Academic Regulations

Academic Regulations

Advising

All full-time and/or degree-seeking students should see a faculty advisor in his/her anticipated career area. Students are responsible for making an appointment with a faculty advisor to review program development and other matters such as transfer possibilities. Students undecided about their majors are advised by personnel in the Student Success Center.

The faculty advisor is the key person in the registration process. When a semester class schedule is published, students are to schedule a meeting with their faculty advisor. Faculty advisors should approve course selection for each academic semester for all degree-seeking students.

Academic Honors

- President's List: Students carrying a minimum of 12 semester hours of credit courses and attaining a grade point average of 4.0 for a semester's work and whose record for that semester shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the President's List.
- Dean's List: Students carrying a minimum of 12 semester hours of credit courses and attaining a grade point average of 3.50 through 3.99 for a semester's work and whose record for that semester shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the Dean's List.
- Graduation Honors: To be eligible for graduation honors, a student must have completed all requirements for the degree with a minimum of 20 semester hours of credit at SSCC. Those with a grade point average of 3.90 or higher will be graduated Summa Cum Laude; with a grade point average between 3.75 and 3.89, Magna Cum Laude; with a grade point average between 3.50 and 3.74, Cum Laude.

Alternative Credit

Several options are available for receiving credit for work previously completed or for general knowledge and experience. For additional information on any of the following programs, contact the Records Office at Southern State.

Advanced Placement (AP)

Students may be awarded credit for the Advanced Placement (AP) program of the College Board if a score of three or higher is achieved on the examination provided by the AP program. Scores must be sent directly from the College Board to the Admissions Office at Southern State. Additional information about the AP program is available from high school guidance offices, the Records Office at Southern State, or by contacting the College Board, Princeton, NJ.

Advanced Standing High School

Southern State Community College will acknowledge successful completion of approved programs at area high schools by awarding college credit through the College's advanced standing program. Southern State faculty and staff will identify and determine courses or combination of courses through a formal articulation agreement with the area high school in which the objectives are equivalent to those at Southern State. Such advanced standing will count toward an appropriate degree at Southern State. An application for advanced standing is available in the area high school or the Student Services Office at Southern State.

College Level Examination Program (CLEP)

Students may be awarded credit for the College Level Examination Program (CLEP) sponsored by the College Board. Students must achieve scores as recommended by the commission on Educational Credit and Credentials of the American Council on Education to be given credit for appropriate courses. Additional information about the CLEP program is available from the Records Office at Southern State or by contacting the College Board, Princeton, NJ.

DANTES

The DSST (DANTES Subject Standardized Tests) Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom. Southern State accepts the American Council on Education (ACE) recommendations for the minimum score required and the amount of credit awarded.

Prior Learning Assessment

The Prior Learning Assessment provides an opportunity for Southern State Community College students to gain college credit for prior learning, training, or public involvement. A student who qualifies may earn up to one academic year of credit (30 credit hours)

through the program. With the approval of the Vice President of Academic Affairs, these credits may be used in qualifying for an Associate degree. Please note that students who earn credits through the program and who later wish to transfer those credits to another institution should be aware that the receiving institution determines whether any or all credits earned through the program shall be counted in the transfer of credits.

Any person wishing to participate in the program must be enrolled and must have already completed **at least six (6) semester credit hours** at Southern State. In addition, the applicant must be able to demonstrate that he or she has accomplished a minimum of five (5) years experience, training or public involvement directly related to the course or courses he or she wishes to substitute. Moreover, students must complete the required minimum of 20 hours of classroom instruction to earn a degree from Southern State Community College.

A person who wishes to participate in the program must write a letter to the Vice President of Academic Affairs stating his/her desire to participate, the reasons why he/she believes he/she qualifies, and the courses for which he/she wishes to receive credit.

The Vice President of Academic Affairs will then advise the applicant of his/her opportunity to participate, or of the denial of participation. If granted the opportunity the applicant will be advised of the procedure to follow in presenting prior learning, training, or public involvement.

There is a non-refundable application fee of $45.00 due at the time the applicant is notified he/she has been granted the opportunity to participate in the program.

There is a fee of $15.00 per course credit hour for credits earned through the program. This fee must be paid before the Records Office will add the credit to the successful participant's permanent record.

Military Credit

Credit may be awarded for some courses/training provided by the armed forces. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit may be granted. Transcripts and documentation of courses completed must be submitted to the Admissions Office.

Servicemembers Opportunity Colleges (SOC) Consortium

Southern State Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium. SOC, established in 1972, consists of national higher education associations and approximately 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students including those on active duty, Coast Guard personnel, reservists, members of the National Guard, family members, civilian employees of the Department of Defense, and veterans of all Services. As an SOC Consortium member, this institution ensures servicemembers and their family members share in appropriately accredited postsecondary educational opportunities available to other citizens. Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of military students and their family members to higher education programs.

Proficiency Examination

Under certain circumstances, a proficiency examination can be arranged through consultation with a faculty advisor. This procedure provides the opportunity for the student to enroll in other courses of choice while fulfilling basic requirements without adding to the total course load. The fee for the administration of a proficiency examination with subsequent "EM" notation of successful completion on the student's record is $45.00 per semester credit hour. For more information, see the faculty advisor or Records Office.

Tech Prep

Southern State Community College will acknowledge successful completion of approved Tech Prep programs at area high schools by awarding college credit through the College's Tech Prep program. Credit received through the Tech Prep program will count toward an appropriate degree at Southern State. An application for Tech Prep credit is available in the area high school or the Student Services Office at Southern State. http://www.sscc.edu/academics/articulations/tech-prep-transfer-credit-request.pdf

Training Programs

Some courses offered by business and professional organizations are considered the equivalent of college courses and students may receive transfer credit by submitting transcripts or certificates of completion from the training program to the Records Office. The National Guide to Educational Credit for Training Programs, published by the American Council on Education, is used to determine what, if any, credit can be granted.

Credit may also be awarded to students that have successfully passed standardized testing/training for programs such as the CDA credential for the Early Childhood program, Ohio Peace Officer Training Academy Certificate for the Criminal Justice: Law Enforcement program. Documentation of completion must be submitted to the Admissions Office.

Transfer Credit

Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows:

- Courses taken prior to Autumn 2005 with a grade of "C minus" or above.
- Courses taken Autumn 2005 or later with a grade of "D" or above.

A student wishing to transfer from another accredited college or university must be in good standing from the last college of attendance. To recognize fully the successfully completed A.A. degree and the A.S. degree, students who have an earned A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, will receive transfer credit for all college level courses which they have passed. Students requesting transfer credit must have an *official transcript* from each of the previous colleges attended sent to the Records Office. For more information on the Ohio Transfer Policy, see page 8.

Auditing Classes

Students may audit classes with the permission of the instructor. Tuition and fees for classes audited will be the same as for those taken for credit. Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register. No credit will be given for courses audited. Students are expected to follow the same attendance regulations for audit classes as for credit classes. Student may take the examinations, but are not required to do so. Audited classes are recorded with a "I".

All students must make the decision to audit at the time of registration. The Records Office will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed (see policy as stated in this catalog under refund fees or dates listed in semester schedule).

Clean Slate

A student may petition to have all or a portion of their previous academic record expunged. This request will expunge ALL courses taken during the time period requested. A Clean Slate may be requested only for courses taken during a time span and may not be used to selectively remove courses from the academic record. This request will not remove any financial obligations that may be due the College or effect current Satisfactory Academic Progress (SAP) standing.

If the student is or has been a recipient of any form of financial aid, he/she must discuss the ramifications of this request with the Financial Aid Office prior to submitting the request.

A period of at least six academic semesters must have elapsed between the ending date of the last semester of courses requested to be expunged and the date of this request.

There is no limit to the number of Clean Slates the student may petition for if the purpose is to re-enter SSCC. If the Clean Slate is requested to begin work at any other institutions, it will be granted only once for this purpose.

Contact the Records Office for Clean Slate Request forms.

Attendance Policy

To ensure the commitment to student success, attendance is required in all courses regardless of course modality (in-person, online, or hybrid). Attendance is physical attendance within a classroom or participation in an academic-related activity. Logging into MyCanvas does not constitute attendance.

Procedure:

1. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day of the term (or 20% date for courses with a flexible start or end date).
2. A student reported as NEVER attending, within the first two weeks of a full-semester course or first 20% of a flexibly scheduled course, will be dropped from the course and have all tuition charges removed from their account.
3. Students dropped for non-attendance will be notified via their SSCC email account.
4. Students who receive federal financial aid or College Credit Plus funding who are dropped, may have all or a portion of their funding removed.

Course Substitutions

Courses listed in an academic program may only be substituted with a faculty advisor's approval. The student is cautioned that if he or she intends to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to the student to consult with an advisor at the transferring institution.

Credit Hour Limit

Students may enroll for a maximum of 18 credit hours per semester during the regular academic year and 18 credit hours total for the combined Summer Semester terms, unless the program guidelines for their major exceed that number. Students who wish to exceed this limit must contact their faculty advisors. Requests will be forwarded to the Vice President of Academic Affairs for review and approval or denial.

Credit Hour

In accordance with Federal and State definitions, Southern State Community College defines a credit hour as an equivalency that reasonably approximates one of the following:

1. A minimum of one hour (50 minutes) of classroom or direct faculty instruction complemented by two hours of out of class student work each week, for approximately fifteen weeks, or an arrangement that yields the same ratio, in terms of credit to instruction and/or out of class work time.
    a. Such arrangements include online, hybrid, and accelerated courses in which the completion of an equivalent amount of instruction and student work is required, as stipulated in (1), but may occur over a different amount of time.
2. At least an equivalent amount of work, in terms of time spent, as required in (1) for other academic activities such as laboratory work, internships, practicums, studio work, or other academic work leading to the award of credit-hours.
3. In the case of courses that are delivered in independent study format, a credit hour is approximated by the demonstration of learning—as measured by performance on assignments and assessments—that is expected in the traditional in person or online delivery of the course.

Alternatively, the Southern State Community College approximation of the credit hour could be understood as the following:

Credit hours earned	In person, online, hybrid, and/or accelerated delivery of credit bearing course		Other academic experiences which are credit bearing
	In class requirements for the term	*Out of class requirements for the term*	
1 Credit	15 hours	30 hours	45 hours
2 Credits	30 hours	60 hours	90 hours
3 Credits	45 hours	90 hours	135 hours
4 Credits	60 hours	120 hours	180 hours

FERPA Policy

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent as listed as directory information defined by the College. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This request encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar which identifies, as precisely as possible, the record or records he/she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of educational records.

Students who believe that their education records are inaccurate, misleading, or in violation of their privacy rights, may ask to have them corrected. Contact the Records Office for the proper procedure.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-5920 regarding an alleged violation under FERPA. Contact the Records Office for the proper procedure.

The complete FERPA policy may be obtained by contacting the Records Office.

Grade Point Average

A student's cumulative grade point is calculated by dividing the number of quality points earned by the number of semester hours attempted. The following example will illustrate:

Course	*Title*	*Credit Hours*	*Grade*	*Quality Points*
CSCI 1101	Keyboarding	1	C	4 x 2 = 8
CSCI 1150	IT Essentials	3	W*	Not Applicable
ENGL 1101	English Composition I	3	B	3 x 3 = 9
PSYC 1110	Principles of Psychology	3	D	3 x 1 = 3
MATH 1141	College Algebra	4	A	3 x 4 = 12
		TOTALS		**13** **32**

Grade Point Average (GPA) 32 divided by 13 = 2.462

*Note that the student still completed 13 hours after withdrawing from CSCI 1112. Therefore, the student would still qualify for full-time student status. If this student had completed less than 12 hours because of the withdrawal from CSCI 1112, then the student would have no longer qualified for full-time student status which could have an effect on the student's financial aid entitlements.

Grading System

Grades posted at the end of each semester reflect the student's academic achievement as reported by faculty. Grade reports are given in terms of grades and quality points.

Grade		Quality Points	Computed in GPA
A	Excellent	4	Y
B	Good	3	Y
C	Fair	2	Y
D	Poor	1	Y
F	Failure	0	Y
EM	Examination (Proficiency)	0	N
I	Incomplete	0	N
WIP	Work In Progress	0	N
K	Transfer Credit	0	N
N	No Grade Reported	0	N
S	Satisfactory	0	N
T	Audit	0	N
U	Unsatisfactory	0	Y
W	Official Withdrawal	0	N
WI	Faculty Withdrawal for Excess Absence	0	N
X	Clean Slate	0	N
Y	Unofficial Withdrawal	0	Y

*No quality points are recorded until the work is made up and the grade is reported.

Numerical equivalents are established for letter grades as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

The "I" grade is given when a student is unable to complete the course requirements by the end of the semester for extenuating circumstances acceptable to the instructor and approved by the Vice President of Academic and Student Affairs. The student must arrange to make up the missing work with the instructor before the "I" grade is given. If course work is not completed within the following semester, the "I" will be recorded as a failure on the student's transcript.

The grading scale for Health Sciences Programs (identified by the prefix MAST and ALTH) is as follows:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

**Students MUST earn a final grade of "C" or higher to meet requirements toward Medical Assisting and Allied Health Science program completion.*

The grading scale for Nursing (NRSG and PRAC) is as follows:

A = 93 – 100
B = 85 – 92.99
C = 80 – 84.99
D = 72 – 79.99
F = 0 – 71.99

**Students MUST earn a final grade of "80" (C) or higher in NRSG or PRAC courses, as well as a "C" or higher in all non-nursing courses to meet requirements toward Nursing program completion.*

Graduation Requirements

To qualify for graduation, a student must:

1. Have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with at least a 2.0 ("C") grade point average at Southern State. See program outlines for specific requirements.
2. Have earned at least 20 semester hours of credit at Southern State if receiving an associate degree or 18 semester hours of credit at Southern State if receiving a one-year certificate.

Graduation for the Nursing degrees require completion of the courses specified in the Nursing Curriculum Plan. Grade requirements for these courses are specified in the Nursing Student Handbook.

The following developmental courses may not be used to satisfy a general elective or basic degree requirement: ENGL 0097, ENGL 0099, ENGL 1000, MATH 1106, MATH 1116, MATH 1117, MATH 1118, MATH 1119.

Application for the diploma must be made in the Records Office one month prior to the start of the semester in which they expect to graduate.

Information Changes

Any changes to address, phone, and name must be reported to the Records Office by completing a Status Change form. Currently enrolled students who wish to change their name must provide a legal document declaring the change. Legal documents include marriage license, divorce/dissolution decrees, court orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).

Independent Study

An independent study is designed to provide students with an opportunity to pursue a course that is consistent with their degree plan. An independent study is NOT a substitution of an existing course that is not offered at a convenient time or location for the student. The student, along with their instructor, is to design how they propose to structure the independent study, when and how they are to meet with the instructor and what method of evaluation is to be used.

Policy

These courses may be taken as an independent study with the concurrence of the instructor and the appropriate Dean. This type of study is limited to two per student per degree. In rare instances it may be used in extenuating circumstances where an independent study is the only way to meet the student's program requirements. In some cases, a course substitution is in the best interest of the student.

Students who wish to apply for an independent study must first see their academic advisors and then apply to the appropriate Dean no later than one week before the beginning of the semester during which they wish to take the independent study course.

Procedure

- The student must be in good standing and have a minimum cumulative grade point average of 2.5.
- The student must complete an Independent Study Request Form.
- The student should see a faculty member who agrees to sponsor the independent study. Together, the student and the faculty member decide on the meeting times, mode of instruction, student assignments and due dates and evaluation of papers and/or projects. This information is to be attached to the request form. Both student and faculty member are to sign the form.
- The student then submits the request form to the appropriate Dean no later than one week before the beginning of the semester during which the independent study will be taken.

- If the appropriate Dean approves the request, he or she will indicate this on the request form and this will be forwarded to the Registrar's Office. The student will be sent a copy of the approval form.
- If the appropriate Dean does not approve the request, the student and the faculty member will be notified.

Multiple Degrees

Students receiving more than one degree, regardless of when either was awarded, and regardless whether it is an Associate Degree or higher, must complete at least a total of 12 new credit hours related to the new degree at SSCC. This restriction applies to graduates of Southern State Community College as well as graduates of other approved institutions of higher education. This policy does not apply to certificate programs provided all requirements for the certificate are met.

Official Withdrawal

After the drop/add period, students may withdraw from classes up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office. A final grade of 'W' will be reported on the student transcript. Attendance in class is an important part of the learning process. Excess absences may result in a failure. Faculty may count attendance as part of the grading policy and a failure to officially withdraw may result in a failing grade. Withdrawal from classes may affect a student's financial aid. See the FEE SCHEDULE section of the College Catalog for the policy on refunds and financial aid.

Faculty may request to withdraw students who have missed more than 20% of the total scheduled classes by contacting the Registrar. A faculty initiated withdrawal will result in a final grade of "WI."

Phi Theta Kappa

The Alpha Omicron Eta chapter of Phi Theta Kappa is a national honor society for community college students who maintain a GPA of 3.5 or better. Phi Theta Kappa's primary mission is to recognize and reward academic achievement in the two-year college. Students are invited to join and become active in the community life of the College.

Policy on Responsible Use of SSCC Computing Resources

General Statement

As part of the learning environment for students, Southern State Community College purchases, installs, and maintains computers, computer systems, and networks. These computing resources are intended for College-related purposes, including direct and indirect support of instruction and communication for faculty; administrative functions; and the free exchange of ideas among the College community and between the College community and the wider local, national, and international communities.

The rights of academic freedom and freedom of expression apply to the use of the College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of the College computing resources, like the use of any other college-provided resource and activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operation system or network and whether or not they can be circumvented by technical means.

After an absence of one or more full semesters (excluding summer), user access to all College computing resources (including email) will be removed. The College does not archive any content, data, or communications that were created, shared, or stored by former students on any system maintained by or on behalf of the College, and ultimately all of the corresponding data is deleted. Students are responsible for transferring all personal content which they have created in the form of materials prepared for the classroom, educational, or professional purposes prior to separation from the College.

Applicability

This policy applies to all users of the College's computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College or to users within specific units. Consult the operators or managers of the specific computer, computer systems, or network in which you are interested or the management of the unit for further information.

Policy
All users of the college computing resources must:

1. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies; and all applicable licenses and contracts. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

2. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

4. Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of the College's computing resources for other purposes is permitted when it does not constitute personal commercial purposes or personal financial or other gain.

5. Refrain from stating or implying that they speak on behalf of the College and from using College service marks and logos without authorization to do so. Authorization to use Southern State Community College service marks, logos and the College's name may be granted only by the College's designee. Current administrative control of the College's service mark, logo and the visual identity program will be the responsibility of the College's Communications Department. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the Identity Standards Guide and College policy to use the service mark or it's likeness without the prior authorization of the Director of Marketing or their designee.

If permission is granted by the Director of Marketing to use the Southern State Community College name, its likeness, service mark, logo or etc. it can only be done by the guidelines listed in the Identity Standards Guide. Please refer to the Identity Standards Guide at www.sscc.edu/about/identity-standards.shtml

Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. All employees and students should refrain from implying that they speak on behalf of the College.

- Employees have the right to free speech and free association.
- The College's name must not be associated with an expression of private opinion. In a public or private presentation or protest, employees are not to leave the impression that they are speaking on behalf of the College, or that their position at the College lends validity to their private opinions.
- In a hearing, forum, debate or protest, employees are to make a disclaimer between their opinions and the position of the College.
- Departments of the College are to request prior approval from the President before entering an association with a special interest group.
- Employees are not to use College letterhead or forms for private use.

The use of appropriate disclaimers is encouraged. Personal web pages linked to the College website should disclaim association with Southern State Community College.

Enforcement
Users who violate this policy may be denied access to the College computing resources and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated and any penalties or other discipline will normally be imposed by the Dean of Student Affairs. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspect violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and account of individual users of College computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a list serve or a web page; (b) it reasonably appears necessary to do so to protect the College from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, emergency situations, must be authorized in advance by the President or Treasurer, or the Vice President of Academic Affairs.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

Program Policy for Returning Students

Students who have not attended for at least a year will be required to follow the program requirements from the catalog year in which they re-enter.

Registration and Course Changes

Registration for classes offered at Southern State Community College will be announced in advance for each academic semester by the Records Office. All degree-seeking students shall arrange their schedules in consultation with their faculty or academic advisors. Refer to the class schedule on the college website for the announcement of registration opening dates. Students may:

1. Register for courses by completing a Registration Form and submitting it to the Student Affairs Office. The last day for regular registration is the Saturday before the term begins.
2. Register or add a course late beginning the first day of the term and up through the second week of the term of a full semester (10 weeks or longer) with written permission from the course instructor. If the class is less than 10 weeks in length, the student may do a late registration within the first 20% of the course.
3. Drop a course up through the first two weeks of the term for any class 10 weeks or longer. If the class is less than 10 weeks in length the student may drop within the first 20% of the term.
4. Withdraw from a course up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office.

Students shall be aware that not attending any class meetings of a course does not constitute an automatic drop nor does it relieve the student of tuition/fee liability. See the REFUND POLICY section of the College Catalog for the policy on refunds.

Repeating a Course

With the approval of the respective faculty advisor, a student may repeat any course. The original title and grade will remain on the student's permanent record. Only the quality points from the course with the highest grade, however, will be used in computing the grade point average.

Replacement Diploma Policy

The following policy applies to replacement diplomas.

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless a legal name change has been processed.
- For legal name changes, you must provide to the Records Office a legal document declaring the change along with a completed Student Information Change form. Legal documents include marriage license, divorce/ dissolution decrees, court orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).
- The replacement diploma will bear the signatures of the current administration and not the administration at the time of graduation.
- The term "official replacement" will be printed on the diploma.
- The cost for a replacement diploma is $15.00 for diploma only or $40.00 for diploma and cover.
- Allow approximately 4-6 weeks for delivery of the replacement diploma.

Requirements for Good Standing

It is to the advantage of every student to remain in **good standing** at all stages of the academic program. To remain in **good standing** a student's cumulative grade point average must not fall below the following levels:

1.75 for Freshman students *(29 or fewer total hours earned)*
2.0 for Sophomore students *(30 or more total hours earned)*

In addition to GPA, all students must successfully complete 67% of the credit hours attempted per semester to meet satisfactory progress.

A student not in good standing at the end of any semester will be placed on academic warning for the following semester. A student not in good standing at the end of the second consecutive semester will be placed on academic probation for one semester. Students who fail to meet the requirements for good standing will be suspended at the end of the probation period. The period of academic suspension is for one calendar year. A student on academic suspension will be allowed to re-enter after one year and will be readmitted on probation. If the student is not in good standing at the end of the term of re-entry, they will be dismissed from the College for a period of two years (6 semesters). The student will be allowed to re-enter after the period of two years and will be readmitted on probation. If the student fails to meet the requirements of good standing after their second re-entry, they will be dismissed from the College for another period of two years (6 semesters). The College reserves the right to waive this policy under extenuating circumstances. Any student that is receiving or plans to receive any type of financial aid must review the Satisfactory Academic Progress (SAP) policy in the financial aid section of this catalog to determine eligibility to receive financial aid.

Semester Calendar

The academic year consists of two semesters approximately 16 weeks long: Fall and Spring. At the present time, Summer Semester offers 8-12 week terms. All academic credits are expressed in terms of semester credit hours.

Recognized holidays falling within the three instructional periods are shown in the appropriate academic year calendar. Special arrangements will be made for those students whose religious holidays fall within a registration, orientation or instructional period. For more information on religious accommondations, visit www.sscc.edu/services/accessibility-services.shtml. It will be the individual student's responsibility to inform the College of the circumstances and to comply with the special arrangements that are made.

Statement of Academic Honesty

Southern State Community College is committed to providing educational opportunities that promote academic, professional and personal growth in students. To these ends, all members of the College are expected to uphold the highest academic and ethical standards.

Types of Academic Misconduct

1. Any unauthorized use of material (books, notes, electronics of any kind, and so forth) during an examination, test, or quiz.
2. Copying from another student's work, permitting one's work to be copied during an examination, test, or quiz.
3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).
4. Permitting a person to pose in one's place during an examination, test, quiz, or posing as another person during an examination, test, or quiz.
5. Altering an examination, test, quiz, or any other type of evaluated work in an effort to have the work re-evaluated for a higher grade.
6. Plagiarizing or permitting one's work to be plagiarized.
7. Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.
8. Unauthorized use of computer software during an examination, test, or quiz.

9. Submitting as one's own a work of art, a speech or oral report, a musical composition, a computer program, a laboratory project or any other creation done by another person or generative AI (ChatGPT, etc.).

Plagiarism Defined

Plagiarism can be defined as copying someone else's words or ideas and passing it off as your own. This includes copying material from the World Wide Web, the Internet, books, videos, and all copyrighted material without express permission and documentation.

Examples of plagiarism are:

1. Reproducing another person's words, published or unpublished, as one's own;
2. Permitting another person to alter substantially one's written work;
3. Failing to acknowledge the ideas or words of another person, including verbatim use of another's words without proper documentation or paraphrasing another's words without proper documentation;
4. Using material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, newspapers, student papers, generative AI (ChatGPT, etc.) and copyrighted material without indicating where the material was found.

"Proper documentation" is a written acknowledgement, such as the use of quotation marks and footnotes, that alerts a reader to the fact that the words or ideas are not that of the writer.

Plagiarism can result in failure on an examination or paper, failure in a course, suspension for one to two semesters, dismissal from the College for one year, and/or possibly civil penalties.

Student Responsibility for Avoiding Academic Misconduct

Instructors provide course outlines which specify all requirements and procedures. Students must familiarize themselves with these documents. Students who have questions about potential academic misconduct on an examination, test or quiz, or other evaluated work must contact their instructors prior to completing the assignment.

Possible Sanctions for Academic Misconduct

By an instructor:

Instructors must state possible options at the beginning of a semester what sanctions they will apply to cases of academic misconduct. Instructors may choose any of the following possible sanctions:

- "F" for an individual examination, test, quiz or evaluated project
- "F" for the course
- Refer the case to the Academic Appeals Committee

By the Academic Appeals Committee:

- Drop the matter for lack of evidence
- "F" for the individual examination, test, quiz, or evaluated project
- "F" for the course
- Suspension for one to two semesters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and a majority of the members of the Academic Appeals Committee

By the Vice President of Academic and Student Affairs:

- Drop the matter for lack of evidence
- Uphold the decision of the Academic Appeals Committee
- "F" for the individual examination, test, quiz, or evaluated project
- "F" for the course
- Suspension for one to two semesters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and the Vice President of Academic and Student Affairs

Charges of Student Academic Misconduct

An instructor who determines that a student has engaged in academic misconduct will confront the student, explain the evidence he or she has to support the charge of misconduct, and explain the sanction he or she intends to impose. The instructor has the right to impose any sanction listed under "By an Instructor." Instructors will complete the online Incident Report notifying the Vice President of Academic and Student Affair's office. The report will be kept on file and will be considered in further infractions. Multiple academic integrity reports on a single student will be reviewed by the Academic Appeals committee and further sanctions may be imposed. Instructors will complete an early grade form for sanctions that include a grade a of "F" for the semester. Courses where a grade of "F" is given due to academic misconduct cannot be withdrawn from in lieu of the failing grade.

Academic Dismissal

The College's statement on Academic Honesty, in the College Catalog, outlines various, but not all, forms of academic misconduct. Additionally, outlined in the College Catalog are the measures that may be taken by a faculty member or the Academic Appeals Committee as a result of academic misconduct. If the result of academic misconduct is academic dismissal the student may follow the Academic Appeal Process.

Documentation of Sanctions for Academic Misconduct

The instructor, the Academic Appeals Committee, the Vice President of Academic and Student Affairs, or the President will provide the student with a written

explanation of all action to be taken within seven calendar days of the date of the decision. A copy will be maintained in the appropriate files while the sanction is in force; however, no copy will be placed with the student's academic records.

Academic Misconduct Appeal Process

When an instructor confronts a student with a charge of academic misconduct and explains the sanctions they intend to impose, the student has the right to appeal the decision.

- The student must speak directly with the faculty member.
- If the student does not receive satisfaction from the faculty member, then the student should appeal in writing to the Academic Appeals Committee.
- If the student does not receive satisfaction from the Academic Appeals Committee, then the student should appeal in writing to the Vice President of Academic and Student Affairs.
- If the student is not satisfied with the above results, the student may request to see the President of the college. The President's decision will be final.

Academic Appeals Process

The purpose of the Academic Appeals Policy is to secure equitable solutions to problems of an academic nature that may affect a student's academic progress.

Grounds for Appeal

Final Course Grade

The College's Academic Appeal Policy prescribes the circumstances in which, for good reason, you may submit an appeal. Students may appeal any final course grade they believe was awarded based on an arbitrary reason not related to a professor's assessment of academic work, and/or was determined in a manner inconsistent with the standards and procedures established by the professor in oral and written communications to the entire class.

Only the professor can change a course grade assigned in a manner consistent with the college's grading policy and the policy outlined in the syllabus by the professor. College administration can only direct a grade to be changed when it is determined necessary through the procedure established by this policy and for the reasons listed above.

The following reasons are not sufficient grounds for appealing a final grade:

- Assignment(s) were graded too severely
- Course objectives were unreasonable
- Professor refused to assign make-up or extra credit work
- Consideration was not given to the student's personal or professional commitments, problems and conflicts when determining final grade
- Professor graded a single project too severely

Deadlines

Students must initiate final grade appeals within 30 calendar days of the awarding of the grades. Any appeals that are initiated during summer will only be heard in exceptional cases as determined by the Vice President of Academic Affairs. If an appeal is to be addressed in the summer, Committee members will be contacted with the pertinent information.

Academic dismissal from a course or program or denial of program completion/graduation must be initiated within 30 calendar days following the notification to the student.

Requests for review submitted after these deadlines will be heard only in exceptional cases as determined by the Vice President of Academic Affairs.

Responsibilities

Professors will specify in writing for each of their courses at the beginning of the academic term the following:

- Course requirements and expectations
- Procedures for evaluating academic performance and assigning grades

Professors may change the requirements, expectations and method of evaluations throughout the semester. When a professor announces a change, it is the responsibility of the student to ensure they understand and are aware of these changes.

Additionally, students have the responsibility to know and adhere to the policies and standards pertaining to them including institutional, program and course requirements and policies. Students must also adhere to the college's academic and student codes of conduct.

The professor's stated requirements and expectations will be the measure when considering a student's compliance with coursework.

Appeal Process

A student seeking an academic appeal must follow all the steps outlined in sequence.

Level 1

In an effort to resolve the issue, the student must first arrange a meeting with the faculty member involved within 30 calendar days of the awarding of grades. If the professor is absent from campus, the student must attempt to contact the professor through mail, email or by phone, working with campus personnel if necessary. Students should document all attempts to contact faculty. When discussing the grade with the professor, students should present as much evidence as possible to support their appeal. Open and civil communication is the best approach in an attempt to reach agreement on the appeal.

In the event the professor is absent from the campus or no longer in the employment of the college, or after consultation with the faculty member the issue is not resolved, the student may proceed to appeal Level 2.

Level 2
A Level 2 appeal is initiated by the student through a typed statement to the respective Dean or Program Director depending on the course for which they are appealing the final grade. If it is a course with a Program Director then the Program Director in conjunction with the Dean of Technical Studies will review the appeal together. If it is a course without a Program Director then the appeal will go to the respective Dean. Should a Program Director be the instructor of record for the course involved in the appeal then it shall be handled by the Dean. Should the appeal occur for a course taught by a Dean, then the Vice President will appoint a designee to review the appeal.

Upon receiving the typed student appeal the Dean/Program Director will notify the faculty member and request a written statement from the professor concerning the appeal. Additionally, the Dean may request a meeting with the professor and/or the student to obtain further clarification of the appeal. After receiving typed statements from both the student and professor and through possible consultation, with the student or the professor, the Dean/Program Director must give a typed response to the student with a copy to the professor within 10 working days. If the issue(s) brought forward in the appeal are not resolved satisfactorily in this step the student or faculty member may then appeal to the Academic Appeals Committee (AAC) in Level 3.

Level 3
A student wishing to take the appeal to the Academic Appeals Committee (AAC) must submit their typed appeal to the Vice President's Office within 5 working days after receiving the Dean's/Program Director's response. If the student appeals to the AAC, the Dean/Program Director will forward all information provided and gathered during their evaluation of the issue to the committee.

The AAC will review the appeal within 10 working days of receipt of typed appeal. The AAC may, but are not required to, request a meeting with the student and/or the professor in which the student and/or professor may present evidence or information on his or her behalf and may be accompanied by an academic advisor or other faculty or staff member (or if the student is under age of 18, may be accompanied by a legal guardian). The advisor or guardian may consult with the student, but may not speak on behalf of the student or otherwise participate in the proceedings unless given specific permission by the committee. Should a mutually agreeable meeting date or adequate review not be feasible within the 10 working days, Level 3 may be extended an additional five days. Once the AAC has made a decision, the chair of the committee will provide a typed response that will be sent to the student, instructor and Dean/Program Director.

The decision of the Academic Appeals Committee is final even if a decision against the student will mean the grade or requirement under appeal will result in academic disqualification. There is no further college appeal process.

Student Complaint Procedure and Resolution Process | *for non-grade issues*

The steps are listed below to help the student through both the informal and the formal resolution processes. The informal process must be completed before using the formal process.

Informal Resolution Process
Conversation between student & faculty member

The goal of the informal process is to provide answers to the student's questions and concerns and/or come to a resolution agreeable to both the student and the faculty member. Within ten (10) days of the concern and no more than two (2) weeks after the end of the term in which the concern occurred, begin an Informal Resolution Process. If the beginning of the process occurs during a break in the schedule, such as the break following Fall, Spring, or Summer terms, it is important that the student send an email to the faculty member letting the faculty member know the concern. By sending the email, the student meets the required deadline for initiating an Informal Resolution Process.

- Continue the process when the faculty member returns to campus.
- Schedule a face-to-face meeting with the faculty member at a time and place where the student can have a confidential conversation. The student should take this document to the meeting.
- Conversations with the faculty member after a class or in the hallway do not take the place of the required initial face-to-face meeting.
- The student and/or the faculty member may request the faculty member's Dean (or Program Director) to sit in on your discussion to help facilitate this step of the process. The Dean's or Program Director's job is to help with communication—not to take sides—and to maintain a neutral position.
- Begin the meeting by stating the student is beginning the Informal Resolution Process.
- The student and the faculty member should note in writing the day and time of the meeting and take

notes about any suggested resolutions.

- If a resolution is reached during this face-to-face meeting with the faculty member, the student has successfully resolved the concern and no further action under this process is necessary.

If NO resolution is reached in the discussion with the faculty member, the student and the faculty member will inform the Dean who has five (5) college working days to consult individually with the student and/or the faculty regarding the ongoing concern.

The Dean then has five (5) college working days to provide the student with the conclusions reached during the informal process. This will include a statement describing:

- a mutually acceptable resolution, or
- lack of student response, or
- lack of a mutually acceptable resolution.

A copy of the written conclusions will be given to the student and to the faculty member. This will not be filed in any of the student's or the faculty member's records. If the student is not satisfied with the outcome of the Informal Resolution Process, the student may choose to begin the Formal Resolution Process.

Formal Resolution Process

Meeting with student, faculty member, & faculty member's Dean

The goal of the formal process is to work together to find a solution to the student concern. Submit a written Statement of Concern within ten (10) college working days after the student has received the Dean's written conclusions from the informal process.

- The Statement of Concern should be carefully prepared. Submit in person the Statement of Concern to the faculty member's Dean and a second completed copy to the Vice President of Academic Affairs. Keep a third copy for your records. (The Dean will provide the correct contact information for the Vice President.) The Statement of Concern will be date/time stamped and initialed when received. The following actions may then be taken:
- The Dean may dismiss the action as having no grounds for further review if it is concluded that the concern is untimely, being concurrently reviewed in another forum, frivolous, or filed in bad faith; or
- The Dean may take five (5) college working days to work with the parties to find a solution.
- If either the student or the faculty member does not like the recommended solutions or if no solution is found, the Vice President will review the Statement of Concern and the dean's documented solutions, if any.
- The student may be contacted to meet with the Vice President.
- The student will be informed in writing within twenty (20) college working days after the student submitted the Statement of Concern of the Vice President's decision and the reasons for it.

The decision of the Vice President of Academic Affairs is final. Copies of the Formal Complaint and the outcome will be placed in the student's file and the faculty member's file.

Student Records

Directory Information

Southern State Community College has defined directory information as follows:

- Name
- Dates of attendance
- Full or part-time enrollment status
- Honors and awards received
- Degree(s)/Certificate(s) awarded, if any
- City of residence
- Email address
- Phone number
- Participation in officially recognized sports and activities.
- Photograph

Directory information may be released without consent of the student, unless the student has requested in writing that directory information not be disclosed. This request encompasses all directory information. If a student wishes to have directory information withheld, a completed form must be on file in the Records Office prior to the start of the most recent academic term. However, releasing directory information to any person or group for use in a profit-making plan or activity is prohibited.

Transcripts

Official College transcripts may be requested in writing through the Records Office. Recently enrolled students with an active SSCC username may make their request online within the MyRecords portal.

Transfer of Credit, Institutional Transfer & the Transfer Module

The Ohio Department of Higher Education developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original

policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Transfer Module

The Ohio Department of Higher Education's Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in A.A., A.S. and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each State-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

Guaranteed Transfer Pathways (OGTP)

The Ohio Guaranteed Transfer Pathways (OGTPs) are designed to provide a clearer path to degree completion for students pursuing associate degrees who plan to transfer to an Ohio public university to complete their bachelor's degree. The OGTPs also constitute an agreement between public community colleges and universities confirming that community college courses meet major preparation requirements and will be counted and applied toward the bachelor's degree. Students still must meet all university program admission requirements. As a member of the University System of Ohio, Southern State Community College has aligned its courses and programs for "guaranteed to transfer opportunities. To see how specific pathways align with other institutions in the State, explore alignments in "Ohio Transfer to Degree" website. (https://www.ohiohighered.org/OGTP).

Conditions for Transfer Admission

1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.

4. Students who have not earned an A.A. or A.S. degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis.

5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Acceptance of Transfer Credit

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 courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/fail courses, credit by examination courses, Prior Learning Assessment courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and the course applicability system for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their SSCC advisor and the college or university to which they plan to transfer.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

Southern State Transfer Appeal Process

- A student disagreeing with the application of transfer credit by Southern State Community College should complete a Transfer Appeal Form available in the Admission's Office. Upon receipt of the form, the Director of Admissions will arrange for faculty review on a course-by-course basis.
- If the student does not receive satisfaction from the faculty review, then he/she should appeal in writing to the appropriate Dean.
- If the student is not satisfied with the above results, he/she may request to see the Vice President of Academic Affairs at Southern State Community College.

Tuition Reciprocity

In pursuant to Ohio Revised Code (O.R.C) 3333.17, the Ohio Department of Higher Education has established tuition reciprocity agreements that are institution, state, and county specific. These agreements allow students residing in specific northern counties within Kentucky to enroll at Southern State Community College and request the in-state tuition rate. Current reciprocity agreements can be viewed at https://www.ohiohighered.org/tuition-reciprocity#ky.