

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

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**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 campus-delivered course is a traditional face-to-face classroom course that may use the Web to enhance instruction. A Web course is similar to a campus delivered 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 virtual 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 Courses**

**Campus-Delivered Course (C or L)** – All instruction takes place on campus with regularly scheduled dates/times/locations. The College's approved Learning Management System (LMS) may be used to host course material. Students may be required to use the (LMS) for 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. Campus-delivered courses are identified with a C (or L) on the class schedule.

**Web-Campus Delivered Course (W2)** – Instruction occurs through both on-campus meetings and asynchronous online learning. Campus meetings will take place at regularly scheduled dates/times/locations. Additional coursework is completed through asynchronous online learning. The College's approved Learning Management System (LMS) hosts course materials, and students will be required to use 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-campus delivered courses are identified with a W2 on the class schedule.

**Web-Delivered Course (W3)** – All instruction occurs through asynchronous online learning. The College's approved Learning Management System (LMS) hosts course materials and students will be required to use 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-delivered courses are identified with a W3 on the class schedule.

**Web-Virtual Delivered Course (W4V)** – Instruction occurs through both synchronous virtual classes and asynchronous online learning. Virtual meetings will take place at regularly scheduled dates/times using live meeting software. Additional coursework is completed through asynchronous online learning. The College's approved Learning Management System (LMS) hosts course materials, and students will be required to use 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-virtual delivered courses are identified with a W4V on the class schedule.

Web-Campus-Virtual Delivered (W4X) – Instruction occurs through a combination of scheduled times/places on-campus meetings, scheduled virtual meetings, and asynchronous online learning. The College’s approved Learning Management System (LMS) hosts course materials, and students will be required to use 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-Campus-Virtual delivered courses are identified with a W4X on the class schedule.