



STUDENT HANDBOOK

2020-2021

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STUDENT HANDBOOK

The Clark State Community 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. We are so pleased that you have chosen Clark State Community 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 Community 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.

VISION

Clark State Community 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 Policy 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 PROBATION

You are considered to be on academic probation when your progress grade point average falls into the ranges listed below.

Hours attempted Progress GPA

1-10	Below 1.50
11-20	Below 1.60
21-30	Below 1.70
31-40	Below 1.80
Over 40	Below 2.0

Probation means that you are in jeopardy of being dismissed from the College for academic reasons. If your average places you on probation, you must confer with your success coach or faculty advisor to carefully select a course schedule. Students on probation will not be permitted to register without their advisors' permission. Academic support services such as tutoring are strongly recommended for students on probation.

When on academic probation, you may carry a maximum load of 12 course credits. (This includes students accepted into the College on probation by the Admissions Office.) It is strongly recommended that you repeat any failed courses the next term those courses are offered.

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 toward 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 success coach/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.

DISMISSAL

A student is dismissed from the College when his/her progress grade point average falls below the probation levels listed below. Dismissal means that you must sit out the term following the term in which your progress GPA falls below probation levels. However, you will be placed on probation at least one term before dismissal for academic reasons. During that probation term, you will receive notice from the Records and Registration Office stating that failure to improve your progress GPA by the end of the term will result in dismissal. You will be dismissed when your progress GPA falls into the following ranges.

Hours attempted Progress GPA

1-10	Below .80
11-20	Below .90
21-30	Below 1.20
31-40	Below 1.40
Over 40	Below 1.60

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
Totals	13		33

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. All financial obligations to the College (instructional fees, general fees, laboratory fees, technology fees, library fines, parking fines, etc.) must be paid and all College equipment returned before your grades or a diploma will be issued by the College.

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.

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 withdrawal 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 three 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.

RE-ADMITTANCE AFTER DISMISSAL

You may be re-admitted to Clark State on probation after you have sat out one term or completed the reboot program through ASPIRE, completed the Petition for Re-Admission form available in the Records and Registration Office and have it reviewed and approved by your success coach.

Upon re-admittance, you must meet with the academic school dean to determine a course of action. You will be permitted to enroll for not more than 12 credit hours for each of the next two terms.

Once re-admitted, you will remain on probation until you move above the dismissal probation ranges. However, you will not be dismissed again even if you remain within the dismissal range provided that you maintain a progress GPA of 2.0 each term. If you fail to maintain a progress GPA of 2.0 each term, you will be dismissed again if your cumulative progress GPA falls into the dismissal range.

Students qualifying for a third dismissal will be suspended and must sit out a full calendar year before being allowed to continue taking classes. You must follow the steps outlined above for re-admittance. Any future academic dismissals will also result in additional one-year suspensions.

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 success coaches for scheduling.

If you are a returning student, you should contact a success coach for registration assistance.

Priority registration is for students who are currently enrolled at the College and those students enrolled in any of the four previous semesters. Veterans also receive priority registration. This system gives you registration priority based on the number of credit hours you have earned. 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.

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 Dean of Student Engagement and Support Services 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, success coaches, 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 him/her 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.

CHANGE OF MAJOR

Students who decide to change majors must complete a Change of Information form, available in the Records and Registration Office and Student Services at the Beaver creek, Bellefontaine and Xenia locations. Students must meet with a success coach/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 success coach 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 Southwestern 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.) All financial obligations to the College must be paid and all College equipment returned before a transcript can be released. 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 or at the Beavercreek location.

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 Community 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.

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 www.fafsa.ed.gov. Clark State's Federal School Code is 004852. You should complete this form using prior prior year income. The information provided on this form is processed and a Student Aid Report (SAR) is sent to your e-mail account. 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 a 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 may request financial aid if they have remaining eligibility at the end of the year.

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.

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. Congress and the U.S. Department of Education to enforce 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 67 percent of all hours attempted, each term and cumulatively, with grades of A, B, C, D, IP 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, he or she is still required to complete within the same maximum timeframe.

FINANCIAL AID WARNING

Students who fail to complete 67 percent of their attempted hours and/or fall below the minimum GPA requirement are placed on financial aid warning. Aid is applied for one term only and is re-evaluated before the next term. Students must achieve a cumulative 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 67 percent and cumulative GPA of 2.00 in order to request reinstatement of further financial aid. 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.

EDUCATIONAL COSTS

Expense budgets (also called Cost of Attendance) include both direct (on-campus) and indirect (off-campus) 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.

FINANCIAL AID APPEALS PROCESS

If you lose your financial aid eligibility and feel there are mitigating circumstances, you may appeal in writing to the Financial Aid Office. If the appeal is granted, you will be placed on an academic plan.

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 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 67 percent and cumulative GPA is 2.00.

If at the end of the 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. Students can have two approved appeals during their enrollment at Clark State. 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 Form 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. 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 and want to earn part of your education expenses. 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.

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

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

If you add or drop credit hours, your 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 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 from 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 he or she 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 success coach. The student and success coach collaborate to develop, follow and complete an academic plan for the first two semesters. New students are expected to begin their academic program by discussing goals with a success coach. 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.

Success Coaches can help students by answering questions about how to obtain the necessary information to complete a program of study. It is recommended that students develop both short and long-term plans and discuss those with a success coach. The success coach's role is to discuss options and offer advice regarding your academic program of interest. After completing the application process and placement process by placement testing, alternative formats, or having transcripts evaluated, success coaches 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 a success coach.

During the advising session after New Student Orientation, success coaches 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 a success coach for their first two terms after which time they will transition to their programmatic faculty advisor. Health majors may work with their success coach until they have been admitted into their program.

If you do not know the name of your success coach, you may contact Academic Advising at the Beaver Creek, Bellefontaine, Springfield and Xenia locations or email advisors@clarkstate.edu.

ADVOCATE

An advocate is an informal, neutral and confidential 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 a success coach 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.

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 ALL students and faculty become comfortable, more confident speakers. You do not have to be in a Communication course to receive assistance! The Lab is staffed by instructors of COM 1120 (Public Speaking) and provides a safe, risk-free, creative space to help you develop and improve your 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 with a wide range of problems including depression, anxiety, relationship struggles, or just feeling overwhelmed in college. The office is staffed by a licensed mental health counselor and peer listeners (second year Social Work students). Counseling is free and confidential (except in cases in which disclosure of information is necessary to protect you or others from physical or life-threatening harm). You can receive individual counseling, crisis counseling, and assistance finding treatment or supportive services on campus or in the community.

Counseling Services is located in Rhodes Hall, Room 224. You may walk in or call 937.328.7961 for an appointment.

Counseling appointments are available at all locations.

HONORS PROGRAM

The mission of the Honors Program is to offer enhanced courses and recognition to a community of students with outstanding academic potential, to promote personal and civic responsibility through purposeful service to others and to equip students to actively engage in academic and community leadership.

There are two honors levels. The Eagle Award is designated for students who successfully complete three honors courses with a grade of B or higher. The Honors Scholar is designated for students who successfully complete six honors courses with a grade of B or higher. Limited scholarship opportunities are available for students who are not Trustee Scholarship recipients.

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.

Requests for diplomas, transcripts, and registration for subsequent terms may be rejected due to Library obligations.

OFFICE OF ACCESSIBILITY SERVICES

The Office of Accessibility Services is the official contact for students with any type of disability who request reasonable accommodations, auxiliary aides, and/or services to provide equal opportunity and access 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, financial emergencies, 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 and clothing closet, school supplies and hygiene products. Case management services are also available to help address personal barriers you may encounter while trying to balance school, work and family responsibilities. OhioMeansJobs representatives and a CareSource life coach 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 testing, ACCUPLACER testing, Accessibility Services, tutoring 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 testing, Accessibility Services, Aspire for adult learners, TRIO Student Support Services and tutoring. The Communication Lab is also located in the Student Academic Support Center.

TRIO STUDENT SUPPORT SERVICES

Funded through the Department of Education, TRIO Student Support Services provides targeted support for our most at-risk students with academic need.

All TRIO eligible students must be United States citizens or permanent residents and also have one or more of the following qualifying characteristics:

- First generation (neither parent received a degree from a four-year college)
- Financial need
- Documented disability

TRIO provides:

- Effective and strategic academic planning
- Guidance and assistance monitoring academic progress
- Proactive referrals to academic support services
- Personalized coaching in life skills
- Strategic workshops on financial literacy and academic success
- Resources and guidance on transfer pathways to four-year colleges, including campus visits
- Connections to community resources
- Exposure to diverse cultural and educational experiences

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.

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. Additionally, TutorMe is an online tutoring platform available through Blackboard (click “Tools” then “TutorMe”). For more information about tutoring or to become a tutor, please email successcenter@clarkstate.edu or visit the Student Academic Support Center in the lower level of Rhodes Hall or the Beavercreek location, Room 121. The Online Writing Center is available through the Online Tutoring Center in Blackboard.

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.

The bookstores located in Springfield and Beavercreek serve students by offering supplies and Clark State merchandise. They also serve as ship-to and pick-up locations for textbooks if desired. Book buy backs and rental returns are available in both bookstore locations daily, year round.

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 Campuses Cadets | 937.605.8269
- Springfield Campus Police | 937.328.3856
- Beavercreek Location Security Guards | 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, Dean, Student Engagement & Support Services | TLC 115 | 937.328.7936
- Ron Gordon, Dean, Enrollment Services | Rhodes Hall 129 | 937.328.6095
- Natalie Johnson, Associate Dean, Greene County Locations | Greene Center G108 | 937.429.8926
- Lisa Castle, Student Services, Bellefontaine | Admissions Office | 937.328.6484

At the Springfield campuses, call a cadet if you need a safety escort, jump start or if you've been locked out of your car.

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.

EAGLES CASH

Eagles Cash is a declining balance program for food purchases, which operates similar to a bank debit card purchase. You have the opportunity to purchase Eagles Cash and have it loaded onto your Clark State ID. The amount of a purchase is deducted automatically from the balance of the account. Eagles Cash may be used for purchases at the Eagle's Nest Restaurant in Springfield and the "Grab and Go" food unit at the Beavercreek Bookstore.

EAGLE'S NEST RESTAURANT

The Eagle's Nest Restaurant serves breakfast and lunch Monday through Friday and is located in the Karen E. Rafinski Student Center. A variety of healthy options are offered on the menu in both the Simply-To-Go cooler and in our convenience items. The Bookstore at the Beavercreek location also offers a variety of food options.

HOUSING

Wright State University Gateway Housing

Students enrolled in the Wright State University Gateway 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. All housing charges, food plans, or other miscellaneous fees associated with the program will be collected by Clark State.

IT HELP CENTER

The IT Help Center will help you with all types of technology issues, such as problems with Blackboard, myClarkState student portal, 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 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.

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 Community 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. There are two categories of reports available: Report a Concern and Report an Incident.

The Report a Concern forms can be used to notify the appropriate academic school of academic concerns, such as grades, or to report general concerns to the appropriate staff members. Prior to submitting an Academic Concern form, please be sure that you have attempted to address the concern with your instructor.

The Report an Incident 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, on the first floor 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.

The initial card for a student is processed free of charge. There is a \$5 fee if a replacement card is needed.

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, cash and Eagles 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 a multi-purpose unit machine. The Clark State gymnasium is available for recreational use during the semester and must be entered through the Wellness Center. 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 Community College offers five intercollegiate athletic programs: men's basketball, men's baseball, women's basketball, women's softball, and women's volleyball.

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. Student-athletes must provide official transcripts from all high schools and college previously attended. Athletic scholarships are available for qualified student-athletes. For more information about recruiting, eligibility, and participation in intercollegiate athletics, contact the Athletics 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. Clark State is currently the only two-year college in Ohio to have a SALUTE chapter.

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 Community 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. Joining one helps you meet new people, learn leadership skills and help build an impressive 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.

American Sign Language

The mission of the American Sign Language Club is to incorporate ASL and the deaf culture on campus. A goal of the club is to provide opportunities for hearing individuals to learn basic signs and sentence structure while gaining an understanding of the barriers and challenges the deaf culture may face.

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 Community 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.

Diesel Performance Club

Run by and for the students of the Clark State Community College Diesel program at the Miami Valley Career Technology Center, the newly formed Diesel Performance Club encourages students to explore the ins and outs of diesel technology and diesel technology competition. The club's mission is to expand awareness of diesel technology and performance applications. Working as a team, club members expand their knowledge of technical tools, industrial networking, communication skills, time management, money management, and social skills. Community outreach is also a primary goal of the club, which involves itself in fund raising efforts and exhibition tractor pulls at local county fairs.

Gateway Residential Caucus

The Gateway Residential Caucus provides opportunities for students in the Wright State Gateway program to connect socially and academically.

International Students Organization

The International Students Organization promotes international cultural understanding through cultural activities, provides peer support and represents the voices of international students at Clark State Community College. The organization's goals include providing fellowship among international students, promoting an international culture of understanding, encouraging participation in group activities and assisting new international students in adjusting to college life.

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 study 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 Community 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 Community 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 (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 dean of student support services 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.

FOOD AND DRINK IN THE CLASSROOM POLICY

Each individual faculty member has the obligation to set the food/drink policy in his/her 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 Community 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.

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 he/she does 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 his/her 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 he/she does 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.

Success Coaches/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 at commencement as honor students.

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.

All financial obligations to the College (instructional, general, auxiliary, lab and other fees (library, etc.) must be paid and all College equipment must be returned before an official transcript or a diploma shall be issued by the College.

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

PARKING POLICY

Like most commuter colleges, Clark State Community 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 web page.

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 Community 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 Community 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 Community 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.

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 Community 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 Community 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 Community 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 Community 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 Community 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 director, access & retention services, 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 Community 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 not limited to, guiding individuals with impaired vision, alerting individuals with impaired 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 director, access and retention services (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 Community 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 Community 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.

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 Community 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 director, access and retention services 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 director, access & retention services 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 Community 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 Community 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 Community 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 Community 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

- 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.
- 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.
- Complainant:** A person who is alleged to be the victim of conduct that could constitute sexual harassment.
- 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.
- 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.
- 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.
- 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 Community College policy on sex discrimination approved by the board of trustees. These procedures apply to sex discrimination complaints filed by Clark State Community 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:

Title IX Coordinator:

Laura Whetstone, Director, Human Resources | Rhodes Hall, Room 210C | 937.328.7958 | whetstonel@clarkstate.edu

Title IX Deputy Coordinator:

Ron Gordon, Dean, Enrollment Services | Rhodes Hall, Room 129 | 937.328.6095 | gordonr@clarkstate.edu

Title IX Deputy Coordinator:

Nina Wiley, Dean, Student Engagement and Support Services | Sara T. Landess Technology and Learning Center, Room 115 | 937.328.7936 | wileyn@clarkstate.edu

Title IX Deputy Coordinator:

Yolanda Hall, Senior Human Resources Generalist | Rhodes Hall, Room 210D | 937.328.6125 | hally@clarkstate.edu

Title IX Deputy Coordinator:

Natalie Johnson, Associate Dean, Greene County Locations | Greene Center, Room 108 | 937.429.8926 | johnsonn@clarkstate.edu

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 on 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 senior vice president for student success. 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 senior vice president for student success 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 senior vice president for student success and/or vice president of business affairs is final.

REQUESTS FOR CONFIDENTIALITY

As a public institution, Clark State Community 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 Community 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 Community College has developed its sex discrimination policy and procedures to insure that all of its employees and students can work and learn in an environment free from sex discrimination. The sex discrimination policy and procedures is 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.

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 dean of student engagement and support services 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 dean of student engagement and support services 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 PROCEDURES

In the process of obtaining a college education, students are often presented with differing points of view on issues. Students at Clark State shall feel free to explore and debate contemporary issues in an atmosphere of free expression as outlined in policy number 3358:5-13-10, Student Rights and Responsibilities.

To facilitate the process of maintaining an appropriate atmosphere, the following procedures shall be followed in scheduling student assemblies on campus:

- Students wishing to hold an assembly on campus shall submit a proposal in writing to the dean of student engagement and support services or designee at least one week prior to holding the event. The proposal shall include the proposed date of the event, start and end time, purpose of the event, target group of students and estimated number of participants.
- The dean of student engagement and support services shall review the request and meet with the requesting students or student groups to discuss logistics, including safety and security issues and the potential for disruption to the College.
- Once approval is received, the requesting students or student groups will work closely with the dean of student engagement and support services or designee regarding assembly details.
- The requesting students or student groups shall be responsible for assisting College authorities in maintaining an atmosphere at the event so that participants can have the opportunity to listen to the views being expressed.
- After the assembly is over, the requesting students or student groups shall assist in the cleanup of the area where the event was held.
- Students or student groups who hold assemblies without prior approval of the College are in violation of College policy.

STUDENT GRIEVANCE/COMPLAINT POLICY

Clark State 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 Community College at the time of the grievance.

An **“advocate”** is an informal, neutral and confidential 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 dissatisfied with the outcome, the student shall complete the Academic Concern Form found at on the MyClarkState student portal.
- The appropriate dean of the division will review the information submitted and may contact the student to discuss the matter within seven (7) business days. The appropriate dean of the division 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 appropriate dean of the division, 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 dissatisfied with the outcome, the student shall complete the General Concern/Grievance Form found on the Clark State website or myClarkState student portal.
- The dean of student engagement and support services or designee will review the information submitted and may contact the student to discuss the matter within seven (7) business days. The dean of student engagement and support services 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 dean of student engagement and support services or designee, the student may appeal to the senior vice president of student success 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 senior vice president of student success will make a final decision within five (5) business days of receiving the appeal. The decision of the senior vice president of student success shall be considered final.

A student may contact an advocate, an informal, neutral and confidential 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.

Clark State 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 dean of student engagement and support services immediately.

Grievances/Complaints will be reviewed following the conclusion of each semester by the dean of student engagement and support services. Academic concerns will be forwarded to the appropriate dean of the division and the vice president of academic affairs. Non-academic grievances/complaints will be reviewed by the dean of student engagement and support services and senior vice president of student success. 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. 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 are issued identification cards. The initial card for a student is processed free of charge. If a replacement card is needed, \$5 shall be paid to the cashier's office.

ID pictures are taken in the library, Sara T. Landess 122 in Springfield, on the first floor of the Greene Center in Beavercreek, Student Services in Xenia and the Admissions Office in 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 relating 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, he or she may take the matter to the dean of student engagement and support services 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 who have documented that their child is legally dependent as defined by the Internal Revenue Service Code or who have obtained a signed consent from their child.
- 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.

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.

NON-DISCRIMINATION

No agent or organization of Clark State shall discriminate against any student on the basis of 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. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

ASSEMBLY/PROTEST

Students may assemble in an orderly manner and engage in peaceful protest, demonstrations and picketing which does not disrupt the functions of the College, threaten the health or safety of any person or violate this rule.

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 free exercise of their religious convictions and to free association with organizations of their choice.

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.

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.

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.

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.

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.

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.

CODE OF CONDUCT

Students at Clark State 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 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:

- Physical harm or threat of physical harm or general conduct which threatens the mental or emotional health of any person or persons.
- 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.
- Disorderly conduct including but not limited to public intoxication, lewd, indecent or obscene behavior or intentional disruption of lawful activities of the College.
- Theft, damage to personal/College property or unauthorized entry, use or occupation of College facilities.
- Forgery, alteration, fabrication or misuse of records, grades, diplomas, College documents, and identification cards
- Illegal purchase, use, possession or being under the influence of or distribution of alcohol, drugs, or controlled substances on College property or in College vehicles.
- Non-compliance with directives of the College officials.
- Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
- Interference with or misuse of fire alarms, elevators or other safety and security equipment or programs.
- Violation of any federal, state or local law which has a negative impact on the well-being of the College or its individual members.
- Violation of College policies, rules or regulations that are published in the student handbook or any other official College publications or agreements.
- 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.
- 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.
- Disruptive behavior and/or the obstruction of teaching, research, administration, or other lawful Clark State activities on or off campus.

STUDENT RIGHTS AND RESPONSIBILITIES PROCEDURES

Cases involving academic misconduct are handled within the academic school responsible for that course. Faculty and/ or the 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 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 committee. 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 dean of student engagement and support services or designee and a member of the Behavioral Intervention Team to determine responsibility for alleged violations of the College’s student code of conduct. In an informal meeting, students are given the opportunity to admit responsibility for the violation and accept the sanction determined by the dean of student engagement and support services or designee. If the student does not admit responsibility nor accept the proposed sanction, the matter shall be forwarded to the student conduct hearing board. If the student fails to appear for the administrative meeting, the dean of student engagement and support services or designee shall proceed to review the alleged violation in the student’s absence and shall notify the student in writing of the action taken.

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 dean of student engagement and support services 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 members, including two faculty, two staff members, and one administrator. The administrator shall serve as chair of the hearing board. The dean of student engagement and support services 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 dean of student engagement and support services 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 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 dean of student engagement and support services or designee.

The chair shall report the student conduct hearing board's findings, in writing, to the dean of student engagement and support services or designee. The student conduct hearing board's findings must be submitted within 2 business days after the end of deliberations. The dean of student engagement and support services or designee may make appropriate modifications and then shall implement the final determination and inform the party or parties within 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 senior vice president of student success in writing for a revision of the student's status. The appeal must be submitted within 5 business days of sanction notification and must include supporting documentation or evidence. Upon receipt of an appeal, the senior vice president of student success 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 senior vice president of student success shall be made within 5 business days of receipt of the appeal and shall be final.

Advocate – A student may contact an advocate, an informal, neutral and confidential 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.

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

Educational Sanctions – Including work assignments, reflection papers, community service, behavioral contract, administrative referral, 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 dean of student engagement and support services 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 – Denial 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.

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 proven violations of the student code of conduct shall result in further sanctions, including suspension or dismissal from Clark State. If a student is found to be in violation of their probation, the student will be forwarded to the student conduct hearing board

Suspension – The student no longer has the privilege of enrolling in classes, entering campus or using a particular facility or building for a specified period of time or until a specific condition has been met.

Dismissal – The student is permanently banned from enrolling in classes, entering campus or using a particular facility or building. The dean of student engagement and support services or designee shall consult with the senior vice president of student success before imposing this sanction.

Temporary Suspension – When there is reasonable cause to separate a student from the community, the College may suspend a student for a reasonable time pending the scheduling of a student conduct board hearing. The reasons for temporary suspension include an alleged violation of the student code of conduct, an arrest, a criminal investigation, and/or criminal charges. A representative from the behavioral intervention team and dean of student engagement and support services office shall schedule an informal meeting with the student as soon as possible to determine whether the temporary suspension should continue until a formal resolution under the student code of conduct is reached. The dean of student engagement and support services shall consult with the senior vice president of student success before taking this action.

Administrative Withdrawal – A student may be administratively withdrawn from the College; prohibited from all or any portion of College premises, College-related activities or registered student organization activities; and/or permitted to remain only under specified conditions when the dean of student engagement and support services in consultation with the behavioral intervention team, senior vice president of student success and/or other appropriate College officials finds that there is clear and convincing evidence that the student's continued presence poses a significant risk of substantial harm to the health or safety of themselves or others, or to property, or to College operations. The dean of student engagement and support services shall notify the student in writing of the reasons the withdrawal has occurred and provide the student with an opportunity to appeal the decision. The student has 5 business days to provide a written request to have the decision reviewed by the senior vice president of student success. The decision of the senior vice president of student success shall be made within 5 business days of receipt of the request and shall be final.

Any violators of the student rights and responsibilities 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 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.

STUDENT-SPONSORED FUNCTIONS/EVENTS PROCEDURES

All student-sponsored social functions and other special student-sponsored events scheduled in College facilities or on College property must be cleared through the dean of student engagement and support services before they can be scheduled.

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.

If catering, concessions and/or alcoholic beverages are approved by the dean of student engagement and support services for the function/event, the student organization must follow procedure 3358:5-11-08.3 (Catering, Concessions and Alcoholic Beverages Procedures).

Once approved, the function/event must be scheduled through the conference services office.

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.



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