prevention; and
   5. Postvention plans, including a strategic plan, to communicate effectively with students, staff, and parents after the loss of a person to suicide ("postvention").

B. All incoming students are provided with:
   1. Information about mental health topics, including depression and suicide prevention resources available to them; and
   2. Information about referrals for mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide.

C. The following information is posted on the College website:
   1. Crisis intervention access
   2. Mental health program access
   3. Multimedia application access
   4. Student communication access

D. All employees are provided with information regarding our Employee Assistance Program (EAP). Employees may access the EAP by phone or online. Our EAP provides:
   1. Onsite Critical Incident Response Services for Faculty and Staff.

2. Unlimited confidential access to 24/7/365 professional support for faculty, staff, and their eligible family members.
3. Face to Face Counseling – access to a confidential counseling services with a local mental health provider for faculty, staff, and their eligible family/household members, dependents living away from home, and parents/parents-in-law.
4. EAP Website Resources
    a. Depression and Suicide Prevention Center
        i. Materials on Depression and other mental health disorders
        ii. Depression Assessment
        iii. Suicide Awareness Information
        iv. On-line Mental Health Assessment
        v. Tools for Managers on Preventing Suicide in the Workplace
5. Information from county mental health boards that provide resources and information on different mental health disorders.

ANTI-HAZING POLICY Effective: 06/06/2022
Policy No.: 3357:15-19-13

POLICY:
Stark State College strictly prohibits hazing in any form as prescribed in Ohio Revised Code Section 2903.31 and Public Law No. 118-173 and will investigate and respond to all reports of hazing as outlined in this policy.

(A) This policy applies to Stark State College students, student organizations, student groups, and employees. This policy also applies to volunteers acting in an official capacity that advise or coach student organizations and/or student groups who have direct contact with students. Stark State College has jurisdiction under this policy whether the conduct occurs on or off campus. Violations may also be subject to civil and criminal penalties under Ohio law.

This Anti-Hazing policy applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College, or any student or other organization associated with the College.

(B) Public Law No. 118-173 defines hazing as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
1. is committed in the course of an initiation, into an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury.

(C) Hazing means doing any of the following: pressuring, causing, forcing, soliciting, or coercing any person to do any of the following for the purpose of initiative, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or perpetuating or furthering a tradition or ritual of a student group or student organization. Specific examples include:
1. Engaging in any conduct prohibited by local, state, or federal law regardless of whether an arrest is made or criminal charges are brought;
2. Taking into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm;
3. Causing or creating a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another;
4. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
5. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar

activity;

6. Causing, coercing, or otherwise inducing another person to perform sexual acts;
7. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
8. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, or federal law.

(D) The implied or expressed consent of a student to hazing is not a defense to a Student Code of Conduct violation. Furthermore, retaliation against any person who reports hazing or who participates in a hazing investigation pursuant to this policy is in violation of the Student Code of Conduct and is subject to disciplinary action.

PROCEDURE

(A) Reporting an incident: Stark State College depends on community members to identify and report hazing behaviors so that the College can provide distressed students and employees with appropriate support services and resources.

(B) Immediately upon learning of potential hazing, any employee with a duty to report violations of this policy who received a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation is required to report the alleged conduct to the Stark State College Campus Security Department and/or judicial officer. Employees with a duty to report violations of this policy include faculty, administrators, and staff. Student employees have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and well-being of the other members of the campus community or if they have supervisory, evaluative, grading, or advisory responsibility over the members of the campus community. In addition to the duty to report hazing, as identified in the prior paragraphs, in some circumstances there is also a duty to report allegations of criminal conduct to law enforcement. Incidents may be reported at the following address: https://www.starkstate.edu/counseling-support-services/student-referral-form/. This link includes an anonymous reporting option for non-mandatory reporters. Reports may also be filed with the Security Office.

(C) Stark State College is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

(D) Reports of Hazing shall be investigated by the Campus Security Department and when appropriate, the investigation shall be in coordination with other college offices, departments, and law enforcement. Other college offices may handle certain aspects of the College's response as necessary or as coordinated with Student Judicial Officer/Campus Security. Campus Security shall take into consideration any medical

needs and protective measures for any victim(s) or witnesses of a hazing event. The Stark State College judicial officer will assess the need for interim measures such as the suspension of a student(s). Human Resources will investigate employee involvement in reports of hazing. Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct policy and procedure for students (Policy No.: 3357-15-19-10) and the Code of Ethics and Professional Behavior policy and procedure for employees (Policy No.: 3357:15-14-27). Should the investigation result in a formal charge against an organization, the national or oversight organization, if any, shall be notified by the Provost and Chief Academic Officer.

Criminal investigations resulting from a report to law enforcement will be conducted by the appropriate law enforcement agency with Campus Security coordinating with law enforcement to conduct a concurrent investigation when practical. Campus Security may also consult with law enforcement considering the severity of the allegation, resulting injury, or other considerations such as jurisdictional matters or the location of the incident, and request law enforcement investigation of the incident.

Regardless of the outcome of a criminal investigation by law enforcement, Stark State College may charge an individual or a group with a violation of this Anti-Hazing policy via the Student Code of Conduct policy and procedure. Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the Provost and Chief Academic Officer.

Regardless of the outcome of a criminal investigation by law enforcement, Stark State College may discipline employees according to the Code of Ethics and Professional Behavior policy and procedure or any other policies and procedures that may apply.

(E) In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved or their governing bodies. The College has the right to act regardless of the actions of outside groups, governing bodies, or law enforcement investigations.

The College will maintain a report of all violations of this policy that are reported to the College and which result in a charge of violation of this policy. These records are included in the Stark State College Campus Security Department's Clery Act Public Crime Log and Annual Crime Report and may be accessed at: https://www.starkstate.edu/about/security/crime-statistics/. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's website.

(F) All reports may be accessed through a public records request via the Stark State College Campus Security Department. In addition, hazing incidents are reported to the Stark State College Security Log report as updated on the College website. Each public request is evaluated based on removing non-public information. The report is

subject to a public records request, but personal or non-public record information may be redacted as deemed appropriate by the College.

(G) Stark State College shall provide annually at least one program on hazing prevention education to all new students. This training shall be provided through the new student orientation program and the Assistant Director of Admissions will maintain a record of individuals who have completed the program. Stark State College shall provide annually at least one program on hazing prevention education for all student clubs and organizations. The Director of Student Leadership and Engagement will maintain a record of individuals who have completed the program. The education programs noted above may be provided in person, electronically, or both.

Failure to complete the training will result in the student being denied the ability to join any recognized student organization or group. If a student is unsure if they have completed the required program, they should contact a club advisor to verify their eligibility to join a student organization or group.

(H) Related Policies:
Code of Ethics and Professional Behavior Policy No.: 3357:15-14-27 and
Student Code of Conduct Policy No.: 3357:15-19-10.

These policies are found in the Stark State College Policies and Procedure Manual via the mySSC portal at https://myssc.starkstate.edu/pages/policies-and-procedures.

GLOSSARY OF TERMS

CEU – The continuing education unit is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education includes all institutional learning experience in formats organized to impart education in courses and activities that are not applicable to the attainment of any formal degree program offered by the College.

FTE – Full-time equivalent student (FTE) is calculated by the Ohio Department of Higher Education as total student credit hours divided by 30.

Flexible Scheduling – Courses may be offered anytime as needed.

Freshman Standing (Class Standing) – A student who is enrolled in the College and who has earned fewer than 30 credit hours, has transfer credits from another accredited institution of fewer than 30 credit hours, or has earned a combination of both college courses and transfer credits of fewer than 30 credit hours.

Full-Time Student – A full-time student is one who is officially enrolled in the College for a minimum of 12 semester hours of course work in fall or spring semester or 6 hours in summer semester. (Please note that the definition of a summer full-time student may vary for financial aid purposes.)

IPEDS – Integrated Postsecondary Education Data System.

Half-Time Student – A half-time student is one who is officially enrolled in the College for 6-8 semester hours of course work in fall or spring semester.

Less than Half-Time Student – A less than half-time student is one who is officially enrolled for fewer than 6 semester hours of course work in fall or spring semester.

New Faculty Orientation – New Faculty Orientation is designed to introduce faculty members to the mission, policies and procedures, student services and resources, and community of teaching and learning at Stark State College. New instructors are required to attend as part of our investment in student success and our employees. Topics discussed include admissions, financial aid, registration, disability support services, online learning, digital library, career development, technology training and services, human resources, security, judicial affairs, student counseling, pedagogical techniques and best practices, instructor responsibilities, department/division processes, and the Strategic Plan.

New Employee Orientation – New Employee Orientation is part of an investment in a new employee. It is an initial process that provides some basic information on the College that introduces new employees to their new environment. At Stark State College new employee orientation is required for all employees to ensure they have the information that is needed as they begin their employment at the College. Topics include a review of the mission and vision statements, overview of the College profile, important policies and procedures, benefits, safety and security, digital library, emergency equipment, payroll, the Strategic Plan, and college-wide initiatives.

Policy – Rules formulated or adopted by Stark State College to reach its long-term strategic goals. They are designed to influence and determine all major decisions and actions, and all policies must comply with the Ohio Department of Higher Education (ODHE) 3357 and are SSC Board of Trustees approved.

Procedure – Specific defined steps employed to implement policies for consistent day-to-day operations of the College.

Semester Credit Hour – One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modalities.

Semester Length – In general, an academic year is at least 30 weeks of instructional time. The number of weeks of instructional time is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations. Semesters are generally 14 to 17 weeks long.

Semester System – The College academic year is based on the semester system consisting of two terms, each of which is normally 16 weeks in duration.

Shared Governance – Shared governance is an inclusive process of planning and decision making that formally recognizes the input of students, faculty, staff, and administrators as stakeholders in fulfilling the mission, vision, and values of the College. Such governance employs the collective intelligence of the College's internal community to make better decisions.

Sophomore Standing (Class Standing) – A student who is enrolled in the College and who has earned 30 or more credit hours, has transfer credits from another accredited institution of 30 or more credit hours, or has earned a combination of both college courses and transfer credits of more than 30 credit hours. The ODHE one-year certificate students will remain at freshman standing.

Summer Sessions – The summer session consists of 5-, 8- or 10-week sessions.

Supervisor Orientation – Orientation with their immediate supervisor is required for all new employees at the College. Topics include duties, responsibilities, and other expectations for the position.

Three-Quarters Time Student – A three-quarters time student is one who is officially enrolled for 9-11 semester hours of course work in fall or spring semester.

Web Modalities – There are several types of Web courses that may be offered by the College. A Web-enhanced course is a traditional face-to-face classroom course that uses the Web to enhance the instruction. A Web-enabled course is like a Web-enhanced course but replaces some classroom time with Web-based instruction. A Web-delivered course is delivered over the Web, although the student may be required to attend a proctored test. A Web-mixed course could be a mix of the previously mentioned course types but may also include other modalities. Students should carefully read the course description that appears in the course schedule to determine if a course is Web based, what type of Web course it is, and any special requirements for that particular course.

Types of Web Courses

Web-Enhanced Course (Web 1) - This is a traditional face-to-face course that has a Web site where the instructor may post course information. The student may be required to utilize email, chat rooms, discussion boards, or Web-based testing.

Web-Enabled Course (Web 2) - Students attend class for 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.

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.

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 *my*starkstate 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.

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK
(877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027

View Glossary

Term	Definition
11/12 month salary contract/teaching period	The contracted teaching period of faculty employed for the entire year, usually for a period of 11 or 12 months. (Term used in the IPEDS HR survey component prior to 2012-13)
12-month enrollment (E12)	This annual component of IPEDS collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. These data were collected in the Enrollment component prior to the 2007 IPEDS data collection. Institutions report an unduplicated head count for the total number of students, by gender, attendance status (full-time, part-time), race/ethnicity, level (undergraduate, and graduate, including doctor's – professional practice), first-time (entering), transfer-in, continuing/returning, and degree/certificate-seeking statuses, enrolled throughout the reporting period. Students included are those enrolled in any courses for credit leading to a degree or other recognized postsecondary credential, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of clock hours or credit hours. Starting with the 2023-24 data collection, institutions also report data on dual enrollment (i.e., the number of high school students enrolled at the postsecondary level).
12-month period	A 12-month period defined by an institution for reporting a full year of activity (All institutions must use the July 1 - June 30 reporting period). This time period should be consistent across all IPEDS data collections and from year-to-year.
25th percentile	The score at or below which 25 percent of students submitting test scores to an institution scored.
3/2 program	A program of study that normally requires the first 3 years of undergraduate study at one institution and the last 2 years of study at another institution in order to attain a bachelor's degree. These programs are predefined by the institutions and are normally offered when an institution is unable to grant a degree in a particular field or program of study. 22
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.
5-year program	A program offered by an institution that is defined in the catalog as requiring a student to take courses over a 5-year period in order to attain a bachelor's degree. These include, but are not limited to, 5-year cooperative programs which alternate class attendance with employment.
50th percentile (median)	The score at which 50 percent of students submitting test scores to an institution scored above and 50 percent scored below (i.e., midpoint of the test score distribution).
75th percentile	The score above which 25 percent of students submitting test scores to an institution scored.
9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent. (Term used in the IPEDS HR survey component prior to 2012-13)

Abroad	Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the other areas.
Academic Libraries (AL)	This annual component of IPEDS collects information on library collections, expenses, and services from degree-granting postsecondary institutions. Institutions with library expenses less than $100,000 annually report their collections and circulation or usage to IPEDS. Specific library collection items include physical and electronic/digital books, media, and databases (applicable to electronic only). Institutions with library expenses equal to or greater than $100,000 annually report both their collections and circulation or usage and details about their expenses to IPEDS. Detail expense categories include library salaries and wages, fringe benefits, materials and services costs, and operations and maintenance costs.
Academic Library	An entity in a postsecondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers.
Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or resulting in credits that can be applied to one of these degrees.
Academic Rank	A status designated by the institution according to the institution's policies. The IPEDS HR survey component includes the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.
Academic support	A functional expense category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and/or separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Academic year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.
Accelerated programs	Completion of a college program of study in fewer than the usual number of years, most often by attending summer session and carrying extra courses during the full academic term.
Access rights	Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as deliberately selecting a document, securing access rights and including it in the OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded.
Accrediting agencies	Organizations (or bodies) that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.
Accrediting bodies	See accrediting agencies

Accumulated depreciation	The total depreciation charged as expenses as of the reporting date (in the current year and in prior years) on the capital assets of the institution. FASB Statement No. 117 and GASB Statement No. 34 require that accumulated depreciation to date be recognized.
ACT	ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.
Additions to permanent endowments	Gifts or grants received by a GASB institution that are restricted to a permanent endowment (institutions often have endowment funds that are classified as permanent endowments). Funds must be held in perpetuity with only the income generally available for use.
Additions to physical plant assets	Land, buildings, improvements other than buildings, equipment, and library books that are added during the fiscal year through purchases, by gifts-in-kind from donors, and from other additions; excludes construction in progress.
Adjunct instructional staff	Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a developmental or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach noncredit courses exclusively.
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; or non-first-time, part-time) for which outcomes rates are calculated at 4, 6, and 8 years.
Adjustments to beginning net assets	Unusual and infrequent adjustments to assets that are not recorded as current year revenues, expenses, gains, or losses. This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.
Adjustments to beginning net position	Unusual and infrequent adjustments to assets that are not recorded as current year revenues, expenses, gains, or losses. This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.
Administrative unit	The system or central office in a multi-campus environment.
Admissions (ADM)	This annual component is required of all currently operating Title IV postsecondary institutions in the United States and other areas that do not have an open admissions policy. Eligibility for Admissions is determined using a screening question in the Institutional Characteristics component and open admissions institutions will not see the component. Admissions data are collected for the current fall reporting period. Data are collected on admissions requirements, the number of applicants, admitted students, the number of admitted students that subsequently enrolled, and percentiles for ACT and SAT test scores. The number of applicants, admitted, and enrolled students is disaggregated by gender; enrolled students are further disaggregated by part-time and full-time status. Prior to the 2014-15 data collection cycle, Admissions was part of the Institutional Characteristics components. In 2014-15, it became part of the Winter data collection.
Admissions test scores	Scores on standardized admissions tests or special admissions tests.
Admitted students	Applicants that have been granted an official offer to enroll in a postsecondary institution.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.

Advanced placement (AP) courses	College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other recognized postsecondary credential.
Affiliated organizations	Legally separate organizations that are affiliated or associated with a primary GASB institution. These organizations are created for the primary purpose of assisting a primary institution to accomplish its mission but are not subject to the institution's organizational or procedural oversight. Fund-raising foundations, athletic associations, alumni associations, and research foundations are some examples of affiliated organizations. Depending on the organizational structure and other factors, some affiliated organizations may be considered component units and thus their financial activity must be reported separately by the primary institution.
AICPA	The American Institute of Certified Public Accountants.
AICPA College and University Audit Guide Model	A financial reporting model defined by AICPA. The audit guide contains the primary standards for financial reports of public colleges and universities prior to the effective date of GASB Statements 34 and 35. Standards of this Guide were permitted as one alternative by GASB Statement No. 15 for public institutions.
Aid received	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was **NOT** actually disbursed to the student.
All other sports combined	Any sport not specified separately in the collection of Graduation Rates (GRS) data. This includes sports such as golf, tennis, lacrosse or field hockey where teams participate in intercollegiate athletics competition. It does not include cheerleading or dance teams even though the institution might award aid to students participating in these activities under the auspices of the athletic department.
Allowable costs	Except in the case of correspondence and incarcerated students, allowable costs for the cost of attendance typically include: 1. Tuition and fees; 2. Food and housing; 3. Books, materials, supplies, and equipment, which may include the rental or purchase of a personal computer; 4. Transportation, which may include, but is not limited to, vehicle maintenance and/or travel costs between campus, residences, and the student's place of work; and 5. Miscellaneous expenses, which may include other costs and allowances under the law and/or as determined by the institution for a student attending at least half-time such as an allowance for: • Dependent care; • Study abroad expenses; • Disability-related expenses; • Cooperative education costs; • Professional licensure, certification, or first professional credential costs; and • Federal student loan fees. Note: Other restrictions and limitations may apply to the cost components and allowances, especially for less-than-full-time, correspondence, and incarcerated students.
Allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as tuition and fees or food and housing charges.

American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
American Indian or Alaska Native (old definition)	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
Annual contract or employment agreement	An annually-renewable contract or employment agreement that is in effect for a stated annual period within one year of execution, and may be equal to a period of 365 days, or a standard academic year, or the equivalent. Does not include contracts for partial year periods such as a single semester, quarter, term, block, or course.
Annuity and life income funds	Funds carrying a stipulation that the institution make payments to one or more specific beneficiaries.
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn by applicant or institution.
Application fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.
Archivists, Curators, and Museum Technicians	An occupational category based on the broad occupation in the 2018 Standard Occupational Classification (SOC) Manual called "Archivists, Curators, and Museum Technicians" (SOC code 25-4010). For detailed information, refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#25-0000.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Asian/Pacific Islander (old definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
Assets	Physical items (tangible) or rights (intangible) that have value and that are owned by the institution. Assets are useful to the institution because they are a source of future services or because they can be used to secure future benefits.
Associate's Colleges (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Associate's Colleges offer associate's degree and certificate programs but, with few exceptions, award no baccalaureate degrees . This group includes institutions where, during the period studied, bachelor's degrees represented less than 10 percent of all undergraduate awards.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
At-will contract or employment agreement	A contract or agreement that can be terminated by the employer or employee at any time, for any or no reason.
Audiovisual Materials	Materials that are displayed by visual projection or magnification, or through sound reproduction, or both, including sound recordings, motion pictures and video recordings, and graphic materials. Also included in this category are special visual materials such as three-dimensional artifacts and realia, and web-based audiovisual resources. This includes audio documents such as records, tapes, cassettes, audio compact discs, files of digital audio recordings; visual documents such as slides, transparencies, and combined audiovisual documents such as motion pictures, video recordings, etc. Microforms are excluded.
Audit opinion	An audit, performed by external (or outside) auditors, that usually consists of a one-page "opinion" letter on the general-purpose financial statements. The "opinion" paragraph of the letter usually states that "In our opinion, the financial statements present fairly, in all material respects, the financial position as of (date) and the results of operations for the year then ended, in conformity with accounting standards generally accepted in the United States." If the auditor cannot state completely the

	substance of the previous "opinion" sentence, then the auditor will add a phrase such as "...except for..." and state the basis for the exception. When the auditor includes exceptions to the opinion, the opinion is considered to be a "qualified opinion;" when no such exceptions are included, the opinion is considered to be an "unqualified opinion."
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other recognized postsecondary credential.
Auxiliary enterprises expenses	Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.
Auxiliary enterprises revenues	Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.
Average cost of attendance	The average of the actual or average allowable costs as defined by the Higher Education Act of 1965, as amended, used to determine a student's eligibility for Title IV and other financial aid programs. The average may be based on all students or different categories of students such as undergraduates or graduates. Other student categories may include enrollment status, academic program, or residency. **For IPEDS reporting purposes, cost of attendance is only reported for full-time, first-time students.**
Average Net price (ANP)	The *Higher Education Act, as amended (2008),* defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for food and housing and other expenses.
Avocational programs	Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor to lead to a recognized postsecondary credential or an academic degree, nor result in occupationally specific skills.
Baccalaureate Colleges - General (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate Colleges - General are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded less than half of their baccalaureate degrees in liberal arts fields.
Baccalaureate Colleges - Liberal Arts (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate Colleges - Liberal Arts are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded at least half of their baccalaureate degrees in liberal arts fields.
Baccalaureate/Associate's Colleges (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Baccalaureate/Associate's Colleges are undergraduate colleges where the majority of conferrals are below the baccalaureate level (associate's degrees and certificates). During the period studied, bachelor's degrees accounted for at least ten percent of undergraduate awards.
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and

	employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Bachelor's or equivalent degree-seeking subcohort	In the GR component of IPEDS, a cohort of students who were seeking a bachelor's or equivalent degree upon entry.
Balance owed on principal	Outstanding balance owed on indebtedness principal (at the beginning/end of the year) as shown in the liability section of the balance sheet.
Balance sheet	An official financial statement that lists a postsecondary institution's assets and liabilities as of a specified date.
Basic Principles for Income Tax Accounting	The following basic principles are applied in accounting for income taxes at the date of the financial statements: a) A current tax liability or asset is recognized for the estimated taxes payable or refundable on tax returns for the current year. b) A deferred tax liability or asset is recognized for the estimated future tax effects attributable to temporary differences and carry forwards. c) The measurement of current and deferred tax liabilities and assets is based on provisions of the enacted tax law; the effects of future changes in tax laws or rates are not anticipated. d) The measurement of deferred tax assets is reduced, if necessary, by the amount of any tax benefits that, based on available evidence, are not expected to be realized.
Bibliographic utilities, networks and consortia	Services provided by national, regional, and local bibliographic utilities networks, and consortia.
Black or African American	A person having origins in any of the black racial groups of Africa.
Black, non-Hispanic (old definition)	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
Book value	The dollar value of the physical asset at the time of construction or purchase of that asset, or, if the asset is a gift, the market value of the asset at the time of the gift. It may also be the difference between the balance of a physical plant asset account and its related accumulated depreciation account.
Books	Books are non-serial printed publications, including music, that have hard or soft covers or are in loose-leaf format.
Books and supplies	The average cost of books, course materials, supplies, and equipment for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.
Branch and independent libraries	Auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.
Branch institution	A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses.
Buildings	Capital assets built or acquired for occupancy and use by the entity. These are structures such as classrooms, research facilities, administrative offices, and storage. Includes built-in fixtures and equipment that are essentially part of the permanent structure. Buildings held for the production of revenue are classified as investments.
Business and Financial Operations Occupations	An occupational category based on the major group in the 2018 Standard Occupational Classification (SOC) Manual called "Business and Financial Operations Occupations." For detailed information refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#13-0000.

Business-type activities	Activities for which fees are charged to external parties for goods or services. GASB Statement 34 specifies the reporting format to be used by this type of governmental entity.
Cafeteria plan	An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance).
Calculated value (CV)	Calculated value (CV) is used to designate fields that are generated (or calculated) based on data provided on other lines within the same part of a survey component. For example, a "balance" line or "other (detail)" line will be calculated as the difference between the total line and the sum of the remaining detail.

Calculation of FTE students (using fall student headcounts)	The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution's part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.
	
	• Part-time undergraduate enrollment
	  ◦ Public 4-year (.403543)
	  ◦ Private (not-for-profit and for-profit) 4-year (.392857)
	  ◦ Public 2-year and <2-year (.335737)
	  ◦ All other institutions (.397058)
	• Part-time graduate enrollment
	  ◦ Public 4-year (.361702)
	  ◦ Private (not-for-profit and for-profit) 4-year (.382059)

Calculation of FTE students (using instructional activity)	The number of FTE students is calculated based on the credit and/or clock hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC component. The following table indicates the level of instructional activity used to convert the credit and/or clock hours reported to an indicator of full-time equivalents (FTE students):
	• Quarter calendar system
	  ◦ Enrollment level (One FTE over 12-month period)
	  ▪ Undergraduate 45 credit hours, 900 clock hours
	  ▪ Graduate 36 credit hours
	• Semester/trimester/4-1-4 plan/other calendar system
	  ◦ Enrollment level (one FTE over 12-month period)
	  ▪ Undergraduate 30 credit hours 900 clock hours
	  ▪ Graduate 24 credit hours
	
	For institutions with continuous enrollment programs, FTE is determined by dividing the number of clock hours attempted by 900.
	
	The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor's Professional Practice FTE.

Calendar system	The method by which an institution structures most of its courses for the academic year.
Cambridge Certificate of Advanced English (CAE)	A standardized test designed to determine an applicant's ability to benefit from instruction in English.

Capital appropriations	Nonoperating revenues appropriated to a GASB institution by a government with the requirement that the funds be used primarily to acquire, construct, or improve capital assets, including buildings, land, equipment, and similar capital assets.
Capital assets	Tangible or intangible assets that are capitalized under an institution's capitalization policy; some of these assets are subject to depreciation and some are not. These assets consist of land and land improvements, buildings, building improvements, machinery, equipment, infrastructure, and all other assets that are used in operations and that have initial useful lives extending beyond one year. Capital assets also include collections of works of art and historical treasure and library collections; however under certain conditions such collections may not be capitalized. They also include property acquired under capital leases and intangible assets such as patents, copyrights, trademarks, goodwill, and software. Excluded are assets that are part of endowment funds or other capital fund investments in real estate.
Capital grants and gifts	Revenues of a GASB institution, other than capital appropriations, where a funding source external to the institution specifies that they be used primarily to acquire, construct, or improve capital assets. Includes gifts designated for a capital project.
Capital leases	Capital assets acquired under lease arrangement, as provided in FASB Statement No. 13 (applicable to both FASB and GASB institutions). These are leases where the institution in substance acquires the capital asset or the right to use it for most or all of its economic life through a lease arrangement. FASB standards require institutions to recognize such assets in their financial statements and also to recognize the lease payment obligations as liabilities. The lease is basically considered a form of financing used to acquire the capital asset.
Capital outlay	The cost of acquiring plant assets, adding to plant assets, and adding utility to plant assets for more than one accounting period.
Capitalize	To place in service as a long-term asset. These assets are expected to be used by the institution for a period in excess of one year (e.g., land, buildings or patents).
Carl D. Perkins Vocational and Technical Education Act	The Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332) was signed into law on October 31, 1998 and became effective on July 1, 1999. Its purpose is to improve vocational and technical education programs. The primary focus is to develop challenging academic standards and promote the development of activities that integrate academic and vocational and technical instruction. The Act also outlines various opportunities for states and local areas to integrate vocational education and workforce investment systems. However, new and strict barriers are placed on linkages between vocational education and School-to-Work programs.

Carnegie Classification	An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as:
	• Doctoral/Research Universities-Extensive
	• Doctoral/Research Universities-Intensive
	• Master's Colleges and Universities I
	• Master's Colleges and Universities II
	• Baccalaureate Colleges-Liberal Arts
	• Baccalaureate Colleges-General
	• Baccalaureate/Associate's Colleges
	• Associate's Colleges
	• Specialized Institutions:
	  ◦ Theological seminaries and other specialized faith-related institutions
	  ◦ Medical schools and medical centers
	  ◦ Other separate health profession schools
	  ◦ Schools of engineering and technology
	  ◦ Schools of business and management
	  ◦ Schools of art, music, and design
	  ◦ Schools of law

	◦ Teachers colleges ◦ Other specialized institutions • Tribal Colleges and Universities
Carnegie Classification 2005: Basic classification	The Basic Classification is an update of the traditional classification framework developed by the Carnegie Commission on Higher Education in 1970 to support its research program, and later published in 1973 for use by other researchers. Although this classification has undergone many changes over the years, the current release involves some significant changes from previous editions. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Enrollment profile classification	This classification describes the overall student population, by grouping institutions according to the mix of students enrolled at the undergraduate and graduate/professional levels. Exclusively undergraduate institutions are further broken down by level (two-year and four-year). For institutions with both undergraduate and graduate/professional students, institutions are grouped according to the distribution of full-time equivalent students across the two levels, giving an approximate measure of the student population's "center of gravity." As a result, it reflects important differences with respect to educational mission as well as institutional climate and culture-differences that can have implications for infrastructure, services, and resource allocation. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Graduate instructional program	As a companion to the Undergraduate Instructional Program classification, this classification examines the nature of graduate education, with a special focus on the mix of graduate programs. In this classification, a single graduate-level degree qualifies an institution for inclusion. The classification is based on the level of graduate degrees awarded master's/professional or doctoral), the number of fields represented by the degrees awarded, and the mix or concentration of degrees by broad disciplinary domain. The classification has two parts: one for institutions that do not award the doctorate, and one for doctoral-level institutions (based on the record of degree conferrals, not program offerings). Within each group, institutions are then classified with respect to the breadth of graduate offerings and the concentration of degrees in certain fields or combinations of fields. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Size and setting classification	This classification describes institutions' size and residential character. Because residential character applies to the undergraduate student body, exclusively graduate/professional institutions are not included. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Undergraduate instructional program	The instructional program classification is based on three pieces of information: the level of undergraduate degrees awarded (associate's or bachelor's), the proportion of bachelor's degree majors in the arts and sciences and in professional fields, and the extent to which an institution awards graduate degrees in the same fields in which it awards undergraduate degrees. The distinction between arts and sciences and professional undergraduate majors is one that has been made in the Classification since 1987 (but only for undergraduate colleges), and researchers and others in the higher education community have made similar distinctions. The previous analysis has been extended and elaborated by (1) applying it to almost all baccalaureate-level institutions, (2) making finer distinctions along the arts and sciences - professions continuum, and (3) recognizing a "middle ground" where the two domains exist in relative balance with respect to graduating students' major concentrations. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Undergraduate profile	This classification describes the undergraduate population with respect to three characteristics: the proportion who attend part- or full-time; achievement characteristics of first-year students; and the proportion of entering students who transfer in from another institution. Each of these captures important differences in the nature of the undergraduate population. They do not imply differences in the quality of undergraduate education, but they have implications for how an institution serves its students. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications

Cartographic Material	Materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts)
Casual employees	Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session.
Certificate	A recognized postsecondary credential that is conferred upon the satisfactory completion of a postsecondary education program.
Change in net assets	A term used to describe the net amount of revenues, expenses, gains, and losses for the reporting period. This appears on the Statement of Revenues, Expenses, and Changes in Net Assets for GASB organizations and on the Statement of Activities for FASB organizations.
Chief administrator	The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution, or that component of an organization that conducts postsecondary education, but who may report to a governing board.
Child institution	An institution that has some or all of its data reported by another institution, known as the parent institution.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.
Clerical and secretarial	A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers. (Term used in the IPEDS HR survey component prior to 2012-13)
Clock hour	A period of time consisting of (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period; (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or (3) Sixty minutes of preparation in a correspondence course.
Clock hour activity	The provision of coursework to students which can be measured in terms of clock hours.
Cohort	A specific group of students established for tracking purposes.
Cohort year	The year that a cohort of students begins attending college.
Collection year	The academic year in which IPEDS data were collected. Most Institutional Characteristics, Human Resources, Fall Enrollment, and Admissions data are collected for the current year; Completions, 12-Month Enrollment, Student Financial Aid, Academic Libraries and Finance data collections cover the prior year. Graduation Rates and Outcome Measures cover cohorts from prior years that completed college by August 31 of the most recent fall.

College Navigator	A web tool accessed through https://nces.ed.gov/collegenavigator that provides selected IPEDS data to assist students, parents, high school counselors, and others obtain information about over 6,000 postsecondary institutions in the United States and other areas. It offers a wide range of information including programs offered, retention and graduation rates, aid available, campus safety, accreditation, and estimated student expenses. NOTE: Replaces the College Opportunities Online Locator (IPEDS COOL).
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	An occupational category based on the following three major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Community and Social Service Occupations (https://www.bls.gov/soc/2018/major_groups.htm#21-0000); 2) Legal Occupations (https://www.bls.gov/soc/2018/major_groups.htm#23-0000); and 3) Arts, Design, Entertainment, Sports, and Media Occupations (https://www.bls.gov/soc/2018/major_groups.htm#27-0000).
Comparison group	The group of peer institutions used for comparison purposes within the IPEDS Peer Analysis System (PAS). Comparison groups may be identified by the analyst by name or UnitID, they may be built by using characteristics (variables) from the IPEDS data, or they may be automatically generated by the system. Also referred to as a peer group.
Completer	A student who receives a degree, diploma, certificate, or other recognized postsecondary credential. In order to be considered a completer, the degree/award must actually be conferred.
Completers within 150% of normal time	Students who completed their program within 150% of the normal (or expected) time for completion.
Completions (C)	This annual component of IPEDS collects number of degrees and other recognized postsecondary credentials (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, and doctor's), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire reporting period, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6-digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.
Component unit	A component unit is a legally separate organizations for which the governing board and/or management of the primary institution is financially accountable. It can be another organization for which the nature and significance of its relationship with a primary institution is such that exclusion would cause the primary institution's financial statements to be misleading or incomplete.
Comprehensive fee	A single fixed amount of money charged by an institution that covers tuition, required fees, food, and housing. For some institutions, this amount may also cover books, course materials, supplies, and equipment.
Computer hardware and software operating expenses	These include expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenses for maintenance and the expense to run information services when it cannot be separated from the price of the product are also included in this category.
Computer, Engineering, and Science Occupations	An occupational category based on the following three major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Computer and Mathematical Occupations (https://www.bls.gov/soc/2018/major_groups.htm#15-0000); 2) Architecture and Engineering Occupations (https://www.bls.gov/soc/2018/major_groups.htm#17-0000); and 3) Life, Physical, and Social Science Occupations (https://www.bls.gov/soc/2018/major_groups.htm#19-0000).
Construction in progress	Capital assets under construction or development that have not yet been placed into service, such as a building or parking lot. Capital assets are not subject to depreciation while in a construction in progress status.
Contact hour (old definition)	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Continuing contract or employment agreement	A contract or agreement that has no specific date of termination, and that can be terminated for just cause or other agreed-upon reasons (e.g., reorganization, funding).
Continuing Education Unit (CEU)	One Continuing Education Unit (CEU) is normally defined as 10 clock hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
Continuing professional education	Programs and courses designed specifically for individuals who have completed a degree in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuing/Returning student (undergraduate)	A degree/certificate-seeking student who is not new to the institution during the IPEDS enrollment reporting period, but instead is continuing their studies at the institution (i.e., not an entering first-time or transfer-in student).
Continuous basis	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Contributions from affiliated entities	Revenues from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational units of the institution. General purpose financial statements for FASB institutions include a separate line for these revenues; GASB institutions classify such revenues as gifts.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Cookie	A message given to a Web browser by a Web server. The browser stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server.
Cooperative (work-study) program	A program that provides for alternate class attendance and employment in business, industry, or government.
Core expenses	Total expenses for the essential education activities of the institution. Core expenses for public institutions reporting under GASB standards include expenses for instruction, research, public service, academic support, student services, institutional support, scholarships and fellowships, and other operating and nonoperating expenses. Core expenses for FASB (primarily private, not-for-profit and for-profit) institutions include expenses on instruction, research, public service, academic support, student services, institutional support, net grant aid to students, and other expenses. For both FASB and GASB institutions, core expenses exclude expenses for auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.
Core revenues	Total revenues for the essential education activities of the institution. Core revenues for public institutions (using the Governmental Accounting Standards Board (GASB) standards) include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment income; other operating and nonoperating sources; and other revenues and additions. Core revenues for private, not-for-profit and public institutions reporting under the Financial Accounting Standards Board (FASB) standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment return; sales and services of educational activities; and other sources. Core revenues for private, for-profit institutions reporting under FASB standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private grants and contracts; net investment income; sales and services of educational activities; and other sources. In general, core revenues exclude revenues from auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.
Correspondence Education	Education provided through one or more courses in which the institution provides instructional materials and examinations by mail or electronic transmission to students who are separated from the instruction. Interaction between the instructor and the

	student is not regular and substantive, and it is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.
Cost of attendance (COA) [for IPEDS reporting purposes]	The amount of tuition and fees; food and housing; books, course materials, supplies, and equipment; and other expenses that a full-time, first-time degree/certificate-seeking student can expect to pay to go to college for an academic year. Costs reported to IPEDS by the institution are those amounts used by the financial aid office to determine a student's financial need for the academic year, which is typically nine months.
Counseling service	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other recognized postsecondary credential.
Credit hour activity	The provision of coursework to students which can be measured in terms of credit hours.
Cross-over award period	A term or period of enrollment in a course or program that begins in one award year and ends in the subsequent award year.
Current assets	Assets that are reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for classifying assets as current or non-current; thus cash or investments intended for liquidation of liabilities due beyond the one-year period would not be current assets. Beginning with 2013-14, GASB Statements 63 and 65 required institutions to display deferred inflows and outflows on their Statement of Net Position. Thus in the 2013-14(FY13) through the 2015-16(FY15) collections, current assets included deferred outflows of resources. Beginning with 2016-17 (FY16), deferred outflows was collected separately from current assets.
Current liabilities	Liabilities whose liquidation is reasonably expected to require the use of resources classified as current assets or the creation of other current liabilities within the next year. May include accounts payable, accrued salaries and wages, deferred revenues, and long term debt current portion, among others. Beginning with 2013-14, GASB Statements 63 and 65 required institutions to display deferred inflows and outflows of resources on their Statement of Net Position. Thus from 2013-14 (FY13) to 2015-16 (FY15), total current liabilities included deferred inflows. Beginning with FY16, deferred inflows was collected separately from total current liabilities.
Current replacement value	The estimated current cost to replace all buildings owned by the institution. It represents recent appraisal value or what is currently carried as insurance replacement value, but does not include the replacement values of those buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

Data Analysis System (DAS)	The Data Analysis System (DAS) is a software application that allows a user to produce tables from selected NCES data sets. While each collection year uses a separate DAS, all have a consistent interface and command structure. User can select from several output formats, either direct printing or comma-separated file which can be input for other software.
Data collection system (DCS)	The Web environment that is used to collect the IPEDS data.
Data dictionary	A file or a list that contains all known information about variables such as format, data type, field width, and source.
Data revision system	The Web environment where an institution's prior year data may be revised by keyholders or data managers.
Data Universal Numbering System (DUNS) number	The Data Universal Numbering System (DUNS) number is a 9-digit number assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services. The DUNS number was the official identifier for doing business with the U.S. Government until April 4, 2022.
Data year	The year to which data pertain in a particular IPEDS component. For example, for collection year 2003-04, tuition is for data year 2003-04, whereas completions are for data year 2002-03.
Database	Collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. Each database is counted individually even if access to several databases is supported through the same vendor interface.
Dataset Cutting Tool (DCT)	An early IPEDS data access tool, no longer available. All the functions in the Dataset Cutting Tool have been incorporated into the IPEDS Data Center.
Day care service	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.
Deductions from physical plant assets	Amounts that represent a decline in the value of physical plant assets resulting from selling, razing, fire, and other hazards, or other disposition of the assets.
Deferred inflows of resources	Acquisition of net assets acquired by a government that is applicable to future reporting periods. Examples of deferred inflows are the difference in a debt refunding between reacquisition and net carrying amount of the old debt, upfront payments in service concession arrangements, and change in fair values in hedging instruments.
Deferred outflows of resources	A consumption of net assets by a government that is applicable to future periods. Examples of deferred outflows of resources include changes in fair values in hedging instruments and changes in the net pension liability that are not considered pension expense (as described in GASB Statement 68, Accounting and Financial Reporting for Pensions: an amendment of GASB Statement No. 27).
Degree	An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.
Degree of urbanization (urban-centric locale)	A code representing the urbanicity (city/suburb/rural) by population size of the institution's location. This urban-centric locale code was assigned through a methodology developed by the U.S. Census Bureau's Population Division in 2005. The urban-centric locale codes apply current geographic concepts to the original NCES Locale codes used on IPEDS files through 2004. The following are the codes used: 11 City: Large 12 City: Midsize 13 City: Small 21 Suburb: Large 22 Suburb: Midsize

	23 Suburb: Small 31 Town: Fringe 32 Town: Distant 33 Town: Remote 41 Rural: Fringe 42 Rural: Distant 43 Rural: Remote
Degree/certificate-seeking students (DCGS)	Students enrolled in courses for credit who are seeking a degree, certificate, or other recognized postsecondary credential. This includes students who: - received any type of federal financial aid, regardless of what courses they took at any time; - received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Department of Defense Voluntary Education Program Memorandum of Understanding	A voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
Depreciation	The allocation or distribution of the cost of capital assets, less any salvage value, to expenses over the estimated useful life of the asset in a systematic and rational manner. Depreciation for the year is the amount of the allocation or distribution for the year involved.
Developmental courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Developmental education	Courses or programs designed to develop the reading, writing, and/or math skills of students who are determined–typically by a standardized test–to be academically underprepared for college-level, credit-bearing courses.
Developmental services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Diploma	A official document certifying the successful completion of a prescribed program of studies.
Disability services	Programs designed to provide reasonable academic accommodations and support services to empower students who have disabilities to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services and programs in the most integrated setting possible.
Discounts and allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as tuition and fees or food and housing charges.
Discovery system	A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access

	to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.
Distance education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
Distance education course	A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
Distance education program	A program for which all the required coursework for program completion is able to be completed via distance education courses.
Dividend earnings	Distribution of earnings to shareholders that may be in the form of cash, stock, or property.
Doctor's degree	The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.
Doctor's degree-other	A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Doctoral/Research Universities - Extensive (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Doctoral/Research Universities - Extensive typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded 50 or more doctoral degrees per year across at least 15 disciplines.
Doctoral/Research Universities - Intensive (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Doctoral/Research Universities - Intensive typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded at least ten doctoral degrees per year across three or more disciplines, or at least 20 doctoral degrees per year overall.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits. (Term used in the IPEDS prior to

	2021–22).
Dual enrollment	Refers to students who enroll in college courses offered by an institution of higher education while enrolled in high school or seeking a recognized equivalent. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course. - Includes: All postsecondary courses, independent of course delivery mode, course location, course instructor, whether secondary credit is also offered, and whether the student enrolls through a formal state/local program or enrolls outside a formal state/local program. - Excludes: Credit-by-exam models such as Advanced Placement and International Baccalaureate in which the student is not enrolled in a postsecondary institution.
Duolingo	A standardized test designed to determine an applicant's ability to benefit from instruction in English.
E-books	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.
E-media	E-media materials are media materials that are in digital format and are available for download or streaming. Include digital graphic materials.
E-serial	An e-serial is a publication issued in successive parts bearing numerical or chronological designations, is intended to be continued indefinitely, and is published in digital form to be displayed on a computer screen in any medium. This definition includes digital and digitized periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.
Early action	An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy.
Early admission	A policy under which students who have not completed high school are admitted to and enrolled full-time in college, usually after completion of their junior year.
Early decision	A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.
Educational offerings	Educational programs offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as postsecondary education programs OR recreational or avocational, adult basic, developmental instruction, high school equivalency, or high school programs that are not deemed postsecondary.
Employees by Assigned Position (EAP)	This data, now part of the Human Resources (HR) component of IPEDS, was previously a separate collection. It was instituted in 2001-02 as a response to a proposal by the National Postsecondary Education Cooperative focus group on faculty and staff. It allows institutions to "assign" all faculty and staff to distinct categories. The EAP collects information on all employees on the institution's payroll as of November 1 of the reporting year, by full- and part-time status; by function or occupational category; and by faculty status and tenure status. Institutions with medical schools are required to report their medical school employees separately. (Term used in IPEDS HR survey component prior to 2012-13)

Employer Identification Number (EIN)	The number assigned to an institution by the Internal Revenue Service for tax purposes.
Employment services for current students	Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
Endowment funds	Funds whose principal is nonexpendable (true endowment) and that are intended to be invested to provide earnings for institutional use. Also includes term endowments and funds functioning as endowment.
Endowment income	Endowment income includes: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes, and (3) income from funds held in trust by others under irrevocable trusts. Excludes capital gains or losses unless the institution has adopted a spending formula by which it expends not only the yield but also a prudent portion of the appreciation of the principal. Does not include gains spent for current operations, which are treated as transfers.
Endowment net assets	Gross investments of endowment funds, term endowment funds, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations and component units reduced by the value of endowment-related liabilities.
English Proficiency Test	A test of English language abilities required for admission from incoming international students that are not from an English proficiency exempt country (as defined by the institution). Examples include but are not limited to: the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), The Cambridge Certificate of Advanced English (CAE), and Duolingo.
Enrolled for credit	Credit can be measured in units such as clock hours or credit hours. Credit is the recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Entering students (undergraduate)	Students at the undergraduate level, both full-time and part-time, enrolled at the institution for the first time during the IPEDS enrollment reporting period (e.g., fall term or preceding summer session for Fall Enrollment survey component). This includes all degree/certificate-seeking first-time students, degree/certificate-seeking transfer-in students, and non-degree/non-certificate-seeking students new to the institution (not including high school students).
Equipment	Moveable tangible property such as research equipment, vehicles, machinery, and office equipment that meets the institution's capitalization policy for capital assets.
Equity	The excess of a private, for-profit institution's assets over its liabilities. It is the claim or stake of the owners.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates, Outcome Measures, and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
Executive, administrative, and managerial	A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not

	primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers. (Term used in the IPEDS HR survey component prior to 2012-13)
Expenses	The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of net assets.
Extension centers	Sites or centers outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary, but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.
Extension division	A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees , but these may be awarded by the institution for instruction provided through the extension division.
Faculty	Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.
Faculty Status	A status designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.
Fall Enrollment (EF)	This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other recognized postsecondary credential; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate and graduate, including doctor's – professional practice students); the total number of full- and part-time undergraduate degree/certificate-seeking students (first-time entering, transfer-ins, and continuing/returning) and full- and part-time undergraduate non-degree/non-certificate students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even-

	numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.
Fall Staff (S)	This data, now part of the IPEDS Human Resources (HR) component, was previously a separate collection. Only institutions with 15 or more full-time employees are required to report annually (prior to 2016-17, data was collected biennially, for odd-numbered years). Institutions report the numbers of full- and part-time employees as of November 1 of the reporting year; full-time faculty by contract length and salary class intervals; number of other persons employed full-time by primary occupational activity and salary class intervals; part-time employees by primary occupational activity; tenure of full-time faculty by academic rank; and new hires by primary occupational activity. Most data are provided by race/ethnicity and gender. Prior to 2001, this collection also requested the number of persons donating (contributing) services or contracted for by the institution. Between 1987 and 1991, the Fall Staff data were collected in cooperation with the U.S. Equal Employment Opportunity Commission (EEOC). Beginning in 1993, all schools formerly surveyed by EEOC (using the EEO-6 survey form) reported through IPEDS Fall Staff. (Term used in IPEDS HR survey component prior to 2012-13)
Fall term	The part of the academic year that begins between late August and November 1.
FASB (Financial Accounting Standards Board)	Financial Accounting Standards Board (FASB) is recognized by the American Institute of Certified Public Accountants (AICPA) as the body authorized to establish accounting standards. In practice it defers to the Governmental Accounting Standards Board (GASB) for the setting of accounting standards for local and state government entities.
Federal grants	Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student financial aid. (Used for reporting on the Finance component)
Federal grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally sponsored educational benefits programs. (Used for reporting on the Student Financial Aid component)
Federal Supplementary Educational Opportunity Grants (FSEOG)	(Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The Supplementary Educational Opportunity Grants (SEOG) are made directly to institutions of higher education, which select students for the awards.
Federal Work Study (FWS)	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the federal government (federal share), but are also partially funded by other organizations, including the institution (non-federal share). FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but it is not considered grant or loan aid to students.
Fellowships	These are grants-in-aid and trainee stipends to graduate students. Fellowships do not include funds for which services to the institution must be rendered, such as payments for teaching, or loans.
FICE (Federal Interagency Committee on Education) code	A 6-digit identification code originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties. This code is no longer used in IPEDS; it has been replaced by the Office of Postsecondary Education (OPE) ID code.

Fiduciary funds	Resources held and administered by the institution when it is acting in a capacity for individuals, private organizations, or governments. These are funds the institution holds in a trustee or agency capacity for others and the funds therefore cannot be used to support the institution's own programs . Included are pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds (i.e., agency transactions). Fiduciary funds are not included in the entity-wide financial statements of GASB organizations, but are reported separately as supplementary information.
Finance (F)	This annual component of IPEDS collects data that describe the financial condition of postsecondary education in the nation. These data are used to monitor changes in postsecondary education finance and to promote research involving institutional financial resources and expenditures. Specific data elements include such items as institutional revenues by source (e.g., tuition and fees, government, private gifts); institutional expenses by function (e.g., instruction, research, student services); physical plant assets and indebtedness; and endowment investments. Institutions may use different survey forms depending on the control of institution (e.g. public, private not-for-profit, or private for-profit) and the accounting standards followed by the institution (e.g. FASB or GASB).
Financial aid	Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.
FIPS (Federal Information Processing Standards) code	Standardized numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities throughout all federal government agencies.
First-professional	The use of this term was discontinued in IPEDS as of the 2010-11 data collection, when use of the new postbaccalaureate award categories became mandatory. May refer to a degree, certificate, or level of student. A first-professional degree was an award that required completion of a program that met all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields: • Chiropractic (D.C. or D.C.M.) • Dentistry (D.D.S. or D.M.D.) • Law (L.L.B., J.D.) • Medicine (M.D.) • Optometry (O.D.) • Osteopathic Medicine (D.O.) • Pharmacy (Pharm.D.) • Podiatry (D.P.M., D.P., or Pod.D.) • Theology (M.Div., M.H.L., B.D., or Ordination) • Veterinary Medicine (D.V.M.) A first-professional certificate was an award that required completion of an organized program of study designed for persons who had completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. A first-professional student was a student enrolled in one of these programs. The 12-month FTE for first-professional students was calculated using the unduplicated headcounts reported on the 12-month enrollment component. Since the 12-month unduplicated headcounts do not differentiate between full-time and part-time students, an estimation was used. The ratio of full-time to part-time first-professional students from the previous collection year

	fall enrollment (which corresponds to the same academic year students) was calculated, and this ratio was applied to the 12-month unduplicated headcount. Adding the resulting full-time and one-third part-time student estimates results in the FTE for first-professional students.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer session, and students who entered with advanced standing (college credits or recognized postsecondary credential earned before graduation from high school).
Fixed assets	Assets that cannot readily be turned into cash without disrupting the operation of the institution. Fixed assets include intangible assets consisting of certain nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill.
Focus institution	The term used in the IPEDS Peer Analysis System to identify the postsecondary institution that is being compared to other institutions (peers) or that is the basis for any statistical reports generated within the system.
Food charges (formerly board charges)	Charges assessed students for an academic year for meals.
Food plan (formerly board plan)	The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals.
Four-year institution	A postsecondary institution that offers programs of at least 4 years duration or one that offers programs at or above the baccalaureate level. Includes schools that offer postbaccalaureate certificates only or those that offer graduate programs only. Also includes free-standing medical, law or other first-professional schools.
Freshman	A first-year undergraduate student.
Fringe benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, pension, and other benefits in-kind with cash options.
Full aid year	For the purposes of the IPEDS Student Financial Aid (SFA) component, full aid year refers to either the academic year (for academic reporters) or the period between September 1 and August 31 (for program reporters).
Full-time equivalent (FTE) of staff	The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff.
Full-time equivalent (FTE) of students	The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.
Full-time staff (employees)	As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time.
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more clock hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - full-time as defined by the institution.

Full-year cohort	This is a group of students entering at any time during the 12-month period for tracking and reporting. For Graduation Rate (GR), a full-year cohort is from September 1 through August 31 and is used primarily by institutions that offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort. For Outcome Measures (OM) component, all degree-granting institutions report on a full-year cohort from July 1 through June 30. Students are reported once in one of the four OM cohorts: first-time, full-time; first-time, part-time: non-first-time, full-time; or non-first-time, part-time.
Functional Expense	A functional expense classification is a method of grouping expenses according to the purpose for which the costs are incurred. The classifications tell why an expense was incurred rather than what was purchased. (NACUBO FARM section 700)
Funds functioning as endowment (quasi-endowment funds)	Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.
Gains	Increases in the institution's net assets from peripheral or incidental transactions. This is in contrast to revenues, which occur from the institution's ongoing major or central operations. Whether a transaction generates revenue or a gain depends on the relationship of the transaction to the institution's activities. For example, the sale of computers by a college store might be part of ongoing central activities, while the sale of surplus computers from administrative offices might be considered otherwise.
GASB (Governmental Accounting Standards Board)	The Governmental Accounting Standards Board (GASB) establishes accounting standards for local and state entities including governmental colleges and universities.
GASB governmental model using standards prior to GASB 34 & 35	Prior to adopting the GASB model using GASB 34 and 35, some governmental colleges and universities used the "governmental model" of financial reporting. This reporting model and standards, followed primarily by some institutions with taxing authority, used the same financial reporting standards as state and local governments.
GASB model using GASB 34 & 35	GASB Statements 34 and 35 require all governmental colleges and universities to issue financial statements using the reporting model and standards of those statements. The required implementation date is based on annual revenues, with implementation dates from years beginning after June 15, 2001, to June 15, 2003. The two previous models are the GASB governmental model and the AICPA College and University Audit Guide model.
General Educational Development (GED)	This term normally refers to the tests of General Educational Development (GED), which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.
General purpose financial statement (GPFS)	Financial statements issued to parties outside the management of an institution. These are provided to creditors, donors, public officials outside the institution, and other external parties. GPFS differ from internal management financial reports, although GPFS may also be of use to board members and officials of the institution. The audit opinion is issued on the GPFS.
Gifts	Revenues received from gift or contribution nonexchange transactions. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution. FASB and GASB standards differ somewhat on when to recognize contributions or nonexchange revenues, with FASB standards generally causing revenues to be recognized earlier in certain circumstances.
Governing board	An entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board may include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; insisting on strategic planning; and, ensuring good management and adequate resources.
Government appropriations (revenues)	Revenues received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. The most common example is a state's general appropriation. Appropriations primarily to fund capital assets are classified as capital appropriations.

Governmental activities	Activities financed by taxes and intergovernmental revenues and other nonexchange revenues.
Governmental activities with business-type	This financial reporting mode, provided by GASB Statement No. 34, refers to an institution that accounts for its activities as governmental (that is, financed by taxes, intergovernmental revenues, and other nonexchange activities) with characteristics of business-type activities (those supported by fees charged for goods or services). The financial statements for this type of entity include a column for reporting governmental activities and another for business-type activities. GASB Statement 34 specifies the financial reporting format for this type of governmental entity.
Graduate Assistants (Other)	Graduate assistants not included in the graduate assistant teaching or research sections.
Graduate Assistants (Research)	Graduate assistants whose specific assignments customarily are made for the purpose of conducting research.
Graduate Assistants (Teaching)	Graduate assistants who assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.
Graduate student	A student who holds a bachelor's degree or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.
Graduation rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.
Graduation Rates (GR)	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
Grants and contracts (revenues)	Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs , or for general institutional operations (if not government appropriations). Examples are research projects, training programs, student financial assistance, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs. Grants and contracts should be classified to identify the governmental level - federal, state, or local - funding the grant or contract to the institution; grants and contracts from other sources are classified as nongovernmental grants and contracts. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
Grants by local government (student aid)	Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting on the Finance component)
Grants by state government (student aid)	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) program (formerly State Student Incentive Grant program or SSIG); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. (Used for reporting on the Finance component)
Graphic materials	Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures, radiographs, slides, and collections of such materials. [NISO Z39.7-2013, section 4.6]

Health Education Assistance Loan (HEAL)	Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.
Healthcare Practitioners and Technical Occupations	An occupational category based on the major group in the 2018 Standard Occupational Classification (SOC) Manual called "Healthcare Practitioners and Technical Occupations." For detailed information refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#29-0000.
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or any of the following: - recognized attainment of satisfactory scores on the GED or another state-authorized examination - recognized completion of homeschooling at the secondary level as defined by state law - completion of secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive credential for their education
High school student	A student enrolled in secondary school or pursuing a high school diploma or recognized equivalent . Includes students who have not received but are pursuing a high school diploma or recognized equivalent and taking college coursework concurrently. Also includes home-schooled students.
Higher Education General Information Survey (HEGIS)	The Higher Education General Information Survey (HEGIS) system was conducted by the NCES between 1966 and 1985. This system was comprised of several surveys of institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys collected institution-level data on such topics as institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.
Hispanic (old definition)	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Historically Black Colleges and Universities (HBCU)	The Higher Education Act of 1965, as amended, defines an HBCU as: "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." Federal regulations (20 USC 1061 (2)) allow for certain exceptions to the founding date.
Home study	Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.
Hospital services	Expenses associated with a hospital operated by the postsecondary institution (but not as a component unit) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to hospital capital assets.
Hospitals (revenues)	Revenues generated by a hospital operated by the postsecondary institution. Includes gifts, grants, appropriations, research revenues, endowment income, and revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Sales and service revenues are included net of patient contractual allowances. Revenues associated with the medical school are included elsewhere. Also includes all amounts appropriated by governments (federal, state, local) for the operation of hospitals.
Housing capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.

Housing charges (formerly room charges)	The charges for an academic year for housing accommodations for a typical student sharing a room with one other student.
Housing plan (restricted)	A fringe benefit that restricts beneficiaries to receive housing support only in institution-owned housing. Term used prior to 2011-12 in the Human Resources component.
Human resources (HR)	This IPEDS survey component was formed in 2006 by combining three previously separate components: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). This was done to avoid (or at least reduce) conflicting data which had occurred when collected separately. The information collected has remained basically the same. The fall staff data was collected biennially in odd-numbered years prior to 2016-17, but is now collected annually similar to the other HR components.
Imputation	A method of estimating data for an entity that did not respond to a data item or survey.
Imputation flag	An indicator on a data file that shows whether or not the data was imputed for a specific variable.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
In-district tuition	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.
In-state student	A student who is a legal resident of the state in which he/she attends school.
In-state tuition	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
Income tax	Domestic and foreign federal (national), state, and local (including franchise) taxes based on income.
Indebtedness on capital assets	Liabilities associated with the debt incurred in financing the institution's capital assets, including bonds, mortgages, notes, capital leases, and any other outstanding debt that was incurred to acquire, construct, or improve capital assets. Indebtedness issued and backed by the state government and that will be repaid by the state from sources other than institutional funds are excluded.
Indefinite duration (continuing or at-will) contract or employment agreement	A contract or employment agreement that has an indefinite duration (continuing, at-will).
Independent operations	Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of a major federally funded research and development center. Also includes information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to the independent operations. Expenses of operations owned and managed as investments of the institution's endowment funds are excluded.
Independent operations (revenues)	Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. Generally includes only those revenues associated with major federally funded research and development centers. Net profit (or loss) from operations owned and managed as investments of the institution's endowment funds is excluded.

Infrastructure	Capital assets consisting of roads, bridges, drainage systems, water and sewer systems, and other similar assets. Infrastructure assets usually have longer useful lives than other capital assets such as buildings.
Initial cohort	A specific group of individuals established for tracking purposes. For the Graduation Rates (GR) and Outcome Measures (OM) components of IPEDS, the initial cohort is defined as the enrollment count before removing revisions and exclusions of all degree/certificate-seeking students who enter in either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year. For the GR component of IPEDS, the initial cohort is only for full-time, first-time students. For OM, all undergraduates are placed in one of four initial cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first time.
Institution of higher education	A term formerly used in IPEDS and HEGIS to define an institution that was accredited at the college level by an agency or association recognized by the Secretary, U.S. Department of Education. These schools offered at least a one-year program of study creditable toward a degree and they were eligible for participation in Title IV Federal financial aid programs.
Institution size category	This indicator is derived based on the institution's total students enrolled for credit.
Institution's staff (not in medical schools)	Term used to describe all staff employed by or employees working in a postsecondary institution, except those employed by or working in the medical school component of the institution. Includes staff employed by or employees working in the postsecondary component of a hospital or medical center that offers postsecondary education as one of its primary missions; also includes those working in first-professional schools (e.g., law schools, dental schools, schools optometry) except medical schools.
Institutional account	An account in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account.
Institutional affiliation	A classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Institutional burden	The estimated amount of time(and money) required to respond to a survey. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for IPEDS is 1850-0582. The time required to complete the Fall information collection is estimated to vary from 1.5 hours to 3.8 hours per response, with an average of 3.2 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. Similarly, the time required to complete the Winter information collection is estimated to vary from 3.5 hours to 15.5 hours, with an average of 12.1 hours; and the time required to complete the Spring information collection is estimated to vary from 8.0 hours to 18.5 hours, with an average of 12.1 hours.
Institutional category	This indicator is derived using the level of offerings reported on the Institutional Characteristics (IC) component and the number and level of awards reported on the Completions (C) component.
Institutional Characteristics (IC)	This annual survey component is the core of the IPEDS collection and is required of all currently operating Title IV postsecondary institutions in the United States and other areas. As the control file for the entire IPEDS data collection, the institutional characteristics or (IC) Survey constitutes the sampling frame for all other NCES surveys of postsecondary institutions. It also helps determine the specific IPEDS screens that are shown to each institution. This component collects the basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. IC data are collected for the academic year, which generally extends from September of one calendar year to June of the following year. Specific data elements currently collected for each institution include: institution name, address, telephone number, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, student services, and accreditation.
Institutional grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs . Includes

	scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.
Institutional grants (restricted) (allowances)	Scholarships and fellowships awarded to students from institutional resources that are restricted to student aid. Private institutions generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under FASB Standards on the Finance component.)
Institutional grants (unrestricted) (allowances)	Scholarships and fellowships awarded to students from unrestricted institutional resources. Private institutions generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under FASB Standards on the Finance component.)
Institutional grants from restricted resources	Institutional grants to students funded from restricted-expendable resources for student aid, such as scholarships and fellowships. (Used for reporting under GASB Standards on the Finance component.)
Institutional grants from unrestricted resources	Institutional grants to students that are funded from resources that are not restricted to any particular purpose. (Used for reporting under GASB Standards on the Finance component.)
Institutional support	A functional expense category that includes expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function.
Institutional system	Two or more postsecondary institutions under the control or supervision of a single administrative body.
Institutionally controlled housing	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Instruction	A functional expense category that includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and noncredit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Instruction combined with research and/or public service	An occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.
Instructional activity	The total number of credit and clock hours all students are engaged in during the specified period.
Instructional Faculty Salaries (SA)	This data, now part of the IPEDS Human Resources (HR) component, was previously a separate collection. It collects data as of November 1 of the reporting year on the number of full-time instructional faculty by rank, gender, and length of contract; total salary outlays; and fringe benefits and number of full-time instructional faculty covered by these benefits. The data have been collected annually since 1990; however data are not available for 2000. Prior to the 2001 collection, data were requested by tenure status. As of 2004, this component is applicable to all Title IV degree-granting institutions, unless they meet one of the

	following exclusions: all instructional faculty are part-time; all contribute their services; all are in the military; or all teach preclinical or clinical medicine. Formerly referred to as Salaries and Fringe Benefits of Full-Time Instructional Faculty (SA). (Term used in IPEDS HR survey component prior to 2012-13)
Instructional Staff	An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.
Intangible assets	Assets consisting of nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12);Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).
Interest	The price paid (or received) for the use of money over a period of time. Interest income is one component of investment income. Interest paid by the institution is interest expense.
Interlibrary loan services	Interlibrary loan is the process by which a library requests material from, or supplies material to, another library" where "'material' includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.
International English Language Testing System (IELTS)	A standardized test designed to determine an applicant's ability to benefit from instruction in English.
Invested in capital assets, net of related debt	Net assets of GASB institutions that consist of capital assets net of accumulated depreciation, reduced by the outstanding indebtedness on capital assets. FASB institutions do not use this classification; most of the equivalent net assets are considered unrestricted net assets.
Investment gains	The gain derived from the investment of capital. Such gains may take the form of a market appreciation of the value of the investment. The gain may be realized if the asset or capital is sold or unrealized if the asset or capital is not sold.
Investment income	Revenues derived from the institution's investments, including investments of endowment funds. Such income may take the form of interest income, dividend income, rental income or royalty income and includes both realized and unrealized gains and losses.
Investment return	Income from assets including dividends, interest earnings, royalties, rent, gains (losses) etc.
IPEDS College Opportunities Online Locator (IPEDS COOL)	**No longer active** - see College Navigator.
IPEDS coordinator	The person responsible for Integrated Postsecondary Education Data System (IPEDS) survey related coordination activities for a specified group of schools within a state or system. This person has certain viewing, verifying and locking privileges on the data collection system.

IPEDS universe	Those postsecondary institutions that have been identified and are potential respondents to the IPEDS surveys. The universe does not include all postsecondary institutions because many exist that are not included in the list of Title IV eligible institutions and, thus, there is currently no complete list of these institutions.
IPEDS Use the Data Webpage (formerly IPEDS Data Center)	The IPEDS Use the Data webpage is the single entry point for retrieving IPEDS data. Using the webpage, one can easily download data files for one or more institutions with information from any of the IPEDS survey components or download complete data files, produce a variety of reports and data trends, or create group statistics.
Job Training Partnership Act (JTPA)	Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each state to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.
Keyholder	The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.
Land and land improvements	Capital assets consisting of land and improvements such as athletic fields, golf courses, or lakes. Land is nondepreciable; some land improvements are depreciable and some are nondepreciable.
Land-grant institution	A land-grant college or university is an institution that has been designated by its state legislature or Congress to receive the benefits of the Morrill Acts of 1862 and 1890. The original mission of these institutions, as set forth in the first Morrill Act, was to teach agriculture, military tactics, and the mechanic arts as well as classical studies so that members of the working classes could obtain a liberal, practical education. For more information on land-grant institutions see http://www.csrees.usda.gov/qlinks/partners/state_partners.html.
Legacy status	Students who have a familial tie to an institution including parents or relatives who are alumni or a sibling who currently attends.
Less than 2-year institution	A postsecondary institution that offers programs of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 clock hours .
Less than 9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions. (Term used in IPEDS HR survey component prior to 2012-13)
Less-than-annual contract or employment agreement	A contract or employment agreement that is in effect for a partial year period of less than 365 days, or less than a standard academic year or the equivalent. Includes contracts for partial year periods such as a single semester, quarter, term, block, or course.
Level (of institution)	A classification of whether an institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to offer recognized postsecondary credentials. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Liabilities	Debts and obligations of the institution owed to outsiders or claims or rights, expressed in monetary terms, of an institution's creditors. GASB institutions are required to report liabilities under two categories - current liabilities and noncurrent liabilities.

Librarians and Media Collections Specialists	An occupational category based on the broad occupation in the 2018 Standard Occupational Classification (SOC) Manual called "Librarians and Media Collections Specialists" (SOC code 25-4020). For detailed information, refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#25-0000.
Librarians, Curators, and Archivists	An occupational category based on the following three broad occupations in the 2010 Standard Occupational Classification (SOC) Manual: 1) Librarians (SOC code 25-4020) (https://www.bls.gov/soc/2010/2010_major_groups.htm#25-0000); 2) Archivists, Curators, and Museum Technicians (SOC code 25-4010) (https://www.bls.gov/soc/2010/2010_major_groups.htm#25-0000); and 3) Library Technicians (SOC code 25-4030) (https://www.bls.gov/soc/2010/2010_major_groups.htm#25-0000).
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Library and Student and Academic Affairs and Other Education Services Occupations	An occupational category consisting of the following: 1. Archivists, Curators, and Museum Technicians 2. Librarians and Media Collections Specialists 3. Library Technicians 4. Student and Academic Affairs and Other Education Services Occupations
Library collections	Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems.
Library Consortia	A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)
Library expenses	Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services.
Library Technicians	An occupational category based on the broad occupation in the 2018 Standard Occupational Classification (SOC) Manual called "Library Technicians" (SOC code 25-4030). For detailed information, refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#25-0000.
Loan funds	Funds that have been loaned, or are available for loans to students, faculty, and staff.
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally and privately sponsored loans. Does not include Parent PLUS and other loans made directly to parents.
Local appropriations, education district taxes, and similar support	Local appropriations are government appropriations made by a governmental entity below the state level. Education district taxes include all tax revenues assessed directly by an institution or on behalf of an institution when the institution will receive the exact amount collected. These revenues also include similar revenues that result from actions of local governments or citizens (such as through a referendum) that result in receipt by the institution of revenues based on collections of other taxes or resources (sales taxes, gambling taxes, etc.).
Local government grants and contracts (revenues)	Revenues from local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a local government grant or contract. These amounts can be treated as an allowance, an agency transaction, or as a student aid expense in the institution's General Purpose Financial Statements

	(GPFS) and are reported differently depending on their treatment. Generally, however, private institutions report these grants as allowances when applied to the student's account and as local grant revenues when received.
Locked	The survey status obtained when a keyholder has resolved all edits/errors and has decided that data are ready to "submit" to IPEDS. Once locked, the system becomes read only and the keyholder no longer has access to the system to alter data.
Long programs	Undergraduate programs that exceed the usual program length for a specific level. This would include programs of 5 years or longer for 4-year institutions and programs of 3 years or longer for 2-year institutions.
Long-term debt	Debt of the institution in the form of bonds, notes, capital leases, and other forms of debt that are repayable over a period greater than one year.
Long-term debt, current portion	The amount of long-term debt that the institution is expected to pay or liquidate during the next year using current assets.
Long-term investments	Money or capital invested for purposes of receiving a profitable return over a period of time of more than one year. Long-term investments should be distinguished from temporary investments based on the intention of the organization regarding the terms of the investment rather than the nature of the investment itself. Includes: 1) cash held until appropriate investments are identified; 2) repurchase agreements and other money market media; 3) equity securities and mutual fund investments; 4) debt securities; 5) real estate held for income production; 6) beneficial interest in trusts; and 7) other. GASB institutions report these investments under "noncurrent assets."
Losses	Decreases in net assets from an organization's peripheral or incidental transactions and other events affecting the organization, other than those that result from expenses.
Management Function	Management function should include those staff whose job it is to plan, direct, or coordinate policies, programs, and may include some supervision of other workers. In addition, Postsecondary Deans should be classified in this category as well, even though they perform similar activities to the workers that they supervise. For additional guidance please refer to the Crosswalk for the IPEDS Human Resources Occupational Functions.
Mandatory transfers	Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for Perkins loans when the source of funds is current revenue.
Market value	The value of a good as determined in the market at a specific point in time or what individuals in the market for the good are willing to pay to obtain the good at a given point in time.
Master's Colleges and Universities I (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Master's Colleges and Universities I typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 40 or more master's degrees per year across three or more disciplines.
Master's Colleges and Universities II (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Master's Colleges and Universities II typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 20 or more master's degrees per year.
Master's degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

Media materials	Titles of all library materials that include audio visual materials, cartographic materials, graphic materials, and three-dimensional artefacts and realia.
Medical school staff	Staff employed by or staff working in the medical school (Doctor of Medicine [M.D.] and/or Doctor of Osteopathic Medicine [D.O.]) component of a postsecondary institution or in a free standing medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.
Medical schools and medical centers (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Medical Schools and Medical Centers award most of their professional degrees in medicine. In some instances, they include other health professions programs , such as dentistry, pharmacy, or nursing.
Microform	Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.
Migration (data)	A process in which survey data are moved from the IPEDS data collection system to the IPEDS Data Center. Migration occurs after the survey data have been reviewed by survey operations personnel.
Migration (students)	Refers to the movement of students from their home state of residence to another state to attend a postsecondary institution.
Military installations	One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.
Military Tuition Assistance (TAP) Program	A program that funds up to 100% of an eligible servicemember's college tuition and course-specific fees. Available only to eligible servicemembers who are currently in active service as long as criteria limits are not exceeded and students are enrolled off-duty in an U.S. Department of Education accredited post-secondary institution. This military benefit is paid directly to the postsecondary institution by the individual's Armed service.
Multi-year contract or employment agreement	A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).
Multi-year or continuing or at-will contract or employment agreement (old definition)	A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days) or that has an indefinite duration (continuing, at-will). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).
National Center for Education Statistics (NCES)	The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.
National institutional accreditation	Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Natural Expense	A natural expense classification is a method of grouping expenses according to the type of costs that are incurred. The classifications tell what was purchased rather than why an expense was incurred. (NACUBO FARM section 700)

Natural Resources, Construction, and Maintenance Occupations	An occupational category based on the following three major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Farming, Fishing, and Forestry Occupations (https://www.bls.gov/soc/2018/major_groups.htm#45-0000); 2) Construction and Extraction Occupations (https://www.bls.gov/soc/2018/major_groups.htm#47-0000); and 3) Installation, Maintenance, and Repair Occupations (https://www.bls.gov/soc/2018/major_groups.htm#49-0000).
Net Assets	The excess of assets over liabilities or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses, and losses. FASB institutions classify net assets into three categories: permanently restricted, temporarily restricted, and unrestricted. This term is similar to the "Net position" term used by GASB institutions.
Net deferred tax asset	A deferred tax asset is recognized for temporary differences that will result in deductible amounts in future years and for carryforwards. For example, a temporary difference is created between the reported amount and the tax basis of a liability for estimated expenses if, for tax purposes, those estimated expenses are not deductible until a future year. Settlement of that liability will result in tax deductions in future years, and a deferred tax asset is recognized in the current year for the reduction in taxes payable in future years. A valuation allowance is recognized if, based on the weight of available evidence, it is more likely than not that some portion or all of the deferred tax asset will not be realized.
Net deferred tax liability	A deferred tax liability is recognized for temporary differences that will result in taxable amounts in future years. For example, a temporary difference is created between the reported amount and the tax basis of an installment sale receivable if, for tax purposes, some or all of the gain on the installment sale will be included in the determination of taxable income in future years. Because amounts received upon recovery of that receivable will be taxable, a deferred tax liability is recognized in the current year for the related taxes payable in future years.
Net grant aid to students (expenses)	The portion of scholarships and fellowships granted by an institution that exceeds the amount applied to institutional charges such as tuition and fees or food and housing. The amount reported as expense excludes allowances.
Net income	The final figure in the income statement when revenues exceed expenses. For for-profit institutions, this figure is net of gains and losses.
Net loss	The final figure in the income statement when expenses exceed revenues.
Net position	The excess of assets over liabilities or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net position results from revenues, gains, expenses, and losses. GASB institutions classify net position into three categories: invested in capital, net of related debt; restricted (with separate displays of restricted-expendable and restricted-nonexpendable net assets); and unrestricted. Net position beginning with the 2013-14 collection includes deferred inflows and outflows of resources, per change from GASB Statement 63 and 65. This term is similar to the "Net assets" term used by FASB institutions.
Net price	The *Higher Education Act, as amended (2008),* defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for food and housing and other expenses.
New hires	Persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service between November 1 (prior year) and October 31 (current year) and still on the payroll as of November 1 of the current year. Does not include persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.

Non E & G current funds expenditures	Includes self-supporting operations of the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or recognized postsecondary credential.
Non-first-time student (undergraduate)	A student who has previously enrolled at a postsecondary institution (not as a high school student) before enrolling at the IPEDS reporting institution as a degree/certificate-seeking student. Non-first-time cohort includes entering transfer-in students from Fall Enrollment (EF) and 12-month Enrollment (E12) components and also includes students who entered the institution as non-degree/non-certificate-seeking (not as a high school student) but became degree/certificate-seeking during the Outcome Measures (OM) cohort reporting period.
Non-medical school staff	See Institution's staff (not in medical schools)
Non-Returnables	Materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.
Noncredit contract training	Courses or activities conducted for a specific client organization in a range of formats.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other recognized postsecondary credential.
Noncredit customized training	Contract training that is more specifically tailored to the client organization's needs in terms of content or schedule.
Noncredit education	Courses or activities carrying no academic credit applicable toward a degree, diploma, certificate, or other recognized postsecondary credential at the institution or within the postsecondary educational system.
Noncredit workforce education	Courses or activities that provide technical skills for the workplace but carry no institutional credit applicable toward a degree, diploma, certificate, or other formal award. These courses may result in industry-recognized certificates, but do not include ABE, ESL, developmental education, or recreational courses.
Noncurrent assets	Assets that are not reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for determining classification as current or noncurrent. Thus cash investments intended for liquidation of liabilities due beyond the one-year period are noncurrent assets, as would assets segregated for the liquidation of long-term debts (including amounts due within the next operating cycle). Assets designated to be used to acquire, construct, or improve capital assets would be noncurrent.
Noncurrent liabilities	Liabilities whose liquidation is not reasonably expected to require the use of resources classified as current assets or the creation of other current liabilities within the next year. This includes the noncurrent portion of long-term debt and long-term accrued liabilities (such as for compensated absences, claims and judgments, and post-employment/post-retirement benefits); liability for refundable advances to the federal government for the Perkins Loan Program and similar loan programs; and debt due within the next operating cycle, if payment will be made from segregated assets classified as noncurrent assets.
Nonmandatory transfers	Transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, funds functioning as endowment (quasi-endowment), general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal.
Nonoperating	GASB requires that revenues and expenses be separated between operating and nonoperating. Operating revenues and expenses result from providing goods and services. Nonoperating activities are those outside the activities that are part of the operating activities of the institution. Most government appropriations are nonoperating because they are not generated by the operations of the institution. Investment income is nonoperating in most instances because institutions are not engaged in

	investing as an operating activity. Gifts are defined as nonoperating. Nonexchange transactions generate nonoperating revenues.
Nonstandard term	A program term that is less than 9 weeks or greater than 21 weeks. Some institutions call these semesters, quarters, and trimesters too even though they are nonstandard terms.
Nonterm program	For Title IV purposes, a nonterm program is a clock-hour program, **or** a credit hour program that enrolls student continuously, and has: • Courses that do not begin and end within a set period such as a term; • Courses that overlap terms; • Self-paced and independent study courses that overlap terms; or • Sequential courses that do not begin and end within a term.
Normal time to completion	The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer sessions) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer sessions) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.
Not on tenure track	Personnel positions that are considered non-tenure earning positions.
Occupational program	A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Occupationally specific program	An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus centers (extension centers)	Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.
Off-campus facility	A teaching facility located some distance away from the educational institution which operates it.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
Office and Administrative Support Occupations	An occupational category based on the major group in the 2018 Standard Occupational Classification (SOC) Manual called "Office and Administrative Support Occupations." For detailed information refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#43-0000.
Official Church Mission	An official church mission is one that is established by the church of which the individual is a member and that results in the individual being unable to attend a postsecondary institution during the period of the mission.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.

On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Ongoing commitments to subscriptions	Ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual e-platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog.
OPE ID	Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution.
Open admission	Admission policy whereby the school will accept any student who applies.
Operating	GASB requires that revenues and expenses be separated between operating and nonoperating. Operating revenues and expenses result from providing goods and services. Operating transactions are incurred in the course of the operating activities of the institution.
Operation and maintenance of plant (GASB form prior to FY2010)	A functional expense category that includes expenses for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include utilities, fire protection, property insurance, and similar items. This function **does not** include amounts charged to auxiliary enterprises, hospitals, and independent operations. Also includes information technology expenses related to operation and maintenance of plant activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support). GASB institutions have these expenses charged to or allocated to other functions. Term used for GASB institutions in the Finance component prior to Fiscal Year 2010 (expenses - GASB unaligned form)
Operation and maintenance of plant (O&M)	An expense category that includes expenses for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include: janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving. This expense **does** include amounts charged to auxiliary enterprises, hospitals, and independent operations. Also includes information technology expenses related to operation and maintenance of plant activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support).
Other academic calendar system	Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Other administrative	Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof, but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are all employees holding titles such as assistant, associate vice presidents (if no direction of others is

	required); assistant, associate deans (if no direction of others is required); assistant or associate directors; assistant or associate department head, if their principal activity is administrative; assistant or associate managers (including first-line managers of service, production and sales workers who spend more than 80% of their time performing supervisory activities). Term used in the 2001-02 Employees by Assigned Position (EAP) component only.
Other areas	Includes American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands.
Other degree/certificate-seeking (DGCS) subcohort	A subset of students belonging to a GR cohort who were seeking a degree or certificate other than bachelor's degree upon entry.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Other federal grants	Federal monies awarded to the institution under federal government student aid programs, such as the Federal Supplemental Educational Opportunity Grants (FSEOG), DHHS training grants (aid portion only), the Leveraging Education Assistance Partnership (LEAP) program (formerly State Student Incentive Grant program or SSIG), and other federal student aid programs. Pell Grants are not included in this classification. Note: if the federal government selects the student recipients and simply transmits the funds to the institution for disbursement to the student, the amounts are not considered as revenues and subsequently there are no discounts and allowances or scholarships and fellowships expenses. If the funds are made available to the institution for selection of student recipients, then the amounts received are considered as nonoperating revenues and subsequently as discounts and allowances or scholarships and fellowships expenses.
Other insurance plan (cafeteria plan)	A benefit plan that allows an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance). Term used prior to 2011-12 in the Human Resources component.
Other Natural Expenses and Deductions	The sum of operating and nonoperating expenses not classified as salaries and wages, benefits, operation and maintenance of plant, interest, or depreciation. Prior to fiscal year 2016, this value included operation and maintenance of plant expenses. This category can include bad debts, income taxes, changes in value in split interest agreements, or changes in environmental liability obligations.
Other professional (support/service)	A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians. (Term used in the IPEDS HR survey component prior to 2012-13)

Other separate health profession schools (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Other Separate Health Professional Schools award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.
Other sources (revenues)	Other sources of revenues not covered elsewhere in the collection of IPEDS Finance data from schools reporting under the pre GASB 34/35 Standards. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time).
Other specialized institutions (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Other Specialized Institutions include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category, but award a majority of degrees in a specialized area not separately identified.
Other specific changes in net assets	Changes that occur infrequently rather than on a regular basis, but still affect the net assets of the institution. Included in this category are: actuarial gain or (loss) on split interest agreements; gain or (loss) on sale of plant assets; other gain or (loss); discontinued operations; extraordinary gain or (loss); and cumulative effect of change(s) in accounting principle.
Out-of-state centers	Sites where courses or programs are offered that are in a state different from the state of the main campus.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
Outcome Measures (OM)	This annual component aims to improve the collection of student progression and completion data on a more diverse group of undergraduate students at degree-granting institutions. Award and enrollment statuses are collected on four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; and non-first-time, part-time) and on eight subcohorts (based on Pell Grant recipient status) of degree/certificate-seeking students at three points of time (four-, six-, and eight-years after entering the institution).
Parent institution	An institution that reports some or all data for another institution, known as the child institution.
Part-time staff (employees)	As determined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.
Part-time student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 clock hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Password	A series of numbers or letters that can be used either alone or with a User ID to gain access to the IPEDS data collection system.
Patient contractual allowances	Contractual allowances provided to insurers or other group health providers which are deducted from fees for services provided by hospitals (thus not included in hospital revenues).
Payments made on principal	Payments made on plant loan debt to reduce the principal of the loan, regardless of the source of funds.
Peer Analysis System (PAS)	An early IPEDS data access tool, no longer available. All the functions in the Peer Analysis System have been incorporated into the IPEDS Data Center.
Pell Grant program	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.

Perkins Loan program	(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.). Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.
Permanent endowment	Funds held by an institution that must be held in perpetuity with only the income available for use. Endowments are usually the result of a gift or grant received that is required to be held in perpetuity by the donor or granting agency.
Permanently restricted	Net assets of FASB institutions that must be maintained in perpetuity. Permanently restricted net assets increase when institutions receive contributions for which donor-imposed restrictions limiting the institution's use of an asset or its economic benefits neither expire with the passage of time nor can be removed by the organization's meeting certain requirements. Donor-imposed restrictions on the use of the investment income on the assets may also change the amount of such net assets. Permanent endowment funds are the most common example.
Physical plant assets	These assets consist of land, buildings, improvements, equipment, and library books. Excluded are assets that are part of endowment or other capital fund investments in real estate. Construction in progress is excluded from this total until completed.
Physical plant indebtedness	Debt incurred in financing the institution's capital assets, including bonds, mortgages, notes, capital leases, and any other outstanding debt that was incurred to acquire, construct, or improve capital assets such as land, buildings, and improvements other than buildings, equipment, and library books. Excludes indebtedness that is part of endowment or other capital fund investments in real estate. Also excludes construction in progress.
Placement services for program completers	Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies, and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Post-master's certificate	An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree. NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (1,800 or more clock hours, 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in 1,800 or more clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours. Beginning in 2020-21, references to academic year equivalencies were removed from all levels of subbaccalaureate certificates.

Postsecondary award, certificate, or diploma (300-899 clock hours, 9-29 semester or trimester credit hours, or 13-44 quarter credit hours)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in at least 300 but less than 900 clock hours, or in at least 9 but less 30 semester or trimester credit hours, or in at least 13 but less than 45 quarter credit hours. Beginning in 2020-21, this award level category was one of two added options for reporting certificates of less than one academic year in length.
Postsecondary award, certificate, or diploma (900-1,800 clock hours, 30-60 semester or trimester credit hours, or 45-90 quarter credit hours)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in at least 900 but less than 1,800 clock hours, or in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours. Beginning in 2020-21, references to academic year equivalencies were removed from all levels of subbaccalaureate certificates.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) (old definition)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years , or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 clock hours.
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years) (old definition)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years , or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 clock hours.
Postsecondary award, certificate, or diploma (less than 1 academic year) (old definition)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 clock hours.
Postsecondary award, certificate, or diploma (less than 300 clock hours, 9 semester or trimester credit hours, or 13 quarter credit hours)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in less than 300 clock hours, or in less than 9 semester or trimester credit hours, or less than 13 quarter credit hours. Beginning in 2020-21, this award level category was one of two added options for reporting certificates of less than one academic year in length.
Postsecondary education	The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education.
Postsecondary Statistics Division (PSD)	The Postsecondary Statistics Division (PSD) is the organizational unit within the National Center for Education Statistics (NCES) where IPEDS is conducted.
Postsecondary Teachers	An occupational category in the 2018 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category.

Predominant calendar system	The method by which an institution structures most of its courses for the academic year.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Preservation	Activities associated with maintain library and archival materials for use in their original form or some other usable way. Examples include rebinding, de-acidification, restoration, lamination, materials conservation and digitization.
Primarily Instruction	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.
Primary occupational activity	The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows: Executive, administrative, and managerial; Faculty (instruction/research/public service); Graduate assistants; Other professional (support/service); Technical and paraprofessional; Clerical and secretarial; Skilled crafts; and Service/maintenance (see separate definitions). (Term used in the IPEDS HR survey component prior to 2012-13)
Private for-profit institution	A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.
Private gifts (Revenues)	Revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution.
Private gifts, grants and contracts (revenues)	Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
Private grants and contracts (Revenues)	Revenues from private (non-governmental) entities that are for specific research projects, other types of programs, or for general institutional operations (if not government appropriations). Examples are research projects, training programs, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Production, Transportation, and Material Moving Occupations	An occupational category based on the following two major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Production Occupations (https://www.bls.gov/soc/2018/major_groups.htm#51-0000) and 2) Transportation and Material Moving Occupations (https://www.bls.gov/soc/2018/major_groups.htm#53-0000).

Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Program category	A summary of groups of related instructional programs designated by the first 2 digits of its appropriate Classification of Instructional Programs (CIP) code.
Program Participation Agreement (PPA)	A written agreement between a postsecondary institution and the Secretary of Education. This agreement allows institutions to participate in any of the Title IV student assistance programs other than the Leveraging Educational Assistance Partnerships or LEAP (formerly State Student Incentive Grant or SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs. The PPA conditions the initial and continued participation of an eligible institution in any Title IV program upon compliance with the General Provisions regulations, the individual program regulations, and any additional conditions specified in the program participation agreement that the Department of Education requires the institution to meet. Institutions with such an agreement are referred to as Title IV institutions .
Program specialty	A specific instructional program that can be identified by a 6-digit Classification of Institutional Programs (CIP) Code.
Program with no recognized postsecondary credential	Any formally organized program with stated educational objectives and well-defined completion requirements that does not lead to a recognized postsecondary credential.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 clock hours to obtain a degree, diploma, certificate, or other recognized postsecondary credential.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, diploma, or other recognized postsecondary credential. Includes programs resulting in all bachelor's degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 clock hours to obtain a degree, diploma, certificate, or other recognized postsecondary credential.
Promise Program	Residency-based scholarship programs for high school graduates at selected postsecondary institutions. Programs may have additional requirements beyond residency and can be either a first-dollar or last-dollar benefit.
Public institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Public service	A functional expense category that includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. Also includes information technology expenses related to the public service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Public Service staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time carrying out public service activities. (This category includes employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus)). (This category was called Primarily public service prior to 2012-13.)

Qualified Audit Opinion	An independent auditor's written statement on their audit report that a client's financial statements fairly represent their financial position in accordance with Generally Accepted Accounting Principles (GAAP), EXCEPT for the specified issues.
Quarter (calendar system)	A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Quasi-endowment funds	Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.
Race and ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Race/ethnicity	Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, residents, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: - Hispanic or Latino or - Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White
Race/ethnicity (old definition)	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: Black, non-Hispanic, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic, White, non-Hispanic.
Realized capital gains	A capital gain on securities held in a portfolio that has become actual by the sale or other type of surrender of one or many securities.
Received aid	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was NOT actually disbursed to the student.
Recognized postsecondary credential	A recognized postsecondary credential includes any credential that is recognized by the institution's appropriate governing body and received after completion of an academic program or that is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.
Required fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
Research	A functional expense category that includes expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the

	institution. The category includes institutes and research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Research Staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of conducting research. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time conducting research. (This category was called Primarily research prior to 2012-13.)
Reserve Officer Training Corps (ROTC)	Programs designed to augment the service academies in producing leaders and managers for the armed forces. Each branch of the service has a specific set of courses and training that a student must complete prior to becoming a commissioned officer. ROTC programs allow students to do this while completing their college education. Upon graduation members are commissioned (certified) by the President of the United States to serve as an officer in active, reserve or guard components of each branch
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Resident (and other eligible non-citizens)	A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident status (and who holds either a registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).
Respondent burden estimate	The estimated amount of time that it takes to fulfill IPEDS reporting responsibilities, including the time it takes to review instructions, query and search data sources, complete and review the components, and submit the data through the Data Collection System.
Restricted current funds	Funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs , departments, or schools. These funds are subject to externally imposed restrictions which are different from the internal designations imposed by the governing board on unrestricted funds.
Restricted net assets (FASB institutions only)	Assets held by the institution upon which restrictions have been placed by donors. These restrictions may be temporary or permanent. They restrict the institution in its use of the assets and/or the period of time for which the restriction applies.
Restricted-expendable (net assets)	Net assets of GASB institutions that are expendable but subject to imposed restrictions. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
Restricted-nonexpendable (net assets)	Net assets of GASB institutions subject to restrictions that prohibit the expenditure of the net assets in perpetuity. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Permanent endowments are the most common example.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.

Returnables	Materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.
Revenues	The inflow of resources or other enhancement of net assets (or fund balance) of an institution or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, appropriations, auxiliary enterprises, and contributions and other nonexchange transactions. Revenues are reported net of discounts and allowances (that is, the revenue reported is reduced by the amount of discounts and allowances) for FASB institutions and for GASB institutions that have implemented GASB Statement No. 34.
Revised cohort	Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
Salaries and wages	Amounts paid as compensation for services to all employees - faculty, staff, part-time, full-time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).
Salary Outlay	Projected annual expenditure for salaries.
Sales and Related Occupations	An occupational category based on the major group in the 2018 Standard Occupational Classification (SOC) Manual called "Sales and Related Occupations." For detailed information refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#41-0000.
Sales and services of educational activities (revenues)	Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes.
Sales and services of hospitals (revenues)	Revenues (net of discounts, allowances, and provisions for uncollectible accounts receivable) generated by hospitals from daily patient, special and other services. Revenues of health clinics that are part of a hospital should be included in this category, unless such clinics are part of the student health services program.
SAT	Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.
Scholarships	Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.
Scholarships and fellowships	Outright grants-in-aid, trainee stipends, tuition and fee waivers, and prizes awarded to students by the institution, including Pell grants. Awards to undergraduate students are most commonly referred to as "scholarships" and those to graduate students as "fellowships." These awards do not require the performance of services while a student (such as teaching) or subsequently as a result of the scholarship or fellowship. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted to a parent of a student because of the parent's faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution.
Scholarships and fellowships (expenses)	That portion of scholarships and fellowships granted that exceeds the amount applied to institutional charges such as tuition and fees or food and housing. The amount reported as expense excludes allowances and discounts. The FASB survey uses the term "net grants in aid to students" rather than "scholarships and fellowships."

Schools of art, music, and design (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Art, Music, and Design award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.
Schools of business and management (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Business and Management award most of their bachelor's or graduate degrees in business or business-related programs.
Schools of engineering and technology (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Schools of Engineering and Technology award most of their bachelor's or graduate degrees in technical fields of study.
Schools of law (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching Schools of Law award most of their degrees in law.
Sector	One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private not-for-profit, and private for-profit. Level categories are 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year. For example: Public, 4-year is one of the institution sectors.
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session. **Note:** the standard term length range is defined by the Office of Postsecondary Education. More information can be found at: https://ifap.ed.gov/electronic-announcements/110519RevisionGuidelinesApplicableStandardTerms
Serial	A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.
Serial back-files	Previous issues of serial titles that libraries buy back (such as back issues of magazines).
Serial subscriptions	Publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.
Serial titles	Titles of serials collected.
Service Occupations	An occupational category based on the following five major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Healthcare Support Occupations (https://www.bls.gov/soc/2018/major_groups.htm#31-0000); 2) Protective Service Occupations (https://www.bls.gov/soc/2018/major_groups.htm#33-0000); 3) Food Preparation and Serving Related Occupations (https://www.bls.gov/soc/2018/major_groups.htm#35-0000); 4) Building and Grounds Cleaning and Maintenance Occupations (https://www.bls.gov/soc/2018/major_groups.htm#37-0000); and 5) Personal Care and Service Occupations (https://www.bls.gov/soc/2018/major_groups.htm#39-0000).
Service/maintenance	A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

	(Term used in the IPEDS HR survey component prior to 2012-13)
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
Shared library	A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.
Skilled crafts	A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs . Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers. (Term used in the IPEDS HR survey component prior to 2012-13)
Special admissions tests	Tests prepared by or for a particular institution, or state (for some state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.
Specialized accreditation	Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.
Specialized institutions (Carnegie)	These institutions offer degrees ranging from the bachelor's to the doctor's, and typically award a majority of degrees in a single field or combination of related fields.
Stafford Loans	(Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational or academic undergraduate, graduate, and first-professional students at eligible postsecondary institutions.
Standard term	For Title IV purposes, a standard term is a semester, quarter, or trimester
Standardized admissions tests	Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of Leveraging Educational Assistance Partnerships (LEAP) program (formerly State Student Incentive Grant program or SSIG). (Used for reporting on the Student Financial Aid component)
State and local government grants and contracts	Revenues from state and local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state or local government grant or contract.

(revenues)	
State and local grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) program (formerly State Student Incentive Grant program or SSIG); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting for private for-profit institutions on the Finance component)
State government grants and contracts (revenues)	Revenues from state Government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state government grant or contract.
State grants (revenues)	A sum of money or property bestowed on a postsecondary institution by a state government.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Status date	In the collection of Graduation Rates data, institutions report on the status of the students in their cohort as of August 31 of the reporting year.
Status indicators	Used in the IPEDS data collection system to identify progress toward satisfying reporting (compliance) requirements. The survey status indicators are as follows: • Not Applicable - The institution is not required to complete the component because the content is not relevant to the institution. • NO DATA - Screening questions have not been answered. Responses to all screening questions are required before data collection pages will be generated. • No Data - No data provided. • Has Data - Data have been entered. "Perform Edits" must be run to determine if data are clean. • Edited - Edits have been run; institutions should go to the edit report to resolve edit errors. • Clean - All edit errors have been resolved; data are clean; proceed to Lock. • Locked - Data have been successfully submitted. Final lock must still be applied. • Complete - All locks have been applied.
Stop out	A student who left the institution and returned at a later date.
Student activities	Programs designed to support and complement the institution's academic mission and enhance the educational experience of students, individually and through student groups. Includes exposure to and participation in social, cultural, recreational, intellectual, and governance activities.
Student and Academic Affairs and Other Education Services Occupations	An occupational category based on the following three minor groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Pre-school, Primary, Secondary, and Special Education School Teachers (SOC code 25-2000) (https://www.bls.gov/soc/2018/major_groups.htm#25-0000); 2) Other Teachers and Instructors (SOC code 25-3000) (https://www.bls.gov/soc/2018/major_groups.htm#25-0000); and 3) Other Education Instruction and Library Occupations (SOC code 25-9000) (https://www.bls.gov/soc/2018/major_groups.htm#25-0000).
Student counts	The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution.
Student Financial Aid (SFA)	This annual component of IPEDS began with a pilot test in 1999, and collected both institution price and student financial aid data. The 2000-01 data collection included questions regarding the total number of full-time first-time degree/certificate-

	students receiving financial assistance for the previous year, the number of those students who received financial assistance by type of aid, and, for aid recipients, the average amounts.
Student Right-to-Know Act	Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.
Student services	A functional expense category that includes expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self-supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Student-to-faculty ratio	The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are **excluded** from both full-time and part-time counts. "Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs). Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Subcohort	A predefined subset of the initial cohort or the revised cohort established for tracking purposes. Degree/certificate-seeking students in the bachelor's degree-seeking group in the Graduation Rates (GR) component and Pell-Grant, non-first-time, part-time students in the Outcome Measures (OM) component are examples of subcohorts.
Survey status	A designation used by survey operations personnel to identify the progress made on the various IPEDS components by institutional respondents.
System	An organization of two or more institutions of higher education under the control or supervision of a common administrative governing body. Governing bodies generally have the power to act in their own name, to hire and fire personnel, enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered a system office.
Teacher certification program	A program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.

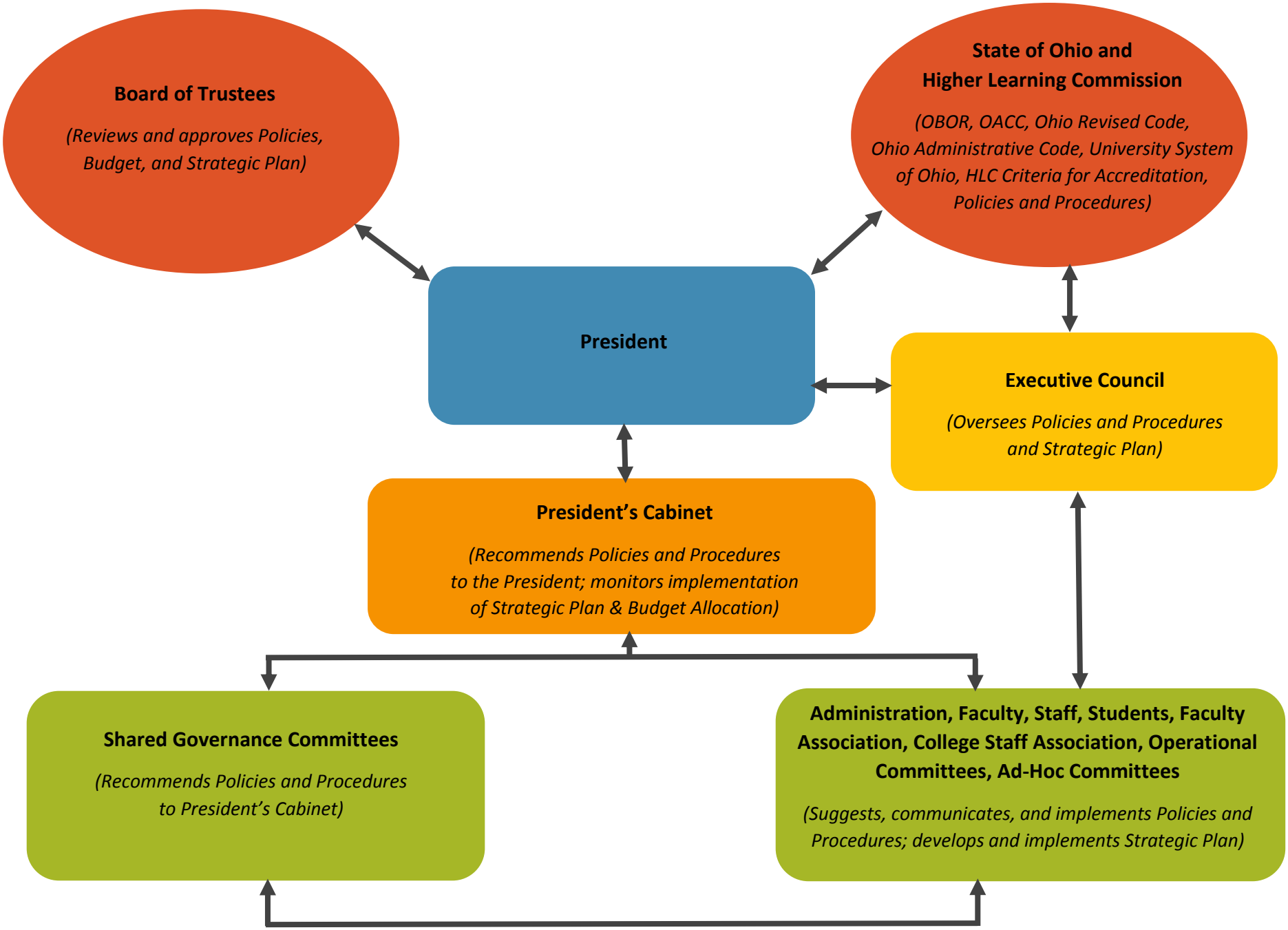
Teachers colleges (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Teachers Colleges award most of their bachelor's or graduate degrees in education or education-related fields.
Technical and paraprofessional	A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides. (Term used in the IPEDS HR survey component prior to 2012-13)
Temporarily restricted	Net assets of FASB institutions whose use by the institution has been limited by donor specification as to use or the time when use may occur (such as a later period of time or after specified events have occurred).
Tenure	Status of a personnel position with respect to permanence of the position.
Tenure track	Personnel positions that lead to consideration for tenure.
Term endowment funds	Funds for which the donor has stipulated that the principal may be expended after a stated period or on the occurrence of a certain event.
Test of English as a Foreign Language (TOEFL)	A standardized test designed to determine an applicant's ability to benefit from instruction in English.
Theological seminaries and other specialized faith-related institutions (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Theological seminaries and other specialized faith-related institutions primarily offer religious instruction or train members of the clergy.
Title	Use the ANSI/NISO Z39.7-2004 definition for title as follows: The designation of a separate bibliographic whole, whether issued in one or several parts. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title.
Title IV aid	Title IV aid to students includes grant aid, work study aid, and loan aid. Current and historical programs include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan (formerly the National Direct Student loan or NDSL program), Subsidized and Unsubsidized Federal Family Education Loan (FFEL) also known as the Stafford Loan (formerly the Guaranteed Student Loan or GSL program), and Subsidized and Unsubsidized William D. Ford Direct Loan.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the Leveraging Educational Assistance Partnerships or LEAP, formerly State Student Incentive Grant or SSIG and the National Early Intervention Scholarship and Partnership or NEISP programs).

Total cost of attendance	The sum of the cost of attendance components used to compute the average net price for first-time, full-time degree or certificate seeking students for IPEDS reporting purposes. This amount is typically based on a nine-month period for institutions using a traditional academic calendar. Program reporters provide one month of costs that are annualized in the system for IPEDS reporting purposes.
Total student charges	The total amount on the student's bill from the institution—account balance. For students and parents, this includes all charges and financial assistance applied to the student's account at the institution. It may or may not include all financial aid credit balance check amounts or refunds the institution pays back to the financial aid program, student, parent, or other payee when applicable. **All award amounts the student was eligible to receive**, including credit balance checks and refund amounts, **should be reported to IPEDS.**
Transcript	An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.
Transfer of credit	The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution.
Transfer of Entitlement Option	A program through which any unused Post 9/11 GI Bill may be transferred to a spouse or dependent(s) as long as servicemembers or veterans meet the additional Department of Veterans Affairs criteria. Only Department of Defense (DoD) can approve transfer of benefits requests.
Transfer-in student	A degree/certificate-seeking undergraduate student entering the IPEDS reporting institution for the first time but known to have previously enrolled at a different postsecondary institution (not as a high school student). The student may transfer with or without credit. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-in students upon entering an institution from another institution within the same coordinated system.
Transfer-out rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.
Transfer-out student	A student who discontinues enrollment at the IPEDS reporting institution and enrolls at a different postsecondary institution. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-out students when leaving an institution to enroll into another institution within the same coordinated system.
Transfer-preparatory program	A program designed specifically to provide a student with the basic knowledge needed to transfer into a higher level program. For example, this may be the first 2 years of a baccalaureate level program for which the institution does not offer an award, or 2 years of undergraduate study needed for entrance into a first-professional program, or 1 or more years of undergraduate study needed for entrance into health services fields.
Transfer-ready students	A student who has successfully completed a transfer-preparatory program.
Transfers from the endowment fund to the current fund	The amount of the capital gains on the endowment fund that is allocated to be spent for current fund activities.
Tribal Colleges and Universities (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Tribal Colleges and Universities, with few exceptions, are tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.
Trimester (calendar system)	An academic year consisting of 3 terms of about 15 weeks each.

Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Tuition and fees (published charges)	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Tuition guarantee	A program where the institution guarantees, to entering first-time students, that tuition will not increase for the years they are enrolled. These guarantees are generally time-bound for four or five years.
Tuition payment plan	A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.
Tuition plan (restricted)	Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed. Term used prior to 2011-12 in the Human Resources component.
Two-year institution	A postsecondary institution that offers programs of at least 2 but less than 4 years duration. Includes occupational and vocational schools with programs of at least 1800 hours and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.
U.S. Nonresident	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Unclassified student	A student taking courses creditable toward a degree or other recognized postsecondary credential who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.
Undergraduate student	A student who is taking courses at the baccalaureate or below the baccalaureate level. These students may or may not be enrolled in undergraduate programs.
Unduplicated count	The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.
Unexpended plant fund balances	Unexpended resources in the plant fund derived from various sources to finance the acquisition of long-lived plant assets and their associated liabilities.
Unique Entity Identifier (UEI)	The official identifier for doing business with the U.S. Government. Replaces the DUNs number starting in April of 2022. For more information, please visit the GSA page at https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update.
UnitID	Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS). Also referred to as UNITID or IPEDS ID.
Unqualified Audit Opinion	An independent auditor's written statement on their audit report that a client's financial statements fairly represent their financial position in accordance with Generally Accepted Accounting Principles (GAAP).

Unrestricted current funds	All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.
Unrestricted net assets	The net assets of both FASB and GASB institutions that do not fit the definition of other categories of net assets. These are net assets held by the institution upon which no restrictions have been placed by the donor or other party external to the institution.
User ID	A series of numbers possibly with an alpha prefix that is created for a specific user to be able to access a system. Each user is required to have a UserID and a password in order to access the Integrated Postsecondary Education Data System (IPEDS) data collection system for security purposes.
Variable	A fundamental unit of data contained in a file which is given a unique label.
Vested retirement plan	One in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.
Veterans Administration (VA) Education Benefits	Those benefits available to military personnel and their families for financial assistance at approved postsecondary education institutions. There can be three types of beneficiaries: Surviving spouses and children; Discharged veterans; and Active military personnel in special programs.
Weekend/evening college	A program that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
White, non-Hispanic (old definition)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but up to a certain limit each year.

Stark State College Shared Governance Model



Shared Governance Communication Flow Chart