



# Student Handbook

## Edison Community College

### Policies and Procedures

1973 Edison Drive  
Piqua, Ohio 45356  
937-778-8600  
[www.edisonohio.edu](http://www.edisonohio.edu)

Revised February, 2014

# General Information

Questions	Contact	Room	Ext.
Academic/Student Affairs, VP	Senior Vice President for Academic Affairs	411	7887
ACT Results	Registration & Records	Student Services, 160	7940
Activities, Suggestions for	Director of Student Activities	Student Services, 160	7868
Add/Drop Class	College Resource Specialist	Student Services, 160	7940
Add/Drop Fees	Cashiers	Student Services, 160	7978
Address Changes	WebAdvisor/Registration	Student Services, 160	7940
Admissions	Director of Admissions	Student Services, 160	7920
Admission Fees	Cashiers	Student Services, 160	7978
Advisement	Director of Student Success	Student Services, 160	7856
Advising Resource Center (ARC)	Director of Student Success	Student Services, 160	7856
Advisor, Change of	Registration and Records	Student Services, 160	7856
Alumni Association	Vice President for Institutional Advancement	125	7806
Application Forms	Admissions/Registration	Student Services, 160	7940
Athletic, Director	Director of Athletics	Student Services, 160	7868
Audiovisual Service	ITS/Help Desk	540	711
Basketball, Men's	Head Men's Basketball	013	7868
Basketball, Women's	Head Women's Basketball	013	7868
Bookstore, Follett	Bookstore Manager	168	7970
Business and Industry Center	Director Of Business & Workforce Development	132	7816
Business Services	Controller	155	7961
Cafeteria	AVI	070	7838
Campus Crusade	Director of Student Life	160	7868
Career Development Center	Coordinator of Career Services	Student Services, 160	1537
Catalogs, Ohio Colleges	Resource Room	Student Services, 160	7930
Change, Program	Registration & Records	Student Services, 160	7940
Childcare Information Packet	Childcare Center	436	7985
CLEP & ECC Proficiency Exams	Director of Student Success	Student Services, 160	7856
Clubs	Director of Student Activities	Student Services, 160	7868
Compass, Results	Director of Student Affairs	Student Services, 160	7983
Computer Lab Assistants	Director of the Learning Center	560	7959
Copier, Student Use	Library	540	7950
Credit By Exam	Admissions/Registration	Student Services, 160	7940
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Emergencies	Admissions/Registration	Student Services, 160	7940/0
Enrollment Services	Registrar	Student Services, 160	7847
Equipment, Problem with	ITS/Help Desk	540	711
Financial Aid Information	Director of Financial Aid	Student Services, 160	7843
Fitness Center	Director of Student Health Services	060	7840
Graduation Fee	Cashiers	Student Services, 160	7978
Grants (Financial Aid)	Coordinator of Financial Aid	Student Services, 160	7842
Helpdesk	ITS Department	560	711
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Incomplete Grade	Registration	Student Services, 160	7940
Interlibrary Loan	Library	540	7950
International Student Services	Director of Student Success	Student Services, 160	7856
Internet Café - Computers	ITS Department	560	711
Job Placement	Coordinator of Career Services	Student Services, 160	1537
Learning Center	Director of the Library	560	7959
Library Cards	Library	540	7950
Library Services	Library	540	7950
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Nurse, Student Health	Director of Student Health Services	060	7840
Parking Permits, Student	Payment Process Specialist	Student Services, 160	7978
Physically Challenged Students	Coordinator of Disability Support Services	Student Services, 160	7837
Portfolio Evaluation	Director of Student Success	Student Services, 160	7856
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PSEOP	Coordinator of Early College Admission	Student Services, 160	7854
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Veterans Representative	Coordinator of Student Success/Success Advisor	Student Services, 160	7868
Videotaping	ITS department	540	711
Volleyball	Head Volleyball Coach	013	7868
WebAdvisor	Helpdesk	540	711
Weight Room	Director of Student Health Services	060	7840
Withdrawals	Registration	Student Services, 160	7940
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### **Building Hours and Holidays**

The main campus is open Monday through Thursday 7:00am – 10:00 pm; Friday 7:00am – 6:00pm and Saturday 7:00am – 5:00pm.

Summer Hours are Monday through Thursday 7:00am – 10:00pm; the main campus is closed Friday, 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.

### **Smoking**

In compliance with state regulations (Ohio Revised Code Chapter 3794) Edison'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 one. A \$10 fee will be charged for replacements.

### **Weather Information**

Edison students are strongly encouraged to sign up for "Edison's Alerts!" – Edison 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 Community College email address to sign up for Edison 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: Inking Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids, clearance items and magazines. All these items are not returnable/refundable.

### **Hardware & 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 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 [WebAdvisor](#) 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 child care for children between the ages of 3 through 10 years of age. Hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Thursday and Friday 7:00 a.m. through 4:00 p.m. All children must be registered before attending. The fee for registration is \$10 for one child, \$15 for two children and \$20 for three children. Charges for each child are \$2.50 per hour or \$90.00 per week for 40 hours or more.

The preschool program for children ages three through five operates from 8:45 – 11:45 a.m., Monday – Thursday. Charges are \$110 per month. Children participate in activities that support their 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 campus. To review Edison's parking policies, please visit the following website:

<http://www.edisonohio.edu/index.php?page=parking-regulations-2> .

### **Permits**

Student parking permits can be obtained from the Cashiers' Office or in the Library or at the Darke County Campus. 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 which they might park on the Edison 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:

- Student parking in faculty/staff parking \$ 25.00
- Parking in a designated visitor space \$ 25.00
- Parking in two spaces \$ 25.00
- Parking in the grass \$ 25.00
- Parking in a designated disabled/handicap space \$100.00
- Parking in a fire lane \$ 50.00

(\$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 8:00 a.m. to 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. 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. Forms are available on the website:

<http://www.edisonohio.edu/index.php?page=parking-regulations-2>.

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 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](http://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 posted 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.

## **Student Activities**

### **Organizations**

Information on all campus organizations and activities is available in the Student Activities Office, or by contacting the faculty advisor for each club as listed on the website. You may find the following organizations of particular interest:

- Student Activity Board
- Tech Savvy
- Society of Human Resources Management (SHRM)
- Phi Theta Kappa, Alpha Lambda Eta Chapter
- Edison Photography Society
- Writer's Club
- Campus Crusade for Christ
- Student Ambassadors

### **Forming a New Student Club or Organization**

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

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

2. The majority of members of recognized clubs and organizations must be currently enrolled Edison students, faculty or staff. A roster must be provided to the Activities Coordinator 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 Activities Coordinator 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 Activities Office in Student Services.

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 the Administrative Assistant to the Vice President of Administration and Finance at 778-7965.

4. The proposed club or organization will draft a constitution with assistance from the faculty/staff advisor and submit a copy to the Activities Coordinator. Examples of constitutions may be obtained from the Activities Coordinator.

5. A formal written request for club/organization status will be made to the Activities Office along with a proposed budget.

If the proposed student organization is approved by the Activities Coordinator and Campus Activity Board, the student organization shall adhere to the following guidelines:

1. The club advisor(s) will meet with the Activities Coordinator 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 Activities Office. 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, 8am-8pm. 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 is a member of the National Junior College Athletic Association and participates with numerous other junior colleges in Region XII. Edison competes in the Ohio Community College Athletic conference (OCCAC) in three sports:

- Women's Basketball
- Women's Volleyball
- Men's Basketball

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 937-778-7868.

Edison is also a member of the National Club Baseball Association and participates with numerous other colleges and universities in District IV-West.

The rules and regulations of the National Club Baseball Association apply to every student competing in club athletics. To be eligible, a student must be enrolled in and maintain 9 semester hours per term. Additional eligibility rules must be verified by contacting the Athletic Office, at 937-778-7868

## **Academics**

### **Academic Calendar**

The complete academic calendar for the current year is published in the front of the Academic Catalog. A version of the calendar is on Edison's website. Edison 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.

### **Felons - Admission and Readmissions Policy**

Edison Community College, in order to provide a safe, orderly, and effective learning environment, may deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk of property, or would pose a risk to the safety or welfare of specific individuals or the public. Accordingly, campus review procedures generally include procuring appropriate information related to previous criminal and incarceration records and obtaining recommendations from corrections' officials and, at times, current employment or educational supervisors. The following procedures will be followed in the case of any admitted or identified felon requesting admission to Edison Community College:

#### **Procedure**

Applicants who are identified as felons will need to complete the following steps so that a finding or denial of admission to Edison Community College can be determined:

1. Complete an application for admission, pay the College's application fee, and provide required academic information (high school and/or college transcripts, GED test scores, etc).
  - a. If requested, complete the Supplemental Application for the Admission or Enrollment of Identified Felons (available from the Registrar in room 160) and submit the following information:
    1. Official Criminal Record: Documentation of dates, locations, and nature of criminal offense(s). This information is available through law enforcement agencies.
    2. A current letter of recommendation from a law enforcement official, such as an assigned parole officer, probation officer, or a licensed mental health professional.
    3. A personal statement from the applicant, indicating career and educational plans, employment status, and why the application should be approved.
  - b. Upon receipt of the completed Supplemental Application, the following action will be taken:

1. The Registrar will conduct a preliminary review of the Supplemental Application. The Registrar may interview the applicant to clarify issues and gather additional information if the Registrar finds it necessary to do so. The Registrar may contact the appropriate field parole or probation officer to obtain verification of the information submitted by the applicant.

2. The Registrar will convene a meeting of the Behavioral Intervention Team (BIT) to review relevant information concerning the applicant.

- If the BIT finds that no unreasonable risk exists, the applicant will be notified by the Registrar that he or she has been accepted for admission to Edison Community College. The BIT reserves the right to place conditions and limits on the enrollment of the applicant, including but not limited to time, place, and delivery method of instruction, and total number of hours to be pursued per semester. The BIT also reserves the right to notify faculty, staff or administration on a need-to-know basis, of the applicant's name, criminal and rehabilitative history.
- If the BIT determines that the applicant's admission would involve an unreasonable risk to property or the safety and welfare of specific individuals or the general public, the applicant will be informed that his or her admission has been denied. At the applicant's written request, a written statement or reasons for denial will be provided within thirty days of receipt of the request.
- The decision of the BIT is final and is not subject to appeal or further review.

**Felons – Currently Enrolled Students**

All students are responsible for informing the college of any felony convictions at the time of conviction. Failure to do so constitutes a violation of the Student Code of Conduct. Contact the Registrar in room 160 for more information and to report a felony conviction that takes place while you are a student at Edison Community College.

**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. 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**

Course	Grade	Hours	Earned Quality Grade		Quality
			Hours	Value	
SOC 121S A	3	3x	4.0	=	12.00
PSY 121S B	3	3x	3.0	=	9.00
Totals	6				21.00

Add the quality hours and quality points. Divide the total quality points by the total quality hours to determine your GPA for the semester. Ex: 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.

### **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.

<b>Total Credit Hours Attempted*</b>	<b>Minimum Cumulative GPA</b>
<b>12 - 15 semester hours</b>	<b>1.7</b>
<b>15.01 - 30 semester hours</b>	<b>1.8</b>
<b>30.01 - 40 semester hours</b>	<b>1.9</b>
<b>40.01 or more semester hours</b>	<b>2.0</b>

**\*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 Revised June 2007 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 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 webpage.

### **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'll 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 experience.

To schedule an appointment with your faculty advisor, call Student Affairs, 937-778-7920.

New Students should meet with an advisor in the Advising Resource Center (ARC). ARC advisors are faculty members who meet with current students who don't 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 Darke County Campus. 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 WebAdvisor at [www.edisonohio.edu](http://www.edisonohio.edu).

### **Transferring Credit to Edison**

When a student is admitted to Edison, 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 major and list the Edison 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 Board of Regents website at <http://regents.ohio.gov/>. Students are also encouraged to use U-

Select at [www.transfer.org](http://www.transfer.org). For additional information about transferring, please see your assigned academic advisor.

### **Transcripts**

Students may obtain copies of their official Edison transcripts online or in person from the Student Affairs Office and at the Darke County Center. 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 Darke County Campus for processing. Withdrawals may also be completed using WebAdvisor.

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 "It's Academic: Everything You Need 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 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 email of the steps to take for reinstatement of federal aid.

### **Support Services**

#### **Student Health Services**

Edison 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 through Thursday from 9:00am – 3:30pm. 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 go to the website at [www.edisonohio.edu/nurse](http://www.edisonohio.edu/nurse).

### **Learning Assistance**

**All students enrolled at Edison are eligible to receive learning assistance services.** Students enrolled in developmental courses, first generation college students, students with learning disabilities and students reentering school after a long absence may be eligible for additional services.

**All learning assistance services including tutoring and the use of the learning lab are free to Edison students.** To meet with an academic tutor or to receive more information on available services students should visit Room 560 in the Library or call 778-8600, extension 7959.

#### **Assistance with:**

- Accounting • Anatomy • Biology • Business • Chemistry • CIT
- Economics • Math • Nursing • Statistics • Writing

#### **Hours:**

##### **Fall & Spring**

Monday - Thursday 8am - 8pm

Friday 8am - 4pm

Saturday 10am - 2pm

##### **Summer**

Office - M-TH 7am - 6pm

Tutoring - M-TH 8am - 7pm

Friday and Saturday - Closed

Darke County Campus Tutors are available at DCC by appointment. Check with the Darke County Campus for further information.

Additionally, DCC and on-line students may access free tutoring on-line by going to [www.etutoring.org](http://www.etutoring.org). Contact [the Director of The Learning Center](#) for more information on eTutoring.

### **Library**

For research and information needs both on and off campus, the library provides reference/research assistance and online access to a multitude of library items statewide. The Edison library is a member of the Ohio Library and Information Network, OhioLINK, a consortium of Ohio's college and university libraries and the State Library of Ohio. Students and faculty have the ability to electronically request

items while searching ELINK (Edison's local online catalog) and OhioLINK's central catalog. These items will then be available for pickup at the library information desk.

Additional resources and services include:

- Student IDs and Library cards (your passport to all college/library services, resources and activities)
- Instructional audio and video tapes
- Internet/World Wide Web access and assistance
- Meeting and study rooms
- Copy machines and microfilm and microfiche reader/printers
- Early childhood resource materials including instructional toys and games
- Local and regional newspapers and journals
- Ellison die machine
- Lamination
- IRS forms
- Research assistance
- Testing services
- Parking Permits

For more information: Contact the Library at 1-800-922-3722, ext. 7950 or at [Library@edisonohio.edu](mailto:Library@edisonohio.edu)

For access to ELINK/OhioLINK and the research databases: <http://elink.edisonohio.edu>

### **Job and Career Development**

[Job](#) search and career planning assistance is available in Student Affairs and the website [www.edisonohio.edu/career](http://www.edisonohio.edu/career). 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 Services' online job board. For more information, visit our office, web site, 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 Financial Aid staff is available to assist you with determining what form of financial aid may best meet your needs.

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

- Federal Academic Competitiveness Grant
- State Nursing Educational Assistance Loan Program

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

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

For additional information, please contact the Student Financial Aid Office at 778-7910 or refer to the Student Financial Aid website, which is updated yearly.

### **Disability Services**

The mission of Disability Services at Edison 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 at Edison's Disability Services website, by phone at (937)778-7850, or in person in Student Affairs, West Hall, Room 160.

### **General College Policies**

#### **Core Values**

The academic core values are a set of principles which guide Edison in creating its educational programs and environment. The following is a list of values that Edison 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 don't 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 thought 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 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 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 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 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 10 years of age (See "Child Development Center").

### **Computer Usage Policy**

Edison 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 provides learning opportunities that enable and empower citizens, commerce, and communities in Darke, Miami, and Shelby counties." 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, the following guidelines shall be followed by all students:

1. Each student is held accountable for his/her own actions while using Edison electronic communications or computing facilities.
2. No student may copy any part of a computer software product licensed to Edison.
3. No student shall use Edison-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 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 computers is not held as confidential and is subject to review to investigate suspected offenses.
7. The College may confiscate unauthorized copies of Edison licensed software.
8. Student misuse of Edison 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 computers is prohibited.
10. Use of E-mail 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 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® e-mail 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 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 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 has developed a social media policy to ensure that any and all interactions on behalf of Edison 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 Community College Social Media Policy only applies to social media accounts created to represent ECC 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 Social Media Committee (ESMC), which consists of three administrators and one faculty member experienced with such media.

The ESMC 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 ESMC will make the final decision in any situation regarding the use of social media. The ESMC will ensure the pages are set up properly according to official social media site policy.

### **Facebook Use**

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

### **Account Administrators**

- All social media accounts officially recognized by Edison Community College must have an ECC faculty or staff member as an administrator at all times.
- Should an ECC 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 ECC 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 ESMC must be notified when a new administrator takes over.

ECC 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 ECC 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 ECC 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.
- ECC 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 Development office in room 160.

### **Study Abroad Policy:**

All persons traveling under the sponsorship of Edison Community College are expected to uphold the Code of Conduct standards of Edison 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 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 program are expected to be aware of and obey local laws.

### **Sexual Harassment Policy**

Sexual harassment is a violation of federal law, a violation of professional ethics, a form of discrimination and a violation of Edison Community College policy. It subverts the mission of the college, undermines the educational process, and is destructive to individual students, faculty, staff, and the whole college community. Such behavior creates an unacceptable working or educational environment, and the college reserves the right and authority to impose sanctions when allegations of sexual harassment are substantiated.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly, or implicitly a term or condition of an individual's employment or academic experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

If you feel that you have experienced harassment in any form, please see "Student Non-Academic Grievance Procedures."

### **Notification of Rights under FERPA for Edison 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.

(2) 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.

(3) 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)).

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 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 Colleges 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 Community College has designated the following information as directory information:

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- 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 Student Records Policy may be brought to the Registrar in Enrollment Services. 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 U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA) Office.

## **Student Code of Conduct & Disciplinary Policy**

Edison 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 Community College, students consent to follow the policies and procedures of the College.

## **Jurisdiction of Edison's Student Code of Conduct**

1. The Student Code of Conduct at Edison will apply to conduct that occurs on Edison premises or Edison property, at any location at Edison sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by Edison. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial Edison interest. A substantial Edison 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 (also see Admission and Readmission of Felons; Felony Conviction – Currently Enrolled students).
- 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.

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 school while a matter is pending.

3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Edison 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 Code for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Code 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 are exempt from this Code, student members of such organizations may be held accountable for their behavior under this Code. When considering allegations involving collective responsibility, Edison may make individual findings with respect to the involvement of each student.

5. Edison 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 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 will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.

8. Edison community encourages the reporting of Conduct Code violations. To this end and at the sole discretion of Edison 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 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 may contact parents/guardians of dependents or non-dependent students who are under age 21. Edison may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.

10. The Associate Vice President for Student Development and Enrollment Management or designee reserves the right to determine whether other Edison 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 may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a Edison 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 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 such as harassment delivered by e-mail can subject students to Edison 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 does not seek out this information, but may take action if and when such information is brought to the attention of Edison officials. (Also 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 Associate Vice President of Student Development and Enrollment Management or designee for final determination.

14. The Student Code of Conduct shall be reviewed periodically under the direction of the Associate Vice President of Student Development and Enrollment Management or designee.

### **Prohibited Behavior and Activity**

The Vice President 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. Physical, mental, or verbal abuse, intimidation, bullying, threats or harassment of any kind to another person or group of persons, or action which creates a hostile educational environment and/or threatens to endanger the health, well-being, safety or property of any person on college owned or controlled property or any college sponsored or supervised functions.

This includes any abuse, signs or signals intended to ridicule race, religion, age, sex, color, disability, sexual orientation or ethnic origin.

4. 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.

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.

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

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

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

8. 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.

9. 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.
10. 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.
11. 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.
12. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
13. Solicitation and distribution, including selling, or promoting, on college owned or controlled property is prohibited. Exceptions include recognized student organizations after obtaining permission or as permitted by the appropriate college official.
14. 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).
15. Discrimination against a person or persons on the basis of race, disability, age, sex, religion, nationality or any other protected status.
16. Hazing of any individual or organization as prohibited by laws of the state of Ohio.
17. Stalking, which is defined as the repetitive, menacing pursuit, following, harassment or interference with the peace and/or safety of a member of the community, or his/her immediate family.
18. Sexual Misconduct including:
  - a. Sexual Harassment – Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.
  - b. Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
  - c. Non-Consensual Sexual Intercourse – Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
  - d. Sexual Exploitation – taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.
19. 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.

20. 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.

21. Smoking in areas which are indicated as restricted or "non-smoking" areas.

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

23. 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**

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 Vice President of Student Affairs located at Student Development Office. Any reports should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days.

2. The Vice President 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 Vice President 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 Vice President 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 Vice President of Student Affairs and Enrollment Management in writing. In this instance, the Vice President of Student Affairs will proceed with a disciplinary conference with the accused student. Upon conclusion of the conference the Vice President 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**

All members of the appointed 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.

All hearings shall be closed to the public to protect the student's 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 Hearing Committee or chairperson makes the determination whether or not the hearing will be open. If the hearing is allowed to be open, the Chair of the Disciplinary Committee will permit observers to fill the seating. Once seating is filled, all other observers must remain outside. 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. The standard for reaching a determination in the case shall be a preponderance of the evidence which means more probable than not.

The information presented at the hearing shall be considered during a closed session by the Committee members. A copy of the findings by the Hearing Committee including the procedures for appeal, shall be given to the student within five (5) business days from the conclusion of the hearing.

### **Failure to Appear**

Failure to appear for a scheduled conduct conference or an appearance with the Hearing Committee will result in the case being adjudicated and a sanction imposed. The student's absence will not be a factor in the determination of the sanction. The student will be notified of the decision in writing.

### **Appealing Hearing Committee Decisions for Non-Academic Misconduct**

Appeals must be submitted in writing, within seven (7) days after notification of findings are received, to the Vice President for Education, 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 Vice President for Education.

Requests for appeals are limited to the following reasons:

1. Discovery of new evidence.
2. The decision was reached through a procedure not in accordance with the conduct hearing guidelines.
3. The sanction is disproportionate to the offense.

If the Vice President for Education determines that none of the above criteria apply, then the original decision of the Hearing Committee will be upheld. If suspension is warranted, no fees will be refunded.

### **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 Vice President 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 Vice President 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 Associate Vice President for Student Development and Enrollment Management, or designee, 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.

### **Academic Dishonesty/Misconduct**

It is the policy of Edison Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Edison is committed to promoting ethical behavior by educating students about academic honesty and creating conditions that foster academic honesty and other ethical behavior.

For the purpose of this policy, academic dishonesty shall include, but is not limited to, the following:

1. Conduct with Respect to and/or During a Quiz, Examination, or Any Evaluation or Assignment, Written or Otherwise.
  - a. Possessing, referring to, or using open textbooks or notes or other devices not authorized by the instructor.
  - b. Looking at another person's work. (Examples include a paper or a computer monitor.)
  - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
  - d. Obtaining or attempting to obtain or using or attempting to use a copy of any unauthorized materials intended to be used as, or in the preparation of, a quiz, examination, or similar evaluation.
  - e. Taking a quiz or examination or similar evaluation in the place of another person.
  - f. Utilizing another person to take a quiz, examination, or similar evaluation in place of one-self.
  - g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
  - h. Changing material on a graded examination and then requesting a re-grading of the examination.
  - i. Submitting an assignment purporting to be the student's original work that has been wholly or partly created by any other source. (Examples include a person, the internet, and printed material.)
  - j. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Sources include the Internet.
  - k. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.

- l. Violating procedures prescribed to protect the integrity of the assignment.
- m. Avoiding the timely completion of work by misrepresenting the conditions that cause the student to miss a deadline or an examination.

2. Unauthorized Alteration or Transmission of any Academic Information or Records

3. Cooperation with another Person in Academic Dishonesty, either Directly or as an Intermediary.

### **Disciplinary Procedures for Academic Misconduct – Single Offenses**

When an instructor suspects that a student has committed one of the offenses identified in the policy on academic honesty, the instructor will discuss the offense with the student;

1. If the instructor determines that the offense resulted from ignorance of the standards of academic conduct or other mitigating conditions, the instructor will take steps to inform and instruct the student in appropriate conduct and take appropriate action.
2. If the instructor determines that the offense was intentional, the instructor will assess the penalty that the instructor deems appropriate, including, but not limited to permitting the student to resubmit a corrected version, assigning a failing grade for the assignment, assigning a failing grade for the course. The instructor will also inform the student of his or her right to appeal that judgment and penalty, and file the Academic Dishonesty Report with the Registrar, who will keep the record separate from the student's academic records pending the outcome of the appeal as described below.

If the student contests the validity of the instructor's judgment or the penalty assessed, the student may appeal in writing to the dean who is the instructor's supervisor.

1. If the dean agrees with the student and nullifies the penalty, the Academic Dishonesty Report is removed from the temporary file.
2. If the dean upholds the instructor, the penalty is assessed, and a permanent file is created for the Academic Dishonesty Report.

If the student contests the validity of the dean's judgment or the penalty assessed, the student may appeal to the Vice President for Education by submitting a request in writing within seven days of notification.

### **Disciplinary Procedures for Academic Misconduct – Multiple Offenses**

When a student's file contains three Academic Dishonesty Reports or two Reports involving the same kind of offense, the following steps will be taken:

1. The Registrar will convene the Disciplinary Committee to determine the possibility of the need for additional action.
2. The Committee shall conduct a hearing, to include participation by the student, to investigate the circumstances of the offenses and to decide on appropriate action (See "Procedures for Student Conduct Hearings"). The Committee will notify the Vice President for Education of any penalties assessed by the Committee and the reasons therefore.

If the student contests the decision of the Disciplinary Committee, the student may appeal in writing within seven days of notification to the Vice President for Education, whose decision is final.

## **Contesting a Grade**

If a student has questions about a grade, the student must follow the same procedures outlined below in the “Student Academic Grievance Procedures.” Grades may be contested no more than one year following the completion of the term in which the grade was earned. It is the responsibility of the student to demonstrate the inaccuracy of the grade as recorded.

### **Student Academic Grievance Procedures**

If a student encounters a problem related to the classroom, the following guidelines should be followed:

1. Talk directly with the instructor and try to resolve the issue.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Grievance Form found at <http://www.edisonohio.edu/uploads/institutional-handbooks-and-forms/StudentComplaintForm.pdf>
3. Return the completed form to the appropriate office and schedule an appointment with the dean or supervisor.
4. If still dissatisfied, schedule an appointment with the Vice President for Education.

### **Student Non-Academic Grievance Procedures**

If you have a non-academic concern with the college or with another student, you should follow these guidelines:

1. When appropriate, attempt to resolve grievances 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 at this link <http://www.edisonohio.edu/index.php?page=complaint-form> . Click "Submit" to email the completed form. You will be contacted within two business days concerning an appointment with the appropriate dean or supervisor.
3. If steps 1–2 do not resolve the complaint, an appointment should be made with the Senior Vice President for Academic Affairs.

Based upon the nature of the written grievance, the Vice President of Student Affairs will meet with all parties involved and will issue any decisions/actions taken in writing.

The basis on which a grade was awarded may not be challenged under this grievance procedure. See “Student Academic Grievance Procedure” for the appropriate procedure.