Edison State Community College provides the learning opportunities, support services and commitment that enable students to complete their educational goals and realize their dreams.
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**Building Hours and Holidays**
The main campus is open Monday – Thursday 7:00 a.m.–10:00 p.m.; Friday 7:00 a.m.–4:00 p.m. and Saturday 7:00 a.m.–5:00 p.m.

Summer Hours are Monday–Thursday 7:00 a.m.–10:00 p.m.; Friday 7:00 a.m.–4:00 p.m.; the main campus is closed Saturday and Sunday.

Please check individual offices for specific hours of operation.

Holidays are listed in the Academic Catalog.

**Map of the College**
Maps of the College are available in Student Affairs or access online by clicking [here](#).

**Smoking**
In compliance with state regulations (Ohio Revised Code Chapter 3794) Edison State’s buildings and facilities are designated as smoke free. Smoking is permitted outdoors in designated exterior areas.

**Student ID Cards**
Student ID cards are issued in Student Affairs.

Students must have a copy of their current class schedule and a valid picture ID to obtain an ID card. A $10 fee will be charged for a replacement card.

**Weather Information**
Edison State students are strongly encouraged to sign up for “Rave Guardian App”—Edison State Community College’s free emergency alert system. In the event of an emergency or campus closing, an alert will be sent to your phone number and/or email address. To learn more, click [here](#).

*You must have an Edison State Community College email address to sign up for Rave Guardian alerts as a student.*

**Bookstore**
Textbooks for all classes, as well as collegiate clothing and other items, cards and sundries may be purchased at the Bookstore located across from Student Affairs.

**General Return Policy**
**STANDARD RETURN POLICY**
A valid receipt and/or packing slip are required for all refunds or exchanges. All items (except Course Materials and Hardware/Software) unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.
Course Materials and Hardware/Software Details

Course Materials (textbooks)
A full refund will be given for textbooks (excluding Final Sale items) returned prior to your campus specific refund deadline. Materials purchased after the campus specific deadline (but before the final week of class) must be returned within 2 business days of purchase. Materials purchased during the last week of classes or final exams are not returnable/refundable.

Final Sale items include the following: Inkling Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids, clearance items and magazines. These items are not returnable/refundable.

Hardware and Software
Unopened (unless defective) computer hardware and software may be refunded or exchanged within 14 days of purchase.

Buy back of textbooks can be done every day at the bookstore. However, book buy back is not guaranteed for all texts.

Payment Options for Classes
Cash
- In person only
- Do not mail cash

Check
- Make payable to Edison State Community College
- Student ID number required on the front of the check
- Exact amount only
- No post-dated checks
- Returned checks result in a $25 fee

Credit Card (2.5% convenience fee added)
- American Express
- Discover
- MasterCard
- VISA

Payments may be made online via MyESCC or in person at either the Greenville or Piqua campus. A Payment Plan option is available. Please see the website or visit the Cashier’s office for details.

Child Development Center
The Child Development Center, Room 449, provides childcare for children between the ages of three through five. Hours of operation are Monday–Thursday, 7:00 a.m.–6:00 p.m. and Friday 7:00 a.m.–4:00 p.m. All children must be registered before attending. The fee for registration is $25 for each child. Charges for each child are $3.00 per hour or $120 per week for 40 hours or more. Children must be registered for a preschool class to be able to utilize the hourly care. Drop-in care is not provided.

The preschool programs are for children aged three through five operates from 8:30–11:00 a.m. for the morning class and 1:30–3:30 p.m. for the afternoon class, Monday–Thursday. Charges are $144 per month for the morning class and $115 per month for the afternoon class. Children participate in
activities that support cognitive, physical, social, emotional and creative development. For more information, please contact the Child Development Center at 778-7985.

Parking and Vehicle Registration
All students, faculty and staff should display a current, valid parking permit to park on the Edison State campus. To review Edison State’s parking policies, please click here.

Permits
Student parking permits can be obtained from the Cashiers’ Office, the Library or at the Edison State at Greenville location. The permits are to be displayed on the bottom left corner of the rear window of your vehicle. When obtaining permits and filling out the permit form, students should list all vehicles that they may possibly be parking on the Edison State campus. Students are permitted more than one parking permit.

Spaces
Students may park in any general parking space. They may also park in the Childcare Drop-off spaces for 10 minutes while dropping off children at the Childcare Center. Students may also park in Disabled/Handicapped Parking if they have a Disabled Parking Permit. Students should never park in “Visitors” spaces, “Adjunct/Faculty” spaces or “Staff/Faculty” spaces.

Fines
Faculty, staff and students who violate parking regulations will be ticketed and fined according to the following fee schedule:

<table>
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<tr>
<th>Description</th>
<th>Fine</th>
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<tr>
<td>Student parking in faculty/staff parking</td>
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<tr>
<td>Parking in a designated visitor space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in two spaces</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in the grass</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in a designated disabled/handicap space</td>
<td>$100.00</td>
</tr>
<tr>
<td>Parking in a fire lane</td>
<td>$50.00</td>
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($25.00 fines will be reduced to $10.00 if paid within 48 hours or two business days.)

Fines can be paid at the Cashiers’ Office during regular business hours Monday–Thursday 8:00 a.m.–6:00 p.m., or Friday 9:00 a.m.–4:00 p.m. There is also a Payment Drop Box outside the Cashiers’ office. If using the Drop Box, please fill out the provided payment envelope completely and enclose the parking ticket. Parking fines must be paid within 14 days of receiving the ticket.

Failure to Pay
If parking fines are not paid within 14 days of receiving the ticket, students will have their account put “on hold”—this will prevent them from receiving grades, registering for classes or graduating.

Appeals
Anyone who wants to appeal a parking citation can do so by filling out a “Parking Citation Appeal Form” within 14 days of receiving the ticket. The Appeal Form is available by clicking here.

The Parking Appeals Board will review the written appeal and inform the violator of its decision by email. If the Board rejects the appeal, the violator may appear before the Board to appeal the decision in person at a parking Appeals Board Meeting on an assigned date. The violator may bring one advocate, representative or witness to the meeting.
Telephones
Emergency phones are available at various locations throughout the campus:

West Hall
Ground Floor, Southwest Entrance, near Room 122
Second Floor, Center of Hallway, near Room 221

South Hall
South Entrance, near Rooms 344-345

East Hall
South Entrance, near Room 449
Northeast Entrance, near Room 415

North Hall
Near restrooms, Room 060

Emerson Center
Connector hallway to the Emerson Center near Weight Room
Emerson Center Atrium near room 511

These phones are to be used for emergencies only. Lifting the handsets of the emergency phones will automatically dial the Campus Operator. The location of the call's origin is automatically registered and the Operator will determine what level of response is required.

Insurance
Edison State Community College provides student health insurance through Transamerica Life Insurance Company, effective August 1 of each year. The insurance agent is EJ Smith & Associates. Learn more and enroll online by clicking www.ejsmith.com.
The plan offers the following:

- Three different plan levels
- Available to full-time and part-time students (international students are not eligible at this time)
- Coverage also available for spouse and children
- Coverage and premiums can be purchased for a minimum of four months up to one year
- You can enroll anytime during the academic year
- No medical questions asked
- Pregnancy is covered (treated as any other sickness)
- Prescription Drug Discount Card provided at no charge
- Optional Dental Coverage available for purchase without having to sign up for the student health insurance plan

Students who have questions regarding the health insurance plan or the dental insurance plan should contact EJ Smith & Associates at 847-564-3660.

Emergency Procedures
Fire
Upon the College's notification that a fire has been discovered in the building, the fire alarm bells will sound. The fire alarm produces a continuous ringing bell sound and flashing for hearing impaired. If you
hear it, exit the building according to the instructions posed in your area. After exiting the building, move to a grassy area at least 100 feet from the building out of the way of emergency vehicles. Stay out of the building until the all-clear signal is given by the crisis management team. The faculty and staff will help handicapped people exit the building. As soon as the alarm is sounded, the elevator in the West Hall will move to the first floor and remain there. There is an Evac chair in Room 239 (the copy room) that should be used to evacuate anyone who cannot walk down the stairs.

**Tornado**

The tornado warning alarm is characterized by a high-pitched, interrupted wailing sound similar to that of a siren. When this alarm sounds, go immediately to the nearest shelter area according to the directions posted in your area or listed in the Emergency Procedures Manual. Stay away from all external and internal windows. If you do not know where to go, go to a restroom on the first floor.

Additional information about emergency procedures and policies may be found in the emergency procedures manual or by clicking [here](#).

**Student Activities**

**Organizations**

Information on all campus organizations and activities is available in the office of Director of Student Life & Athletics or on the Edison State website.

**Forming a New Student Club or Organization**

1. Students desiring to be recognized as a student organization must identify an Edison State faculty or staff member to serve as the club or organization advisor. The advisor shall notify the Director of Student Life of his or her willingness to serve in this capacity. An advisor shall meet with the Director of Student Life & Athletics and Student Senate, prior to any organizational activities to discuss the purpose and mission of the club/organization.

   In keeping with Edison State’s mission of providing students, faculty and staff the opportunity for organized activities within the scope of the Edison State community, campus activities related to the formation of recognized clubs or organizations must be conducted by currently enrolled Edison State students, faculty or staff.

2. The majority of members of recognized clubs and organizations must be currently enrolled Edison State students, faculty or staff. A roster must be provided to the Director of Student Life & Athletics before recognition can be finalized.

3. Students desiring to be recognized as a student organization shall advertise the intent to form a club or organization by posting announcements throughout campus. The Director of Student Life & Athletics shall approve all flyers prior to posting. These announcements shall contain information about an initial meeting date, time, and place for the new club or organization.

   a. Assistance with creation and copying of flyers may be obtained through the Student Senate.

   b. Students are responsible for posting announcements/flyers on bulletin boards. Announcements/flyers must be posted only on bulletin boards NOT already designated for a specific department or group. Please be courteous and do not cover other flyers and/or announcements.

   c. Rooms for meetings/events must be reserved by the club advisor through Helen Willcoxt the Administrative Assistant to the Vice President of Administration and Finance at ext. 7962.

4. The proposed club or organization will draft a constitution with assistance from the faculty/staff advisor and submit a copy to the Director of Student Life & Athletics. Examples of constitutions may be obtained from the Director of Student Life.
5. A formal written request for club/organization status will be made to the Director of Student Life & Athletics along with a proposed budget.

If the proposed student organization is approved by the Director of Student Life & Athletics and Student Senate, the student organization shall adhere to the following guidelines:

1. The club advisor(s) will meet with the Director of Student Life & Athletics to review procedures for requesting and spending funding which the club might receive.

2. The club or organization will annually submit a budget request (if funding is desired), any revisions to the constitution, and an updated membership list to the Director of Student Life & Athletics. The minimum requirements for student organizations listed in this section of the handbook shall be maintained for recognition to be renewed.

**Fitness Center**
The Fitness Center is available for all students Monday–Friday, 8:00 a.m.–8:00 p.m. Summer hours may vary with building hours.

Students shall abide by all rules of the Fitness Center, which are posted in the Center. Discounted and free exercise classes are available several days per week.

**Athletics**
Edison State is a member of the National Junior College Athletic Association and participates with numerous other junior colleges in Region XII. Edison State competes in the Ohio Community College Athletic conference (OCCAC) in four sports:

- Women’s Basketball
- Women’s Softball
- Women’s Volleyball
- Men’s Basketball
- Men’s Baseball

The rules and regulations of the National Junior College Athletic Association apply to every student competing in intercollegiate athletics. To be eligible, a student must be enrolled in and maintain 12 semester hours per term. Additional eligibility rules must be verified by contacting the Athletic Office at 937-381-1555.

Edison State also has a Club Co-Ed Cross Country Team. To be part of the Club Cross Country Team, please contact the Athletic Office at 937-381-1555.

**Academics**

**Academic Calendar**
The complete academic calendar for the current year is published in the Academic Catalog. A version of the calendar is on Edison State’s website. Edison State offers a variety of options for students to schedule their classes according to their needs. We have 16-week semester classes, 8-week semester classes and 4-week semester classes.

**Academic Standing**
GPA (grade point average) is determined at the end of each semester a student receives an electronic grade report which includes grades, earned hours, quality hours, quality points and grade point average. This information is presented for both the completed semester and the student’s cumulative program at Edison State. To determine your GPA: Multiply the grade value of each course by the number of quality hours for each course to determine the quality points. Example:
Sample Grade Report

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Earned Hours</th>
<th>Quality Hours</th>
<th>Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 121S</td>
<td>A</td>
<td>3</td>
<td>3x</td>
<td>4.0</td>
<td>12.00</td>
</tr>
<tr>
<td>PSY 121S</td>
<td>B</td>
<td>3</td>
<td>3x</td>
<td>3.0</td>
<td>9.00</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>6</td>
<td>21.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add the quality hours and quality points. Divide the total quality points by the total quality hours to determine your GPA for the semester. Example: 21 divided by 6 = 3.5. To calculate your cumulative GPA (all semesters) add your total quality hours and total quality points for all semesters.

Divide the total quality points by the total quality hours to determine the GPA for all of your course work at Edison State.

Academic Probation and Suspension

If your cumulative grade point average falls below the following minimum grade point averages, you will be placed on academic probation. Students placed on probation are required to meet with a Student Success Advisor prior to registration and participate in the Student Success Program. The advisor will determine an appropriate course load and may restrict the number of credit hours attempted and will develop a student success plan.

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted*</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12–15 semester hours</td>
<td>1.7</td>
</tr>
<tr>
<td>15.01–30 semester hours</td>
<td>1.8</td>
</tr>
<tr>
<td>30.01–40 semester hours</td>
<td>1.9</td>
</tr>
<tr>
<td>40.01 or more semester hours</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Attempted hours do not include non-credit or non-graded courses.

A full-time student will continue on probation the following semester even though the cumulative GPA is below the minimum state in the probation policy. However, the student must achieve at least a 2.0 GPA for each semester while on probation. “Academic Probation” will appear on the student’s transcript for each term of probation status.

A part-time student whose cumulative GPA is below the minimum stated in the probation policy will continue on probation. However, the student must achieve at least a 2.0 GPA during the 15 semester(s) in which the next 12 credit hours are attempted*. “Academic Probation” will appear on the student’s transcript for each term of probation status.

A special review of probationary status will be completed in the semester the student intends to graduate if 12 credit hours have not been completed since the last review.

A full-time student achieving less than a 2.0 GPA for the next semester following placement on probation and whose cumulative GPA is below the minimum stated in the probation policy will be suspended from the college.

A part-time student on probation, achieving less than a 2.0 GPA over the semesters in which the next twelve (12) credit hours are attempted following placement on probation, will be suspended from the college.

A full-time transfer student admitted on probation who achieves less than a 2.0 GPA in his/her first semester (first twelve (12) credit hours for part-time transfer students) will be suspended from the college.

“Academic Suspension” will appear on the student’s transcript of any student suspended.
Readmission
Any student suspended for academic reasons for the first time qualifies for readmission on Conditional Status by remaining out of the college for at least one full semester (summer term excluded.). He/she may also petition the Admission and Scholarship Committee for immediate readmission on Conditional Status. Petitions will be decided on an individual basis.

Conditional Status requires participation in the Student Success Program during the readmitting semester. Any student on Conditional Status may register during a regular semester for not more than seven (7) credit hours of course work nor for more than four (4) credit hours of course work in an eight week session; unless special permission is obtained from the Admission and Scholarship Committee.

Students readmitted after a first suspension, either by committee or by remaining out the required semester, will be suspended a second time if they do not fulfill the requirements of the Student Success Program and do not achieve a minimum 2.0 GPA for the readmitting semester.

After a second suspension, the student will be eligible to apply for readmission to the college on Conditional Status only after remaining out of the college for at least one full semester. No immediate readmission will be considered except in extraordinary circumstances. Students readmitted after a second suspension must participate in the Student Success Program and an appropriate academic course load will be determined by the Student Success Adviser. Students readmitted after a second suspension will be suspended a third time if they do not fulfill the requirements of the Student Success Program and do not achieve a minimum of 2.0 GPA for the readmitting semester.

Students suspended for the third time will be required to remain out of the college for one full year. Applications for readmission following a third suspension shall be processed by the Admission and Scholarship Committee on an individual basis.

Dean’s List
A student must complete 12 credit hours with a minimum grade point average of 3.5 to be eligible for the Dean’s List. A student carrying fewer than 12 credit hours will be eligible for the Dean’s list for the first time at the end of the semester in which 12 credit hours are earned if the cumulative GPA is 3.5 or higher.

Credit for Prior Learning
Edison State may award credit for college-level learning gained outside of college through a variety of methods which consider the knowledge adults acquire as they live, work and learn. These methods include:

- Credit by Examination
- Portfolio Evaluation
- Military service training recommended by the American Council on Education (ACE)
- Business or Government training recommended by ACE

To receive credit, a person’s knowledge must be documented or verified through one of the above ways as being college level and appropriate for the degree program. A maximum of 30 semester hours may be earned. To learn more about the available options, please see your academic advisor or the Edison State website.

Academic Advising
Students are encouraged to meet with an academic advisor prior to registration each semester. Advisors are available to assist students in long-term and short-term planning for their academic programs.

You should meet with your faculty advisor each semester to:
• Confirm that you are pursuing the right academic major to set you on your career path.
• Identify the courses you will need to accomplish your academic goals.
• Review your student educational plan, tailored to your lifestyle and work schedule.
• Learn about opportunities for internships and other experiences.

To schedule an appointment with your faculty advisor, contact the Project Specialist of the Academic Division.

New Students should meet with an advisor in the Advising Resource Center (ARC). ARC advisors are faculty members who meet with current students who do not have an assigned faculty advisor, or who have a general question regarding registration, scheduling, completing their degree requirements and more.

Students who have not officially declared a major will meet with advisors in the Advising Resource Center until a major is officially declared. They are available by appointment in Student Affairs, Room 160 or at the Edison State at Greenville location. To schedule an appointment with an ARC advisor, call 937-778-7850. In Greenville, call 548-5546.

Course Syllabi
Standard course syllabi for all classes may be obtained online by looking at the course description in the academic catalog by clicking here. Specific course syllabi will be distributed in class. Syllabi for online courses are posted on the Blackboard site for those sections.

Change of Address
Students can provide their change of address by logging onto myESCC at www.edisonohio.edu.

Procedures for Accepting Academic Work from Non-Regionally Accredited Institutions
The acceptance of work from a non-regionally accredited institution will apply only to applied degree programs (which include the AAB, AAS, and ATS degrees). Student petitions for review of this course work will be on an individual basis, allowing for consideration of each student’s knowledge base, recent use of course knowledge in the work place, and supporting course work from educational experiences.

All course work that is presented by Edison State students for review will be evaluated in the following way:

Transcripts are received in Enrollment Services by an institution that is not regionally accredited. A letter is sent to the student confirming receipt of the document. Procedures for accepting academic credit from non-regionally accredited institutions are also included in the letter.

For the course work to be evaluated, the student should compile documentation that demonstrates that the learning outcomes for that particular course be met. This documentation should include:

a. Name and contact information for the student
b. Edison State Syllabus
c. Transfer course syllabus, catalog course description
d. Name, author and publisher of any texts used
e. Copies of coursework for the course, including papers, project, tests, and study guides that demonstrate the academic rigor and depth of the course.

The student should submit this documentation, in one packet, to the college Registrar. The registrar will distribute the packet to the Dean of the department for review. The Dean may contact the student for additional documentation if necessary.

After consultation with the faculty members in the department, the Dean will have the final decision concerning transferability of credit.
The final evaluation will be completed, signed, and forwarded to the Registration and Records. A copy of the completed evaluation will be sent to the student.

**Transferring Credit to Edison State**

When a student is admitted to Edison State, transfer students must request official transcripts from all previous institutions be sent directly to the Registrar’s Office. Upon receipt of these official transcripts, they will be evaluated and credit will be granted for acceptable work completed at other approved colleges and universities.

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level course they have passed.

Pass/fail courses, credit by examination courses, experiential learning courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

Students who disagree with a credit transfer decision should first contact their assigned advisor. If there is still a dispute, final decisions will be determined by the department dean.

**Transferring Credit to Other Colleges**

Information about other colleges and universities, as well as copies of transfer agreements with two-year and four-year colleges is located in Student Affairs and online. These agreements are filed by college and list the Edison State courses recommended for transfer. The official Transfer Module can be found in the Academic Catalog. Additional information about transferring may also be found on the Ohio Department of Higher Education website at https://www.ohiohighered.org/. Students are also encouraged to use U-Select at www.transfer.org. For additional information about transferring, please see your assigned academic advisor.

**Transcripts**

Students may obtain copies of their official Edison State transcripts online by clicking [here](#) or in person from the Student Affairs Office and at the Edison State at Greenville office. All requests must be in writing and include the student’s signature. A processing time of 7 business days may be required. Transcripts will not be provided if there is a balance on a student’s account.

**Attendance**

Students are expected to attend all class and laboratory sessions, including examinations. Individual instructors have both the responsibility and the prerogative for managing student attendance. Students may consult the syllabus for the attendance policy in effect for each class. If students must be absent, it is their responsibility to contact their instructor and ask if missed assignments can be completed. Excessive absences and work not completed may affect students’ final grades and financial aid.

**Dropping a Class, Withdrawing from College**

In order to drop or withdraw from a class, a withdrawal form must be completed, signed by the student and submitted to Student Affairs or the Edison State at Greenville location for processing. Withdrawals may also be completed using myESCC.

Failure to withdraw formally can result in a failing grade for the course and financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates may be
found at the Cashier’s Office, on our website by choosing the specific year’s academic calendar under the Calendar tab, and also in the catalog under “Important Things to Know.”

- If you drop a class during the refund period the cost of the class will be removed from your student account and any payments adjusted accordingly.
- Dropping a class after the refund period has ended does not release you from your financial obligation.
- Non-attendance of class or notification to instructor or department does not constitute official withdrawal. You must complete and sign a withdrawal form.

No-Show Policy
Instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via Edison State email. Appropriate changes will be made to their registration records, billing accounts and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via Edison State email of the steps to take for reinstatement of federal aid.

Support Services

Student Health Services
Edison State offers on-campus Student Health Services in conjunction with Upper Valley Medical Center. The Student Health Clinic is located in Room 060. A registered nurse is available Monday–Thursday from 9:00 a.m.–3:30 p.m. Clinic services include:

- Walk-in treatment of minor illnesses and injuries.
- Consultation, advice and appropriate referrals.
- Health education and health promotion.
- Blood pressure screenings. Students may also visit the HealthStation located in the atrium of North Hall to check blood pressure, weight, or get information on a variety of health topics.
- Over-the-counter medications are available in a vending machine located in the cafeteria.

Student Health Advisors and Peer Educator program (SHAPE) coordinates students interested in exploring and sharing important wellness and lifestyle issues on campus with their peers.

In case of a health emergency, students are advised to call the switchboard (dial 0) or use the emergency phones. The switchboard will then contact the appropriate resources to respond. Contact 778-7840 for more information or click here.

Tutoring Center
The Edison State Tutoring Center provides free learning assistance and tutoring to all Edison State students. The Tutoring Center is located in the back of the Library. E-Tutoring is also available to all currently enrolled students. Current in-person and e-tutoring schedules can be found on the Tutoring Center web page.

Tutoring Center Contact Information can be found here or by calling 937.778.7959.

Library
The Edison State Library contains over 25,000 items. It is a member of the OhioLINK Consortium with its more than 120 academic libraries providing access to over 50 million items. Through this membership students can access 10,000 full-text electronic journal subscriptions, over 200 research databases and more than 80,000 ebooks!
The library staff is available to help students with their research needs. The library also provides access to multiple computer terminals, a color and black and white printer/copier/scanner, a fax machine and a laminator.

**Library Contact Information** can be found [here](#) or by calling 937.778.7950.

**Job and Career Development**

Job search and career planning assistance is available in Student Affairs and the website by clicking [here](#). A success advisor can meet with you individually to provide career and/or educational guidance. Students seeking employment or an internship are encouraged to register with the Career Service online job board. For more information, visit our office, website or call 937-778-7850.

Services include:
- Career advising and assessment
- Career information
- Choosing a major
- Bachelor’s degree options
- Resume writing
- Interviewing tips
- Additional job search resources

**Student Financial Aid**

The Student Financial Aid Office is located in Student Affairs.

The following are selected programs which are available from the state or federal governments:
- Federal PELL Grant
- Federal Supplemental Education Opportunity Grant
- Federal Direct Plus Loan
- Federal Direct Stafford Student Loan
- Federal College Work Study
- State Nursing Educational Assistance Loan Program

Various other scholarships are provided by Edison State and clubs/organizations from the three-county area.

Private lenders may also offer education loans to help meet educational costs.

For additional information, please visit the Financial Aid Office during walk-in hours to speak with a Financial Aid Advisor or refer to the Student Financial Aid web page, which is updated yearly. You may also email [FinancialAid@edisonohio.edu](mailto:FinancialAid@edisonohio.edu) from your Edison State email account.

**Disability Services**

The mission of Disability Services at Edison State is to enhance each student’s individual educational experience by preventing discrimination on the basis of disability. Services are available to promote academic and vocational growth for individuals with physical, psychological, and learning disabilities. The Disability Services staff arranges for academic accommodations and support services that are individualized to each student’s disability and functional needs.

Students should apply for services through Disability Services prior to enrollment. A pre-service interview and documentation of disability are required prior to utilization of our services. The purpose of the interview is to assess disability-related needs and to plan services accordingly.
Information regarding a student’s disability is confidential. Any documentation and verification of a disability is kept in a confidential file.

More information is available on the website by clicking here, by phone at 937-778-7854 or in person in Student Affairs, West Hall, Room 160 or by email to cbenning@edisonohio.edu.

General College Policies
Core Values
The academic core values are a set of principles that guide Edison State in creating its educational programs and environment. The following is a list of values that Edison State incorporates into its educational experiences and environment:

Communication
Communication, a skill basic to all college students, involves listening, speaking and writing for the purpose of understanding and of being understood. A lifetime process, communication also involves the ability to use appropriate and reasonable language and dialects, acknowledging that audiences are diverse.

Ethics
The ethics core value is defined in terms of decision-making. A distinction is made between “good” or “bad.” Ethics either exist or do not exist. They are decisions and behaviors that are based on values. Thus, the faculty will endeavor to present material across the curriculum in a manner that will cause students to consider the decision-making process in terms of ethics.

Critical Thinking
Critical thinking is the ability to think with dimension. Thinking becomes the ability to apply internalized standards of thought; clarity, relevance, analysis, organization, recognition, evaluation, accuracy, depth and breadth. Critical thinking requires detachment, the ability to examine critically one’s own ideas and thoughts as well as examining the ideas and thoughts of others.

Possessing the fundamentals of critical thinking enables an individual to reason across a variety of disciplines and domains and to critique one’s own thinking from many perspectives. The development and use of critical thinking is a lifelong activity which enables us to continually improve our thought and consequent products of our though in our lives and society.

Human Diversity
Diversity describes the coexistence of many cultures in society. By making the broadest range of human differences acceptable to the largest number of people, multiculturalism, as a function of cultural diversity, seeks to overcome racism, sexism and other forms of discrimination.

Inquiry/Respect for Learning
Inquiry is the information gathering process through which the learner formulates essential questions, locates appropriate resources, and evaluates the applicability of the data for a particular situation. Students at Edison State will learn how to apply these learning processes in each field of study.

Interpersonal Skills/Teamwork
Interpersonal skills promote personal effectiveness when interacting with others, whether the interaction is one-on-one, in a small group, in an organization or with an audience. To be skilled interpersonally, a person must first assess any situation to determine the expectations of others involved, and then adapt to those expectations.
Students can expect to be introduced to all values and have them reinforced in the classroom and in all learning experiences at the college.

Diversity Statement
Edison State serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison State strives to create an environment in which all people are valued and supported; differences are understood and respected; and students are prepared for collaboration in a global community. Edison State does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship or disability.

Children on Campus
Students are advised against bringing children to class or leaving children unattended on campus.

The college assumes no responsibility for the supervision of unattended children. Childcare facilities are available on campus for children between the ages of 3 through 5 years of age (See “Child Development Center”).

Computer Usage Policy
Edison State makes available computing, communication and information system resources to its students, at its discretion and for the sole purpose of furthering the stated mission of the college—“Edison State Community College provides the learning opportunities, support services and commitment that enable students to complete their educational goals and realize their dreams.” Use of these resources for other purposes is not authorized under the Information System Policy.

In order to protect your rights as a computer user at Edison State, the following guidelines shall be followed by all students:

1. Each student is held accountable for his/her own actions while using Edison State electronic communications or computing facilities.
2. No student may copy any part of a computer software product licensed to Edison State.
3. No student shall use Edison State-owned computers to make unauthorized copies of software licensed to any party or other proprietary media for use on or off campus.
4. No student may use unauthorized software copies on Edison State owned computers.
5. The College reserves the right to examine, at any time, suspected unauthorized software copies or other personal software.
6. Information stored by students on Edison State computers is not held as confidential and is subject to review to investigate suspected offenses.
7. The College may confiscate unauthorized copies of Edison State licensed software.
8. Student misuse of Edison State computing facilities or network resources can result in disciplinary action in accordance with the Student Code of Conduct.
9. Viewing obscene or pornographic material on Edison State computers is prohibited.
10. Use of email or messaging services to harass, intimidate, threaten, make abusive or defamatory remarks about another person (including forwarding unsolicited messages) is strictly prohibited.
11. With regard to use on local area networks or on multiple machines, Edison State students shall use the software only in accordance with the license agreement.
12. Access to Blackboard© or other online/distance learning programs is only permitted by the student assigned that username and password. Students are responsible for confidentiality of their account information and all activities that occur under their password or account and responsible for
notifying their instructor of any unauthorized use of their account or any breach of security. Students are responsible for logging out of Blackboard© and closing the Internet browser at the end of each Blackboard© session.

13. The Blackboard© email tool shall be used only for necessary course communication.

14. The Blackboard© digital drop box shall only be used for storage of course related documents.

15. Blackboard© may not be used to post or link to obscene or pornographic material.

16. Unauthorized reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties including fines and imprisonment. No defense or indemnification by Edison State shall be provided to a student whose copying gives rise to a claim of copyright infringement.

17. Students who require access to classroom computer labs may gain access during non-class periods by obtaining a pass from their instructor. Open labs are available in the Library, Learning Center and Internet Café.

Social Media Policy

Thousands of current and future students, faculty, staff, alumni and donors are utilizing mediums such as Facebook, Twitter, LinkedIn, YouTube and many others to stay connected. Edison State believes that having a presence in these areas will allow the College to broadcast information and interact with the public. In order to operate within these mediums effectively, Edison State has developed a social media policy to ensure that any and all interactions on behalf of Edison State represent the College’s best interests.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct; the policy will be adjusted as necessary according to the situation and/or modality.

The Edison State Community College Social Media Policy only applies to social media accounts created to represent ESCC groups, departments, programs, entities etc. and does not apply to private individual accounts.

Because the technology that drives web communication changes rapidly, this policy may be adjusted to address issues that may arise in the management and implementation of the page or for any other reason that supports the College’s priorities for the page.

Social Media Accounts Officially Recognized by the College

For a group’s social media account to be recognized by the College as an official social media account, the group administrators must seek approval from the Edison State Social Media Committee (ESSMC), which consists of three administrators and one faculty member experienced with such media.

The ESSMC will review all social media inquiries. This office should also be used as a resource for the college community for any social media needs. The ESSMC will make the final decision in any situation regarding the use of social media. The ESSMC will ensure the pages are set up properly according to official social media site policy.

Facebook Use

If an ESCC organization, department, group, program or sports team creates a Facebook page, it will be listed on the official ESCC’s Facebook page under “favorite pages.” Inclusion in “favorite pages” creates a link from the Edison State Community College page to the organization’s page.

Account Administrators

All social media accounts officially recognized by Edison State Community College must have an ESCC faculty or staff member as an administrator at all times.
Should an ESCC employee who is an administrator of an account leave the College for any reason or no longer wish to be an account administrator; it is that individual’s responsibility to designate another ESCC employee to be an account administrator prior to removing himself or herself from that role. If this is not completed by the administrator then the ESMC will appoint one. The ESSMC must be notified when a new administrator takes over.

ESCC employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the College’s Conduct Policies.

Requirements for Content of Officially Recognized ESCC Accounts

- Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the ESCC name to promote any opinion, product, cause, or political candidate.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- ESCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

Questions about this policy should be directed to the Student Affairs office in room 160.

Study Abroad Policy

All persons traveling under the sponsorship of Edison State Community College are expected to uphold the Code of Conduct standards of Edison State students as described in the Student Handbook: Code of Conduct and Disciplinary Policy. Even if the country visited has a legal drinking age of less than 21, Edison State travelers under age 21 are not permitted to consume alcohol. If travelers are caught with illegal substances in countries other than the US, they are subject to local laws, not US laws, and penalties can be severe. Further, association with persons using illegal substances is prohibited. Local and national laws on a variety of subjects may not be the same as in the US, and participants in the Edison State program are expected to be aware of and obey local laws.

Notification of Rights Under FERPA for Edison State Community College

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:

1. To school officials with a legitimate educational interest (§99.31(a)(1)).

   The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and will make a reasonable attempt to notify each student of these disclosures when made.

2. To another school in which the student seeks or intends to enroll (§99.31(a)(2)).

3. To authorized representatives of various federal and state agencies (specified in the regulations) for the audit or evaluation of, enforcement of, or compliance with federally supported education programs (§99.31(a)(3)).

4. For certain purposes related to financial aid for which a student has applied or has received (§99.31(a)(4)).

5. To state and local officials to whom information was specifically required to be reported by a state law prior to Nov. 19, 1974 (§99.31(a)(5)).

6. To organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction (§99.31(a)(6)).

7. To accrediting organizations performing their accrediting functions (§99.31(a)(7)).

8. To parents of a dependent student (§99.31(a)(8)).

9. To comply with a judicial order or subpoena (§99.31(a)(9)).

10. To appropriate parties in a health or safety emergency under certain conditions (§99.31(a)(10)).

11. If the information requested was designated as “directory information” by the educational institution (§99.31(a)(11)).

12. To the parent of a student who is not an eligible student or to the student (§99.31(a)(12)).

13. To the victim of a crime of violence or a nonforcible sex offense when the information is related to the final results of the disciplinary proceeding conducted by the institution (§99.31(a)(13)).
14. In connection with a disciplinary proceeding at a postsecondary institution if it has determined that the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the institution’s rules or policies (§99.31(a)(14)).

15. To a parent of a college student regarding the student’s violation of any law or any institutional policy governing the use or possession of alcohol or a controlled substance if the student is under 21 at the time of the disclosure to the parent, providing state law does not prohibit the disclosure (§99.31(a)(15)).

16. If the information concerns registered sex offenders provided under State sex offender registration and campus community notification programs (§99.31(a)(16)).

17. 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 20202-5901

Record of Request for Disclosure
The College will maintain a record of information from a student’s education records and these records become part of the student’s education record. The record will indicate the name of the party making the request, under what authority, and for what purpose. Records of requests and disclosures will not be kept for requests made by the student himself or herself, requests for directory information or for those made by school officials.

Directory Information

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Edison State Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with published procedures. The primary purpose of directory information is to allow the College to include non-invasive information from your education records in a number of ways, such as inclusion in certain school publications, press releases or online media. Examples include:

- Dean’s List or other recognition lists;
- Graduation programs;
- Sports activity sheets showing weight and height of team members;
- On the College’s website, Facebook page, or other online presence

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations and individuals without a student’s prior written consent.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College Registrar in writing. Edison State Community College has designated the following information as directory information:

- Name
- Address(es)
- Telephone number(s)
• Email addresse(s)
• Photograph(s) and video(s)
• Major field of study
• Dates of attendance
• Grade level (such as freshman, sophomore)
• Enrollment status (undergraduate or graduate, full-time or part-time)
• Date of graduation and degree(s)/certificate(s) conferred
• Honors or awards received, including selection to a dean's list or honorary organization
• Participation in officially recognized activities and athletics
• Weight and height where the student is a member of athletic teams
• Most recent previous school attended

Right of the College to Refuse Access
The College reserves the right to refuse to permit a student to inspect those records which are excluded
from the Family Educational Rights and Privacy Act (FERPA) definition of educational records.

Refusal to Provide Copies
The College reserves the right to deny transcripts or copies of records not required to be made available
by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

Problems or questions concerning the Edison State Student Records Policy may be brought to the
Registrar in Student Affairs. Students also have the right to request an amendment to his/her
educational records. If the student's request regarding an amendment is not resolved to his/her
satisfaction, the student may request a hearing. Students also have the right to file complaints with the

Student Code of Conduct and Disciplinary Policy
Edison State Community College provides an educational system which is capable of offering students
an education of the highest quality. The college also provides an atmosphere which is conducive to
study and educational growth and which enables students to develop in a positive manner.

In order to assure this type of environment, the Board of Trustees has adopted standards of conduct for
the students, faculty, staff, and visitors to the campus. The Board of Trustees also regulates the use of
the grounds, buildings, equipment, and facilities of the college and the conduct of students, staff, faculty
or other employees and visitors on property owned or controlled by the college.

The President of the college is authorized to establish procedures for the administration and
enforcement of regulations and to take whatever disciplinary action is necessary and appropriate in
instances of violations of applicable Ohio law and the regulations of the Board of Trustees. (Also see
Disciplinary Sanctions)

Before action is taken, all judicial and appeals procedures will be followed except in cases when the
possibility of eminent danger exists. In such cases, the college reserves the right to take action against a
student, or student organization pending resolution of the matter.

By virtue of enrollment at Edison State Community College, students consent to follow the policies and
procedures of the College. This Student Code of Conduct shall not be construed to restrict
Constitutionally-protected expression.
Jurisdiction of Edison State’s Student Code of Conduct

1. The Student Code of Conduct at Edison State will apply to conduct that occurs on Edison State premises or Edison State property, at any location at Edison State sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by Edison State. Off-campus also includes, but is not limited to, activities such as college teams traveling to events off campus; Student Senate and events of recognized clubs/organizations; any student or college sponsored group engaging in an event or activity off-campus, off-campus internships, community service, and study abroad. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial Edison State interest. A substantial Edison State interest is defined to include:
   a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
   b. Any situation where the student presents a danger or threat to the health or safety of him/herself or others.
   c. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
   d. Any situation that is detrimental to the educational interests of Edison State.

2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student’s conduct even if the student withdraws from the college while a matter is pending.

3. The Student Code of Conduct applies to situations where college students host guests. College students may be held accountable for the misconduct of their guests that violates the Student Code of Conduct. Visitors to and guests of Edison State are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.

4. Student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by Edison State are exempt from this Student Code of Conduct, student members of such organizations may be held accountable for their behavior under this Student Code of Conduct. When considering allegations involving collective responsibility, Edison State may make individual findings with respect to the involvement of each student.

5. Edison State will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.

6. Edison State reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

7. Edison State will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to intentionally make a false report of any policy violation or violation of any federal, state, or local law.
8. Edison State encourages the reporting of Conduct Code violations. To this end and at the sole discretion of Edison State officials, student who may have conduct violations related to the same incident and who report violations may be held less accountable for conduct violations and/or may be provided educational options in such cases.

9. Edison State reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations are suspected. Edison State may contact parents/guardians of dependents or non-dependent students who are under age 21. Edison State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.

10. The Dean of Student Affairs or designee reserves the right to determine whether other Edison State officials have a need to know about individual conduct allegations pursuant to the Family Education Rights and Privacy Act (FERPA).

11. In accordance with federal law, victims of sexual misconduct and/or sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation. Edison State may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a Edison State policy that is also a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. Edison State may release this information to the victim in any of these offenses regardless of the outcome, but victims are cautioned that FERPA does not permit them to re-release this information to others.

12. Behavior conducted online can subject students to Edison State conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. Edison State does not seek out this information, but may take action if and when such information is brought to the attention of Edison State officials. (See Social Media Policy and Computer Usage Policy).

13. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Student Affairs or designee for final determination.

14. The Student Code of Conduct shall be reviewed periodically under the direction of the Dean of Student Affairs or designee.

Prohibited Behavior and Activity

The Dean of Student Affairs or designee is the person designated by the college to be responsible for the administration of the Student Code of Conduct.

Students are prohibited from engaging in, participating in, or aiding and abetting the following actions:

1. Obstruction or disruption of teaching, administration, disciplinary procedure, or other college activities including the college’s public service functions or other authorized activities on college owned or controlled property. This includes the use of personal electronic devices, including but not limited to cell phones, beepers and other personal message devices, except those authorized by the instructor or coordinator.

2. Rioting or inciting others to riot.

3. Conduct that threatens to endanger the health, well-being, safety or property of any person on college owned or controlled property or at any college sponsored or supervised function.

4. Prohibited conduct as defined in the College’s Anti-Discrimination and Harassment Policy: #3358-3-07. Prohibited Conduct includes:

   A. Harassment—Unwelcome conduct, or an unwelcome course of conduct, toward an individual or group of individuals based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, that is so severe, pervasive, and objectively offensive that it substantially
interferes with the ability of a person to work, learn, live or participate in, or benefit from the services, activities, or privileges provided by the College. In no event shall this provision be used to discipline a student for speech protected by the First Amendment of the United States.

B. Sexual Harassment—In the employment context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant’s, and an objective, i.e., a reasonable person’s, viewpoint) interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant’s, and an objective, i.e., a reasonable person’s, viewpoint) interferes with, denies, or limits an individual’s ability to participate in or benefit from the College’s educational programs and activities.

It can take two forms: power differentials (quid pro quo) or hostile environment:

1. **Quid pro quo** sexual harassment exists when:
   
   (a) There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
   
   (b) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status; or
   
   (c) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.

2. **Hostile environment** in the employment context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably (from both a subjective, i.e., the complainant’s, and an objective, i.e., a reasonable person’s, viewpoint) interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment. Hostile environment in the education context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, and pervasive that unreasonably (from both a subjective, i.e., the complainant’s, and an objective, i.e., a reasonable person’s, viewpoint) limits, interferes with, or denies educational benefits or opportunities.

   (a) The determination of whether an environment is "hostile" is based on a totality of circumstances. These circumstances may include:

   1. The degree to which the conduct interfered with the complainant’s educational or work performance;
   
   2. The nature, scope, severity, frequency, duration, and location of the incident or incidents;
   
   3. The identity, number, and relationships of persons involved;
   
   4. Whether the conduct was physically threatening;
   
   5. Whether the conduct occurred in the context of other discriminatory conduct.

   (b) A single or isolated incident of sexual harassment may be severe enough to create a hostile environment.

C. Sexual Assault—Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
(1) **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(2) **Fondling or inappropriate touching of the private body parts**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

(3) **Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(4) **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

    Note: Sex Offenses are criminalized under Ohio Revised Code as follows – Rape (ORC 2907.02); Sexual Battery (ORC 2907.03); Gross Sexual Imposition (ORC 2907.05; Sexual Imposition (ORC 2907.06); Unlawful Sexual Conduct with a Minor (ORC 2907.04)

D. **Disparate Treatment**—Treating employees differently regarding the terms and conditions of employment, including hiring, firing, transfer, and/or receipt of benefits based upon membership in a protected class.

E. **Domestic Violence**—Covered under the definition of domestic violence:

   (1) A current or former spouse or intimate partner of the victim

   (2) A person with whom the victim shares a child in common.

   (3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

   (4) A person similarly situated to a spouse of the victim.

   (5) 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.

    Note: Domestic Violence is criminalized under Ohio Revised Code 2919.25

F. **Dating Violence**—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the parties’ statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

    Note: The following are criminalized under the Ohio Revised Code – Felonious Assault (ORC 2903.11); Aggravated Assault (ORC 2903.12); Assault (ORC 2903.13); Negligent Assault (ORC 2903.14); Kidnapping (ORC 2905.01); Abduction (ORC 2905.02); Unlawful Restraint (ORC 2905.03); Disorderly Conduct (ORC 2917.11).

G. **Stalking**—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress.

   (1) “Course of conduct” means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means one under similar circumstances with similar identities to the victim.

Note: The following are criminalized under the Ohio Revised Code – Aggravated Menacing (ORC 2903.21); Menacing by Stalking (ORC 2903.211); Menacing (ORC 2903.22); Telecommunications Harassment (ORC 2917.21)

H. Retaliation—Inappropriate action taken against an individual who has sought relief under the College’s policies and procedures when such action is motivated in whole or in part by the fact that the individual sought such relief. Examples include academic or employment reprisal against an individual who files a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process. The prohibition against retaliation extends to any person who opposes prohibited conduct, as defined by this policy, or who testifies, assists, or participates in any manner in investigation, proceeding, or hearing relative to prohibited conduct as defined by this policy.

Note: Domestic Violence and Stalking can also be considered as non-sex based crimes and will be adjudicated through the Code of Conduct process if not addressed through the Title IX process.

5. Theft or deliberate or negligent destruction of, or damage to, malicious misuse of or abuse of College, faculty, or student property or equipment including but not limited to:
   a. Damaging items rented, leased, or placed on the campus at the request of Edison State.
   b. Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
   c. Taking, attempting to take, or keeping items placed throughout the college for display.

6. Obstruction of pedestrian and vehicular traffic on college owned or controlled property.

7. Use, possession, sale or distribution of illegal drugs, narcotics, marijuana, and drug paraphernalia on college owned or controlled property.

8. Abuse or misuse of prescriptions or over-the-counter medications.

9. Consumption, possession, or sale of alcoholic beverages on college owned or controlled property except when expressly permitted by the college for an approved activity. The state of Ohio liquor laws will be strictly enforced.

10. Possession or use of firearms, other potentially dangerous weapons or objects, explosives, combustibles, or dangerous chemicals will be strictly prohibited on college owned or controlled property.

11. Failure to comply with directives of college officials or law enforcement officials acting in performance of their duties, or failure to identify oneself to these persons when requested to do so.

12. Unauthorized entry to, or use of, college facilities and/or unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes.

13. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.

14. Commercial solicitation and sales to generate funds on campus are generally prohibited. An exception will be made for recognized student organizations that have obtained prior, written permission from the Director of Student Life and Athletics. Permission will be granted where the proposed activity aids achievement of the educational objectives of the College, does not unreasonably interfere with the operations of the College (e.g. teaching, studying, or create congestion on campus), and is not prohibited by law.
15. Dishonesty in any form, such as, but not limited to, cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or improper use of college documents, logos, ID's or records, or identification with intent to defraud (Also see Academic Dishonesty/Misconduct Policy).

16. Illegal discrimination against a person or persons on the basis of race, disability, age, sex, religion, nationality or any other protected status. 17. Hazing of any individual or organization as prohibited by laws of the state of Ohio.

17. Disorderly conduct, public intoxication or lewd, indecent, or obscene conduct or expression including but not limited to:
   a. Public urination.
   b. Sexual acts performed in public or on college premises.
   c. Taking pictures of another person in a gym, locker room, or restroom without that person’s consent.
   d. Disrobing or Streaking.
   e. Possession or distribution of any obscene materials.

18. Intentionally causing making or circulating a false report of a crime, fire, bomb or other explosive device that allegedly has been placed on school property, intentionally activating a false fire alarm or tampering with any type of safety equipment, including fire alarms, fire extinguishers, and smoke detectors.

19. Smoking in areas which are indicated as restricted or “non-smoking” areas.

20. Helping, procuring or encouraging another person in the violation of any aforementioned offense.

21. Abuse of the Student Code of Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions.

**Procedural Protection**

Students accused of violating the Student Code of Conduct are entitled to procedural protections as follows:

1. To be informed of the charge and alleged misconduct upon which the charge is based.
2. To be allowed reasonable time to prepare a defense.
3. To be provided with the evidence upon which the charge is based and be given an opportunity to respond.
4. To present evidence, including requesting that relevant witnesses be called forward and to question those witnesses. Cross-examination of witnesses is permitted.
5. To be assured confidentiality, pursuant to terms of the Family Educational Rights and Privacy Act.
6. In the instance that a hearing is conducted, to request that any member of College Hearing Committee be replaced due to personal bias or conflict of interest.
7. To be considered innocent of the charges until proven responsible for called actions by the preponderance of the evidence.
8. At the hearing, the accused student may appear alone or with another person, who may serve in an advisory capacity. The advisor may not participate directly in the hearing or address the College Hearing Committee without the permission of the Committee Chairperson.
Procedures for Non-Academic Misconduct (non-Title IX)

Any member of the college community may file a report about a student when a student’s conduct appears to violate college policies and regulations. In addition to the following procedure, other legal action as permitted or required in provisions of the Ohio Revised Code may be taken.

1. If a person wishes to report a student's violation of the Student Code of Conduct, he/she shall provide a written report to the Dean of Student Affairs located the Student Affairs office. Any reports should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days.

2. The Dean of Student Affairs or designee, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings.

3. A student will receive written notice of a violation of the Conduct Code. The student is then required to schedule a conference with the Dean of Student Affairs within one (1) week of notification.

4. At the meeting, the student:
   a. May admit responsibility for the violation and waive his/her right to a hearing by providing such waiver to the Dean of Student Affairs in writing. In this instance, the Dean of Student Affairs will proceed with a disciplinary conference with the accused student. Upon conclusion of the conference the Dean of Student Affairs shall have five (5) working days to provide the accused student with a written decision regarding whether the evidence supports a find of violation of the College Student Code of Conduct and the imposition of sanctions based on this determination.
   b. May deny responsibility for the violation and choose to exercise their right to a student conduct hearing with the Hearing Committee.

Procedures for Student Conduct Hearings for non-Title IX Cases

All members of the Hearing Committee are appointed by the President. The Hearing Committee shall consist of three voting members: One (1) administrator, one (1) other college employee from administration, professional staff, or faculty, and one (1) student. One additional administrator will be appointed Hearing Committee Chair. The Chair is a non-voting member.

All hearings shall be closed to the public to protect the students’ rights of confidentiality. The student, however, may make a request for an open hearing to the Chair and may be granted if warranted by the circumstances as determined within the sole discretion of the Chair. Only individuals involved in the case will be allowed in the hearing or witness rooms. All others must wait outside until the Chair determines if the hearing will be open. If the hearing is allowed to be open, the Chair will permit observers to fill the seating. Information presented at the hearing is limited to only that information which is pertinent to the incident eliciting the formal charge.

The Hearing Committee shall evaluate the points of view presented by the parties in conflict and shall determine which is more credible using the preponderance of evidence standard, meaning more probable than not. The information presented at the hearing shall be considered during a closed session by the Hearing Committee members. A copy of the findings by the Hearing Committee including the procedures for appeal, shall be given to the student(s) within five (5) business days from the conclusion of the hearing.
Procedures for Title IX Prohibited Conduct Complaints

Reporting: All college employees are considered mandatory reporters and must report all violations of the Anti-discrimination and Harassment Policy to the Title IX Coordinator or the Deputy Title IX Coordinator. Any responsible employee who knew about an incident and took no action to stop it or failed to report it may be subject to disciplinary action. Students who report violations of this policy will be provided privacy protection. Students who wish to remain anonymous may report to Darlene Francis, Coordinator of Health and Wellness Services. Confidential reports may not be able to be investigated and adjudicated due to information not being able to be provided to the Title IX Coordinator or Deputy.

When a formal complaint is received, the Title IX Coordinator will immediately contact the complainant to discuss supportive measures and consider their wishes. The College fully supports all students who wish to also make a criminal complaint. You may contact local law enforcement or the Edison State Police Department to file this complaint at any time. This will not delay the College’s process.

Informal Resolution: The College’s Informal Resolution process involves informal consultation to find an acceptable resolution for both parties without invoking the full investigation and adjudication process described herein. The informal process may include counseling the Complainant on ways to address the Respondent directly regarding their behavior if the Complainant is comfortable doing so, counseling of the Respondent by the Title IX Coordinator on changing their behavior, a facilitated discussion between the Complainant and Respondent, a mediated agreement between the Complainant and Respondent, or any other informal process that is appropriate under the circumstances.

The informal resolution process is voluntary. The College will not require that a complainant and/or respondent participate in informal resolution and waive the right to a full investigation and adjudication of formal complaints of Title IX Sexual Harassment in order to enroll or continue to be enrolled, or be employed or continue to be employed, or enjoy any other right granted by the College. The parties may choose to pursue a formal resolution and end the informal resolution process at any time prior to reaching a determination of responsibility.

The College is responsible for taking the following steps prior to facilitating an informal resolution:

1. Providing written notice to the parties of:
   1. the allegations,
   2. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
   3. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtaining the parties’ voluntary, written consent to the informal resolution process.

The College will never offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Title IX Sexual Harassment of a student.

The Complainant and Respondent are permitted to bring an advisor of their choosing to any discussions as part of the informal resolution process. An advisor may offer their assistance to the Complainant or Respondent, but may not speak for them during the process.
Investigation: The College will conduct a prompt and impartial investigation of allegations of Prohibited Conduct. The College will notify the parties of all details of the process and will provide date, time, location, participants, and purpose of all hearings, investigative interviews or other meetings with sufficient time for the party to prepare to participate.

When the investigation is concluded, there are three options that may occur:

Dismissal: A formal complaint must be dismissed from the formal hearing process if the conduct does not meet the definition of sexual harassment, the conduct did not occur in the College’s educational program or activity or the conduct did not occur against a person in the U.S. A dismissal does not preclude the College from taking action under another provision of the student Code of Conduct or other applicable College policy or procedure. Dismissal may also take place at the Title IX Coordinator’s discretion if the complainant notifies the Coordinator in writing they wish to withdraw the formal complaint, the respondent is no longer enrolled or employed by the College or circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint.

Non-hearing Resolution: If the Title IX Coordinator determines there are no allegations of sexual harassment, the investigator will make a decision if any policy violations have occurred by using a preponderance of the evidence standard. If a policy violation did occur, the investigator will work with the Dean of Students to determine a proper sanction.

Grievance Hearing Process: A live hearing will be scheduled and both parties will be notified of the date and time. A pre-conference hearing will be held with each party, the party’s advisor, the Title IX Coordinator and the Hearing Committee representative at least 5 days prior to the live hearing to review expectations for behavior, witnesses, evidence and any requests for new evidence. See below for more details.

Procedures for Conduct Hearings for Title IX

Three Hearing Committee members will be designated by the Title IX Coordinator. The Hearing Committee Members are the decision makers for the hearing. One additional administrator will be appointed Hearing Committee Chair. The Chair is a non-voting member. All hearings shall be closed to the public to protect the student’s rights of confidentiality.

Grievance Hearing Process:

(1) There are six types of Prohibited Conduct that qualify as Sexual Harassment—Title IX: (1) quid pro quo sexual harassment, (2) unwelcome conduct sexual harassment, (3) sexual assault, (4) dating violence, (5) domestic violence on the basis of sex, and (6) stalking on the basis of sex. Each of these are defined in Policy 3358-3-03, and are subject to the following grievance hearing procedures. The Decision-Maker/Hearing Committee shall not consist of the either the Title IX Coordinator or the Investigator. The Hearing Committee shall consist of three decision makers. The Title IX Coordinator has discretion to appoint a single decision-maker or a committee depending on the particular case.
(2) At least five business days prior to the hearing, a pre-hearing conference will be held with each party, the party’s advisor, the Title IX Coordinator, and the Hearing Committee representative. At the pre-hearing conference, the party and advisor must disclose the witnesses that will be requested and the evidence that will be submitted for consideration. Evidence and witnesses may only be considered at hearing if they were submitted to the investigator, unless they were previously unknown or unavailable to the party during the investigation. The Hearing Committee representative will address any requests for new evidence and new witnesses at the pre-hearing conference. The Hearing committee representative will also discuss guidelines for appropriate behavior and decorum during the hearing. The party and advisor are encouraged to ask questions.
(3) The College’s grievance process will provide for a live hearing, during which: The Hearing Committee will permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

(4) Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally, notwithstanding the discretion of the College to otherwise restrict the extent to which advisors may participate in the proceedings. All questioning at the live hearing must be relevant, respectful, and non-abusive. No party will be “yelled” at or asked questions in an abusive or intimidating manner. If a party’s advisor refuses to comply with restrictions set by the College, the College may remove that advisor from the hearing process and require that the party use a different Advisor.

(5) At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Committee and parties to simultaneously see and hear the party or the witness answering questions.

(6) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Committee will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

(7) If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, an advisor of the College’s choice, to conduct cross-examination on behalf of that party.

(8) If a party or witness does not submit to cross-examination at the live hearing, the Hearing Committee cannot rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Committee cannot 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. Further, a respondent’s alleged verbal conduct, that itself constitutes the sexual harassment at issue, is not considered the respondent’s statement, and constitutes part or all of the underlying allegation of sexual harassment itself.

(9) The hearing may be conducted with all parties physically present in the same geographic location or, at the College’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

(10) The College will create an audio or audiovisual recording or transcript, of any live hearing and make it available to the parties for inspection and review.

(11) Relevant evidence is evidence that tends to make a fact that is important to the case either more probable or less probable. Relevant questions are those questions that are designed to elicit relevant evidence.

(12) The Hearing Committee will evaluate all admissible, relevant evidence for weight or credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Hearing Committee, after reviewing the case file and after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party at the hearing. Corroborating evidence is not required.

**Determination Regarding Responsibility**

The Hearing Committee will issue a written determination regarding responsibility, based on the preponderance of the evidence. The written determination will include:

(A) Identification of the allegations potentially constituting sexual harassment as defined in the College’s Anti-discrimination and Harassment Policy 3358-3-07
(B) A 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, site visits, methods used to gather other evidence, and hearings held;
(C) Findings of fact supporting the determination;
(D) Conclusions regarding the application of the College’s student code of conduct to the facts;
(E) 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 College’s education program or activity will be provided by the College to the complainant; and
(F) The College’s procedures and permissible bases for the complainant and respondent to appeal.

The College will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

**Appealing Hearing Committee Decisions for Non-Academic Misconduct, Including Title IX Cases**

Appeals must be submitted in writing, within seven (7) days after notification of determination are received, to the Provost, who will appoint the Appeals Committee. The Appeals Committee will consist of five (5) members: two (2) administrators, one (1) full-time faculty member, one (1) professional staff member, and (1) student. An Appeals Committee Chairperson will also be designated by the Provost. The members of the Appeals Committee will be different than those of the Hearing Committee.

The College will offer both parties an appeal from a determination regarding responsibility, and from the College’s dismissal of a formal complaint or any allegations therein, on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;
(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
(C) The Title IX Coordinator, investigator(s), or Hearing Committee had a conflict of Interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

**When an appeal is received, the College will:**

(A) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
(B) Ensure that the Appeals Committee is not composed of any of the same members as the Hearing Committee, and does not include the investigators or the Title IX Coordinator
(C) Ensure that the Appeals Committee not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and receives necessary training;
(D) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
(E) Issue a written decision describing the result of the appeal and the rationale for the result; and
(F) Provide the written decision simultaneously to both parties.
Disciplinary Sanctions

Behavior that interferes with educational objectives and programs of the College is unacceptable. Such behavior will result in disciplinary action. Disciplinary action may result in one or more of the following sanctions being imposed upon any student found to have violated the Student Code of Conduct:

1. **Warning**—A written notice to the student from the Dean of Student Affairs that the student is violating or has violated institutional regulations. This notice shall outline the regulation(s) violated, the future expectations of the student, and potential consequences for further violation.

2. **Probation**—A written reprimand to the student from the Dean of Student Affairs for violation of specified violations of the Student Code of Conduct. The probation shall include the specific violations, corrective actions to be taken by the student, a specified time period for correction of the violations, the specified duration of the probation, and potential consequences for further violations.

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

4. **Dismissal from Class**—The student is not permitted to attend a certain class or classes. The College may withdraw the student from the course(s) with no refund of tuition or fees dependent upon the situation and timing of registration/withdrawal periods.

5. **Limited Access to Facilities**—The student shall have specified limited access to campus facilities and activities to include classes.

6. **Suspension**—Separation of the student from the College for a specified period of time after which a student may be readmitted. To be considered for readmission, the student shall provide a written letter to the Registrar requesting readmission and providing rationale for the request.
   - In certain circumstances, to ensure the safety and well-being of College community and/or College property, to ensure the student’s own physical or emotional well-being, or if the student poses a threat of disruption of or interference with the normal operations of the College, the Dean of Student Affairs may impose interim suspension prior to the hearing.
   - During the interim suspension, which is immediately effective, the student shall be denied access to all campus facilities and activities to include classes. The student may report to designated College premises only upon notice to appear for the hearing or business related to the hearing on a specified date(s) and time(s).

7. **Expulsion**—Permanent separation of the student from the College.

8. **Disciplinary HOLD**—While a HOLD on a student’s admission, registration, transcript access or financial aid is not an independent penalty, it may be utilized by the college as a means to either direct a student’s attention to subsequent participation in a pending disciplinary proceeding or obtain the student’s compliance with a sanction which has been imposed or other action which has been taken under the Student Code of Conduct.

9. Other sanctions may include, but are not limited to loss of privileges, fines, and/or mandated mental health assessment or counseling by a licensed professional.

Other than suspension or expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record.

Student Complaint Procedures

Should you find yourself in conflict with a college process or policy—academic or non-academic—or if you are dissatisfied with the delivery of services provided by a college faculty or staff member, you can fill out a **Student Complaint Form** to seek resolution. Please read the following guidelines prior to filing a complaint. You can fill out a complaint form [online](#) or you can pick up a form in the Provost’s office.
Student Academic Complaint Procedures
If you encounter a problem related to the classroom, follow these guidelines:

1. When appropriate, talk directly with the instructor and try to resolve the issue, informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form. If completing the form online, click "Submit" to email the completed form. Written forms may be returned to the Provost’s Office, Room 411. You will be contacted within two business days concerning an appointment with the Provost.
3. If still dissatisfied, schedule an appointment with the President.

NOTE The basis on which a grade was awarded may not be challenged under this complaint procedure. (See “Student Academic Grievance Procedure”).

Student Non-Academic Complaint Procedures
If you have a non-academic concern with the college or with another student, follow these guidelines:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form. If completing the form online, click "Submit" to email the completed form. Written forms may be returned to the Dean of Student Affairs’ Office. You will be contacted within two business days concerning an appointment with the appropriate supervisor.
3. If steps 1–2 do not resolve the complaint, schedule an appointment with the Dean of Student Affairs.
4. If still dissatisfied, schedule an appointment with the Provost.

Based upon the nature of the written complaint, the respective Dean or Provost will meet with all parties involved and will issue any decisions/actions taken in writing.

Student Title IX Complaint Procedures
If you have information regarding a student or employee that may be involved in or a victim of sexual harassment on campus or during a campus-sponsored event, please contact the Title IX Coordinator or Deputy Coordinator immediately for assistance:

Title IX Coordinator: Kara Myers, Director of Human Resources
(937) 778-7832 or kmyers1481@edisonohio.edu

Deputy Title IX Coordinator: Dr. Jessica Chambers, Dean of Student Affairs
(937) 778-7849 or jchambers2@edisonohio.edu

Disciplinary matters are kept confidential to the extent required by law.