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Technology and Learning Center



# STUDENT HANDBOOK

2023-2024

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# STUDENT HANDBOOK

The Clark State College Student Handbook is created by Student Affairs. The Student Handbook is the official notification of the College’s policies, procedures and Student Code of Conduct. All students are responsible for familiarizing themselves with the College’s policies and abiding by these expectations. The College policies are in place to support a safe environment conducive to learning.

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**Jo Alice Blondin, Ph.D.**  
President

## WELCOME

We are so pleased that you have chosen Clark State College to further your education. Your success is important to us, and the faculty and staff are here to ensure that you meet your goals. Clark State is your campus, and we want to help you make the most of your time here.

Clark State offers many certificate and degree programs that result in high-wage, high demand careers, as well as a general education curriculum that is transferable to most four-year universities. We want you to have all of the tools you need to be prepared for college, and we provide tutoring and college readiness courses to assist you in this endeavor.

We are proud of our dedication to student success at Clark State, and this handbook should help you learn more about the College, what we expect from you and what you can expect from us.

If there is anything you should need during your time here at Clark State, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Alice Blondin'. The signature is fluid and cursive, with a large initial 'J' and 'A'.

Jo Alice Blondin, Ph.D.  
President

## ABOUT CLARK STATE

Whether you have chosen Clark State because of our small class sizes, devotion to quality education, affordability or exceptional variety of programs, we're glad you did. The following information will tell you more about Clark State and how it evolved into the progressive learning institution it is today. It will also give you valuable insight into our mission and how we can help you achieve your academic goals.

## HISTORY OF THE COLLEGE

Clark State College began in 1962 as the Springfield and Clark County Technical Education Program in an effort to meet the post-secondary, technical education needs of Springfield and the surrounding area. In 1966 the name was changed to Clark County Technical Institute (CCTI) and was chartered by The Ohio Board of Regents as Ohio's first technical college. In 1972, ten years after its birth, CCTI had grown to 1,000 students and officially became Clark Technical College. New programs in agriculture, business, engineering technologies, health, public services and general studies were developed in response to the community's changing educational and economic needs.

In the 1970s the College re-examined its mission and determined that programs, which can be transferred to four-year colleges, should be included as a secondary focus. In order to accomplish this, many new courses in humanities and social sciences were added to the curriculum. By 1985 Clark Technical College had developed one of the broadest general education programs of any technical college in the state. It was this solid foundation, together with the many strong technical programs, that made the evolution to a community college a smooth and logical step.

On July 1, 1988, The Ohio Board of Regents approved the change of Clark Technical College to Clark State Community College. As a result of this action, Clark State added the Associate of Arts and Associate of Science degrees (university parallel programs) to the nearly 30 technical associate degrees and certificates it had offered for years. The College now has more than 80 degree and certificate programs.

Today Clark State looks proudly at its past and looks forward to the future, ready to meet the needs of today's and tomorrow's students.

In 2019, The ODHE and Higher Learning Commission approved the addition of Clark State Community College's first Bachelor of Science degree in Manufacturing Technology Management. In 2020, the College was approved for an additional Bachelor of Science in Web Design and Development.

With the addition of two bachelor's degrees, the Board of Trustees voted to change the name of the institution to encompass the advancements in educational opportunities made by the College. As of January 1, 2021, Clark State Community College became known as Clark State College.

## VISION

Clark State College will be the leader in education by partnering with our communities, businesses and industries while achieving the highest level of student success within a culture that provides intellectual, personal, and professional growth.

## MISSION

To engage and empower diverse learners by providing high-quality educational programs and services that emphasize student and community success.

## GUIDING PRINCIPLES

We believe in the transformative power of education through:

### 1. Learning

We use best practices and resources to create a learning community that challenges, transforms, and empowers students and employees.

### 2. Community

We value, trust, and support people with whom we work and serve.

### 3. Partnerships

We collaborate to address stakeholder needs and contribute to the economic and holistic well-being of society.

### 4. Innovation

We champion an environment that encourages creativity and embraces change.

### 5. Diversity

We welcome and engage all individuals to create an equitable and inclusive environment.

## ACADEMIC POLICIES

The following sections are intended to be an overview of academic policies and procedures at Clark State. For more detailed information, contact the Records and Registration Office. The vice president of academic affairs is ultimately responsible for developing and implementing academic policies.

### ACADEMIC ENVIRONMENT

In the course of a college education, students will encounter content and people that challenge their preconceived ideas and beliefs. This clash of competing ideas is an important catalyst, not only for the expansion of knowledge, but also in students' development of critical thinking. Faculty will help students evaluate evidence in order to form their own grounded judgments.

### ACADEMIC MISCONDUCT

Students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the student code of conduct and are therefore prohibited. Students are responsible for understanding and abiding by the College Academic Integrity Procedures and definition of academic dishonesty as well as course and faculty-specific standards and expectations.

Cases involving academic dishonesty are handled within the academic school responsible for that course. Faculty and/or the academic school deans have the authority to issue a sanction up to a grade of zero for any assignment in which academic misconduct has occurred. In serious or repetitive incidences, the case will be referred to the Academic Incident Hearing Panel (AIHP) for further action. Such action may include issuing a failing grade for the course, probation, suspension and/or expulsion.

### ACADEMIC INTERVENTION

**You are enrolled in the Academic Engagement Program and considered to be on Academic Intervention when your cumulative progress grade point average falls below a 2.0 or your term progress GPA falls below a 1.0.**

Students on Academic Intervention meet with their academic advisor to schedule classes in the upcoming semester. Students are enrolled in the Academic Engagement Program and may take no more than 9 credit hours in fall/spring semesters and no more than 6 during summer semesters while on Academic Intervention. Students will work with an academic advisor to schedule their classes while on Academic Intervention.

### ACADEMIC ENGAGEMENT PROGRAM

**Students on Academic Intervention are enrolled in the Academic Engagement Program. After completing the orientation, students develop an engagement plan with an engagement specialist. All engagement plans have scheduled check-ins to help determine if any changes are needed at that time.**

- **First Semester:** Students on Academic Intervention will utilize online and in-person services throughout the semester that meet the requirements of the Academic Engagement Program.
- **Subsequent Semesters:** Students who complete the Academic Engagement Program will continue on Academic Intervention for the next semester even if the required GPA is not met. Students continuing on Academic Intervention will be re-enrolled in the Academic Engagement Program, meet with an assigned engagement specialist, and complete the program.
  - Students will be placed on Academic Pause after the third consecutive semester on Academic Intervention, where students have consistently completed the program, but have not met GPA requirements. Students will continue to be placed on Academic Pause each subsequent semester if not meeting GPA requirements.
- Students who choose not to complete the Academic Engagement Program, must earn a cumulative term GPA of 1.0 or above in order to be placed on Continued Academic Intervention OR a cumulative progress GPA of 2.0 or above to be in Good Standing.

### ADVANCED PLACEMENT CREDIT AWARD

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

As of Fall Term 2009, students obtaining an Advanced Placement (AP) exam score of three or above are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.

If an equivalent course is not available for the AP 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.

Additional courses or credits may be available when a score of four or five is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

## **ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT**

Student learning is central to all that we do at the College. Faculty assess student learning in a variety of ways, including in-course assessments, portfolios, certification examinations, employer surveys, success of transfer students, and many others. The results of our assessment of student learning efforts are used to improve student learning.

## **ATTENDANCE**

Achievement of academic goals is best accomplished through regular class participation. Therefore, you are urged to attend all class and laboratory sessions. When unavoidable absences do occur, you should take the responsibility to contact your instructor to make arrangements for work that has been missed. Instructors have the right to issue a failing grade (UW or F) if you incur excessive absences and have not officially withdrawn from a course. Specific information concerning attendance is available in the course syllabus.

The College is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in having to repay part or all of an allowance from the Veterans Administration or state or federal agencies.

## **CHILDREN IN CLASSES**

Children are not allowed in classes without the prior approval of the instructor. No children are allowed in lab classrooms or lab sessions. If permission is granted to bring a child into a class, it is the parent's responsibility to see that the child in no way disturbs other students or the class in general. Even after permission is granted, the instructor always has the right to ask a parent and child to leave a class if any kind of disruption takes place. Individuals who bring children to the college for any reason are expected to supervise them at all times.

## **CREDIT EQUIVALENCIES**

You may qualify for academic credit for college-level learning gained outside of college through a variety of methods including business or government training recommended by the American Council on Education (ACE); CLEP, College Board Advanced Placement tests, military service training recommended by ACE (DANTES); portfolio evaluation; and credit by examination. To learn more about the available options, contact the Records and Registration Office or visit with your academic advisor/faculty advisor.

## **DEAN'S LIST**

If you carry a minimum of six credit hours of college courses and maintain a transcript grade point average of 3.5 or better for a semester's work, you will be enrolled on the Dean's List in recognition of achievement that semester. Grades of "satisfactory" and grades in college preparatory courses are not included in determining the grade point average.

## **DEFINITION OF CREDIT HOUR**

All academic credits are expressed in terms of credit hours. Clark State defines a credit hour based on the requirements of the Ohio Department of Higher Education.

## **ACADEMIC PAUSE (Formerly Dismissal)**

A student is placed on Academic Pause when their most recent term GPA is below 1.00 or their progress or cumulative GPA remains below 2.00 after completing one full semester on Academic Intervention and not completing the requirements of the Academic Engagement Program. Academic Pause is limited to one academic semester. The College emails all students placed on Academic Pause with an Academic Pause Letter detailing their academic performance and inviting them to complete an Academic Pause Appeal form within two (2) business days of notification. Students readmitted after Academic Pause will be placed on Academic Intervention.

## **ACADEMIC PAUSE APPEAL**

Students placed on Academic Pause can complete an Academic Pause Appeal form to be considered eligible to return without taking a one semester pause before registering for courses. Academic Pause Appeal forms are due two (2) business days after notification of pause status and are reviewed by the Academic Pause Appeal Committee; made up

of representatives from the academic dean's office, Advising and the Academic Engagement Program. The committee's response will be issued no later than two (2) business days prior to the upcoming semester. Note: Students placed on Academic Pause may also be placed on Financial Aid Warning or Suspension.

- **Approved:** Students whose appeals are approved by the Appeal Committee are permitted to take classes in the upcoming semester and continue on Academic Intervention. Students must meet with their Advisor to be registered for classes. The Appeal Committee will notify Records to change the registration hold.
- **Denied:** Students whose appeals are not approved by the Appeal Committee must sit out for one semester and will be able to register for subsequent semesters.

## REGISTRATION AFTER ACADEMIC PAUSE (Formerly Dismissal)

Students who sit out for a semester due to Academic Pause, will be required to meet with their Academic Advisor prior to scheduling next semester classes. Students returning after Academic Pause will be enrolled in the Academic Engagement Program and will be placed on Academic Intervention.

## FRESH START

If you re-enroll after an absence of three or more consecutive academic years, you may petition the Records and Registration Office to eliminate the progress and transcript GPAs of your previous enrollment. Any courses in which you received a C or better will be counted in the "hours earned" but not in the GPA. To qualify, students must have a cumulative progress GPA of 2.5 or less prior to readmission. In addition, the student must have at least thirty semester hours remaining before completing a bachelor's degree, fifteen semester hours remaining before completing an associate degree and/or at least twelve semester hours remaining before completing a one-year certificate. A Fresh Start can only be used once and cannot be applied to the coursework of a degree or certificate that has already been conferred. A Fresh Start will not change your academic progress calculation for financial aid purposes of warning or suspension. For more information about Fresh Start and eligibility, contact the Records and Registration Office at 937.328.6015.

## GRADES

You can access your final grades through Student Planning in Self-Service. Grades will not be released over the phone. You may request an official transcript of your grades in the Records and Registration Office or online. If you have a concern about a grade, you should discuss it with your instructor within eight weeks after the end of the semester. If the grade was for a Spring or Summer term class, you should discuss it with your instructor by the eighth week of Fall Semester. If the problem is still not resolved, you may discuss it with the academic school dean and then with the vice president of academic affairs.

Two cumulative grade point averages are maintained for each student. The progress GPA includes all courses completed at Clark State and include all College Preparatory (CPE) courses and other pre-college-level courses. The transcript GPA does not include the grades for any CPE or other pre-college courses.

## GRADING SYSTEM

Academic achievement is indicated by the following grades and points used in calculating grade point average:

A - Excellent	(4 grade points per credit hour)
B - Good	(3 grade points per credit hour)
C - Average	(2 grade points per credit hour)
D - Poor	(1 grade point per credit hour)
F - Failing	(0 grade points per credit hour)
UW - Unofficial Withdrawal*	(0 grade points per credit hour)

*\*Student stops attending class prior to completion of 70 percent of the term, but never officially withdraws from the course.*

**Your transcript GPA is obtained by dividing the total number of grade points earned in college credit courses by the total number of credit hours attempted in those courses. For example, consider the following grades earned by a student:**

	Credit Hours	Grade	Points
Course 1	3	B	9
Course 2	3	C	6
Course 3	4	B	12
Course 4	3	C	6
<b>Totals</b>	<b>13</b>		<b>33</b>

The total number of grade points, 33, is determined by adding together the points earned in each course (credit hours x grade points). That number is then divided by the total number of credit hours, 13, to determine the grade point average. In this example the average is  $33/13= 2.538, 2.53$ .

Grades issued for College Preparatory courses are not counted in your transcript grade point average. A transcript grade point average refers to the average for all college credit courses taken during your enrollment at the College. There are other symbols that can be issued for which no points are associated:

S.....	Satisfactory
U .....	Unsatisfactory
I .....	Incomplete
PR.....	Proficiency
CR.....	Credit
NC .....	No Credit
EX.....	Experiential Credit
TR.....	Transfer Credit
AR .....	Articulated Credit
W .....	Withdrawal
X.....	Audit
N .....	No Grade Reported (Records Office use only)

## GRADUATION PROCESS

Students will receive an email from the Records and Registration Office during the term in which a student is enrolled in the final courses needed to complete their degree or certificate. This email will confirm that the student has registered for the necessary courses and that pending successful completion of those courses, can expect to receive their diploma or certificate at the end of the term.

Once courses have been successfully completed and confirmed by the Records and Registration Office, students will be graduated. They will receive their diploma or certificate through the US Mail approximately eight weeks after the end of the term.

### Important things for the graduating student to do prior to/during their last term:

- Check with your faculty advisor to ensure that all requirements for your degree/certificate will be met by the end of the term in which you wish to complete. You must also ensure that required course substitutions (if any) have been submitted and processed.
- Check your Clark State Student email regularly.
- Verify that the Records and Registration Office has your current mailing address.

## PARTICIPATION IN COMMENCEMENT

Students earning a degree or one-year certificate will be offered the opportunity to participate in Clark State's annual Commencement Ceremony held at the end of Spring Semester. Information about the ceremony will be sent to participants approximately 30 days before the ceremony. Degree and certificate recipients who will graduate during Fall through Summer Terms are eligible to participate in the May Commencement Ceremony.

## GRADUATION REQUIREMENTS

To qualify for a degree, you must pass all required courses for your major and have a transcript grade point average of at least 2.0. Students in the following majors must have a C as a minimum grade in all required major courses: Early Childhood Education, Emergency Medical, Medical Assisting, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant, Social Services and Diagnostic Medical Sonography. Students who graduate from the Registered Nursing program in 2013 or after will be required to have a C or greater in all courses in the curriculum. Students in the Realtime Reporting programs must have passed each of the terminal speed courses within 12 months prior to graduation.

All students are expected to complete the residency requirement of at least 30 credit hours of course work at Clark State for a bachelor's degree, 15 credit hours for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, such as articulated, experiential, transfer, or proficiency credit do not count toward the residency requirement. Credit equivalencies may not exceed one half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic school dean.

## INCOMPLETE

The incomplete “I” grade process may be initiated when you have completed approximately 70% of the work required for a course and have a passing grade on work already completed, but for reasons beyond your control (e.g., illness or death in the family), you will not have completed all requirements for the course when final grades are submitted by the instructor. You must notify your instructor by the last day of the semester. If the instructor agrees to an “I” grade, it will be submitted on your grade report and the instructor will set up a schedule on the Incomplete Grade form for completion of the course requirements within the maximum time allowed. A student receiving an incomplete grade at the end of fall term must complete all conditions by Friday of the eighth week of spring semester, and any student receiving an incomplete grade at the end of spring or summer term must complete all conditions by Friday of the eighth week of fall semester. When you complete the class requirements, the instructor will change the “I” grade to another letter grade. If you do not complete the requirements, the “I” grade will automatically be changed on Friday of the eighth week of the following term to an “F” grade on your transcript.

Course Extension Accommodation with “I” grade – Another instance in which the Incomplete “I” grade may be awarded is in the case of a Title IX Course Extension Plan. As a result of a pregnancy related need or event, students may need to pause their course work at some point within a semester for a length of time determined by their doctor in documentation provided to the Office of Accessibility (OAS). These students will be permitted to complete the classes they were enrolled in at the time of the pause. Eligible students will meet with OAS and may request a Course Extension Plan accommodation. Within the designated time period, the student will complete a Course Extension Plan form establishing new due dates for all remaining coursework with the support of faculty and OAS as needed. Students will be expected to complete all course work by the end of the Incomplete Grade due date for the semester in which they first requested the Course Extension (recorded as an Incomplete) accommodation. Students will be expected to adhere to these deadlines or provide additional documentation to OAS as to why the deadlines cannot be met in order to request additional modification. Students will work independently and with faculty to complete the missed coursework. Any incomplete grade not changed by the designated due date automatically be changed to an F on the student’s transcript.

## MILITARY PERSONNEL – ACTIVE DUTY, GUARDS AND RESERVISTS WITH ORDERS TO DEPLOY

Students who receive orders to deploy have the option to withdrawal from classes with a tuition refund, or complete within a year and a semester with an incomplete grade assigned, or a “final grade” dependent upon supportive documentation, class performance and time of request. The student will receive a full refund of tuition and fees paid to Clark State if the time of the request is prior to the last day to drop classes of that term.

**The student will have a choice of three options if the request to withdraw is received after the last day to drop classes of that term:**

1. If the student does not reach the  $\frac{3}{4}$  point of the term, they will be backdated out of the term and all Tuition Assistance paid will be reimbursed to the entity that paid it. **OR;**
2. If the student has completed at least 75% of the class, with the instructor’s approval, a “Final Grade” for the course may be assigned. The decision to allow assignment of a “Final Grade” is solely the decision of the instructor for the course. **OR;**
3. If the student receives orders to deploy and reaches an agreement with the instructor(s) to assign an incomplete, the student will have up to one calendar year and 1 academic semester following the end of the semester that the incomplete was assigned to complete any coursework. An incomplete grade in a course allows students the right to complete all coursework without further payment of tuition or fees.

## RE-ADMISSION

If you return to Clark State after two years or more, you will need to reapply as a degree-seeking student online. Students who interrupt their attendance for four or more consecutive semesters and later return must meet the curricular requirements in place at the time of their return. Technical and basic courses taken prior to any interruption may have to be re-evaluated. Those that were taken in the last five years generally will still meet graduation requirements. However, some technologies may have more stringent requirements. You should contact your academic school to determine the acceptability of previous courses.

Courses that were taken more than five years ago will be evaluated on an individual course basis. Courses taken more than seven years ago will be evaluated for acceptability by the school dean.

If you want to re-enter a health program, you should also contact the Health, Human and Public Services School for additional reinstatement requirements.

Students enrolling after an absence of three or more consecutive years may wish to investigate the Fresh Start option.



## **REGISTRATION AFTER ACADEMIC PAUSE (Formerly Dismissal)**

Students who sit out for a semester due to Academic Pause, will be required to meet with their Academic Advisor prior to scheduling next semester classes. Students returning after Academic Pause will be enrolled in the Academic Engagement Program and will be placed on Academic Intervention.

## **STUDENT CLASSIFICATION**

You are considered full-time when you are enrolled in at least 12 credit hours. If you carry 11 credit hours or less per term, you are part-time.

You are a first-year student if you are registered in a degree or certificate program and have earned fewer than 30 semester hours of credit, including transfer credit. You are a second-year student once you have earned 30 or more semester hours in a degree or certificate program, including transfer. You are a third-year student once you have completed 60 or more semester hours of credit in a bachelor's degree program, including transfer. You are a fourth-year student once you have completed 90 or more semester hours of credit in a bachelor's degree program, including transfer.

## REGISTRATION INFORMATION

New students should attend New Student Orientation before registering for classes. Students will meet with academic advisor for scheduling.

If you are a returning student, you should contact an academic advisor for registration assistance.

Priority registration is for Veterans and Office of Accessibility students. Open registration is for new and returning students.

**Information about when to register for classes is found on the college calendar at [www.clarkstate.edu](http://www.clarkstate.edu).**

## ACCESS TO EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your educational records. You have the right to inspect and review your educational records within 45 days of the day the College receives a request for access. You should submit to the Registrar written requests that identify the records(s) you wish to inspect. You may request the amendment of your educational records if you believe it is inaccurate or misleading. You should write the College department officially responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the problem is not resolved to your satisfaction, you may take the matter to the assistant vice president, student affairs and, in absence of resolution satisfactory to you, to a formal hearing in accordance with the College's established grievance procedures.

You have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

You also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## ADDING COURSES

You can add courses through the seventh calendar day of the term in Fall and Spring Semesters. For Summer Terms A and B, you can add courses through the first day of the term. For Summer C and D, you can add courses through the seventh calendar day of the term. The Registration/Drop/Add form can be obtained from faculty advisors, academic school offices, academic advisor, Records and Registration, the Beaver Creek, Bellefontaine and Xenia locations and online.

## APPEALS FOR TRANSFER CREDIT

A student disagreeing with the application of transfer credit by Clark State shall be informed of the right to appeal the decision and of the process for filing the appeal. The Records and Registration Office shall make available to students the appeal process for Clark State. The student must complete the Transfer Credit Appeal form located in the Records and Registration Office or at the Beaver Creek location.

The appeal form is forwarded by the Records and Registration Office to the appropriate academic dean. The appropriate academic dean evaluates or re-evaluates the course(s) and returns the decision to the Records and Registration Office. The Records and Registration Office contacts the student informing them of the decision.

If the student is not satisfied with the decision, they may appeal to the vice president of academic affairs. The vice president of academic affairs has the final decision for all academic matters.

## AUDITING A COURSE

If you audit a course, you will not receive a grade or credit. You will be permitted to attend classes, but you will not be required to take exams. The fee for auditing is the same as for credit. Audit status is not convertible to credit status nor is credit status convertible to audit status once the registration has been completed. Students using Veteran's benefits or receiving financial aid may not audit classes.

## CHANGE OF STUDENT INFORMATION

It is important to keep your name, address, phone number and degree/certificate current to receive effective communications. You may update your information at any campus location and through Self-Service.

## CHANGE OF MAJOR

Students who decide to change majors must complete a Change of Information form, available in the Records and Registration Office. Students must meet with an academic advisor/faculty advisor for approval.

## CREDIT-HOUR LIMIT

You may enroll for a maximum of 20 credit hours per term during the regular academic year. You must have the approval of your academic school dean to enroll in more than 20 credit hours.

## CREDIT/NO-CREDIT ENROLLMENT

You may petition the Records and Registration Office for permission to take one course each term on a credit/no-credit (CR/NC) basis for a maximum total of six courses. Two of these courses may be selected from general education offerings, two courses that are basic to a major, and two from the technical courses.

You can make your choice at the time of registration. Once the term has begun, you cannot change back to the standard grading system. Your instructor will not know of your decision. At the end of the term, your grade of C or better is converted to CR and a grade of D or lower is converted to NC. Grades of CR or NC are not included when computing your grade point average, however, the CR grade credits will be added to hours completed.

## DROPPING COURSES

If for any reason you cannot complete a course, you must officially withdraw from the course. Even if you never attended a course that you registered for, you must officially drop/withdraw, or you may receive a grade. To drop/withdraw a course, you must complete and submit a drop form in accordance with College policy. To drop/withdraw after the 15th day of the term, you need to contact your academic advisor to formalize the process. Check the College calendar for the official published date to drop/withdraw from a course.

### **Grades will be reflected on transcripts as follows for a regular 16-week term:**

- If the course is dropped on or prior to the 15th calendar day of the term, the work attempted will not be counted and no notation of the enrollment will appear on the transcript.
- If the course is dropped after the 15th calendar day of the term through the published date indicating completion of 70 percent of the term, the grade of W will appear on the transcript.
- If the course is dropped after the published date indicating completion of 70 percent of the term, the earned grade will be recorded.
- Students who do not attend class by the 15th day of the term will be administratively dropped for non-attendance. The course will not be counted and no notation of the enrollment will appear on the transcript.
- Students who stop attending class prior to completion of 70 percent of the term, but fail to officially withdraw from the course will receive a grade of UW (unofficial withdraw).

For the last date to withdraw from a 16-week term course and receive a grade of W, check the online calendar. For the last date to withdraw from courses that run for less than a full semester, please contact the Records and Registration Office. Registration/Drop/Add forms are available from academic schools, advising offices, the Records and Registration Office, the Beavercreek, Bellefontaine and Xenia locations. You can also drop courses online. Rules regarding assignment of grades still apply. If you decide to withdraw from a class and have any form of financial aid, you should consult with the Financial Aid Office prior to the withdrawal to determine what affect it will have on your financial aid awards and eligibility status. If you receive Veteran's benefits and drop a class or withdraw from all classes, it is your responsibility to notify the Veteran's Certifying Official in the Records and Registration Office, Sara T. Landess Technology and Learning Center, Room 114, 937.328.6462. Courses dropped anytime during the term could result in an over-payment dating back to the first day of the term.

## RELEASE OF INFORMATION

Family Educational Rights and Privacy Act of 1974 as amended is designed to protect your privacy and your educational records. Clark State recognizes "Directory Information" as the following: student name, address, email address, telephone number, major, degrees and awards received participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, enrollment status, and most recent previous educational agency or institution attended.

You may request that your "Directory Information" not be released by signing a request to withhold information, available in the Records and Registration Office. The College will not release information to the newspaper concerning academic achievement if you have submitted a request.

## REPEATING COURSES

You may repeat any course at the College one time without having to request permission. Permission to take courses a third or more times must be obtained from the dean of the academic school responsible for your program of study. If you are enrolled in a health sciences program, you must also abide by the program-specific, published regulations about re-enrolling in courses.

A course that is re-taken will count only once toward graduation requirements. All grades will appear on the transcript.

For a course taken two or more times, the last grade earned will be included in both the progress and transcript GPAs. For students using federal student aid, a course can be included in financial aid eligibility one time after the course has been completed with a grade of “D” or higher.

## **SOCHE CROSS-REGISTRATION PROGRAM**

If you are a regularly enrolled student at Clark State or any other Strategic Ohio Council for Higher Education (SOCHE) institution, you may be eligible to register to take classes offered by another SOCHE institution at no additional charge on a space-available basis. Information on the eligibility requirements, registration procedures, a list of the colleges and universities participating in the SOCHE cross-registration program, and the Cross-Registration application are available in the Records and Registration Office and on the web at <https://www.soche.org/cross-registration/>.

## **STUDENT RECORDS**

Our Records and Registration Office processes your student records, transcripts, diplomas and changes in student status such as name, address, residency and major. For more information, please contact the Records and Registration Office.

## **TRANSCRIPTS**

You may order an official transcript of your academic records online, in person, or by mail. There is a \$5 fee per transcript. (An additional \$2.50 processing fee will be charged per recipient for online ordering.) Once a request is received, transcripts will, normally, be sent within 3-5 business days.

**Online** - Clark State offers online transcript ordering, which allows for 24/7 ordering access, faster service, secure transactions, online order tracking, and e-mail updates. For detailed information and a link to online ordering, visit the College website. A major credit card is required for online ordering.

**In Person** - Transcripts may be ordered in person during normal business hours by completing a Transcript Request Form at the Records and Registration Office.

**By Mail** - We strongly encourage and recommend that you use online transcript ordering. If, however, you are unable to do so, you may send a written letter of request to: Records and Registration Office, Clark State College, PO Box 570, Springfield, OH 45501. Written requests must contain all of the following information: Full, current name, previous name(s) used while attending Clark State, SSN or student identification number, date of birth, approximate years of attendance, a contact phone number where you can be reached if there is a problem with your order, number of transcripts requested, name(s) and address(es) where the transcript is to be sent, and your signature authorizing release of your transcript.

For in-person and mail orders, Clark State accepts cash, check, money order, VISA, MasterCard and Discover Card. Payment must accompany the transcript request.

**Unofficial Transcripts** - You may access your unofficial transcript in Student Planning in Self-Service.

## **USERNAME/LOGIN AND PASSWORD**

You are provided a username/login ID and password to access the College's network, Student Portal (myClarkState), Self-Service and classes in Blackboard. Your username/login ID consists of the first five letters of your last name followed by your first initial followed by four assigned digits. If your last name is less than five characters, use your entire last name, first initial, four assigned digits. Do not include any spaces, special characters, or capital letters. You can find your username at [www.clarkstate.edu/username](http://www.clarkstate.edu/username).

As a new student your initial password for all systems is your birth month (01-12) followed by your birth year (all four numbers) followed by the last 4 of your Social Security Number. It will look like MMYYYSSSS. You will be required to change this on first login, then again on a regular basis.

## **WAYS TO REGISTER**

- Register online through Student Planning in Self-Service on the myClarkState student portal.
- Register in person at our Beavercreek, Bellefontaine, Springfield and Xenia locations.

## FINANCIAL AID

Financial aid is available from many sources to help students who, without such aid, would be unable to attend college. Although students and their families are primarily responsible for the cost of education, financial aid can fill in the gap if families can afford only part of the cost.

### HOW TO APPLY

Financial aid applications are available in October for the upcoming financial aid year that begins with Fall semester. You should file these applications as soon as the FAFSA is available.

Clark State uses the Free Application for Federal Student Aid (FAFSA). The FAFSA is available to complete at <https://studentaid.gov/h/apply-for-aid/fafsa>. Clark State's Federal School Code is 004852. You should complete this form using prior year income. The information provided on this form is processed and a Student Aid Report (SAR) is sent to your e-mail address as listed on the FAFSA.

This information is also sent to the schools you listed on your FAFSA. The SAR is used to establish your financial need. With a few exceptions, all financial aid awarded is based on demonstrated financial need. By filing the FAFSA, you will be considered for all aid for which you might be eligible including federal grants and loans. The Financial Aid Office determines eligibility and the student receives an award notification via his or her Financial Aid Self-Service portal detailing aid that is being offered. Applications for additional aid, such as Federal Work-Study, will be considered as long as funds are available. We encourage you to apply early. Materials completed by the deadlines below will be processed by the beginning of the term, providing the student meets all eligibility requirements and has submitted all requested documents.

### PRIORITY DEADLINES

Fall ..... May 15  
Spring ..... October 15  
Summer ..... March 15

Generally, Federal Pell Grant funds may be used for the academic year beginning with Fall Semester and ending with Spring Semester. Eligible students who attend in Summer Semester will be reviewed for remaining Pell Grant eligibility after the student registers for Summer classes.

Part-time students may receive a Federal Pell Grant. Federal student loans require a minimum enrollment of 6 eligible credit hours each semester.

The Financial Aid Office begins processing financial aid applications for the next academic year in the spring. It is suggested that students apply as early as possible.

Financial aid funds can only be used to pay toward courses that are required to complete the student's registered degree or certificate program.

Clark State can provide you with additional information about scholarships and deadline dates. This information is available on the Financial Aid page of the Clark State website or you may call the Financial Aid Office at 937.328.6034.

### SUPPORTING MATERIAL

Additional documentation may be needed for certain situations or to comply with U.S. Department of Education verification requirements. The Financial Aid Office will advise you on what you need and this information will also be provided on the Financial Aid Self-Service portal. You may also be required to confirm your identity and purpose of education.

### ELIGIBILITY REQUIREMENTS

**The federal program eligibility requirements are listed below:**

- Generally, you must show financial need.
- You need to have a high school diploma or GED. If you completed high school outside of the U.S., your diploma must be the equivalent of a U.S. high school diploma.
- You are enrolled as a regular student in an eligible program.
- You are a U.S. citizen or eligible non-citizen.
- You make satisfactory academic progress.
- You cannot be in default on a federal student loan nor owe an overpayment on federal aid grants.

### EDUCATIONAL COSTS

Expense budgets (also called Cost of Attendance) include both direct and indirect educational costs. Direct costs are tuition and fees. Indirect costs may include estimates for books, transportation, room and board, and miscellaneous

and personal expenses. These expenses will vary from student to student depending on a number of factors such as dependency status (as defined by federal and state programs), residency, and credit hour enrollment. The total of all aid cannot exceed the student's Cost of Attendance.

## **SATISFACTORY ACADEMIC PROGRESS**

As a Clark State student, you are required to meet standards of academic progress while working toward a degree or certificate. The Financial Aid Office is required by the U.S. Department of Education to monitor standards of academic progress for students who receive Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Direct Loans, and Parent PLUS loans. This policy is applied to all financial aid applicants, regardless of whether they received financial aid previously.

## **CREDIT HOUR REQUIREMENTS**

You will need to successfully complete two-thirds or at least 66.67 percent of all hours attempted, each term and cumulatively, with grades of A, B, C, D, P or S. Grades of F, Z, W, I, U, UW and PG are not considered as successful completions. You must also maintain a cumulative grade point average of at least 2.00.

You must complete your program of study within 150 percent of the program length. Clark State credits and any transfer credits accepted by Clark State are included in the 150 percent timeframe maximums, also including withdrawals, non-completions and College Preparatory Education credit hours. If a student changes majors within the same degree or certificate, they are still required to complete within the same maximum timeframe.

## **FINANCIAL AID WARNING**

Students who fail to complete 66.67 percent of their attempted hours and/or fall below the minimum GPA requirement are placed on financial aid warning. Aid is disbursed for one term only and is re-evaluated before the next term. Students must achieve a cumulative 66.67 percent completion rate of all attempted hours and meet a minimum 2.00 GPA requirement by the end of their warning term. The student's entire academic history at Clark State is included in the evaluation. Students who fail to meet the requirements will be suspended from federal financial aid.

## **FINANCIAL AID SUSPENSION**

If the warning status is not removed as defined in Financial Aid Warning, federal financial aid will be suspended. You have an opportunity to appeal a suspension. If you do not appeal, or your appeal is denied, you must successfully complete credit hours without the assistance of federal financial aid to achieve a completion rate of at least 66.67 percent and cumulative GPA of at least 2.00 in order to regain financial aid eligibility. If you complete additional credit hours, you must contact the Financial Aid Office to have your academic progress recalculated. You can still receive non-federal assistance.

## **DENIAL OF AID**

Aid may be denied for several reasons: no need or insufficient demonstrated financial need, lack of institutional funds, failure to make satisfactory progress toward completion of the certificate or degree, exceeding the maximum credit hours for the certificate or degree, default on a federal student loan, or failure to submit required documentation.

## **FINANCIAL AID APPEALS PROCESS**

If students lose their financial aid eligibility and feel there are mitigating circumstances, they may appeal in writing to the Financial Aid Office. If the appeal is granted, they will be placed on an academic plan. If the student is placed on probation, the cumulative standards of 66.67 percent completion rate and cumulative GPA of 2.00 must be met by the end of the probation semester.

If the student is placed on an academic plan, the student must adhere to all requirements outlined in the academic plan. Minimum requirements are successful completion of 66.67 percent of attempted credit hours and a GPA of 2.00 at the end of the specified semester. Other additional restrictions may apply. Progress is evaluated at the end of each semester. The student may continue on the academic plan for subsequent semesters until the cumulative completion rate is at least 66.67 percent and cumulative GPA is 2.00.

If at the end of either the probation or any academic plan semester, the minimum standards are not met, the student will be suspended a second time. Once the cumulative minimum standards are achieved, the student will be considered to be making satisfactory academic progress. Student appeals will be considered and reviewed by the Satisfactory Academic Progress (SAP) Committee. Submission of an appeal does not guarantee approval.

The Fresh Start Program does not affect the Financial Aid Standards of Academic Progress Policy.

## **ADDITIONAL DEGREES/CERTIFICATES**

Students who have received one or more degrees or certificates and are returning for an additional degree or certificate must complete a New Degree Appeal in the Financial Aid Office to be considered for any further aid. The student will be

notified of the new credit hour maximum limit for financial aid. Once the student has reached the new limit, financial aid will be terminated. Financial aid will be limited to only those classes required for the new degree or certificate.

## **WORK-STUDY PROGRAM**

The Federal Work-Study Program provides part-time college employment if you have financial need. You must be enrolled for at least six credit hours each term to be eligible to participate. To be considered for Summer employment, you must have a completed financial aid award for the upcoming year with federal work-study eligibility. The wage is no less than the federal minimum wage. You may work up to 18 hours per week. The amount you may earn in a school year is determined by the amount of your financial need, other financial aid, and availability of federal funds.

## **FEDERAL WORK STUDY BRIGHT EXPERIENCES PROGRAM (FWS)**

Clark State was selected by the U.S. Department of Education to participate in the Federal Work- Study (FWS) Experiment Program. This initiative may allow qualifying students an opportunity to earn Federal Work-Study funds for work experiences required by their academic programs or off-campus work-study positions. Students eligible for the Federal Work- Study Program (FWS) may have the opportunity to participate in the experiment and receive Federal Work- Study pay while working off-campus positions.

The College-Funded Work-Study Program provides part-time campus employment even if you do not show financial need (as you would for the Federal Work-Study Program). The wage rate and hours worked are the same as for the federal program.

The Office of Career Services assists students with locating part-time employment on campus.

## **REMEDIAL COURSEWORK**

You may receive federal financial aid payments for no more than 30 hours of non-credit remedial course work. This restriction holds for all the federal grants, loans and work-study. You can, however, still receive federal financial aid payments for credit courses enrolled during same term as remedial courses.

## **REPEATED COURSEWORK**

Previously passed courses may be included when determining enrollment status for the term as long as it is not the result of more than one repetition of a previously passed course, or any repetition of a previously passed course due to you failing other coursework. Students who must repeat coursework due to program requirements (i.e., Judicial Court Reporting Skills) should contact the Financial Aid Office for information.

## **WITHDRAWALS**

Financial aid is based on the number of credit hours for which students are officially registered. They must notify the Financial Aid Office of any changes in enrollment.

If students add or drop credit hours, their financial aid will be automatically recalculated based on your level of enrollment. This recalculation will continue throughout the semester. Federal student aid may have to be reduced, returned to the U.S. Department of Education and you may owe funds back to Clark State.

## **NON-ATTENDANCE**

Students that fail to attend class and actively participate within the first 15 days of the semester (reported by the class instructor) will be administratively withdrawn from the class. Tuition and fees for the class will be refunded and financial aid will be adjusted accordingly.

## **UNOFFICIAL WITHDRAWALS**

Students who begin class but stop participating either by class attendance, online contact, or assignments prior to completion of 70 percent of the term, will be considered an unofficial withdrawal. The student will receive a failing grade of UW on their transcript. In addition, a required federal financial aid recalculation will be completed and the student may owe funds back to Clark State.

## **FINANCIAL AID RETURN OF TITLE IV FUNDS POLICY**

Any student receiving Federal Title IV funds will be subject to the policy below regarding the return of Federal Title IV funds.

**Students who withdraw will have their eligibility for federal aid recalculated based on the percentage of the term completed, which shall be calculated as follows:**

- The percentage of the semester completed is the percentage of aid earned. This is calculated by the number of days the student attended divided by the number of calendar days in the payment period (i.e. semester). For example, if a student completely withdrew on the 20th day of the semester that is 114 days in length, the student would have only

earned 17.5 percent of the aid they received (20 divided by 114 = 0.175). Clark State and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the period the student remained enrolled.

- If the College returns funds to the Title IV aid programs, it could result in the student owing Clark State charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses. Unearned federal aid will be returned in the following order: Federal Direct Stafford Loans (unsubsidized, then subsidized), Federal PLUS Loans, Federal Pell Grant, and Federal SEOG.
- Students who remain enrolled more than 60 percent of the payment period (semester) are considered to have earned 100 percent of the aid received and will not owe a repayment of Federal Title IV grant funds. Students who withdraw from current courses but still are enrolled in later term courses must inform the Financial Aid Office of their intent to attend or withdraw from the later starting courses.

***\*Please note that students are responsible for any balance owed to Clark State as a result of the repayment of federal aid funds. For more information on the Financial Aid Refund Policy, please contact the Financial Aid Office.***



# STUDENT SERVICES AND PROGRAMS

## ACADEMIC ADVISING

Academic advising is a shared responsibility between the student and academic advisor. The student and academic advisor collaborate to develop, follow and complete an academic plan for the first two semesters. New students must meet with their academic advisor to discuss their goals for their academic program. First-term students should attend or complete an online New Student Orientation followed by an advising appointment for placement test score interpretation and first term scheduling assistance.

It is recommended that students develop both short and long-term plans and discuss those with their academic advisor.

The academic advisor's role is to discuss options and offer advice regarding your academic program of interest. After completing the application process and first-year placement evaluation process by placement assessment, academic advisors can provide guidance with scheduling.

Students with transfer credit from another college should have official transcripts sent to the College, and should also have an unofficial copy in hand when they meet with an academic advisor.

During the advising session after New Student Orientation, academic advisors will review the specific requirements for completion of the student's academic program. However, the program requirements can also be found on the Clark State website or in Student Planning.

New students will meet with an academic advisor until the appropriate time to transition to their programmatic faculty advisor. Health majors may work with their academic advisor until they have been admitted into their program.

If you do not know the name of your academic advisor, you may contact Academic Advising at the Beavercreek, Bellefontaine, Springfield and Xenia locations or email [advisors@clarkstate.edu](mailto:advisors@clarkstate.edu).

## ADVOCATE

An advocate is an informal and neutral resource who provides assistance to students in exploring options to resolve problems, complaints and conflicts. An advocate does not replace the formal grievance, investigative or appeal processes made available by the College. An advocate does not have the authority to make decisions or enact policy.

### **An advocate will:**

- Listen and discuss questions, issues, and concerns with students
- Assist with the informal and formal grievance/complaint processes
- Help identify and evaluate options available to address concerns
- Clarify College policies and procedures
- Assess student needs and refer to appropriate services
- Help students understand their rights and responsibilities

## BEHAVIORAL INTERVENTION TEAM (BIT)

The Behavioral Intervention Team (BIT) is a team of trained staff who monitor student behavior, develop appropriate intervention plans and coordinate services for students.

The purpose of BIT is to provide a safe environment for our campus community through collaboration, information collection, risk assessment and intervention. BIT provides a proactive and team approach to enhance students' physical and emotional safety. BIT does not take the place of standard classroom management techniques used by faculty.

## CAREER AND EMPLOYMENT SERVICES

Sound career choices are based on knowledge about yourself and the world of work. Whether you are choosing a major, researching your chosen career field, or preparing for your job search, Clark State will help you meet these challenges.

We have a full range of services designed to assist you in exploring the wide range of personal and professional choices open to you and to find the career path that fits you best. All Clark State students and alumni are encouraged to use the web-based resume referral service, self-assessment, career exploration and job search resources.

For assistance with career exploration, schedule an appointment with an academic advisor at the Beavercreek, Bellefontaine, Springfield and Xenia locations.

For assistance with writing a resume, preparing for an interview, obtaining interview attire, securing a co-op/internship, applying for jobs, and many other career-related activities, call 937.328.6468.

You may also access resources online at [www.clarkstate.edu/student-life/career-planning](http://www.clarkstate.edu/student-life/career-planning).

## CARE TEAM

The CARE (Concern, Assessment, Response, Evaluation) Team is a multidisciplinary team of staff that provides coordinated support for students who may be experiencing academic, personal or emotional challenges or demonstrating concerning behavior.

The purpose of the CARE Team is to coordinate resources on campus and in the community to support the well-being and success of students. The CARE Team does not take the place of standard classroom management techniques used by faculty.

## COMMUNICATION LAB

The Communication Lab is a free resource devoted to helping students become more comfortable and confident public speakers. The Lab provides a safe and creative space to help students develop and improve oral communication and presentation skills.

## COOPERATIVE EDUCATION

Cooperative education is a unique form of education which shows you how to use classroom learning in the workplace. This combination of classroom study and related, paid, and supervised on-the-job training prepares you to join the workforce after graduation.

Clark State operates on a semester calendar. This allows you to be placed in a work site for approximately 15 weeks each semester. Most students prefer to work part-time (typically 20 hours per week) while carrying either full- or part-time coursework. Some students may prefer to work full time during the summer.

### To participate in the Co-op Program at Clark State, you must:

- Be a currently enrolled student with a GPA of at least 2.0 (some employers may have a higher GPA requirement),
- Successfully complete the course Employability Skills (EBE 1000).
- Be committed to obtaining a degree from Clark State.

For more information, contact the Career Services Coordinator at 937.328.6468.

## COUNSELING SERVICES

Counseling Services can help students who are experiencing depression, anxiety, relationship problems, stressful events, or loss. Licensed mental health counselors and a peer recovery support specialist can provide crisis intervention, short term counseling, ongoing support, and assistance finding resources or treatment. Services are free and confidential (except in cases in which disclosure of information is necessary to protect you or others from physical or life-threatening harm).

In person appointments at all campus locations as well as virtual counseling appointments are available. To make an appointment call 937.328.7961 or email [vannoordm@clarkstate.edu](mailto:vannoordm@clarkstate.edu). 24/7 access to a mental health counselor is available by phone at 937.328.7961.

## HONORS PROGRAM

The Honors Program provides heightened student and faculty interaction and academically challenging coursework to high-achieving and motivated students. The Honors Program requires students to seek intellectual challenges, think critically, reflect upon experiences, and assume more responsibility for their learning experience.

A special Honors Distinction is earned by students who successfully complete four honors courses with a grade of B or higher. Students complete a slide presentation based on an honors project for each honors course. A team of judges evaluate the presentations, and scholarships are awarded to eligible students with the highest-ranked presentations.

## LIBRARY

The Clark State Library, located in the Sara T. Landess Technology and Learning Center, provides a variety of materials and services to students, faculty, staff, and the community. The Library owns more than 35,000 books, 150 magazine and journal titles with electronic access to thousands more, and over 2,000 media titles. In addition, through OhioLINK, the library provides access to 17,000 periodicals and more than 49 million books, plus nearly 70,000 e-books. The library website offer links to the catalog and to OhioLINK, as well as to other helpful tools.

A valid Clark State student identification card serves as your library card and entitles you to full borrowing privileges. A valid identification card also serves as a library card to other college and university libraries in Ohio.

Students can reserve small group study rooms, which have VCR/DVD players. Reservations must be made four hours in advance.

The Paul Laurence Dunbar Library at Wright State University serves as the nearest library for students at the Beavercreek and Xenia locations. Students may access and utilize this library with a valid Clark State student ID. OhioLINK services are available at the Beavercreek location.

## OFFICE OF ACCESSIBILITY SERVICES

The Office of Accessibility Services is the official contact for students with any type of disability who request academic adjustments, reasonable modifications, auxiliary aides, and/or services to provide equal opportunity for academic success. Accessibility staff serve as advocates for you and will assist you in achieving equal access to all College programs and services.

Students must self-disclose their disability and register with the Office of Accessibility Services in order to receive accommodations. Students may need to provide documentation of the disability such as an Individualized Education Plan (IEP), Multifactor Evaluation (MFE), or other testing information, or a letter from a doctor or other licensed professional. Students are strongly encouraged to meet with accessibility staff at the Beavercreek or Springfield locations before enrolling in classes to determine eligibility for services. For more information, contact the Office of Accessibility Services at 937.328.6019 or 937.431.7155.

### ACCOMMODATIONS RELATED TO A PREGNANCY

Students who are pregnant or recently have given birth may qualify for accommodations as covered by Title IX of the Education Amendments Act. For more information or to register for accommodations related to a pregnancy, contact the Office of Accessibility Services.

## OFFICE OF STUDENT SUPPORT

The Office of Student Support provides support to students throughout their college career and helps them achieve their academic and personal goals. It is very common for college students to experience difficulty at some point during their time at Clark State related to academic pressures, personal issues or physical/mental health problems. The Student Support Specialist coordinates referrals to campus and community resources and offers follow-up support to address a variety of issues, including but not limited to, housing displacement, lack of childcare, transportation barriers, food insecurity and physical health/wellness.

Students are encouraged to self-refer to access support and assistance. In addition, if you have a concern for another student's well-being, please make a referral to the Office of Student Support.

The following resources are available on campus: food pantry, coat closet, school supplies, hygiene products and grab and go food stations. Case management services are also available to help address personal barriers you may encounter while trying to balance school, work and family responsibilities. Representatives from CareSource, Job and Family Services, Second Harvest Food Bank and Springfield Metropolitan Housing Authority hold regular hours at the Springfield campus. We will connect you with agency representatives in your county of residence.

## STUDENT CODE OF CONDUCT

The College aims to provide all of its students with the support and guidance they need to achieve success. Students are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the College community.

Through the Student Rights and Responsibilities/Code of Conduct, the College strives to address, reduce and prevent behavior that undermines academic success and detracts from the educational mission of the College; to ensure the health and safety of the College community; and to provide timely support and resources for students.

## SUCCESS CENTER/STUDENT ACADEMIC SUPPORT CENTER

The Beavercreek location offers a Success Center located in Room 121. Services include academic testing, ACCUPLACER assessment, Accessibility Services, and serves as the drop off and pick up location for OhioLINK online orders.

The Springfield location houses the Student Academic Support Center on the first floor of Rhodes Hall. Services include advising, testing, ACCUPLACER assessment, Accessibility Services, Aspire for adult learners, and tutoring. The Communication Lab is also located in the Student Academic Support Center.

## TRIO STUDENT SUPPORT SERVICES

TRIO is a federally funded college opportunity program designed to motivate and support students in their pursuit of a college degree. TRIO empowers students to reach their academic, personal and career aspirations.

**TRIO eligibility focuses on students who need academic support and meet one of the following qualifications:**

- First generation (those whose parents or guardians have not completed a bachelor's degree)
- Financial need
- Documented disability

**TRIO offers students:**

- Academic tutoring and instruction in various subjects, including math and English, as well as study skills

- Advice and guidance on majors and college course
- Information and instruction on financial aid and economic literacy
- Assist students who want to transfer to a four-year college/university
- Help complete the FAFSA and scholarship applications
- Guidance on choosing the right major for the best career
- Connect students to campus and community resources
- Opportunities to attend cultural activities such as plays, sporting events, museums and festivals

TRIO is a limited space program. An application is available on the Clark State website. For additional information contact TRIO at 937.328.6122 or [TRIO@clarkstate.edu](mailto:TRIO@clarkstate.edu).

## **TUTORING**

Tutoring is available by subject area free of charge to all Clark State students. A schedule of available tutoring hours will be posted at the beginning of every term on the myClarkState portal. Additionally, TutorMe is an online tutoring platform available through Blackboard. For more information about tutoring or to become a tutor, please email [successcenter@clarkstate.edu](mailto:successcenter@clarkstate.edu) or visit the Student Academic Support Center in the lower level of Rhodes Hall or the Beavercreek location.

## **VETERANS SERVICES**

If you are a veteran or a dependent of a veteran, you may qualify for educational benefits. If you have served in the military, Selected Reserve, or National Guard, financial assistance for college may be available. An academic advisor specializing in educational benefits for veterans will assist students who qualify for this type of assistance to cover the expense of college tuition.

Our advisors will help you complete the appropriate VA forms to receive your educational benefits and provide important information on what you must do to maintain the benefit while taking classes at Clark State. For more information or to receive personal assistance, please contact Veteran Services at 937.328.6462.

## CAMPUS SERVICES

### BOOKSTORE

In continuing to make college more affordable for students, Clark State contracts with eCampus to be the online provider of textbooks. This virtual bookstore already knows what you've registered for and will help you select the correct textbooks. You may access the virtual bookstore through the quick link on the Clark State portal.

The on-campus bookstore, located in Springfield inside the Rafinski Student Center, serves students by offering laptops, printers, supplies, bus passes, as well as Clark State merchandise.

Book buy backs and rental returns are available during regular business hours daily, year-round, in the on-campus bookstore and 24/7 through the virtual bookstore.

### CAMPUS SAFETY AND SECURITY

In order to provide a safe and secure environment for students, the Campus Police Department on the Springfield campuses is staffed by officers from the Springfield Police Department and student cadets. The Beavercreek campus is staffed by a private security firm. Bellefontaine buildings follow the procedures established by Ohio Hi-Point, including having the Bellefontaine Police Department respond in case of emergencies. The Xenia location relies on services provided by the Xenia Police Division.

- Springfield Campus Police | 937.328.3856
- Beavercreek Location Security Guard | 937.605.8339
- Bellefontaine Police Department (Ohio Hi-Point) | 937.599.1010
- Xenia Police Department | 937.372.9901

**If you are a victim or a witness to a crime, notify law enforcement at the earliest safe opportunity by calling 911. If you are the victim or a witness to a crime, you can also report the incident to one of our designated Campus Security Authorities (CSA):**

- Nina Wiley, Assistant Vice President, Student Affairs | TLC 115 | 937.328.7936
- Natalie Johnson, Associate Dean, Regional Locations | Greene Center G108 | 937.429.8926

### EAGLE ALERTS

Eagle Alerts is a free emergency text messaging service. In the event an emergency or severe weather condition affects the campus or classes, an alert will be sent to the mobile numbers and/or email addresses that you submitted. Your Clark State email address is always included in these alerts. You may specify additional email addresses and mobile phone numbers to receive alerts.

### HOUSING

#### Wright State University Housing - Wright Path Program

Students enrolled in the Wright Path Program that have been approved to live in Wright State's housing will have the opportunity to have their financial aid cover the cost or assist in covering the cost of housing at Wright State. Students apply online at Wright State University Residence Life and Housing.

### INTERFAITH/MEDITATION ROOMS

Interfaith/Meditation Rooms are quiet spaces for students, faculty and staff to maintain their spiritual well-being and to encourage diversity and inclusion within our campus environment. The locations are Rhodes Hall, room 217 in Springfield and G235 in Beavercreek. A quiet space can be requested at our Bellefontaine and Xenia locations by talking with a staff member.

### IT HELP CENTER

The IT Help Center will help students with all types of technology issues, such as problems with Blackboard, myClarkState student portal, MFAs, computers on campus, student account access, etc.

Phone support and Live Web Chat are available 24/7/365. Contact the IT Help Center at 1.866.223.0387, visit online at [help.clarkstate.edu](http://help.clarkstate.edu) or in person on the second floor of Rhodes Hall.

### MERCY HEALTH SPRINGFIELD PRIMARY CARE AT CLARK STATE

The clinic, located on the Springfield campus, offers a full range of primary care services, prescriptions, immunizations, acute illness care and more. The clinic features three exam rooms and serves as the primary medical care facility for Clark State students, faculty, staff and the community at large.

Services that are included in the Clark State student health service fee are five clinic visits per student throughout the year when needed, plus one wellness visit. The wellness visit includes basic health, wellness and vision screening,

health risk appraisal/questionnaire, blood pressure reading, body mass index calculation, basic lab testing, review and education of result and an annual flu shot.

Any visit after six total visits will be billed to the student's insurance. If the student does not have health insurance the appropriate fee for service billing process will be established. This will allow the student to be eligible for the 40% prompt pay discount with the Mercy Health fee schedule and policy.

## **MOTHERS ROOMS**

Mother's rooms (lactation rooms) are available across campus to meet the needs of nursing mothers. Each room offers a clean, secure, and private space for faculty, staff and students to express breast milk during their time on campus. All lactation room users are expected to clean up after each use of a room.

In Springfield, Mother's rooms are located in the Applied Science Center Room 117, Rhodes Hall Room 213A and Brinkman Educational Center Room 223. An appropriate space can be requested at our Beavercreek, Bellefontaine and Xenia locations by talking with a staff member.

## **PARKING ENFORCEMENT AND PENALTIES**

Parking permits are not required for students. Drivers should observe all College, local and state traffic and parking regulations and drive safely giving pedestrians the right of way at all times. Anyone operating a vehicle on campus is responsible for learning and complying with all traffic and parking regulations. The College reserves the right to ticket, immobilize and/or tow, at the owner's expense, any vehicle in violation of established traffic and parking regulations. In Springfield, the College partners with the Springfield City Police Department to provide safety and security services. Violations are subject to Clark State fines and penalties or City of Springfield fines, penalties, and a possible court appearance depending upon the nature of the violation.

## **CLARK STATE VIOLATIONS AND FINES**

Parking on grass, sidewalk, loading zone or other restricted area: \$25

Student in faculty/staff lot: \$20

Improper parking: \$20

Parking in visitor designated spaces: \$10

### **City of Springfield violations and fines include the following:**

- Handicapped parking without displaying a permit issued by the State of Ohio
- Parking in fire lane
- Disobeying traffic control device
- Reckless operation

### ***These fines are set and controlled by the City of Springfield.***

Other violations that could be cited and require a court appearance include speeding, operating vehicle on walkway or grass, driving under suspension, DUI, no valid driver license, failure to stop, refusing to cooperate, giving false information and obstruction of official business.

## **REPORTING CONCERNS**

Clark State College recognizes the importance of providing students with a formal reporting system that will address general incidents, student conduct, including sexual misconduct, and academic concerns such as grades, and non-academic issues, such as customer service.

The reporting forms can be used to submit information regarding sex discrimination, a violation of the Student Code of Conduct and general incidents.

The reporting links are located at the bottom of every Clark State web page and in the student portal. Contact a staff or faculty member if you have questions on which form should be used.

## **STUDENT ID**

Student IDs are generated in the Library in Springfield, Information Desk in Beavercreek, Student Services in Xenia and the Admissions Office in Bellefontaine. Students are requested to carry their ID card when on campus. The student ID is necessary for the use of various services on campus, admission to athletic events and otherwise as a verification of enrollment.

## STUDENT PRINTING

Each enrolled student is provided \$7.50 in a printing account to print documents on campus each semester. Black and white pages will be charged against the student's printing account at a rate of 3.5 cents (\$0.035) per single-sided page printed and 7 cents (\$0.07) per double-sided page printed. Students who exceed the \$7.50 allocation for the semester can add additional funds for printing by purchasing a printing top-up card at the bookstore. Money placed into the students' printing accounts by the student will carry over from one term to the next. However, once the money is placed into the printing account, it cannot be refunded.

Each term, the College will refresh all enrolled student accounts with \$7.50. Unused pages do NOT carry over from one term to another. The value placed in the students' printing accounts by Clark State will be used before any carryover funds added by the student are used. A lack of funds in a student's printing account will not be considered a valid reason for not meeting deadlines for submitting coursework.

## VENDING

Vending machines are located in Springfield in the Applied Science Center, Karen E. Rafinski Student Center, Shull Hall and the Brinkman Educational Center and at the Beavercreek location. Credit cards and cash are accepted tenders.

## WEATHER DELAYS AND CLOSINGS

In the unusual event, the College closes or delays for inclement weather or any other emergency, an announcement will be communicated through Eagle Alerts and posted on Clark State's website, Facebook, Twitter, radio and television stations listed on the Emergency Closings area of myClarkState portal. The announcement will be made as early as possible, generally beginning at 6 a.m. for day classes and 1 p.m. for evening classes.

**Closing the College** - Every attempt shall be made to announce the closing by 6 a.m. the morning of the cancellation. If at all possible, the decision to close the College shall be made the previous night.

**Closing the College for Evening Classes Only** - Every attempt shall be made to reach a decision by 1 p.m. However, there are times when the appropriate information or conditions are not available at that time. Announcements shall be made as soon as the decision is reached. All offices and services shall be closed no later than 5 p.m. (i.e., library, gym, wellness center, etc.).

**Closing the College Early** - If a decision is made to close the College early, announcements shall be made as soon as the decision is reached.

**Delaying the Start of Classes** - When the start of classes is delayed to a time later than 8 a.m. (i.e., 10 a.m. or noon), the classes scheduled during the delay period will not meet. Classes scheduled after the College has reopened will be held at their usual times. There will be no abbreviated class sessions. Buildings will open one hour prior to the start of classes. Announcements will be made as soon as the decision is reached.

**Students are expected to attend all class sessions.** When the College remains open during inclement weather and you cannot attend class, please notify your instructor. Students will still be responsible for any missed class activities or assignments. It is up to the individual instructor as to any accommodations made with students when classes are missed. (See also Children in Classes).

## WELLNESS CENTER/GYMNASIUM

The Wellness Center is available for students, faculty and staff to use. A wide array of cardiovascular exercise equipment (or aerobic) ranging from treadmills, bikes and steppers to cross-training equipment is available. The Wellness Center also offers strength training equipment ranging from free weights to multipurpose unit machines. The Clark State gymnasium is available for recreational use. Locker rooms and showers are available for use. You will be required to present a valid student ID before accessing the Wellness Center and gymnasium.

# STUDENT LIFE

## ATHLETICS/INTRAMURALS

Clark State College offers five intercollegiate athletic programs: men's basketball, men's baseball, women's basketball, women's softball, and women's volleyball. New to Fall 2023, Clark State offers a co-ed Esports team.

As a member of the National Junior College Athletic Association (NJCAA) and Ohio Community College Athletic Conference (OCCAC), Clark State competes in Division II intercollegiate athletics. Athletic scholarships are available for qualified student-athletes. For more information about recruiting, eligibility, and participation in intercollegiate athletics, contact the Athletic Department at 937.328.7819.

You may also participate in recreational and intramural sports. Some of the activities include disc golf, flag football, co-ed volleyball, wiffle ball, soccer and basketball.

## EPSILON PI TAU

Epsilon Pi Tau is the International Honor Society for Professions in Technology. The organization was first conceived in 1928 at The Ohio State University as a Greek letter fraternity to recognize leaders and potential leaders in the fields related to technology education of that time and has expanded its role to honor deserving members in the technology professions. There are 123 campus and field chapters throughout the world. To be eligible to join the Clark State Chapter, Delta Iota, students must have a minimum GPA of 3.25.

## PHI THETA KAPPA

The Alpha Nu Lambda chapter of Phi Theta Kappa (PTK) is an international honor society that offers opportunities for intellectual enrichment, personal development and scholarships through programs based on the four hallmarks of Scholarship, Leadership, Service and Fellowship. Phi Theta Kappa recognizes and encourages academic achievement. You will be invited to become a member of Phi Theta Kappa once you earn and maintain a cumulative GPA of 3.5 or higher and complete a minimum of 12 credit hours leading toward a degree or certificate.

## SALUTE

SALUTE (Service - Academics - Leadership - Unity - Tribute - Excellence) is the national honor society that recognizes and honors the service and the scholastic achievements of student veterans. The members of SALUTE have shown courage, strength, leadership, excellence and perseverance in their military endeavors and now are showing that same commitment to their academic careers.

Members include retirees, disabled veterans, active-duty military, National Guard and reservists returning to higher education, starting second careers or helping fund their college careers with military service. A minimum GPA of 3.0 is required for membership.

## STUDENT AMBASSADOR PROGRAM

Student Ambassadors are positive, enthusiastic, and well-informed representatives of the college who work with faculty, staff, students, and the community to promote Clark State's programs and services. They serve as advocates for all students by fostering support in their academic performance, achievement, and social development. Student Ambassadors are dedicated to student success, diversity, and strengthening student connections. To be eligible, a student must have a minimum grade point average of 2.5, completed a minimum of 12 credit hours, and received approval from the Student Ambassador Selection Committee.

## STUDENT SENATE

Student Senate is a leadership organization of elected representatives from each Clark State campus. Student Senate provides a forum to discuss issues concerning the student body, listens to students' ideas, and organizes and approves activities for the campus community.

The purpose of Student Senate is to improve Clark State College campus life, serve as a communications link between the student body and administration, and serve as a vehicle for student expression. In addition, Student Senate plans non-academic activities for the student body, participates in community service activities and leadership development opportunities, and represents the student body on various college committees.

**All students are welcome to attend and participate in Student Senate meetings.**

## STUDENT CLUBS

There are many types of student clubs available on campus. By getting involved, you will meet new people, gain leadership skills and build an array of qualifications for future career opportunities. Get involved, show your Clark State spirit and have a little fun! Visit the student portal for advisor contact information for each of the student clubs below.



### **Ag Club**

The Ag Club serves students who are in the agricultural and horticultural programs and focuses on fostering leadership skills. The goal of the club is to build a community, raise awareness in the Agricultural/Horticultural fields, further educate outside of the class and apply technical skills/education to improve the environment.

### **Clark State LGBTQ+ Alliance**

The vision of the Clark State LGBTQ+ Alliance is a College community where people of all genders and sexualities feel safe, understood and able to thrive.

The mission of the Clark State LGBTQ+ Alliance is to provide a safe space for LGBTQ+ students and their allies. We aim to do this by educating and engaging our campus about issues important to the LGBTQ+ community; providing opportunities for ongoing dialogue and student/faculty/staff development related to LGBTQ+ inclusion and equity; and providing a support network for LGBTQ+ students using all services and resources in the Clark State and surrounding community.

### **Creative Writers Club**

Creative Writer's Club will be representative of the student body and Clark State College for the primary purpose of enabling students to express themselves through poetry, stories, satire or prose. Creative Writers Club produces at least one creative journal of students' work per year.

### **Criminal Justice Club**

The Criminal Justice Club provides an opportunity for criminal justice students to become more knowledgeable of criminal justice entities, the resources they utilize and the relationship criminal justice practitioners have with the community they serve. Objectives are to provide a forum for criminal justice students to compare criminal justice practices to classroom instruction and to assist in community-based projects aimed at reducing or serving as an alternative to crime.

### **Men of Clark State**

Men of Clark State is a cross-functional program for black males attending Clark State with a focus on whole-self growth and development with mentoring, support and engagement.

### **NAMI (National Alliance on Mental Illness)**

NAMI works to end stigma, to make it okay to seek help, and to make sure everyone knows how to help a friend and to ensure our campus is a welcoming place for everyone. The goal of NAMI is to educate Clark State about mental health issues and to encourage students to learn about mental health resources on and off campus.

### **Physical Therapy Assistant Club**

The object of this organization is to bring unity to its members (especially between first year and second year students), to enhance communication between faculty and students, to broaden awareness of our organization, to expand our educational awareness of current changes and updates in the field of Physical Therapy and to promote our own professional development.

### **RN Student Representatives**

The RN Student Representatives are elected by RN students to serve as liaisons between the student body and RN faculty. The elected students represent the voice, opinion, and needs of the RN student body at all locations. RN Student Representatives attend RN faculty and Student Senate meetings and meet with the RN student body.

### **Student Theatre Guild**

The Clark State College Student Theatre Guild is an enthusiastic, energetic organization aimed at providing quality student-produced theatre within the college and for the entertainment of its students. We see ourselves as an extension of the Theatre Arts Program and our aim is to work with and act as an advertisement for the department.

The Theatre Guild's goal is to produce two to three plays per season of various types. Plays may be written by our students or established authors.

# COLLEGE POLICIES AND PROCEDURES

## ACADEMIC INTEGRITY PROCEDURES

Clark State College is committed to providing educational opportunities that promote academic, professional and personal growth in students. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the Student Code of Conduct and are therefore prohibited.

Academic integrity is the responsibility of both the student and the faculty.

Faculty members play an important role in maintaining academic standards. Faculty have multiple opportunities to inform students about what academic dishonesty is, to teach students ways to avoid unintentional infractions, to identify and confront violators, and to serve as models of academic integrity. Faculty and students come from a variety of backgrounds and cultures, giving rise to different expectations or moral and ethical behavior. Well-defined and effectively communicated standards in the classroom reduce uncertainty and clarify expectations.

Students must familiarize themselves with the college's definition of academic dishonesty and with the faculty member's standards and expectations as communicated on the course syllabus. Should a student have questions about potential academic misconduct on an examination, test, quiz, or other evaluated work, the student must contact the instructor for clarification prior to completing the assignment.

### **Academic misconduct includes but is not limited to the following activities:**

- Inappropriate collaboration on work to be evaluated.
- Any unauthorized use of material (books, notes of any kind, electronic media, including cell phones, and so forth) during an examination, test or quiz.
- Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.
- Having another person take an exam; having another person write a paper or complete an assignment for which the student will receive credit.
- Copying or providing another student an examination, assignment or other work to be evaluated.
- Submitting work for which credit has already been received in another course without the expressed consent of the instructor.
- Plagiarizing or permitting one's work to be plagiarized. Plagiarism is defined as the representation of another's words, thoughts or ideas as one's own. While it is expected that a student who is engaged in writing shall utilize information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes but is not limited to:
  - Utilizing a direct quotation without citing the source.
  - Paraphrasing the ideas, interpretation and expressions of another without giving credit.
  - Using the ideas of others as their own by failing to acknowledge or document sources. Sources of information should be credited or footnoted by following English language style guide, either American Psychological Association (APA) or Modern Language Association (MLA) Handbook.

### **When a student is suspected of a violation of academic integrity, the faculty member may talk with the student to determine whether completing an Academic Incident Form (AIF) is warranted. If the faculty member determines that an AIF is warranted, the following procedure shall be followed:**

- The faculty member shall document the alleged violation utilizing the AIF, notify the student of the alleged violation, and provide the student with the AIF and a copy of the academic integrity procedures. The student must be notified and provided with the form and procedures within ten working days of the date on which the faculty member determines that an AIF is warranted. Notification should be via U. S. registered mail or in person. E-mail notification should only be used within an online course shell. The student has five working days from the date of receipt to respond. The division dean shall be provided with a copy of the AIF.
- Should the student not respond within five working days of receiving notification of the academic incident, or not schedule, or not attend the conference with the faculty member, the faculty member, in the student's absence, shall make a decision as to whether the student did or did not violate academic integrity using all available information and conferring with the division dean. The decision shall be documented on an Academic Incident Resolution Form (AIRF) and given or mailed to the student. Copies shall be maintained by the faculty member and division dean. Students who do not respond, schedule or attend the conference with the faculty member also forfeit their rights to the appeals process.
- If, as a result of the conference with the student the faculty member believes that no violation took place, the faculty member shall dismiss the case and the issue shall be considered resolved. An AIRF documenting the resolution of the incident shall be completed by the faculty member and signed by both the faculty member and the student. The original AIRF shall be given to the student with copies distributed to the faculty member and division dean.
- If, as a result of the conference with the student the faculty member believes that "more likely than not" a violation did occur, the faculty member may issue a sanction up to a grade of zero for the assignment. An AIRF documenting the

resolution of the incident including the sanction shall be completed and signed by the faculty member. The student shall be asked to sign the AIRF indicating that the information on the form is an accurate reflection of the decision(s) made during the conference. The original AIRF shall be given to the student with copies distributed to the faculty member, division dean and vice president of academic affairs (VPAA). In the event that the student challenges the sanction, the faculty member shall inform the student that he/she has five working days to appeal the sanction in writing to the appropriate academic dean.

- If the student wishes to appeal the dean's decision, the student has five working days to appeal to the VPAA.
- When appeals are made to the dean and VPAA, the evidence presented by the faculty and student shall be reviewed and a decision shall be made and communicated to the student in writing within five working days. If the dean or VPAA finds in favor of the student, the faculty member shall reevaluate the student's work based on its merits and assign the appropriate grade. The decision of the VPAA shall be final.
- If the faculty member believes that the seriousness of the incident warrants action more severe than issuance of a grade of zero for the assignment, the case shall be referred to the Academic Integrity Hearing Panel (AIHP) for further sanctioning. Referrals should occur within ten working days. Student appeals of an AIHP decision are submitted to the VPAA; the student must wait until after the AIHP has met and communicated their decision.
- If the faculty member believes that the seriousness of the incident warrants additional action beyond issuance of a grade of zero for the assignment, the case shall also be referred to the AIHP for further sanctioning and the AIRF shall indicate such. Furthermore, any student who has previously been found responsible for committing an act of academic dishonesty according to the records maintained by the VPAA shall also be referred to the AIHP for further sanctioning. Referrals should occur within ten working days of the most recent deadline in the process as it relates to the most recent incident.
- In instances when an academic violation is referred to the AIHP by a faculty member or the office of the VPAA because of the seriousness of the offense or a record of repeated offenses, in addition to the sanction that was issued by the faculty member, the student may be issued a failing grade for the course, placed on probation, suspended for a specified period of time, or expelled. The student's cumulative academic dishonesty history shall be taken into account during the AIHP sanctioning phase.

The AIHP consists of six panel members – three faculty members representing three different divisions, one academic dean, and two students. The dean and faculty members shall be appointed by the VPAA and should not be familiar with the student's academic integrity violation(s). The dean shall serve as chair. The office of the assistant vice president of student affairs is responsible for the selection of the student representatives. The AIHP hearing shall provide the student and college faculty/staff an opportunity to present views, call witnesses, and present documents and other evidence. An advocate of the student's choice may accompany the student to the hearing but the advocate is not permitted to address the panel or to provide legal counsel. The College shall be represented by the instructor(s) of the course(s) giving rise to the incident(s) and/or the dean(s) of the division(s) with which the course(s) are affiliated. The panel shall convene within ten working days of receiving the request.

The AIHP shall provide written notification of its decision within five working days of the hearing via use of the AIHP form and may attach additional explanation as appropriate. Students may appeal the decision in writing to the VPAA within five working days. Students who fail to attend or reschedule the AIHP hearing forfeit their rights to appeal the panel's decision.

If the student appeals the decision of the AIHP to the VPAA, the VPAA shall review the appeal and communicate the decision to the student within five working days in writing. The decision of the VPAA is final.

If the alleged academic violation or the sanction of the academic violation cannot be resolved prior to the deadline for reporting final grades to the registrar, the instructor of the class, with the advice and counsel of the division dean, shall assign a grade of "N."

A copy of all academic integrity forms and written explanations of all actions to be taken shall be maintained in the office of the VPAA while the sanction is in force plus ten additional years. No copy shall be placed with the student's academic record in the registrar's office.

Procedures were drafted using information, materials and form templates obtained from the academic integrity policies of Wright State University, Southern State Community College, University of Toledo, Rhodes State Community College, Oregon State Community College, and Portland Community College.

## **ANTI-HAZING POLICY**

Clark State College is committed to creating a safe, collegiate, working, and learning environment for all students, faculty and staff, and visitors. As a part of this commitment, Clark State College prohibits all forms of hazing as defined in this policy. The College will investigate and respond to all reports of hazing as outlined in this policy.

### **Policy Statement**

The College holds students accountable for their behavior both on and off-campus and addresses behavior that is a violation of the Student Code of Conduct. This 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. This

policy applies to Clark State College students, student clubs/organizations, student groups, and employees. This policy also applies to volunteers acting in an official capacity that advise or coach student clubs/organizations and/or student groups and who have direct contact with students. This policy is effective from matriculation to commencement, including breaks in the academic year and Clark State College has jurisdiction whether the conduct occurs on or off campus.

### **Sanctions**

Hazing is a serious offense of the Clark State College Student Code of Conduct and, therefore, is subject to the full range of sanctions (educational sanction, warning, probation, suspension, dismissal). 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 take action regardless of the actions of the governing body.

### **Policy Enforcement**

The assistant vice president, student affairs shall coordinate the investigation of all hazing allegations. When appropriate, other College offices may handle certain aspects of the College response, such as Human Resources.

Additionally, the assistant vice president, student affairs will assess the need for interim measures (e.g. suspension of current group activities). 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 process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency. Clark State may charge an individual or a group with a violation of this Anti-Hazing Policy via the Student Code of Conduct and/or other College rules, regulations or policies.

Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the assistant vice president, student affairs.

### **Definition of Hazing**

Hazing means intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on or off campus:

- Violate Federal or State criminal law.
- Violate College policies, rules, regulations that are published in the student handbook or any other official College publications or agreements.
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

It shall not be a defense to a charge of hazing that the student consented to the conduct in question.

### **Reporting**

Reporting an Incident: Campus safety is a top priority and all reports of hazing are taken seriously to protect the health and well-being of our Clark State community. Individuals and/or student organizations should report incidents of hazing through the online Incident Report Form. Reports will be routed to the assistant vice president, student affairs. Clark State College depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources.

Clark 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. In the event of immediate physical danger to a student or others, 911 must be called immediately.

Any questions concerning the interpretation or application of this policy should be referred to the assistant vice president, student affairs.

### **Mandatory Reporting**

In order to enable the College to respond effectively and to stop instances of hazing, all College employees must, within twenty-four (24) hours of receiving the information, report information they have about reported or possible hazing to the assistant vice president, student affairs. Employees who are required by law to protect confidentiality are exempt from this requirement.

## College Reporting

The College will maintain a report of all violations of this policy that are reported to the College and which result in a violation of this policy. 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. If the violations rise to the level of Clery Act reporting, they will be included in the Annual Campus Safety Report published each October.

## College Training and Education

All students seeking membership in a registered student organization or student group at Clark State College must complete the anti-hazing training provided by the College. Failure to complete the training will result in the student being denied the ability to participate in any recognized student organization or group. If a student is unsure if they have completed the required program they should contact the assistant vice president, student affairs to verify their eligibility to join a student organization or group.

## CAMPUS FREE SPEECH POLICY COMPLAINT RESOLUTION PROCEDURES

If a student or an employee encounters a problem with an employee of the College related to the Employee Free Speech policy, the following procedures shall be followed:

### Student Grievance/Complaint

- If a student presents a free speech complaint involving an employee of the College, they may complete the Non-Academic Concern Form found on the Clark State website.
- **An administrative meeting will first be used to address the alleged violation.** An administrative meeting is an informal conversation whereby the student is given the opportunity to express their concern regarding the alleged violation. The meeting will include the employee, assistant vice president, student affairs or designee, human resources, and the student. Students may bring one (1) advocate or support person of their choice to the administrative meeting. The advocate or support person may not speak for, or on behalf of, the student during the administrative meeting.
- If a resolution is not achieved, the matter will proceed to an administrative hearing.

### Employee Grievance/Complaint

- If an employee presents a free speech complaint against another employee, the complainant shall attempt to resolve the issue informally by talking directly to their supervisor and/or second-level supervisor.
- If dissatisfied with the outcome, the employee shall complete the Employee Grievance Form on the Clark State portal.
- Human Resources will review the information submitted and will contact the employee to discuss the matter within five (5) business days to discuss a possible resolution.
- If a resolution is not achieved, the matter will proceed to an administrative hearing.

### Administrative Hearing

- The administrative hearing board is composed of five (5) members, including two (2) faculty, two (2) staff members, and one (1) administrator. The administrator shall serve as chair of the hearing board. Human Resources has oversight of the administrative hearing board, but does not participate in the hearing.

### Notification

- The accused employee shall receive notification of a hearing by mail, email, or in person. Notification shall include the following:
  1. The nature of the complaint and any supporting documentation.
  2. The alleged violation(s) of the employee campus free speech policy.
  3. The date, time, and location of the hearing.
  4. The applicable hearing procedures.

### The employee administrative hearing shall adhere to the following procedures:

- a. If a complainant has been given notice and does not appear before the administrative hearing board, the information in support of the alleged violation(s) shall be presented and considered in the complainant's absence.
- b. Procedures for the administrative hearing shall be explained to the employee before the hearing begins. This shall include a statement of the alleged violations of the Employee Campus Free Speech policy, introduction of the committee members, rules for presenting information, and the process for questioning witnesses, if warranted.
- c. The employee may arrange for witnesses to present pertinent information to the hearing board on their behalf. Witnesses shall provide information and answer questions from the hearing board. The employee may also suggest questions to be answered by witnesses. The employee's questions must be given to the chair rather than to the witness directly. The accused employee should not communicate directly with the witness at any time.
- d. In hearings involving more than one complainant in the same situation, the chair of the committee may permit the hearings concerning each complainant to be conducted jointly.

- e. Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chair. All documentation must be submitted prior to the hearing. All procedural questions are subject to the final decision of the chair.
- f. The administrative hearing board shall determine, by a majority vote, whether the employee is in violation of the Employee Campus Free Speech policy, which the employee is accused of violating. The hearing board's determination shall be made on the basis of whether it is more likely than not that the employee violated the Employee Campus Free Speech policy. If an employee is found to be in violation of the policy, the administrative hearing board shall then deliberate on what sanction(s) it shall recommend to the director of human resources or designee.
- g. The chair shall report the hearing board's findings, in writing, to the director of human resources or designee. The hearing board's findings must be submitted within two (2) business days after the end of deliberations. The director of human resources or designee may make appropriate modifications and then shall implement the final determination and inform the party or parties within five (5) days of receiving the hearing board's report.
- h. Appeal Process - An employee who has received disciplinary action as a result of sanctions imposed by the hearing board may submit an appeal to the director of human resources or designee in writing for a review of the employee's status. The appeal must be submitted within five (5) business days of sanction notification and must include supporting documentation or evidence. Upon receipt of an appeal, the director of human resources or designee shall evaluate the evidence and may consult with the employee, complainant, any appropriate College personnel, and any other persons relevant to the case. The decision of the director of human resources or designee shall be made within five (5) business days of receipt of the appeal and shall be final.
- i. Disciplinary Action - any employee found to be in violation will be subject to the College's Disciplinary Action procedures.
- j. Clark State College shall not retaliate against an individual who makes a report of a free speech violation, nor permit any employee or student to do so. Any individual found to have retaliated against an individual for reporting an Employee Campus Free Speech policy violation or against anyone participating in the Employee Campus Free Speech Procedures shall be subject to appropriate disciplinary procedures.

## FOOD AND DRINK IN THE CLASSROOM POLICY

Each individual faculty member has the obligation to set the food/drink policy in their classroom. If the faculty member allows students to have food/drinks in the classroom, it is incumbent on both the faculty member and the students to understand that each has the responsibility to ensure that all trash is placed in the proper trash/recycle containers after each class period. Any spillage shall be cleaned up by participants in the classroom. There shall be no food or drink permitted in any computer or science laboratory.

## GIFTS, AWARDS AND PRIZES POLICY

The U.S. Department of Education considers gifts, prizes and awards given to students because of enrollment at a postsecondary institution or for the purpose of aiding a student's study or training as estimated financial assistance.

### **A gift, prize or award is considered estimated financial assistance if either applies:**

1. The recipient is required to use the disbursement for education expenses.  
*For example, a free course is awarded as a prize at an event.*
2. The recipient must be a current student to receive the gift, prize or award.  
*For example, a disbursement is made from the Dreamkeepers Emergency Fund to pay for rent or utilities for a student.*

***Such gifts, prizes or awards in these categories must be reported to the Financial Aid Office within five (5) business days of the distribution. The awarded student must be notified that if accepted, the award may affect their financial aid package.***

### **A gift, prize or award given to a student is not considered financial assistance when the following occurs:**

1. The recipient is not required to be a student and the contest is open to the community.  
*For example, a prize is given as a result of a random drawing at a sporting event.*
2. The prize or award is related to employment. In this case, the prize may be considered compensation.

## GRADUATION POLICY

Clark State College awards the following degrees/certificates: Bachelor of Applied Science, Associate of Arts, Associate of Science, Associate of Applied Business, Associate of Applied Science, Associate of Technical Studies and One-Year Certificates.

To qualify for a degree or certificate, a student must pass all required courses for the particular major and must have a cumulative transcript grade point average of at least 2.0. Students in certain majors as specified by the appropriate academic school must have a "C" as a minimum grade in specified courses.

Effective Fall Semester 2023, for a student to earn multiple degrees at Clark State, the degree programs must be at least 6 credit hours different for a one-year certificate, 12 credit hours different for an associate degree, and 24 credit hours

different for a bachelor degree. If a student qualifies for more than one certificate/degree during the same semester using the same curriculum, the certificate/degree will default to the chosen major on record unless the college is otherwise notified by the student.

All students are expected to complete the residency requirement of at least 30 credit hours of course work at Clark State for a bachelor degree, 15 credit hours for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit Hour System Procedures (procedure number 3358:5-7-03.1), do not count toward the residency requirement.

Credits earned through credit equivalencies for an individual student shall not exceed one-half the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic school dean.

Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates they do not wish to have the certificate credential awarded.

The transcribed graduation date shall be the last official day of the term during which a student completes the course of study.

The College will hold commencement in May of each year and as needed.

The College reserves the right to modify its graduation and other requirements as needed.

## **GRADUATION PROCEDURES**

The graduation process is initiated by the Records and Registration Office. Students receive an email from Records and Registration during the semester in which they are enrolled in the final courses needed to complete their degree or certificate. The email confirms that the student has registered for the necessary courses and that pending successful completion of those courses, can expect to receive their diploma or certificate at the end of the semester.

Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates they do not wish to have the certificate credential awarded.

Students earning a degree/one-year certificate will be offered the opportunity to participate in Clark State's annual Commencement Ceremony held at the end of Spring Term. Information about the ceremony will be sent to participants approximately 30 days before the ceremony. Degree/one-year certificate recipients who will graduate during Fall through Summer terms are eligible to participate in the May Commencement Ceremony.

Diploma covers are issued at commencement. Diplomas are mailed after each semester to graduates upon verification of successful completion of degree requirements.

Academic advisors/Faculty Advisors are available to assist with course selection, but each student bears responsibility for scheduling the courses necessary to complete graduation requirements.

Students with a cumulative transcript grade point average of 3.5 or higher at the end of fall semester shall be recognized with academic honors at Commencement.

Unless approved by the academic school dean, students who interrupt their attendance for more than 12 months must meet the curricular requirements in force at the time of their return.

The College reserves the right to modify its graduation and other requirements as needed.

## **PARKING POLICY**

Like most commuter colleges, Clark State College places a high priority on providing sufficient, affordable, and convenient parking for students, faculty, staff and visitors.

Parking regulations have been developed to maximize the use of parking spaces and to assist in maintaining lots. Faculty, staff and students are responsible for understanding and complying with parking regulations.

The College reserves the right to ticket, immobilize and/or tow, at the owner's expense, any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied.

The College assumes no responsibility for the care of, damage to and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.

Parking regulations are posted on the College's website.

## PREGNANT AND PARENTING ACCOMMODATION PROCEDURES

Clark State students who are pregnant and/or parenting are entitled to protections under the U.S. Department of Education's Office for Civil Rights' regulation implementing Title IX, 20 U.S.C. § 1681 et seq. Additionally, pregnancy is specially protected under Clark State's Non-Discrimination statement outlined in the Sex Discrimination Policy 3358:5-3-04. Clark State is committed to supporting all students.

Pregnancy and related conditions defined: pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

### Background:

The U.S. Department of Education ("USDOE") Office for Civil Rights ("OCR") is responsible for enforcing laws prohibiting discrimination in federally assisted programs and activities. These laws include Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination based on sex in educational programs or activities. All public and private educational institutions that receive any federal financial assistance ("schools") must comply with this law. Title IX protects students in all of the academic, educational, extracurricular, athletic, and other programs or activities of schools. This includes pregnant and parenting students.

USDOE's regulation implementing Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Under Title IX, it is illegal for schools to exclude a pregnant or parenting student from participating in any part of an educational program. OCR specifically addresses how to handle absences and missed work due to pregnancy or childbirth in its June 25, 2013 Dear Colleague Letter and publication "Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972."

### Title IX at Clark State:

Students can reach out to the Office of Accessibility Services ("OAS") to request Title IX accommodations due to pregnancy or childbirth at any point during the pregnancy by completing the Title IX Accommodation Request Form. Students may not be aware of their rights, therefore it is the responsibility of faculty or staff to inform them and direct those who are asking for Title IX accommodations to OAS immediately. Note, students are not required to register a pregnancy related condition with OAS unless the student is requesting accommodations related to pregnancy/parenting. Once students connect with OAS, they may be asked to provide documentation to substantiate requested accommodations. OAS will work with the student to understand and determine their needs.

Students will be asked to have their care provider supply documentation outlining the requested modifications. On the Title IX Accommodation Request Form, the provider will recommend the accommodations and/or designate a time period for the student to remain away from classes. Once that time period lapses, additional documentation will be required in order to extend accommodations.

### Options for returning:

1. With appropriate documentation, students will be permitted to complete the classes they were enrolled in at the time of their medical leave using a Title IX Course Extension Plan. This process may be initiated when a student has completed approximately 70% of the work required for a course and has a passing grade on work already completed by the last day of the term. Students will work with OAS and faculty to complete a Title IX Course Extension Plan where the student establishes new deadlines for course work. Students will be expected to adhere to these deadlines or provide additional medical documentation as to why the previously agreed upon deadlines cannot be met. Students will work independently and with faculty to complete the missed coursework. A student receiving an incomplete grade at the end of fall term must complete all conditions of the Course Extension Plan by Friday of the eighth week of spring semester, and any student receiving an incomplete grade at the end of spring or summer term must complete all conditions of the Course Extension Plan by Friday of the eighth week of fall semester. \* The Incomplete Grade Process as outlined in the Student Handbook has been modified for the Title IX Accommodations Process.
  - a. Faculty will assign a temporary "I" to be monitored by the respective Academic Dean who will submit a grade change after the last due date outlined in the Course Extension Plan unless notified by OAS of the need for adjusted due dates.
  - b. Please note that the student will be responsible for obtaining all books/materials needed for classes continued in a later term. Students will not be charged lab fees already paid in a prior term for the same class.
  - c. Alternatives may be available given specific student circumstances.
2. With appropriate documentation students will be permitted to withdraw from their classes at the point when they last attended. If a student totally withdraws (ceases enrollment) during a semester, they may owe a portion of their financial aid back. Since each situation is unique, students should call or meet with the Director of Financial Aid or designee for details specific to their situation before deciding on a withdrawal.
3. With appropriate documentation, students can resume their classes in the same semester as their Title IX related need and be permitted to use accommodations such as: deadline extension, alternative assignments for one-time projects or participation points etc.



4. If a student feels they have been discriminated against because of pregnancy or parenting, they may file a complaint:
  - a. By completing the online Sex Discrimination Form located on the College website.
  - b. With the USDOE OCR, even if the student has not filed a complaint with the school. If the student files with OCR, make sure the student does so within 180 days of when the discrimination took place.
  - c. In court, even if the student has not filed a complaint with the school or with OCR.

The USDOE guidance states “When the student returns to school, she must be reinstated to the status she held when the leave began, which should include giving her the opportunity to make up any work missed. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work.”

- ii. Depending on the particular course, it may be appropriate for the College to permit the student to retake the semester or substitute a similar course.

## PRONOUNS, PREFERRED NAME AND GENDER IDENTITY PROCEDURES

Clark State will use a student’s and employee’s pronouns, preferred first name and gender identity in the course of College activities whenever possible, except where use of legal name or gender is required by law.

Pronouns are words used to refer to an individual. Pronouns are most often used when referring to an individual without using their name.

- Students can submit their pronouns on the admission application.
- Employees can submit their pronouns on employment documents.
- Students and employees can update or delete their pronouns in Self-Service.

A preferred name is any name that differs from the legal name. The College allows students and employees to identify a preferred first name. The legal last name will remain unchanged and will be included with the preferred first name.

• **Examples of preferred first names can include, but are not limited to:**

- A middle name instead of first name,
  - An abbreviated name,
  - Nickname,
  - A name to which a student is in the process of legally changing
  - A name that better represents gender identity;
  - An anglicized name.
- Students can submit a preferred first name on the admission application. Students must submit their preferred first name changes or deletions to the Records Office via email. Preferred first names for students will be processed within five (5) business days.
  - Employees can submit a preferred first name on employment documents. Employees must contact Human Resources for preferred first name changes or deletions. Preferred first names for employees will be processed within five (5) business days.
  - The College has the right to deny inappropriate submissions. Preferred first names may not be used to avoid legal obligations or for illegal purposes. Names should not include offensive or derogatory language.

Gender Identity is one’s innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One’s gender identity can be the same or different from their sex assigned at birth.

- Students can submit their gender identity on the admission application.
- Employees can submit their gender identity on employment documents.
- Students and employees can update or delete their gender identity in Self-Service.

Selecting pronouns, preferred names and gender identity is optional for students and employees.

## PUBLIC USE OF COLLEGE OUTDOOR AREAS POLICY

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.

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.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of, or endorsed by the College. This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

Outdoor areas of campus generally available for use:

1. General Access - Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Leffel Lane, downtown Springfield and Greene Center campuses except parking lots and driveways. 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 any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

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.

When assessing a request to reserve campus facilities or outdoor areas, the College will not consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's or College employee's expression, the College shall take steps to ensure public safety while allowing the expressive activity to continue.

2. Outreach Centers - The College's Outreach Centers (currently located at Ohio Hi-Point, Miami Valley CTC, Greene County Career Center, South High School, Springfield-Clark CTC, Urbana University, Avetec and ATIC) are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College; therefore, no publicly-accessible outdoor areas are available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.

3. Large Groups - 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 College's Vice President for Business Affairs at least three 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.

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.

Student Use - 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 Sr. Vice President for Student Success. 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.

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.

Bulletin Boards - The College provides indoor bulletin boards for the purpose of posting materials. Because of the limited space available, posted material may be no larger than 8-1/2 x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the Bulletin Boards.

#### Prohibited Activities

1. Any event or activity that materially and substantially 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, an event larger than the venue can handle, a clear threat to public safety, 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 (except the designated bulletin boards).

3. Deadly weapons are prohibited unless otherwise protected by state law.

4. Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any areas is prohibited.

Enforcement – Local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E 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.

Property Damage – During an event, the student, student organization, or College employee requesting the reservation is responsible for preserving and maintaining the facility or reserved area. If the event causes any damage to those facilities or areas, the sponsoring person(s) or organization (and its officers, if applicable) shall assume responsibility.

Expressive activities that are not protected by the First Amendment will not be protected under this policy.

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 College's Sr. Vice President for Student Success.

Procedures – The President may adopt procedures to administer this Policy.

## RESIDENCY POLICY

It is the intent of the College to be consistent with the state of Ohio Revised Code in definitions of residency status for students.

As applied here, the purpose of the Ohio Revised Code is to exclude from treatment as residents those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

As an institution of higher education charged with reporting student enrollment to the Ohio Department of Higher Education for state subsidy purposes and assessing the tuition surcharge, Clark State College provides individual students with a fair and adequate opportunity to present proof of their Ohio residency for purposes of these rules. The College may require the submission of affidavits and other documentary evidence which it may deem necessary for a full and complete determination under these rules.

An Ohio Residency Application and appropriate documentation must be completed and submitted to the records office for determination of approval/denial by the records office. Approval must occur prior to the first day of the term for which it is to be effective.

## RESIDENCY PROCEDURES

Clark State College's residency guidelines are established by the Ohio Department of Higher Education, which is the planning and coordinating agency for higher education in the State of Ohio. To be classified as an Ohio resident and receive in-state tuition charges, a student must meet the guidelines for one of the residency provisions listed below:

1. Financially Dependent Student
2. Financially Independent Student
3. Dependent of a Person Employed Full Time in Ohio
4. Veteran – Ohio GI Promise
5. Veteran – All-Volunteer Force Educational Assistance Program
6. Veteran – Marine Gunnery Sergeant John David Fry Scholarship Recipient
7. Veteran - Vocational Rehabilitation and Employment
8. Forever Buckeye

**Following are the exceptions to the general rule of residency for subsidy and tuition surcharge purposes:**

1. Conditional Residency
2. Ohio Residents on Full-Time Military Duty
3. Active Duty Military Stationed in Ohio
4. Ohio Residents Transferred Out of the US by Their Employer
5. Migrant Worker
6. Residency for Community Service
7. Residency for Marital Hardships
8. Ohio National Guard

Selective Service registration is required for male students between the ages of 18 and 26. Male students who have not

filed a statement of selective service status, regardless of the students' residency, shall be charged the tuition surcharge charged to students who are not residents of the state of Ohio.

Immigration Status – For the purpose of determining residency for tuition surcharge purposes, a student's immigration status will not preclude a student from obtaining in-state resident status if the student has the current legal status to remain permanently in the United States. However, a student shall not be granted in-state resident status if the alien is not also an immigrant or a non-immigrant.

Students seeking re-classification as an Ohio resident must complete the Ohio Residency Application available online at the College's website. Completed applications, along with supporting documentation, must be submitted to the Records and Registration Office two weeks prior to the start of the term for which the reclassification is being requested.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

Clark State College provides students, faculty and staff with access to technology resources as an integral part of the educational environment. This includes but is not limited to computers, telephones, printers, fax machines, as well as access to information via the Internet and the College network. These technologies are intended for instructional, research, and administrative activities of the institution and are designed to facilitate communication and learning.

Members of the Clark State community, i.e., all College employees, students and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the College and other official College documents such as the policy and procedures of the College, the College catalog, and student handbook, etc.

### **Users of the College technology resources agree to:**

- Comply with all federal, state, other applicable laws, and College policies and procedures.
- Use resources responsibly.
- Protect the integrity of the physical and software facilities.
- Respect the rights and privacy of other users.
- Respect data belonging to others.
- Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized.
- Protect the integrity of their own user accounts and the accounts of others.

### **Illegal activities of any kind shall not be tolerated. Such activities include but are not limited to:**

- Acquiring, uploading, downloading or possessing any material that is considered child pornography.
- Harassment.
- Libel.
- Any act that violates copyright laws.
- Unauthorized access to the network ("hacking").
- Impersonating other individuals.
- Creating, using or distributing virus programs or programs that attempt to scan, exploit, or circumvent network security and/or other vulnerabilities.

## **FAILURE TO COMPLY**

Violation of any of the Clark State responsible use of technology policies and procedures may result in disciplinary action.

Violators of these regulations may be ejected from Clark State owned or controlled property and subject to criminal prosecution and/or College discipline.

## **RESPONSIBLE USE OF TECHNOLOGY PROCEDURES**

Clark State College provides a variety of technologies to its community. These technologies include but are not limited to computers, printers, copiers, mobile devices, etc., and are the property of the College. Technologies owned by the College are to be used for the official business of the College.

All users of the College's technology resources are required to follow these general guidelines. Misuse of technology resources including but not limited to these general guidelines may result in disciplinary or legal action as appropriate.

### **USE OF HARDWARE/SOFTWARE OWNED BY THE COLLEGE**

1. Users of the College's technology agree to protect the integrity of the hardware and software made available for their use.
2. Users shall refrain from using College resources for personal commercial purposes or for personal or financial gain.
3. Copying and distribution of software is not permitted except in the case of software that is clearly marked as being in the public domain or for which the College has purchased appropriate licenses.

4. Users must follow copyright laws, license agreements, trademark standards and patent information governing the software they use.
5. Computer settings may not be altered without proper authorization.
6. Users may not install unapproved software to College computers without express permission of the information technology department.

### **PERSONAL HARDWARE/SOFTWARE**

1. Use of personal equipment at the College is the sole responsibility of the owner of the equipment.
2. The College is not responsible for repair, replacement or support of non-College owned hardware.
3. Personal technology devices may be used on the College's public wireless network; however, it cannot be plugged into any wired network port.
4. Use of personal hardware or software that could adversely affect the College network or equipment is prohibited. If in doubt, contact the information technology department for advice.

### **NETWORK USE**

1. Access to the Internet and the College network is managed by the information technology department.
2. The College has the ability to monitor the content of information transmitted via the College network and reserves the right to investigate complaints of possible inappropriate use. In the event that a formal investigation is necessary, every precaution shall be taken to maintain the privacy of all parties.
3. The college acknowledges the value of the network and internet access to its mission in addition to employee and student personal communication. The College reserves the right to block or limit traffic that might create congestion, is illegal, or may be contrary to the College's mission.
4. Actions that are abusive, threatening, discriminatory, defamatory, or harassing of others are strictly prohibited.

### **ACCOUNT USE**

1. Users are responsible for maintaining the security of their user names, passwords and files.
2. Accounts shall not be shared; the authorized user of the account is responsible for all activities associated with his/her account.
3. Taking any action to acquire or attempt to acquire the usernames and/or passwords of others is prohibited.

### **PERSONAL INFORMATION**

Any electronic files that contain personal information of students or employees which could be used to compromise an identity must be secured.

### **E-MAIL USE**

The College maintains an electronic mail system to facilitate College business. While it is recognized that from time to time personal phone calls and personal e-mail may be received by College employees, it is an expectation that this correspondence would be kept to a minimum.

1. All e-mail correspondence composed, sent or received on the electronic mail system shall be considered official College correspondence.
2. Communications via e-mail are subject to all College standards and policies that govern other forms of communication.

### **POTENTIALLY OFFENSIVE MATERIAL**

1. Employees, students and community patrons who share the electronic resources provided by the College are able to access information from sources that increase daily. The College community values the extensive resources and expertise provided through electronic sources most of which would not be considered sensitive material. As with other information sources, a portion of information accessed electronically may be found offensive by some members of the College community. Individuals can be particularly offended if exposed to the material without their choice. Most information of this nature is clearly labeled so that individuals are able to make a decision in advance of viewing. Individuals must consider the rights of others to choose the information they want to access.
2. The College supports an open environment for sharing information where freedom of expression is encouraged and protected. Clark State College is a community of individuals with diverse values and beliefs. Individuals must be allowed to choose what information they wish to access. Censorship is incompatible with the College mission. As well, censorship is incompatible with the goals of institutions of higher learning. Information accessible on the network may not be restricted through censorship.

While Clark State rejects censorship, behavior that constitutes misconduct shall not be protected. Such behavior includes but is not limited to the use of Clark State's information technology resources in connection with child pornography, sexual harassment or harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law. Reports or complaints concerning illegal activity must be immediately given to the executive director of information technology who shall notify the appropriate College administrator(s). Please refer to the employee handbook or the student rights and responsibilities handbook.

## **PRIVACY**

Clark State computing and network resources are the property of the College and under its administration and management. Use of these resources is intended for educational, scholarly, and College business purposes. While technical staff and administrators shall not casually or routinely monitor traffic content or search files, the College reserves the right to scan all network traffic and devices as well as review any information stored or transmitted on this equipment without notice and notwithstanding any password. These systems should not be considered secure and discretion should be used when sending and storing highly sensitive or confidential information.

## **FAILURE TO COMPLY**

1. Violation of the Clark State responsible use of technology policies and procedures may result in disciplinary action.
2. Violators of these regulations may be ejected from Clark State owned or controlled property and subject to criminal prosecution and/or College discipline.

## **DISCLAIMERS**

1. No warranties are expressed or implied.
2. Clark State College is not responsible for offensive or illegal material which may be accidentally or intentionally sent, received, or displayed while using computers or networks belonging to the institution.
3. Clark State College is not responsible for damaged, lost, unavailable or stolen data, intellectual property or other real property resulting from or occurring while using computers or networks belonging to the College.
4. Accuracy and quality of data obtained from the College's computers or networks cannot be guaranteed.
5. Availability of computers, networks and the Internet is not guaranteed.
6. The College reserves the right to limit the use of shared resources.

## **SERVICE ANIMALS ON CAMPUS POLICY**

In accordance with the requirements of Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), Clark State College will not discriminate against qualified individuals with disabilities on the basis of disability; including employment, admission, treatment, or access to its programs or activities.

Clark State College supports the use of service animals as a reasonable accommodation for a disability in accordance with the ADA, Section 504, and the Ohio Revised Code §955.43.

The presence of trained service animals to assist people with disabilities is welcome on campus in areas consistent with the Service Animals on Campus procedures and applicable law.

Students, employees, and visitors who require the assistance of a service animal on campus must adhere to the Service Animals on Campus Procedures.

## **SERVICE ANIMALS ON CAMPUS PROCEDURES**

### **Non-Discrimination Statement**

In accordance with the requirements of Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), Clark State College will not discriminate against qualified individuals with disabilities on the basis of disability; including employment, admission, treatment, or access to its programs or activities.

Clark State College supports the use of service animals as a reasonable accommodation for a disability in accordance with the ADA, Section 504, and the Ohio Revised Code §955.43.

The presence of trained service animals to assist people with disabilities is welcome on campus in areas consistent with the provisions of this procedure and applicable law. To this end, service animals are permitted in all non-restricted campus areas including classrooms, offices, dining facilities, meeting areas, and at all campus events. Service animals are the only animals permitted in all non-restricted campus areas.

Clark State College, however, may prohibit the use of service animals in certain locations ("restricted areas") due to health or safety restrictions (such as food preparation areas), where service animals may be in danger, or where their use

may compromise the integrity of research (such as clean labs). Such exceptions are to be granted on a case- by-case basis by the assistant dean, access and retention, or the division dean/department head responsible for the restricted area as most appropriate.

This procedure applies to all students, employees, and campus visitors.

## DEFINITIONS

**Handler:** The individual with a disability using a service animal on the Clark State College campus.

**Service Animal:** A service animal is defined exclusively as a dog that is trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability under the applicable laws noted above. (By statute, a miniature horse that has been similarly trained may also qualify as a service animal.)

The work or tasks performed by a service animal must be directly related to the individual's disability. Tasks may include, but are not limited to, guiding individuals with low vision, alerting individuals who are hard of hearing to sounds, pulling a wheelchair, retrieving dropped items, turning off/on switches, assisting during a seizure, or providing physical support and assistance with balance and stability.

The term service animal does not include any untrained dog or any other species of animal, whether trained or untrained (with limited exception for trained miniature horses). Animals (including but not limited to dogs), that provide assistance or emotional support, but that are not trained to do work or perform tasks for individuals with disabilities, do not meet the definition of a service animal.

## APPROVAL

**Visitors:** Visitors to campus using service animals may use all facilities with the exception of any restricted areas. The assistant dean, access and retention(937.328.3847), shall resolve any questions or issues related to use of a service animal by a campus visitor.

**Students:** It is recommended that a student with a disability who wishes to use a service animal contact the Office of Accessibility Services to discuss the needed resources, information, and/or requested disability accommodations. The Office of Accessibility Services will support the student and their use of the animal. If the dog is wearing a current and valid tag indicating that the rabies vaccination is current no further documentation will be required.

Students wishing to resolve any disputed matters under this process should follow the steps outlined in the Student Grievance Procedures.

**Employees:** Employees with a disability who wish to use a service animal as a reasonable accommodation in a College office or other areas of Clark State College's campus not open to the general public should contact the director of human resources and request such an accommodation. If the dog is wearing a current and valid tag indicating that the rabies vaccination is current no further documentation will be required.

## SERVICE ANIMAL STATUS

When it is readily apparent to a College employee that a dog is trained to do work or perform tasks for an individual with a disability under this procedure (for example, if the dog is observed guiding an individual who is blind or has low vision, or pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability), no further inquiry should be made to determine that the dog is a service animal and is thus allowed in campus areas noted above.

However, when not readily apparent, College employees may require information necessary to make a determination that the dog is approved for use as a service animal. Clark State College will not inquire about the nature or extent of the individual's disability before allowing use of the dog as a service animal in public areas on campus, nor require documentation of the dog's certification or training.

In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) Is the dog a service animal because of a disability and (2) What work or task has the dog been trained to perform?

**Service Dogs in Training - Service dogs in training are permitted in areas of campus on the same basis as service animals provided that there is a written agreement between the sponsoring agency and the following conditions must be met (Ohio Revised Code §955.43):**

- All dogs must be leashed.
- Any dog in training to become a service dog must be covered by a liability insurance procedure provided by the nonprofit special agency engaged in such work protecting members of the public against personal injury or property damage caused by the dog.

## REQUIREMENTS, RIGHTS AND RESPONSIBILITIES

A service animal will be the full responsibility of its handler and shall be under the control of its handler at all times,

whether by harness, leash, voice control, signals, or other effective means. The handler of a service animal is solely responsible for appropriate care of the animal and for complying with state and local requirements regarding rabies and any other vaccinations (the service animal must wear a valid vaccination tag), as well as state and local requirements regarding licensure and leash control.

The service animal's handler is responsible for prompt and thorough clean up and disposal of animal waste in a closed container and appropriate trash bin. The service animal handler needs to be sure that the animal is kept clean, regularly bathed, groomed and treated for fleas and ticks. The service animal handler will be solely responsible for any damage caused by the service animal. Clark State is not responsible for the care or supervision of any service animal.

Individuals are discouraged from approaching service animals as they are working hard to keep their owners safe. The animals should not be approached, distracted, or otherwise engaged while working.

**Clark State may require a service animal to be removed from campus for the following reasons:**

1. The animal is out of control and the animal's handler does not take effective action to control it.
2. The animal's handler is mistreating or neglecting the animal.
3. The animal is not housebroken.

**The process to require the removal of a service animal from campus will include:**

**First documented instance:** The handler will be verbally notified of the instance and informed that if two more instances occur the service dog will be required to be removed from campus.

**Second documented instance:** The handler will be notified in writing that a second instance has occurred and a subsequent instance will require the service dog to be removed from campus.

**Third documented instance:** The handler will be notified in writing that a third instance has occurred and the service dog is no longer permitted on campus.

Certain circumstances may require the College to require the dog be immediately and permanently removed from campus without a third documented instance occurring.

Further, consistent with federal and state law, a service animal may be excluded from a campus facility or program if its presence poses a direct threat to the health or safety of others, fundamentally alters the nature of a program or activity, or would result in substantial damage to property.

Decisions to remove a service animal from a student on campus will be made on a case-by-case basis. In the event of removal or restriction of use of a service animal, Clark State College will afford a reasonable accommodation. Decisions to remove a service animal from an employee on campus will be made on a case-by-case basis by the supervisor in consultation with the director of human resources.

All appeals of college decisions regarding exclusion or removal of service animals should be made to the assistant dean, access and retention or director of human resources as appropriate.

**Persons with Conflicting Conditions** - Individuals with medical conditions or other circumstances that are adversely impacted by the presence of a service animal should communicate with the assistant dean, access and retention if a student or with the director of human resources if an employee.

**Passive animals** - Passive animals such as emotional support animals are not considered service animals and are not permitted on the College campus.

## **SEX DISCRIMINATION POLICY**

Clark State College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination, harassment, or adverse treatment. Sex discrimination violates a person's fundamental rights and personal dignity. Clark State College considers sex discrimination in all its forms to be a serious offense.

Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Education program or activity includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.

Clark State College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational



Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

Clark State College encourages anyone who has experienced sex discrimination in any form, whether or not that person is a minor, to promptly report the incident, to seek all available assistance, and to pursue corrective action through the College against the offender, regardless of whether or not that person is a minor. The College encourages anyone who has experienced sex discrimination, whether or not he or she is a minor, to report the incident to the appropriate Title IX Coordinator listed in the associated procedures. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint as appropriate. Clark State is required to report to law enforcement, child protective services, or similar agency any case of sexual abuse of a minor by faculty, staff, or volunteers affiliated with the College.

## DEFINITIONS

1. **Actual Knowledge:** Notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or an official of the College who has authority to institute corrective measures on behalf of the College.
2. **Coercion:** The use of pressure to compel another person to initiate or continue sexual activity against a person's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another person's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.
3. **Complainant:** A person who is alleged to be the victim of conduct that could constitute sexual harassment.
4. **Consent:** Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.  
Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent even in the context of an ongoing relationship. Consent must be sought and freely given for each instance of sexual contact.
5. **Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.
6. **Gender Expression:** How a person presents themselves (female, male, androgynous, or as another gender) as evidenced by their manner of dress, speech or other physical expression.
7. **Gender Identity:** Person's internal knowledge of their own gender. A person may identify a gender that does or does not appear to correspond to the sex (male or female) assigned to that person at birth, or the person may identify as neither female nor male.
8. **Gender-Based Harassment:** Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
9. **Incapacitation:** Physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.
10. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any body part or object, by any person upon another that is without consent and/or by force or coercion. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts or objects, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
11. **Non-Consensual Sexual Intercourse:** Any sexual penetration, however slight, with any body part or object, by any person upon another that is without consent and/or by force or coercion. Sexual penetration includes 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 or genital to mouth contact); no matter how slight the penetration or contact.
12. **Respondent:** A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
13. **Retaliation:** An adverse action taken against a person for the purpose of interfering with any right or privilege secured by Title IX or because the person has made a report or complaint testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing involving allegations of sex discrimination in violation of this policy.

14. **Sex Discrimination:** Occurs when a person has been treated inequitably based on sex, sexual orientation, gender, gender identity, or gender expression. Sex discrimination can be committed by anyone regardless of sex, gender, gender identity, gender expression and/or sexual orientation.
15. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses.

*Examples of sexual exploitation include, but are not limited to:*

- a. Voyeurism;
- b. Exposing one's genitals to another person without consent;
- c. Prostituting another person;
- d. Non-consensual video- or audio-recording or photographing of sexual activity;
- e. Going beyond the boundaries of consent (such as permitting others to observe you having consensual sex with a person who is not aware of the observation);
- f. Knowingly exposing another person to a sexually transmitted infection or virus without the other person's knowledge and consent.

16. **Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:
- a. **Quid pro quo:** An employee conditioning the provision of an aid, benefit, or service of the College on a person's participation in unwelcome sexual conduct.
  - b. **Hostile environment:** Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity.
  - c. **Sexual assault:** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The FBI uniform crime reporting system provides:
    - i. **Sex Offenses – Forcible.** Any sexual act directed against another person, without that person's consent including instances where the person is incapable of giving consent.
      1. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
      2. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      3. **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      4. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.
    - ii. **Sex Offenses – Non-forcible.** Unlawful, non-forcible sexual intercourse.
      1. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      2. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
  - d. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the complainant's statement and with consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - e. **Domestic Violence:** Felony or misdemeanor crimes 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 or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under 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.

- f. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - i. fear for their safety; or
  - ii. suffer substantial emotional distress.

- 17. **Sexual Violence:** Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent.
- 18. **Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent.

**This policy applies to all the following, including those who may be minors:**

- 1. Non-Exempt and Exempt Staff employees
- 2. Faculty and Adjunct Faculty
- 3. Temporary Employees
- 4. Students
- 5. Vendors, Visitors and other Third Parties

The college will not tolerate sex discrimination, whether engaged in by fellow employees, supervisors, students, or by other non-employees who conduct business with the College. The College shall investigate any incident of alleged sex discrimination and shall take any action it deems appropriate after evaluating all of the circumstances.

This policy shall be administered as set forth in the associated procedures.

The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the sex discrimination policy and procedures.

## **SEX DISCRIMINATION PROCEDURES**

The following administrative procedures pertain to the Clark State College policy on sex discrimination approved by the board of trustees. These procedures apply to sex discrimination complaints filed by Clark State College students or employees against other College employees, students, or third parties, regardless of the age of the complainant or respondent. They are meant to assist employees and students in understanding their rights and responsibilities under the current policy.

### **INITIATING A FORMAL COMPLAINT**

All incidents of sex discrimination should be reported to enable the College to take immediate action to eliminate the discrimination, prevent its recurrence, and address its effects. In order to enable the College to respond effectively and to stop instances of sex discrimination, all College employees must, within twenty-four (24) hours of receiving the information, report information they have about reported or possible sex discrimination to the Title IX Coordinator or a Deputy Title IX Coordinator (hereafter collectively referred to as "Title IX Coordinator").

Individuals who are complainants of sex discrimination are encouraged to promptly report the incident to the local law enforcement. If the person is incapacitated for any reason, a report should be made on behalf of the complainant.

Complaints of sex discrimination should be made to the Title IX Coordinator. Upon receipt of a formal complaint, the College will follow procedures in response to the reported conduct. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. There are avenues available for submitting a formal complaint: the complainant can (1) make the complaint to the Title IX Coordinator; or (2) submit the online Sex Discrimination form located on the College website.

### **THE CLARK STATE TITLE IX COORDINATORS ARE LISTED ON THE COLLEGE WEBSITE.**

**To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:**

- The name, department, and position of the person or persons reportedly causing the sex discrimination, or retaliation.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses, or potential witnesses.
- Any other information the complainant believes to be relevant to the sex discrimination or retaliation.

### **NOTIFICATION**

Upon receipt of a formal complaint, written notice will be sent to the parties within five (5) calendar days of the reported conduct and the College's sex discrimination policy and procedures will be provided. Written notice will include the following:

- Identities of the parties involved.
- The conduct reportedly constituting sexual harassment.
- The date and location of the reported incident.
- Notice that the parties may have an advisor of their choice.
- Notice that parties may inspect and review evidence.

- The respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the end of the grievance process.

Notice will be provided with adequate time to prepare a response and secure an advisor before any initial interview. The respondent will have five (5) calendar days from the date of receipt of the written notice to secure an advisor.

## **SUPPORTIVE MEASURES**

In all instances of reported sexual harassment or misconduct, regardless of a formal complaint being filed, individual services are offered to the complainant or respondent. The services are offered as appropriate, as reasonably available, and without fee or charge. Supportive Measures may include counseling, campus escort services, mutual restrictions on contact between the parties or modifications of work/class schedules.

## **INFORMAL RESOLUTION**

The Informal Resolution process is designed to assist students in resolving a formal complaint and may be appropriate in some circumstances when all parties agree. This process can be used for a variety of reasons including privacy, speed of resolution, and may be in the interest of both the complainant and the respondent to resolve the complaint through Informal Resolution rather than the Formal Resolution process. At any time prior to written consent agreeing to resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process via the formal resolution process. The complainant may withdraw the formal complaint by notifying the Title IX Coordinator in writing that they would like to no longer pursue the matter.

The Title IX Coordinator(s) will serve as a facilitator(s) to help the complainant and respondent reach a mutually satisfactory resolution. The resolution will be conducted in a manner so that it is adequate, reliable, impartial, and confidential to the extent possible.

The process may include interview of the parties involved, including witnesses, potential witnesses, the gathering of relevant information and mediation. Both parties to the complaint will be afforded an equal opportunity to present relevant witnesses and other evidence. If a mediated resolution is reached, it will be agreed to in writing by the respondent, the complainant, and the Title IX Coordinator and may not be appealed.

Informal Resolution cannot be used for complaints involving allegations that an employee of the College sexually harassed a student.

## **FORMAL RESOLUTION**

The Formal Resolution process is designed to provide a prompt, fair, and impartial resolution. This process includes an Investigation, Hearing Process, Determination Regarding Responsibility, and Right to an Appeal. The Formal Resolution process will be implemented when a formal complaint has been filed with the College and the complainant and/or respondent does not pursue or withdraws from the Informal Resolution process.

The respondent is presumed not responsible for the reported conduct until a determination regarding responsibility has been made by the decision-maker. The standard of review used to determine responsibility is the “preponderance of the evidence” standard (i.e., it is more likely than not that sexual harassment or violence occurred). This means that a person is presumed not to have engaged in the reported conduct unless a “preponderance of the evidence” supports a finding that the conduct has occurred. This “preponderance of the evidence” standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it.

### **1. Investigation**

The Title IX Coordinator(s) will serve as investigative officer(s) who will be responsible for obtaining all facts of the case. The investigation will include interviews of any parties involved, including witnesses, potential witnesses, and gathering relevant evidence. The investigative officer(s) will have forty-five (45) calendar days upon receipt of formal complaint to generate the investigative report. The investigator(s) may provide written notice to the parties with explanation for an extension in generating the investigative report.

Prior to completion of the investigative report, the investigator(s) will send to each party and the party’s advisor the evidence subject to inspection and review. The parties will have up to ten (10) calendar days from receipt to submit a written response. Late submissions will not be accepted. The investigator(s) will consider the parties’ written response prior to completion of the investigative report.

The investigative report will be sent to each party and the party’s advisor at least ten (10) calendar days before the hearing for their review and written response.

### **2. Hearing Process**

The complainant and respondent may have an advisor and one support person in attendance at the hearing. The advisor will be permitted to ask the other party and witnesses relevant questions and follow-up questions. The cross-examination will be conducted directly, orally and in real time. The decision-maker(s) must determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors will submit questions to

the decision-maker(s) two (2) calendar days prior to the hearing. The support person will not be permitted to speak or participate in the proceedings.

The hearing procedure will allow for the following:

- Complainant(s) and the Respondent(s) to give an opening statement.
- Advisor for each party will conduct cross-examination.
- Witnesses will only be present when they are giving testimony.
- Respondent(s) and the complainant(s) give closing statement.
- At the request of either party, the hearing procedures will occur with parties in separate rooms, with the use of technology.
- A recording or transcript will be created and made available for the parties to review.

In the event, that any party or witness declines to participate in the hearing or answer cross-examination questions, the decision-maker must not rely of any statement of that party or witness in reaching a determination regarding responsibility. The decision-maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

**Investigator:** The investigator is a neutral and impartial fact finder that is responsible documenting the facts. They will provide the written investigative report.

**Advisor:** The advisor may be any person of the party's choosing. Any party involved in a grievance process may select an advisor who may be but is not required to be an attorney. Any expenses associated with retaining legal counsel will be the responsibility of the person engaging such counsel. If the party does not have an advisor present at the hearing, an advisor of the College's choice will be provided to serve in this role, without fee or charge, for the purpose of conducting cross-examination.

**Decision Maker:** The decision-maker oversees the live hearing. They will provide written determination regarding responsibility.

**Support Person:** The support person may be any person of the party's choosing. The support person will not be permitted to speak or participate in the proceedings.

### **3. Determination Regarding Responsibility**

The decision-maker(s) will issue a written determination regarding responsibility to the parties, within seven (7) calendar days of the conclusion of the hearing. Written determination provided by the decision-maker(s) will include the following.

- Identification of the allegations potentially constituting sexual harassment
- Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, evidence gathered and hearings.
- Finding of fact that support the determination.
- Conclusions regarding the application of the College's policy and procedures.
- A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the College to the complainant.
- Procedures for Appeal Process.

### **DISMISSAL OF CASE**

The College will investigate the allegations in a formal complaint. If the conduct reported does not meet the definition of sexual harassment or did not occur within the College's program or activity, or did not occur against a person in the United States, the College will dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; however, such a dismissal does not preclude action under another condition of the College's policy and procedures.

The College may dismiss a formal complaint or any allegations therein if: (1) the complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

### **APPEAL**

Both parties to the complaint may appeal the determination regarding responsibility or dismissal of a formal complaint or any allegations therein on the following bases.

- Procedural irregularity affected the outcome.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome.
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome.

Disagreement with the outcome is not sufficient grounds for an appeal.

Appeals must be made in writing and submitted to the Title IX Coordinator within seven (7) calendar days of receipt of the determination regarding responsibility or dismissal of formal complaint.

Upon receipt of an appeal, written notice will be sent to the other party. Both parties will have equal opportunity to submit a written statement in support of the hearing determination or challenging the outcome of the hearing determination. Each party will have ten (10) calendar days to submit their written statement.

Appeals involving students will be conducted by the vice president of student affairs. Appeals involving employees and/or third parties will be conducted by the vice president of business affairs. If the request for an appeal is granted, the vice president will review the investigative report, evidence and recording or transcript of the hearing.

The vice president of student affairs and/or vice president of business affairs shall provide written notification of the outcome of the appeal with rationale within fourteen (14) calendar days of the established deadline for the written statements. The written decision will be provided simultaneously to both parties.

The decision of the vice president of student affairs and/or vice president of business affairs is final.

## **REQUESTS FOR CONFIDENTIALITY**

As a public institution, Clark State College cannot promise complete confidentiality. Each situation is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws. There may be situations that mandate reporting.

## **RETALIATION**

The College shall take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If the reoccurrence takes place, those responsible for such behavior may be subject to disciplinary action under the student code of conduct, if the person is a student, or the sex discrimination policy if the person is an employee or third party.

The College will take all necessary steps to remedy the discriminatory effects on the complainants and others.

Clark State College shall not retaliate against a person who makes a report of sex discrimination, nor permit any employee or student to do so. Retaliation is a very serious violation of the College's sex discrimination policy and should be reported immediately. Any person found to have retaliated against a person for reporting sex discrimination or against anyone participating in the investigation of a complaint shall be subject to appropriate disciplinary procedures.

Clark State College has developed its sex discrimination policy and procedures to ensure that all of its employees and students can work and learn in an environment free from sex discrimination. The sex discrimination policy and procedures are available to all employees and students.

## **SMOKE-FREE ENVIRONMENT/ALTERNATIVE NICOTINE POLICY**

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to, cigarettes, electronic cigarettes, cigars or pipes.

Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to, chewing, smoking, absorbing, dissolving, or inhaling; excluding chewing gum or patch.

The Board of Trustees of Clark State, in an effort to protect the health, safety and welfare of students, employees, and visitors to the College, prohibits smoking and the use of alternative nicotine products on all campuses and in other enclosed areas owned or leased by the College and in all vehicles owned or leased by the College pursuant to chapter 3794 of the Revised Code. Smoking and use of tobacco products by patrons (not employees) is allowed in designated areas that are within fifty feet of the Performing Arts Center Complex.

Smoking or use of tobacco products is strictly prohibited on campus property except smoking is allowed in personal vehicles parked on campus owned property, but subject to landlord policies on rented space.

The implementation and administration of this policy shall be under the direction of the vice president for business affairs.

## **SOCIAL MEDIA POLICY**

Social media is a communication tool that provides opportunities for members of Clark State College to share information and knowledge to the public. This initiative fosters learning, innovation, and collaboration between faculty, staff, and students. This policy applies to all social media use on behalf of the College.

- a. Social media takes a number of forms including, but not limited to, social networking websites (e.g., LinkedIn, Facebook), microblogging websites (e.g., Twitter), blogs, online encyclopedias (e.g., Wikipedia), and video and photo sharing websites (e.g., YouTube, and Instagram). This policy provides information for members of the College community using social media.

The College recognizes that social media content has the potential to affect the reputation of Clark State College and its

stakeholders. This policy serves to protect the College's reputation, image, and identity as well as guide the official use of social media by employees representing Clark State College.

Clark State College is committed to promoting, regulating, and protecting the integrity of its identity. Clark State College's social media channels are an official representation of the College, therefore must meet marketing and branding standards established by the College. The College may pursue all available recourse to block, remove, or delete inappropriate social media communication and/or accounts.

The College relies on a team of employees who contribute to the success of social media by providing appropriate content and timely interaction with users. Employees who manage social media channels are expected to understand and respect the importance and obligations when representing the College on a public forum.

- a. Content posted by employees on Clark State College's social media accounts should follow established procedures. Social media content posted on behalf of the College must:
  - i. Comply with all applicable laws, regulations, and college policies, including, but not limited to, those addressing harassment, privacy of student and health records, confidentiality, copyright, computer usage, and information security.
  - ii. Comply with the terms of use for the social media platform used.

All data and files, including social media content, on computers owned or operated by Clark State or transmitted using the College network are subject to applicable policies. Social media content posted using computers not owned or operated by the College or transmitted using the College's network may nonetheless be subject to appropriate action by Clark State College under applicable laws and/or policies.

Faculty, staff, and recognized student organizations who wish to have a Clark State College social media account must get prior approval from the Marketing Office. A Clark State College employee must be identified for each registered social media account used on behalf of the College.

- a. The Marketing Office will review and evaluate all social media accounts created on behalf of Clark State College on a regular basis and will serve as a resource for content managers.

## **STUDENT ACTIVITY PROGRAMS POLICY**

A student activity program and proper accounting procedures are essential to the effective operation of the College. The following policies shall be adopted for the administration of such funds.

### **ADMINISTRATION**

- These policies apply to all on-campus programs involving the receipt and disbursement of monies.
- The assistant vice president, student affairs is responsible for the general administration and management of all activities and funds for student activities.

### **CRITERIA FOR APPROVAL OF ACTIVITIES**

- The activity contributes directly to the educational, civic, social, or ethical development of the student involved.
- Student participation does not require special qualifications of race, creed, or national origin.
- The activity does not involve excessive cost to the individual or the College, nor does it exploit the individual or College for commercial purposes.
- The activity does not place excessive time demands on the staff or participants.
- The activity is under College oversight with evidence of proper planning.
- No activity shall be maintained without a responsible staff or faculty advisor.

### **FISCAL MANAGEMENT OF FUNDS**

- The assistant vice president, student affairs is the authorized agent or co-agent in the letting of any contract for the supply of goods or services for the activity/program.
- The custodian of individual accounts shall be required to maintain records as prescribed by the board-appointed treasurer.
- Vendors shall be selected solely upon the basis of price, the quality of goods, and the amount of services rendered. Monetary contributions, gifts or items of value are not to be required, offered or received.

## **STUDENT ASSEMBLIES AND STUDENT-SPONSORED FUNCTIONS / EVENTS PROCEDURES**

Student assembly as used in this procedure has the same meaning as 'assembly' in the 'Student Rights and Responsibilities/Code of Conduct Policy.' A student-sponsored social function is defined as a function or event that is open to all Clark State students and their guests. This does not include events that are open to the general public. The College has established the following procedures for facilitating student assemblies and student-sponsored social

functions and other special student-sponsored events conducted in College facilities or on College property.

- Students wishing to hold an assembly or other student-sponsored function/event must notify the assistant vice president, student affairs at least one business day before the assembly or function/event. A request will be granted unless it would conflict or interfere with a previously noticed assembly or event.
- The assistant vice president, student affairs will notify appropriate College personnel of noticed student assemblies, functions, or events.
- At the conclusion of the student assembly, function, or event, the students who held the event shall assist in cleanup of the area where the assembly, function, or event was held.
- For those student-sponsored functions/events involving catering, concessions and/or alcoholic beverages, approval must be obtained through the assistant vice president, student affairs. The student organization must follow procedure 3358:5-11-08.3 (Catering and Alcoholic Beverages Procedures). Once approved, the function/event must be scheduled through the conference services office.

## STUDENT GRIEVANCE/COMPLAINT POLICY

Clark State College recognizes that in the interest of the students it serves, a procedure is necessary whereby students can be assured a prompt, impartial and fair hearing of their grievances. Students who may have a grievance are provided this system to ensure fairness and due process. This procedure shall be available to all students.

### DEFINITIONS

A **“grievance”** is a complaint involving the violation, interpretation or application of:

- A College policy
- An administrative procedure
- An administrative regulation
- The violation of individual rights by another student
- Alleged discrimination on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

A **“student”** is someone who is enrolled at Clark State College at the time of the grievance.

An “advocate” is an informal and neutral resource who provides assistance to students in exploring options to resolve problems, complaints and conflicts. An “advocate” serves as a resource for students who seek guidance on policies and procedures.

## STUDENT GRIEVANCE/COMPLAINT PROCEDURES

**Student Academic Grievance/Complaint – If a student encounters a problem related to the classroom, the following procedure shall be followed:**

- The student shall attempt to resolve the issue informally by talking directly to the instructor.
- If reaching out informally is not appropriate or the student is dissatisfied with the outcome, the student shall complete the Academic Concern Form found on the Clark State website.
- The appropriate academic dean will review the information submitted and may contact the student to discuss the matter within seven (7) business days. The appropriate academic dean will make a determination within five (5) business days after making contact with the student.
- If a resolution of the complaint is not achieved by the response of the appropriate academic dean, the student may request a review by the vice president of academic affairs within five (5) business days.
- If the student is dissatisfied with an academic decision made by the appropriate academic dean (e.g. a grade appeal), the student may appeal to the vice president of academic affairs within five (5) business days. The appeal must be submitted in writing, include supporting documentation and evidence and provide a clear rationale for appealing. The vice president of academic affairs will make a final decision within five (5) business days of receiving the appeal. The decision of the vice president of academic affairs shall be considered final.

**Student Non-Academic Grievance/Complaint – If a student has a non-academic concern with the college or with another student, the following procedure shall be followed:**

- The student shall attempt to resolve the issue informally by talking directly to the person who may be responsible for the issue.
- If reaching out informally is not appropriate or the student is dissatisfied with the outcome, the student shall complete the General Concern/Grievance Form found on the Clark State website.



- The assistant vice president, student affairs or designee will review the information submitted and will contact the student to discuss the matter within seven (7) business days. The assistant vice president, student affairs will make a determination within five (5) business days after making contact with the student.
- If a resolution is not achieved by the decision of the assistant vice president, student affairs or designee, the student may appeal to the vice president of student affairs within five (5) business days. The appeal must be submitted in writing, include supporting documentation and evidence and provide a clear rationale for appealing. The vice president of student affairs will make a final decision within five (5) business days of receiving the appeal. The decision of the vice president of student affairs shall be considered final.

A student may contact an advocate, an informal and neutral resource, for assistance in exploring options to resolve problems, complaints and conflicts. An advocate serves as a resource for students who seek guidance on policies and procedures. Names and contact information for advocates can be found on the Student Handbook webpage on the Clark State website.

Clark State College shall not retaliate against a student who files a grievance/complaint. Retaliation is a very serious violation of this policy and should be reported to the assistant vice president, student affairs immediately.

Grievances/Complaints will be reviewed following the conclusion of each semester by the assistant vice president, student affairs. Academic concerns will be forwarded to the appropriate academic dean and the vice president of academic affairs. Non-academic grievances/complaints will be reviewed by the assistant vice president, student affairs and vice president of student affairs. Patterns will be evaluated and appropriate actions taken.

## STUDENT HEALTH INSURANCE PROCEDURES

The College offers health insurance to all students effective upon enrollment each year.

### The plan offers the following:

1. Available plans include major medical, short-term medical, dental and vision
2. Available to full-time and part-time students (international students are not eligible with some restrictions)
3. Coverage is also available for spouse and children
4. Coverage and premiums can be purchased for a minimum of four months up to one year
5. Students can enroll anytime during the academic year
6. No medical questions asked
7. Pregnancy is covered (treated as any other sickness)
8. Prescription drug discount card is provided at no charge
9. Plans are Affordable Care Act compliant

Students can enroll at [www.ejsmith.com](http://www.ejsmith.com). Click on Health Plans, Students, and Student Security Plan. Students who have questions regarding the plans can contact EJ Smith & Associates directly.

## STUDENT IDENTIFICATION CARDS POLICY

Students at Clark State College are issued identification cards free of charge.

ID pictures are taken in the library, Sara T. Landess 122 in Springfield, at the Information Desk in Beavercreek, and Student Services in Xenia and Bellefontaine.

Students are requested to carry their ID card when on campus. It should be presented at the request of any College employee. The cards are nontransferable.

The ID card is necessary for the use of various services on campus, admission to athletic events and otherwise as a verification of enrollment.

## STUDENT INSURANCE PLANS

Clark State provides or makes available the following insurance plans for students.

- **Limited professional liability insurance** – Students currently enrolled in certain health, human and public services technologies academic programs and required clinical activities are covered by limited professional liability insurance.
- **Health insurance** – Currently enrolled students are eligible to participate in the college-sponsored student health insurance plan. Medical plans can be for the student only and can also include their dependents.
- **Athletic insurance** – Students participating in the National Junior College Athletic Association (NJCAA) sports through the college are required to be covered under a plan that does not exclude injuries incurred during participation in athletics. This coverage must either be provided by a personal plan carried by the student (or their parent(s)) or through the college-provided athlete accident insurance plan.

The office of the vice president for business affairs is responsible for securing coverage for students for liability, athletic

and health insurance.

## **STUDENT PRIVACY POLICY (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, also called the Buckley Amendment, is designed to protect the privacy of students' records and to establish rights for students to inspect and review their records. The act requires each educational institution to inform students of these rights. General information and procedures implemented by Clark State are in compliance with the act. Students should be familiar with the act and with College procedures. The act and implementing rules involve both access to and release of information from student educational records.

### **DEFINITIONS:**

Educational records are all records maintained at the College containing information directly related to a student.

FERPA rights transfer from parent to student when a student reaches the age of 18 or when a student begins to attend a post-secondary institution, regardless of age.

## **STUDENT PRIVACY PROCEDURES**

### **ACCESS TO EDUCATIONAL RECORD**

All Clark State students have access to and the right to inspect and review their educational records in accordance with the procedures hereinafter established with the following exceptions:

- Parent's financial records or information relating thereto.
- Records reflecting medical treatment provided to students. Such records may, however, be reviewed by an appropriate professional of the student's choice.
- Request to review records must be in writing.

### **CHALLENGES TO CONTENTS OF RECORDS**

Students have the right to challenge the contents of their educational records; to request corrections of any inaccurate, misleading, or inappropriate data; and to insert into the records an explanation regarding the contested item.

Objections to information in educational records shall be addressed to the registrar who shall schedule a discussion of the items of concern to the student. Should the objection not be resolved to the satisfaction of the student, they may take the matter to the assistant vice president, student affairs and (in absence of resolution satisfactory to the student) to a formal hearing in accordance with established student grievance procedures.

### **RELEASE OF INFORMATION**

Clark State designates the following as directory information and may release this information without the student's consent:

- Student's name.
- Student's address.
- Student's telephone number.
- Student's e-mail address.
- Student's major.
- Student's participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Student's inclusive dates of enrollment.
- Student's enrollment status.
- Student's degrees and awards received (to include honor rolls).
- Most recent previous educational agency or institution attended.
- Students may request that the College not release this information. This request must be made in writing at the records office.

### **GENERAL RESTRICTIONS ON RELEASE OF INFORMATION**

Clark State shall not release personally identifiable information from educational records without the student's consent except with respect to the following:

- Other school officials, faculty members, and local educational agencies provided they have a legitimate educational interest therein.
- Other educational institutions which the student desires to attend.
- Certain federal and state officials in connection with applications for or receipt of financial aid or in connection with audit and evaluations of government programs.
- State and local officials required to have knowledge pursuant to state law adopted prior to November 19, 1974.
- Organizations conducting educational studies provided such studies do not permit identification of students outside the agency conducting the study.

- College accrediting organizations as required by their functions.
- Appropriate individuals in emergency situations involving health and safety.
- Parents to whom the student has listed on a signed FERPA release form or to parents who have documented that their child is legally dependent as defined by the Internal Revenue Service Code.
- In response to court order or subpoena following notification to the student.

#### **ADDITIONAL REQUIREMENTS**

Names of agencies which have requested or obtained access to a student's records shall be kept on file in the student's educational records and shall be made available upon request of student.

## **STUDENT RIGHTS AND RESPONSIBILITIES/CODE OF CONDUCT POLICY**

Clark State is an academic community in which all persons – students, faculty, administration and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights shall be respected by all College offices, programs, employees and organizations. Clark State further encourages all members of the College community to endorse, support and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

### **1) NON-DISCRIMINATION**

No agent or organization of Clark State College shall discriminate against any student on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. Clark State prohibits discrimination and harassment based on these protected group statuses in accordance with College policies, applicable laws, and executive orders. Clark State complies with and adopts the IHRA definition of antisemitism set forth in Executive Order 2022-06D, Defining and Combating Anti-Semitism. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

### **2) ASSEMBLY**

Students may assemble in an orderly manner and engage in expressive activities that do not materially or substantially disrupt the functions of the College, significantly hinder another person's or group's expressive activity, prevent communication of their message, threaten the health or safety of any person, prevent transaction of the business of a lawful meeting, gathering or procession, engage in violent or otherwise unlawful behavior, or violate this rule.

### **3) RELIGION/ASSOCIATION**

Students may exercise their religious convictions and associate with religious, political or other organizations of their choice in College facilities provided they do so in a manner that respects the rights of other members of the community and complies with this policy. Students have the responsibility to respect the rights of other members of the College community to freely exercise their religious convictions and to freely associate with organizations of their choice.

### **4) PRIVACY/SEARCH/SEIZURE**

Students have a reasonable expectation to be free from unreasonable searches or unlawful arrest on College property. Students have the responsibility to respect the privacy of other members of the College community.

### **5) ACADEMIC PURSUITS**

Students shall have access to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. Students may expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and to know their appropriate academic requirements.

### **6) QUALITY ENVIRONMENT**

Students may expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

### **7) GOVERNANCE/PARTICIPATION**

Students may establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

### **8) DUE PROCESS**

Students shall be afforded due process before formal disciplinary sanctions are imposed by the College for violations of this policy. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant threat to persons or property exists.

## 9) CONFIDENTIALITY

Students may access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties and to limit the routine disclosure of all or some information defined as “directory information” by the act.

## 10) SPEECH/EXPRESSION/PRESS

Students may express themselves freely on any subject provided they do so in a manner that does not violate this policy. Students, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms.

**In accordance with the public policy and the laws of the state of Ohio, Clark State affirms the following principles:**

1. Students have a fundamental constitutional right to free speech.
2. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to Ohio Revised Code 3345.0215(E).
3. The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the College’s community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
4. It is for the College’s 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 that they oppose.
5. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
6. Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
7. 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.
8. The College shall be 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.
9. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

**Nothing contained in this policy shall be construed as prohibiting the College from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:**

1. Constitutional time, place, and manner restrictions;
2. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
3. Restricting the use of the College’s property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College’s mission;
4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by teachers.

Nothing in this policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

Nothing in this policy shall be interpreted as restricting or impairing the College’s obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1962, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Age Discrimination in Employment Act, and the Age Discrimination Act of 1975.

## COMPLAINTS

As outlined in the Student Rights and Responsibilities/Code of Conduct Procedures, a student or student group may

submit a complaint about an alleged violation of the above policy.

A complaint can be submitted online on the College's website via the Behavioral Issues/General Incidents Form.

Under the process, which shall comply with standards adopted by the Ohio Chancellor of Higher Education, the College will investigate the alleged violation as outlined in the Student Rights and Responsibilities/Code of Conduct Procedures.

Any form of retaliation against a student or student group who files a complaint about an alleged violation of this policy is strictly prohibited.

Students at Clark State College are expected to conduct themselves in a manner supportive of the educational mission of the institution. As members of the College community, students have the responsibility to behave appropriately. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the College community and represent the Student Code of Conduct.

**Clark State College considers the following behaviors, or attempts thereof, whether acting alone or with any other persons, in violation of the Student Code of Conduct. Examples include but are not limited to:**

1. Physical harm or threat of physical harm or general conduct which threatens the mental or emotional health of any person or persons.
2. Physical or verbal, oral or written harassment, which is beyond the bounds of protected free speech that creates an intimidating, hostile, or offensive educational environment.
3. Disorderly conduct including but not limited to public intoxication, lewd, indecent or obscene behavior or intentional disruption of lawful activities of the College.
4. Theft, damage to personal/College property or unauthorized entry, use or occupation of College facilities.
5. Forgery, alteration, fabrication or misuse of records, grades, diplomas, College documents, and identification cards.
6. Illegal purchase, use, possession or being under the influence of or distribution of alcohol, drugs, or controlled substances on College property, in College vehicles, or at College events.

Although Ohio law allows certain activities related to the possession and use of medical marijuana and, effective December 7, 2023, will allow certain activities related to the possession and use of recreational marijuana, using and possessing marijuana continues to be prohibited by and a violation of Clark State policy and remains 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. As a result, neither those with medical marijuana prescription/cards, nor those recreationally using marijuana in accordance with Ohio Revised Code Chapter 3780, are permitted to use medical or recreational marijuana on campus, in the conduct of Clark State business or as part of any Clark State activity.

7. Non-compliance with directives of the College officials.
8. Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
9. Interference with or misuse of fire alarms, elevators or other safety and security equipment or programs.
10. Violation of any federal, state or local law which has a negative impact on the well-being of the College or its individual members.
11. Violation of College policies, rules or regulations that are published in the student handbook or any other official College publications or agreements.
12. Academic misconduct including but not limited to plagiarism and cheating. For example, misuse of academic resources or facilities and misuse of computer software, data, equipment or networks.
13. Violations of a position of trust or authority at the College including the misuse or unauthorized use of Clark State or organizational names, representatives, and/or images.
14. Disruptive behavior and/or the obstruction of teaching, research, administration, or other lawful Clark State activities on or off campus.

## **STUDENT RIGHTS AND RESPONSIBILITIES/CODE OF CONDUCT PROCEDURES**

Cases involving academic misconduct are handled within the academic school responsible for that course. Faculty and/ or the academic deans have the authority to issue a sanction up to a grade of zero for any assignment in which academic misconduct has occurred. In serious or repetitive incidences, the case shall be referred to the Academic Incident Hearing Panel (AIHP) for further action. Such action may include issuing a failing grade for the course, probation, suspension, or expulsion.

Clark State uses informal and formal procedures to resolve alleged violations of the Student Code of Conduct as outlined in policy number 3358:5-9-02, titled Student Rights and Responsibilities/Code of Conduct Policy. The informal process is an administrative meeting and the formal process is a hearing with the student conduct hearing board. An advocate is

available for students who seek guidance on policies and procedures.

**Administrative Meeting** – When the alleged violation does not likely warrant suspension or dismissal from the College, an administrative meeting may be used to address the alleged violation. Administrative meetings are informal conversations with the assistant vice president, student affairs or designee and a member of the Behavioral Intervention Team to determine responsibility for alleged violations of the College’s student code of conduct. Students may bring one (1) advocate or support person of their choice to the administrative meeting. The advocate or support person may not speak for, or on behalf of, the student during the administrative meeting.

In an administrative meeting, students are given the opportunity to engage in conversation regarding the alleged violation. Following the administrative meeting, the assistant vice president, student affairs or designee and a member of the Behavioral Intervention Team will determine if an appropriate sanction will be given to the student. In writing, the student will be sent an outcome letter notifying the student of any sanctions. If the student does not agree with the sanctions, the matter shall be forwarded to the student conduct hearing board. If the student fails to appear for the administrative meeting, the assistant vice president, student affairs or designee and a member of the Behavioral Intervention Team shall proceed to review the alleged violation in the student’s absence and will notify the student in writing of the outcome, which could include sanctions.

**Student Conduct Hearing Board** – When the administrative meeting does not result in the resolution of the alleged violation, the student conduct hearing board shall be convened. The assistant vice president, student affairs may also refer a case directly to the student conduct hearing board when a student is found to be in violation of their probation or if the alleged violation is likely to warrant a suspension or dismissal.

The student conduct hearing board is composed of five (5) members, including two (2) faculty, two (2) staff members, and one (1) administrator. The administrator shall serve as chair of the hearing board. The assistant vice president, student affairs has oversight of the student conduct hearing board, but does not participate in the hearing.

**The accused student or students shall receive notification of a hearing by mail, email, or in person. Notification shall include the following:**

- The nature of the complaint and any supporting documentation
- The alleged violation(s) of the student code of conduct
- The date, time and location of the hearing
- The applicable procedures that will be used to decide the allegation.
- The role of the advocate shall be explained and the student will be given the opportunity to request support from this position.

**The student conduct hearing shall adhere to the following procedure:**

- If a student has been given notice and does not appear before the student conduct hearing board, the information in support of the alleged violation(s) shall be presented and considered in the student’s absence.

Procedures for the student conduct hearing shall be explained to the accused student before the hearing begins.

This shall include a statement of the alleged violations of the student code of conduct, introduction of the committee members, rules for presenting information, and the process for questioning witnesses, if warranted.

The student may arrange for witnesses to present pertinent information to the hearing board on their behalf. The assistant vice president, student affairs or designee may also arrange for witnesses to support the alleged violation when appropriate. Witnesses shall provide information and answer questions from the hearing board. The student may also suggest questions to be answered by witnesses. The student’s questions must be given to the chair rather than to the witness directly. The accused student should not communicate directly with the witness at any time.

In hearings involving more than one (1) student in the same situation, the chair of the committee may permit the hearings concerning each student to be conducted jointly.

Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chair. All documentation must be submitted prior to the hearing. All procedural questions are subject to the final decision of the chair.

The student conduct hearing board shall determine, by a majority vote, whether the student is in violation of the student code of conduct, which the student is accused of violating. The student conduct hearing board’s determination shall be made on the basis of whether it is more likely than not that the student violated the student code of conduct. If a student is found to be in violation of the student code of conduct, the student conduct hearing board shall then deliberate on what sanction(s) it shall recommend to the assistant vice president, student affairs or designee.

The chair shall report the student conduct hearing board’s findings, in writing, to the assistant vice president, student affairs or designee. The student conduct hearing board’s findings must be submitted within two (2) business days after the end of deliberations. The assistant vice president, student affairs or designee may make appropriate modifications and then shall implement the final determination and inform the party or parties within five (5) days of receiving the student conduct hearing board’s report.

**Appeal Process** - A student who has been suspended or dismissed as a result of sanctions imposed by the student

conduct hearing board may submit an appeal to the vice president of student affairs in writing for a revision of the student's status. The appeal must be submitted within five (5) business days of sanction notification and must include supporting documentation or evidence. Upon receipt of an appeal, the vice president of student affairs shall evaluate the evidence and may consult with the student, any appropriate College personnel, and any other persons relevant to the case. The decision of the vice president of student affairs shall be made within five (5) business days of receipt of the appeal and shall be final.

**Advocate** – A student may contact an advocate, an informal and neutral resource, for assistance in exploring options to resolve problems, complaints and conflicts. An advocate serves as a resource for students who seek guidance on policies and procedures. Names and contact information for the advocates can be found on the Student Handbook webpage on the Clark State website.

**Sanctions – The following sanctions may be imposed upon any student found to have violated the student code of conduct:**

**Educational Sanctions** – An educational sanction requires attendance or participation in a pre-arranged class, program or activity designed to prevent further violations of the student code of conduct. Such sanctions could include work assignments, reflection papers, community service, behavioral contract, meeting attendance, or other related educational assignments.

**Removal from Class** – The student is prohibited from attending a particular class or may be reassigned to a different section of the same class. Details shall be coordinated between the assistant vice president, student affairs or designee and the appropriate academic dean and faculty member.

**Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Loss of Privileges** – Loss of specified privileges for a designated period of time.

**Facility Restrictions** – The student has lost the privilege of entering or has restrictions on using a particular facility or building for a specified period of time or until a specific condition has been met.

**Revocation of Admission** – The student loses their admitted status to the College for a period no less than one (1) year from the date of the sanction.

**Warning** – A notice to the student that further proven violations of the student code of conduct shall result in progressive sanctions.

**Probation** – The student is not in good standing for a designated period of time and is notified that further violations of the student code of conduct could result in suspension or dismissal from the College. If a student is found to be in violation of their probation, the student will be forwarded to the student conduct hearing board.

**Suspension** – Suspension is a sanction of involuntary separation of the student from the College for a period of time. A suspended student no longer has the privilege of enrolling in classes and is prohibited from all or any portion of College premises and any College-sponsored activities, even if the event is held at a location other than College premises.

**Dismissal** – Dismissal is a sanction of involuntary separation from the College. A dismissed student no longer has the privilege of enrolling classes and is prohibited from all or any portion of College premises and any College-sponsored activities, even if the event is held at a location other than College premises. A dismissed student may be reinstated to the College by the assistant vice president, student affairs and the vice president, student affairs who will establish criteria for readmission.

**Temporary Suspension** – When the assistant vice president, student affairs or designee has reasonable cause to believe that the student's presence on College premises or at College-sponsored activities poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately suspended from all or any portion of College premises and College-sponsored activities. The assistant vice president, student affairs or designee shall issue a written notice to the student of any temporary suspension.

The temporary suspension will remain in effect until the conclusion of a student conduct hearing held in accordance with policies and procedures of the College. The student conduct hearing shall be held promptly.

The student may, within three (3) business days of the suspension notice, petition the assistant vice president, student affairs or designee to remove the temporary suspension. The petition must be in writing, and must include supporting documentation supporting the student's position that the student's presence on College premises or at College-sponsored activities does not pose, or no longer poses, a significant risk of substantial harm to the health and safety of others or to property. A decision on such petition will be made without undue delay by the assistant vice president, student affairs or designee.

Any violators of the Student Rights and Responsibilities/Code of Conduct Policy may be removed from Clark State owned or controlled property and subject to criminal prosecution and/or College discipline. Culpability is not diminished for acts in violation of the code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Clark State Colleges shall not retaliate against an individual who makes a report of a student code of conduct violation, nor permit any employee or student to do so. Retaliation is a violation of the Student Rights and Responsibilities/Code of Conduct Policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting a student code of conduct violation or against anyone participating in the Student Rights and Responsibilities/Code of Conduct Procedures shall be subject to appropriate disciplinary procedures.

## TESTING YOUR FAITH POLICY

Students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief or organized activities connected to their religious denomination, church, or other religious/spiritual organization. Students must notify their instructor(s) within the first fourteen (14) days of the course of the dates they require religious accommodation in writing or via email.

Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternative accommodations for missed exams or other academic requirements as a result of such absences. There is no academic penalty for taking absences under this policy.

Further information about this policy may be obtained from the Assistant Dean of Access and Retention Services. If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the college of any grievance with regard to the implementation of the policy by completing the Academic Concern Form ([https://cm.maxient.com/reportingform.php?ClarkStateCC&layout\\_id=5](https://cm.maxient.com/reportingform.php?ClarkStateCC&layout_id=5)). The Assistant Dean of Access and Retention Services will review the Academic Concern Form, speak with the student, instructor and school dean and make a recommendation regarding the requested accommodation. If the student remains dissatisfied, the recommendation may be appealed to the Vice President of Academic Affairs, whose decision will be final.

This policy shall be posted on the college website with contact information of an individual who can provide further information about the policy. The college will also post a non-exhaustive list of major religious holidays or festivals for the next two academic years. This statement shall include this wording, "This list is non-exhaustive, and the list may not be used to deny accommodation 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." COLLEGE POLICIES AND PROCEDURES 53

This policy will appear in all course syllabi and include the above description of the general procedure for requesting accommodations and the contact information for an individual whom a student may contact for more information about this policy. Syllabi will also include a link to the non-exhaustive list of religious holidays and festivals and the disclaimer that the list is non-exhaustive. Finally, syllabi will include the process by which a student may notify the institution of any grievance with regard to the implementation of the policy.

## WEAPONS POLICY

Pursuant to Chapter 2923 of the Ohio Revised Code and consistent with College policy, except as set forth herein and otherwise by applicable law, concealed handguns, deadly weapons, firearms, handguns, explosive devices, incendiary devices, dangerous ordinance, fireworks, weapons or hazardous materials are not permitted on College-owned or controlled property.

Carrying a concealed handgun is not permitted on College-owned or controlled property. Carrying a concealed handgun, deadly weapons, firearms, handguns, explosive devices, incendiary devices, dangerous ordinance, fireworks, weapons or hazardous materials may constitute a crime.

**If an individual observes another with any of the above-identified weapons, devices or dangerous ordinances, they shall notify the campus police department and provide the following information:**

- Name
- Location (be specific)
- Nature of the problem (be specific)
- Description of person(s) involved (be specific)

Pursuant to and consistent with Ohio law, firearms transported in lawfully parked vehicles by holders of concealed carry permits may not be removed from the vehicle. Firearms kept in lawfully parked vehicles while the licensee is not present must be locked within the trunk, glove box or other enclosed compartment or container within the vehicle.

**Anyone found in violation of this policy may be subject to arrest, criminal prosecution and/or disciplinary action by the College, as appropriate.** Additional information regarding the state's concealed carry law can be found at the website of the Ohio Attorney General at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).





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