

ZANE STATE COLLEGE

ZSC



**Student Handbook
2021 - 2022**

Table of Contents

STUDENT AND ACADEMIC SUPPORT SERVICES INFORMATION	5
Privacy of Student Information	5
Identification Card	5
Student Parking	5
Weather – Notice of Class Cancellations	5
Emergency and Evacuation Plans	5
COVID-19 Pandemic.....	6
STUDENT AMENITIES	6
Bookstore.....	6
Library Services	6
Student Lounges	6
Student Housing	6
Food Service/Vending.....	6
Health Services	6
THE ZANE STATE COLLEGE/OHIO UNIVERSITY ZANESVILLE PUBLIC SAFETY DEPARTMENT.....	6
STUDENT SERVICES.....	7
Student Services	7
Success Coaching and Counseling	7
Career Services	7
Explore Career Options.....	8
Online Career Services Resources	8
Career Corner	8
Faculty Advising	8
Faculty Office and Appointment Hours	8
Program Advisor Appointment Procedures	8
TRIO – Student Support Services (SSS) Program	9
Tutoring Services	9
Website/Online Services	9
SCHEDULING & REGISTRATION	9
Semester Class Schedule Changes.....	9
Sequence of Semester Courses	9
Semester Class Registration	10
Wait List.....	10
Cross Registrations with Muskingum University and Ohio University-Zanesville	10

STUDENT ORGANIZATIONS.....	10
FINANCIAL AID PROCEDURES, ELIGIBILITY, AND RETENTION.....	11
Financial Aid Procedures	12
Eligibility for Financial Aid.....	12
Verification of Eligibility for Financial Aid.....	12
Retention of Aid.....	12
Federal Pell Grant	13
Federal Work Study Program	13
Direct Loan Program.....	13
Satisfactory Academic Progress Policy	14
Student Rights and Responsibilities	14
THE ZANE STATE COLLEGE FOUNDATION AND SCHOLARSHIPS.....	15
The Zane State College Foundation.....	15
Zane State College Academic Award and Foundation Scholarships.....	15
OTHER SOURCES OF FINANCIAL ASSISTANCE AVAILABLE AT ZANE STATE COLLEGE.....	15
CHILDREN ON CAMPUS POLICY	16
STUDENT CODE OF CONDUCT	16
Campus Disruptions.....	16
Introduction.....	16
Jurisdiction.....	16
Definitions.....	16
Prohibited Conduct.....	17
Procedural Protections	18
Charges and Due Process	18
Due Process Hearings	18
Charges	19
Disciplinary Sanctions	19
Appeals	19
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY.....	20
SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY.....	20
REPORTING INCIDENTS.....	21
REPORTING INCIDENTS RELATED TO MINORS	22
COMPUTER AND LAB USAGE POLICY.....	22
Access	22
Prohibited Behaviors	23
Process for reporting suspected inappropriate behavior	23

Copyrighted Material and Intellectual Rights.....	23
Internet Usage.....	24
Installation of Software.....	24
Sanctions.....	24
FIREARMS POLICY.....	24
ALCOHOLIC BEVERAGES AND NARCOTICS.....	25

STUDENT AND ACADEMIC SUPPORT SERVICES INFORMATION

Privacy of Student Information

All policies and procedures governing the collection, maintenance, review and release of student records will be consistent with the principles and restrictions outlined in the Family Educational Rights and Privacy Act (FERPA) of 1974. Per FERPA, students must provide a written request to restrict the distribution of directory information.

Directory information includes student's names, address, telephone number, program, email address, enrollment status, dates of enrollment, and honors awarded (i.e.: Deans List, Presidential Scholar, scholarships with the amounts excluded). This public information is released upon request for campus news releases. Students have the option to determine whether or not this information will be listed in the Student Directory. Students not wanting this information listed must indicate this fact in writing to the Registrar's Office.

All Zane State College students are entitled to review the contents of their personal files at the College. A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed 45 days after the request has been made.

Records will be inspected and reviewed by the student in the presence of the Registrar or his/her designee. Records may not be changed or deleted during the process of inspection and review. The student has the right to challenge any portion(s) of his/her College record and will be instructed of the proper procedure to submit a challenge.

Identification Card

All students, part-time or full-time, must have a valid Zane State College identification card to receive in-person services on the College campuses. ID cards are issued once the student's registration has been completed. A valid ID card is required for checking out materials from the library, requesting information, class admittance, taking tests outside of the classroom setting, and for entrance to various College functions throughout the year. This ID card may be received at either The Technology Solutions Center on the Zanesville Campus or at the Academic Services Office on the Cambridge Campus.

Student Parking

Adequate parking facilities are adjacent to the College. Students should park in designated areas only and should exercise proper driving courtesy. Parking in inappropriate and restricted areas may result in a student being issued a parking ticket. An automobile registration sticker is required for handicapped students' reserved parking spaces. This sticker may be obtained from Public Safety. Repeated violations of vehicle regulations may result in suspension of driving privileges on campus.

Weather – Notice of Class Cancellations

Classes are not normally canceled due to weather conditions. Each student should evaluate conditions near his/her departure point when deciding whether to attend during inclement conditions. Should cancellation of day and/or evening classes be necessitated because of severe weather, announcements will be made over local radio and television stations and posted on the College's website and social media accounts. Students may also register on My ZSC for Blackboard Connect, which will allow the student to receive text and/or phone messages from the College in the event of a situation or closure.

Emergency and Evacuation Plans

Information concerning steps to take in emergencies and evacuation routes are posted in each classroom. Students should make themselves aware of all such information for each class. Please contact Public Safety in the event of an emergency at 740.588.1383, or dial extension 1111 from any campus line.

COVID-19 Pandemic

As a community, we value connection, and we realize that an individual's actions impact those around them. During challenging and uncertain times, we need to lift each other up and act in ways that demonstrate respect and civility. Tough times will bring out the best in all of us. These expectations, as embodied in our *Student Code of Conduct*, are important to be mindful of while the ZSC community adapts to life during the COVID-19 pandemic. Please make every effort to embody the Zane State spirit on-campus, off-campus AND online by continuing to be exemplary students and community members. This also means cooperating with college and government officials with guidelines on social distancing, personal hygiene, recommendations to wear masks, and other shared sets of principles and daily actions that reflect guidelines from public health experts that will allow us to create a healthy, safe environment conducive to the Zane State experience. Kindly remember, all conduct policies and regulations during this semester remain in effect and will be enforced. The student conduct process remains unchanged during these exigent circumstances. The *Student Code of Conduct* still applies to misconduct online, off-campus and on-campus and will be immediately addressed. Students are expected to conduct themselves appropriately particularly when engaging and interacting with faculty, staff and other students.

STUDENT AMENITIES

Bookstore

In Zanesville, the Campus Bookstore is located in The Campus Center. Cambridge students may order books online and have them delivered to the Cambridge campus or purchase their books at the Zanesville Bookstore. In addition to textbooks, students may purchase other required materials and study items for classes.

Library Services

College library facilities are located in Herrold Hall, which provides an inviting atmosphere for leisure reading and studying. Materials may be requested through the Zanesville Campus Library website including access to services such as OhioLINK.

Student Lounges

Lounges are located in College Hall, Health Science Hall, Herrold Hall, and The Campus Center for the use of College students.

Student Housing

The City of Zanesville has numerous apartments and housing accommodations. Available housing is privately owned and operated.

Food Service/Vending

The Campus Center has hot food short-order facilities. In addition, many short-order eating establishments are located within ten minutes driving time of the Zanesville and Cambridge campuses.

Health Services

Zane State College provides first aid and referral services only. A hospital is located within ten minutes from campus. Students should contact any Student Services Office or the Public Safety office for first aid.

THE ZANE STATE COLLEGE/OHIO UNIVERSITY ZANESVILLE PUBLIC SAFETY DEPARTMENT

The mission of the Zanesville Campus Public Safety Department is to provide a safe and secure educational environment that is conducive to learning. This professional department is dedicated to deterring crime,

conducting training, educating campus about best practices, and ensuring personal safety. This department oversees the emergency management planning by formulating a partnership and working in collaboration with the entire campus community.

The Public Safety Department continually evaluates existing programs and looks for new ways to maintain and improve campus safety and security. The department strives to provide the most secure surroundings possible, and educate all students, employees, and visitors about taking responsibility for campus safety efforts.

Services include:

- Building/grounds/parking lot patrol
- Vehicle assistance (lockouts, jumpstarts, flat tire changes)
- Safety training
- Event security
- Escorts to vehicle, buildings, or classes
- Lost and found items may be turned into and retrieved at the Public Safety Department
- Certified First Aid/CPR
- Investigation of emergencies/incidents on campus

Crimes on campus are investigated by the Zanesville Police Department, call 911.

To request any of these services, call 1111 on an intercampus phone, or 740.588.1383.

STUDENT SERVICES

Student Services

Student Services, located in College Hall, provides a wide variety of services to enhance the student experience and promote academic success. These services consist of Success Coaching, Accessibility Services, Career Services, Counseling, Financial Aid, and 12th Grade Redesign. The staff in Student Services will help students understand their testing/placement results; assist with building academic, financial and career plans and schedules; and help with any problems that arise concerning academic difficulty. Student Services in Zanesville and Cambridge serve as the “answer spot” for students

Students with disabilities (physical, learning, mental health, etc.) should contact Student Services if accommodations are requested. Documentation includes Individualized Education Plan (IEP), 504 Plan, and/or medical documentation.

Success Coaching and Counseling

Students and alumni needing assistance with personal, and social problems will find success coaches and professional staff are readily available. Stop by or call Student Services in College Hall for assistance at 740.588.5000 in Zanesville.

Career Services

Zane State College’s Career Services Office, located in Student Services in College Hall on the Zanesville campus, focuses on assisting students in making a smooth transition from their academic pursuits to their career goals.

The office provides resources that help students develop and identify life-long career objectives, locate part-time jobs and internship opportunities, and aid graduates in securing permanent, full-time employment within their field of study.

Explore Career Options

The Career Services Office offers many useful resources to aid students in developing career goals and understanding the relationship between College programs and possible careers. Find help with:

- Resumes
- Career Planning Workshops
- Occupational Information
- Career Planning and Implementation
- Employee Networking Events
- Class shadowing and job shadowing

Online Career Services Resources

After registering on the Zane State College JobNet, students can upload their resume, apply for jobs, and find on-campus events. Positions are posted from local employers that are specifically looking to hire Zane State College students and alumni. Students and alumni can register for free at www.collegecentral.com/zanestate.

Other online resources include: Career Exploration, Job Search Preparation and Employment, What Can I Do with This Major, Interviewing, Dining Etiquette, Career Counseling, and Job Search Advice.

Career Corner

The Career Services Office boasts a large resource center with all department materials available for student use. The Career Corner is open during office hours and includes books, videos, and software that cover many aspects of career planning, job search, and employment research.

Faculty Advising

Each student is assigned a program advisor who is actively involved in the student's particular field of study. The advisory system is designed to assist each student with individual problems, whether they are academic, financial, or perhaps personal in nature, which may impede the continued progress of the student. The advisor assists the student in the effective planning and successful completion of all phases of his/her college program.

Faculty Office and Appointment Hours

Each faculty member maintains office hours on campus when he or she is available for advising and meeting with students. Office hours for each faculty member are posted on faculty office doors. Students are encouraged to arrange appointments for conferences in advance to avoid conflicts.

Program Advisor Appointment Procedures

Meetings with advisors are important. During these meetings college careers are planned and discussed. Students are responsible for preparing for their future. Faculty advisors know the scheduling procedures and problems that students encounter. To have an effective preregistration meeting with an advisor, students should:

Before the meeting:

1. Make an appointment with their advisor.
2. Be familiar with the College catalog and the student's program/major curriculum.
3. Be aware of which courses have prerequisites and whether or not they have been completed.
4. Be prepared to discuss current progress in coursework and future plans.
5. Be prepared to ask questions on any procedures that are not understood.
6. Items to bring:
 - a. Class Add/Drop/Withdrawal Authorization form
 - b. College Catalog/Curriculum
 - c. Block schedule of what the student is planning to take next semester

d. Copy of Degree Audit (graduation requirement checklist).

During the meeting the student and their advisor will:

1. Review and ascertain that the Degree Audit is up to date.
2. Review progress the student has made in current course work.
3. Present plan for upcoming semester's course work, checking that prerequisites are successfully completed.
4. Discuss anticipated class load relative to academic success, workload, and personal needs.
5. Complete Class Add/Drop/Withdrawal Authorization form. The student has the responsibility for ensuring satisfactory progress toward a degree or other stated goal.
6. Students may register for classes online or with assistance from Student Services or other advising personnel.

TRIO – Student Support Services (SSS) Program

The TRIO-SSS Program provides first generation, low-income, and disabled students with individualized support services that promote academic success. Program services are free of charge to students who meet eligibility criteria. Services may include:

- Academic advising
- Tutoring
- Transfer assistance
- Professional development
- Networking
- Career development
- Financial literacy
- Cultural events
- Graduation fee waiver
- Scholarship assistance

Interested students can learn more about the program or request an application by visiting the TRIO office or calling 740.588.4115.

Tutoring Services

Tutoring services are provided free of charge through The Learning Lounge by both professionals and peers in a variety of formats and delivery options. Assistance for these services is available in Room 175 in College Hall.

Website/Online Services

My ZSC serves as the online portal of information for current students. The information includes, but is not limited to, admissions, campus life, academics, alumni, finances, and other student resources. Quick links on the My ZSC portal include access to email, Blackboard, tutoring, the bookstore, and many others.

SCHEDULING & REGISTRATION

Semester Class Schedule Changes

Zane State College reserves the right to cancel or reschedule semester courses, workshops, or workforce development opportunities. These decisions are at the discretion of College and are typically based on enrollment levels. The obligation to conduct a course will be considered on the merits of each case.

Decisions to cancel a course may be made as late as the first-class meeting. Students enrolled in a canceled course will be notified as soon as possible.

Sequence of Semester Courses

Students who wish to complete a program of study within two years are encouraged to follow the suggested course sequence for their respective programs. Listings of suggested sequences for each program are found in the Programs and Curriculum section of the catalog. Students who plan to enroll part-time should consult their advisors for course sequence.

Semester Class Registration

New students are required to attend a New Student Orientation and Registration prior to starting at the College. As part of this activity, students will register for the courses they will take during their first semester.

Continuing students have the option of registering for classes online on My ZSC, by meeting with their faculty advisor, or by meeting with their Success Coach.

Wait List

Students may be able to request a position on a class wait list if the class is full at the time of registration. Requests can be made via the Web, or in person. Students will be enrolled should an opening become available in the course they have requested. Students are enrolled from the wait list on a first-come, first-serve and eligibility basis. Certain conditions may affect the eligibility of those requesting a wait list placement.

1. Wait list seat load capacity has been met.
2. There is a "hold" on the student, student record that restricts registration.
3. There are course restrictions in place such as "instructor consent".
4. The student is already enrolled in another section of the same course.
5. There is a time conflict with the course the student selected.
6. The student has reached the maximum number of credits allowed (19) without additional authorization.
7. Class has already begun.

Cross Registrations with Muskingum University and Ohio University-Zanesville

Muskingum University and Ohio University-Zanesville students who are full-time students in good standing may enroll in one course per semester at Zane State College at no additional charge on a space-available basis.

Full-time students in good standing at Zane State College may enroll in one course per semester at Muskingum University or Ohio University-Zanesville at no additional charge on a space-available basis. Cross registration forms must be completed and can be obtained in the Registrar's office.

STUDENT ORGANIZATIONS

The College has numerous student organizations to increase student engagement. For a complete, current list of student organizations, please visit Student Services.

Zane State College Alumni Association

All Zane State College graduates are eligible to join the Alumni Association. The organization promotes the development of the College, keep alumni abreast of College news, and provide opportunities for social events.

Student Ambassadors

This group is composed of high-performing students who have a strong loyalty toward Zane State College and want to connect students with the College. This select group assists Student Services with peer mentoring and peer tutoring.

Intercollegiate Athletic Program

Students enrolled at Zane State College for seven or more credit hours are eligible to participate on Ohio University-Zanesville athletic teams. All Ohio Regional Campus Conference eligibility rules must be satisfied by each participant.

Zane State College Program Clubs

Each student has the opportunity to take part in a program club specifically geared to his/her program or a division-wide club. Clubs provide opportunities for social and service activities and professional development.

Student Senate

The Student Senate is the governing body for students. The purpose of the Senate is to act as a communications link between the student body and the administration. For more information, contact Student Services.

LGBT Alliance

A supportive group of students who want to educate the campus community about the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQA) community, celebrate differences and promote diversity.

Multi-Cultural Club

The Multi-Cultural Club was born out of a desire to help students step outside their own cultures and develop an understanding for other cultures. This club is composed of students who are interested in learning about racial, ethnic, and cultural diversity.

Student Veterans of America Chapter

The Zane State College Chapter of Student Veterans of America is available to all prior service members. The Chapter strives to uphold the dedication that service members have done for so many years. The Chapter works to promote military service awareness on Zane State College campuses as well as assisting the community with Toys for Tots, Wounded Warrior Project, and other community service projects.

Institute of Electrical and Electronic Engineers (IEEE)

Electrical/Electronics Engineering Technology students have a student chapter of the Institute of Electrical and Electronic Engineers (IEEE) affiliated with the Columbus Chapter. Dues are nominal. Members hear speakers from industry and have the opportunity to attend national meetings and equipment exhibitions. Scholarships are also available through the organization.

Business Professionals of America

Students enrolled in business programs may belong to this organization. Each year state and national conferences are held where competitive events determine state and national winners.

FINANCIAL AID PROCEDURES, ELIGIBILITY, AND RETENTION

Financial Aid is awarded to students on the basis of need. Financial need is the difference between the expense of attending the College and the financial resources of the student to meet those expenses. To the extent students and their parents can afford, they are expected to make maximum efforts in meeting college expenses.

The primary source of parental contribution is usually from the family's current income. Also, a contribution from family savings and assets is expected if these are above certain minimum figures. To assure the most equitable distribution of financial aid (Congressional Need Analysis), a uniform method of computing the family's contribution is used.

Because the parental contribution is an important factor in arriving at the student's need, the amount that each family can reasonably afford must be carefully evaluated. The Free Application for Federal Student Aid (FAFSA) is used by Zane State College in order to make this decision. This application may be filed online at www.fafsa.gov. Whether or not a student is offered aid, the extent of his/her need and the amount of aid will be determined by Zane State College. All applications are strictly confidential.

Financial Aid Procedures

Students applying for financial aid at Zane State College must complete the Free Application for Federal Student Aid (FAFSA). By completing this form, the student is applying for all sources of federal aid. For the deadline, contact the Financial Aid Office at Zane State College.

1. Students and/or parents may be required to supply Student Services with a signed copy of their Federal Income Tax return transcript, as well as documentation of any other income, for validation of the information submitted on the Free Application for Federal Student Aid.
2. The results of this submission process are compiled and a financial aid package is developed to help meet the student's financial need.

Eligibility for Financial Aid

To be eligible to receive financial aid to attend Zane State College, students must have a high school diploma or a GED. Students must also be enrolled in a program leading to an approved one-year certificate or two-year associate degree at Zane State College. Further, students can remain as "undecided" for only 24 credit hours and receive financial aid. This stipulation applies if the student is "degree seeking."

Verification of Eligibility for Financial Aid

Verification policy:

1. Students who are required to verify the information on their Free Application for Federal Student Aid will not be packaged for financial aid until all verification materials are submitted and processed. Once all documents are submitted to the Financial Aid Office, allow up to four weeks for processing.
2. Required verification information that is incorrect will be corrected electronically by the Financial Aid Office.

Students may be required to submit proof of the following:

1. The adjusted gross income of the student, the student's spouse, and/or the student's parents.
2. The amount of Federal taxes paid by the student, the student's spouse, and/or the student's parents. Copies of appropriately signed Federal income tax return transcript will be satisfactory documentation for this requirement.
3. Child support and/or human services assistance received by the student, the student's spouse, and/or the student's parents. A statement of support from human services or the Child Support Enforcement Agency will be satisfactory documentation of this requirement.
4. The amount of untaxed income the student, the student's spouse, and/or the student's parents. Statements from the appropriate agencies will be satisfactory documentation for this requirement.
5. The number in the student's household and/or number in student's parents' household.
6. The number in the student's household enrolled at least half-time in college and/or the number in the student's parents' household who are enrolled in college at least half-time. If a member of either household is enrolled in another college the name and location of that college must be provided.
7. Copy of social security card, birth certificate, or high school diploma/GED.
8. All documentation must be signed by the student, the student's spouse, and/or the student's parents.

Retention of Aid

Financial aid awards are usually made during the spring for the upcoming academic year, which begins in the fall, based on the assumption that the student will continue full-time for the academic year. The College reserves the right to withdraw or adjust a student's awards based on the satisfactory academic progress policy, verification requirements, enrollment status, attendance, or conduct record. Regular class attendance is required for continued receipt of financial aid. Financial aid awards are renewed each year, upon proper re-application, on the basis of continued financial need and satisfactory academic performance and conduct. Deadline dates for reapplication should be observed.

Federal Pell Grant

A federal grant is based on need to assist students with any college costs. Eligibility for a grant is based upon an individual's or family's total financial picture. This grant does not need to be repaid. If there are remaining Pell funds once tuition is paid, students may charge books and academic supplies at the bookstore against the Pell Grant approximately two weeks before the first day of the semester.

The Federal Pell Grant is always available for two full-time semesters. If enrolled less than full-time, the unused portion of aid can be applied to a third semester (summer session) of enrollment. The government decides annually whether year-round Pell will be available to full time students. Please check with the Financial Aid Office each year for this decision.

Federal Work Study Program

The Federal Work Study Program offers qualifying students the opportunity to work part-time and earn money to help meet the expense of a college education. It also offers the student the opportunity to gain valuable work experience. Students are paid directly for the hours worked and may use this money to help offset educational expenses. Students must file a FAFSA by the deadline of September 1 and indicate interest on FAFSA to be eligible. The Federal Work Study Program runs July 1 – June 30.

Direct Loan Program

For those who qualify, the Direct Loan Program offers low interest loans to help defray the cost of attending college. A student must be enrolled in college at least half-time (six credit hours) in order to be eligible for a loan. There are three types of loans in this program:

1. Federal Direct Subsidized Stafford Loan – Eligible students may borrow up to \$3,500 as a freshman and \$4,500 as a sophomore per academic year. Students will make no payments on this loan as long as they are enrolled at least half-time (six credit hours). There is no interest charged to the student during enrollment. Students are not required to begin repayment of this loan until six months after graduation or ceasing to be enrolled at least half-time.
2. Federal Direct Unsubsidized Stafford Loan - Eligible dependent students who were not eligible for the maximum on the Subsidized Stafford may borrow the difference or total amount on this loan, as well as an additional \$2,000 if needed. Independent students may also borrow the difference from the Subsidized Stafford up to the maximum as well as an additional \$6,000 if their cost of attendance deems it necessary. Dependent students whose parents are unable to borrow the PLUS may also qualify for an additional \$4,000. Students will make no payments on the principle of this loan as long as they continue to be enrolled at least half-time (six credit hours); however, interest will begin accruing upon receipt of the loan by Zane State College. Students may either pay interest, which is capitalized quarterly, or they may defer their interest payments until after graduation. Students are not required to begin repayment of this loan until six months after graduation or ceasing to be enrolled at least half-time. Students must request this additional loan money on My ZSC by filling out the Online Loan Adjustment form.
3. Federal Direct Parent Loan for Undergraduate Students (PLUS) – This loan enables parents with good credit histories to borrow funds to pay educational expenses of a dependent undergraduate child who is enrolled at least half-time (six credit hours). Parents may borrow an amount which is equal to the student's cost of attendance minus any other financial aid. Parents will begin repayment of this loan within 60 days after the final loan disbursement. Interest will begin as soon as the first disbursement is made. Parents will begin repaying both interest and principle while the student is enrolled in school. Parents may request loan payment deferral while the student is enrolled at least six (6) credit hours if they wish.

Policies for awarding the Direct Loan Program are as follows:

- Students wishing to borrow a loan will be required to complete an online entrance counseling session through Direct Loans at <http://www.studentloans.gov> before receiving any loan funds.
- Students are required to complete an online master promissory note through <http://www.studentloans.gov>
- Students must meet Zane State College's Satisfactory Academic Progress Policy available on My ZSC under the finances tab
- Student loan disbursement dates are the end of the sixth week of each semester and term within the semester. Disbursements are issued via check or direct deposit through a third-party servicer. More information can be found on My ZSC under the finances tab, or by visiting the Business Office in College Hall.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is defined as a set of standards of academic success which includes qualitative and quantitative measures that a student must maintain in order to retain eligibility for financial aid. Financial aid for the purpose of this SAP is defined as all federal grants and loans. The Satisfactory Academic Progress policy for financial aid recipients at Zane State College can be obtained in Student Services or on My ZSC under the finances tab.

Student Rights and Responsibilities

Regarding financial aid, students have the right to ask a school:

- the names of its accrediting organizations
- about its programs; its instructional, laboratory, and other physical facilities; and its faculty
- what the cost of attending is, and what its policies are on refunds to students who drop out
- what financial assistance is available, including information about all federal, state, local, private, and institutional financial aid programs
- what the procedures and deadlines are for submitting applications for each available financial aid program
- what criteria it uses to select financial aid recipients
- how it determines financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the budget. It also includes what resources (such as parental contribution, other financial aid, student assets, etc.) are considered in the calculation of need
- how much student financial need, as determined by the institution, has been met
- how and when students will be paid
- to explain each type and amount of assistance in a student financial aid package
- if the student has a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, the length of time the student has to repay the loan, when the student must start paying it back, and any cancellation and deferment provisions that apply

It is the student's responsibility to:

- review and consider all information about a school's program before they enroll
- pay special attention to their application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay receipt of financial aid
- provide all additional documentation, verification, corrections, and/or new information requested by either Student Services or the agency to which the student submitted their application
- read and understand all forms that they are asked to sign and keep copies of them
- accept responsibility for any promissory note or other agreements that they sign
- if the student has a loan, notify the loan servicer of changes in their name, address, or school status
- perform in a satisfactory manner the work that is agreed upon if accepting a Federal Work Study job
- know and comply with the deadlines for application or re-application for aid
- attend all classes regularly and earn satisfactory grades to qualify for future financial aid
- know and comply with their school's refund procedures
- notify their school of any address, phone number, or name change

THE ZANE STATE COLLEGE FOUNDATION AND SCHOLARSHIPS

The Zane State College Foundation

The Zane State College Foundation helps support and advance the mission of Zane State College. The Foundation is a 501(c)(3) non-profit organization that operates exclusively for the benefit of the College.

The Foundation Board of Directors assists the College in generating private support and manages, invests, and administers private gifts. The Board consists of members representing the three counties of the College's service district, the President of the College, a liaison from the Board of Trustees, and the Foundation Executive Director.

Zane State College Academic Award and Foundation Scholarships

The Zane State College Foundation awards approximately \$200,000 annually to recognize and reward students with financial need who have good academic performance. Funding for scholarships is generated from memorial gifts, contributions from businesses and individuals, and special events.

Awards are available exclusively for full-time and part-time Zane State College students and are based primarily on academic ability and financial need. To be eligible for a Foundation scholarship, students must have a 2.75 GPA or better on a 4.00 scale and have submitted the Free Application for Federal Student Aid (FAFSA). To be eligible for an Academic Award scholarship, students must have a 3.0 GPA or better on a 4.00 scale and have submitted the Free Application for Federal Student Aid (FAFSA). Some scholarships carry special eligibility criteria, such as a specific program of study.

One application form is all that is needed to apply for a Foundation or Academic Award scholarship. The application, including all supporting documents, is due to the Foundation office by May 1 each year. Foundation scholarship awards are effective starting in the fall of each academic year.

For further information or to receive a scholarship application, visit www.zanestate.edu/scholarships or contact the Foundation Office at foundation@zanestate.edu or at 740.588.1206.

OTHER SOURCES OF FINANCIAL ASSISTANCE AVAILABLE AT ZANE STATE COLLEGE

Ohio College Opportunity Grant (OCOG)

Paid only during summer session for those students that have exhausted their Pell Grant eligibility. Must be an Ohio resident, file the FAFSA by October 1 of the award year, and have an Expected Family Contribution of \$2,190 or less.

War Orphans Scholarships

Full tuition and fees for one academic year are available under these Ohio-sponsored scholarships. They are awarded to Ohio-resident dependents of deceased or disabled veterans.

Veterans Benefits Eligibility (GI Bill)

Students wanting to utilize veterans' benefits need to contact the Veteran's Certifying Official located in the Registrar's Office in College Hall. Veterans who change their status by adding or dropping credits or ceasing attendance must notify the Veteran's Certifying Officer at once in order that veteran's benefits may be adjusted within 30 days of the change.

CHILDREN ON CAMPUS POLICY

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Children, however, should not be brought into classrooms, laboratories or other College facilities. This practice is disruptive to the learning process.

In case of an emergency where the student parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the students from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises.

STUDENT CODE OF CONDUCT

Campus Disruptions

Section 3345.21 of the Ohio Revised Code authorizes the College to develop rules for the conduct of students, faculty, staff, and visitors. Persons who violate such rules or otherwise interfere with others' abilities to benefit from College offerings may be removed from College property and subject to suspension or expulsion.

Introduction

Zane State College (hereby referred to as the College) seeks to provide a positive atmosphere in which individuals can pursue educational opportunities. To safeguard that positive atmosphere, the College has adopted a Student Code of Conduct Policy to set the standards for appropriate and inappropriate behaviors for students and to establish due process procedures consistent with regulations governing the College. The Chief Student Affairs Officer is charged with enforcing the Student Code of Conduct and the policies and procedures thereof. The Chief Student Affairs Officer will review the offense, decide an appropriate response to resolve the violation, and make a decision available to affected parties. Students subject to disciplinary sanctions have due process rights that provide avenues for a hearing and an appeals process. Confidentiality, in accordance with the Family Educational Rights and Privacy Act, will be maintained in disciplinary action proceedings.

Jurisdiction

The Student Code of Conduct is applicable: on College owned or leased grounds, buildings, equipment, and facilities; at all College-sponsored activities, regardless of location; and outside the College and its facilities when a threat to safety is posed to any person within the College community.

Definitions

Within College publications, the term "College" means Zane State College.

The term "student" includes all persons taking courses at the College, both full-time and part-time, for credit and non-credit and persons who have been admitted to the College but are not officially enrolled for a particular term.

The term "faculty" means any person or group of persons hired by the College to conduct classroom activities.

The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

The term "College community" includes any person who is a student, faculty member, College official, any other person employed by the College, or any visitor to the College campus.

The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

The term "misconduct" is defined as any behavior which compromises the health, safety, peace, or property of any other student, any member of the College community, guests or invitees of the College on property of the College, or in any manner interferes with the operation of the College.

The term "organization" means an association of individuals who have complied with the formal requirements of College registration of an organization.

The term "Hearing Board" means any group authorized by the Chief Student Affairs Officer to determine whether a student has violated the Student Code of Conduct and to recommend sanctions to the conduct.

The term "shall" is used in the imperative sense. The term "may" is used in the permissive sense. The term "policy" is defined as the written regulations of the College as found in the College catalog.

The Chief Student Affairs Officer is the person designated by the College President to be responsible for the administration of the Student Code of Conduct.

Prohibited Conduct

Prohibited conduct subject to disciplinary action includes, but is not limited to:

1. Both Zanesville and Cambridge campuses are tobacco-free. Use of tobacco products is prohibited.
2. Physical or verbal abuse, intimidation, threats, or harassment of any kind to another person or group of persons, or action which threatens or endangers the health, well-being or safety of any person.
3. Participation in a hate crime.
4. Illegal or unauthorized possession or use of firearms, guns, knives, other weapons, explosives, dangerous chemicals, fireworks or other items with potential to cause harm or use of any such item, even if legally possessed, in a manner that harms, threaten or causes fear to others.
5. The use or possession of any illegal drug or inappropriate behavior caused by the use of such drugs.
6. The use or possession of alcohol or inappropriate behavior caused by alcohol intoxication.
7. Theft of property of the College or of any person physically located on College-owned or leased property.
8. Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other College activities, including public- service functions on or off campus, or other College authorized activities when the act occurs on College premises.
9. Behavior or actions inside the classroom which disrupt other students, faculty, or visitors. Note: This includes the use of personal electronic devices, including but not limited to cell phones, beepers, and other personal message devices, which must be turned off during all Zane State College classes and academic functions.
10. Behavior or actions outside the classroom which disrupt the function of the College or interfere with the rights of other members of the College community.
11. Disorderly, lewd, indecent or obscene conduct on College-owned or controlled property or at College-sponsored or supervised functions; breach of the peace.
12. Deliberate or negligent destruction of, or damage to, malicious misuse of, or abuse of College, faculty, or student property or equipment.
13. Entry or use of restricted facilities, buildings or grounds, without approval of appropriate representatives.
14. Failure to comply with directives of College authorities acting in accordance with College policies, procedures, and adopted guidelines.

15. Falsification or misrepresentation of facts pertaining to admissions, financial aid, or other acts which result in personal or financial benefit, any College identification cards, parking permits, records, or information storage/retrieval systems.
16. Violation of the College Computer and Lab Usage Policy.
17. Intentional false reporting of a fire or 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.
18. Academic dishonesty including fraud, forgery or knowingly furnishing false statements.
19. Abuse of the Student Code of Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions.
20. Hazing, which includes recklessly or intentionally causing any action or situation which endangers the mental or physical health or safety of another person.
21. Sexual offenses, including, but not limited to:
 - a. Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent.
 - b. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.
22. Violation of federal, state, or local law.

Procedural Protections

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 request relevant witnesses be called forward and to question those witnesses.
5. To be assured confidentiality, pursuant to the terms of the Family Educational Rights and Privacy Act.
6. In the instance that a hearing is conducted, to request that any member of the College Hearing Board be replaced due to personal bias or conflict of interest.
7. To be considered innocent of the charges until proven responsible for alleged actions by a preponderance of the evidence.
8. To be advised by a person of their choice.

Charges and Due Process

Due Process Hearings

1. Students accused of violating the Student Code of Conduct that may result in sanctions are entitled to a hearing. The student shall be provided with written notice of the specific charges at least five (5) working days prior to the hearing and shall have reasonable access to the case file prior to and during the hearing (excluding personal notes made by College employees or complainants). The student will have the opportunity to respond to the evidence and call relevant and necessary witnesses as well as have the right to be accompanied by an advisor. An accused student may waive his/her right to a hearing by providing such waiver to the Chief Student Affairs Officer in writing. In this instance the Chief Student Affairs Officer will conduct a disciplinary conference with the accused student. Upon conclusion of the conference, the Chief Student Affairs Officer shall have five (5) working days to provide the accused student with a written decision regarding whether the evidence supports a finding of violation of the College Student Code of Conduct and the imposition of sanctions based on this determination.
2. Students who choose to exercise their rights to a hearing will go before the College Hearing Board. The Hearing Board shall consist of three (3) voting members: one (1) administrator, one (1) other College employee from the ranks of administration, professional staff, or faculty, and one (1) student. The College President shall appoint the College Hearing Board and select one additional administrator to serve as the Hearing Board Chair.

Charges

1. Any member of the College community may file charges against any student for misconduct. Charges shall be filed in writing with the Chief Student Affairs Officer. Any charges should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days.
2. The Chief Student Affairs Officer, or his/her 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 Chief Student Affairs Officer. Such disposition shall be final and there shall be no subsequent proceedings, pending an appeals hearing.
3. All charges shall be presented to the accused student in writing.

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 Chief Student Affairs Officer 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 Chief Student Affairs Officer 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 will withdraw the student from the course(s) with no refund of tuition or fees unless the withdrawal takes place during the prescribed College tuition refund time frame.
5. 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 College President requesting readmission and providing rationale for the request. Specific procedures for request for readmission to the College may be obtained from the Chief Student Affairs Officer. 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 Chief Student Affairs Officer, or his/her 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).
6. Expulsion – Permanent separation of the student from the College.
7. Other sanctions may include, but are not limited to loss of privileges, fines, and withholding of transcripts.

Other than 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. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than suspension or expulsion, upon application to the Chief Student Affairs Officer. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

Appeals

1. A decision reached by the College Hearing Board or a sanction imposed by the College Hearing Board Chair, or a decision reached by the Chief Student Affairs Officer or a sanction imposed by the Chief Student Affairs Officer in the event the student waives his/her right to a hearing, may be appealed by the accused student(s) to ¹⁵

- the College Appeals Board within five (5) working days of the decision. Such appeals shall be in writing and shall be presented or mailed to the Chief Student Affairs Officer or his/her designee.
2. The College Appeals Board shall consist of five (5) members: two (2) administrators, one (1) full-time faculty member, one (1) professional staff member, and one (1) student. The College Appeals Board shall be appointed by the Chief Student Affairs Officer who also will select the Appeals Board Chair.
 3. If the decision of the Appeals Board is different than the Chief Student Affairs Officer's decision, the final decision will be reviewed by the College Provost for final determination.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Zane State College is committed to maintaining a workplace and an academic environment free of discrimination and harassment. Therefore, the College shall not tolerate discriminatory or harassing behavior by or against employees, vendors, customers, students or other persons participating in a College program or activity.

Employees and students are expected to assist in the College's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors and employees who have been designated to act on behalf of the College are specifically responsible for identifying and taking proper action to end such behavior.

While the College does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in the Reporting Incidents and Reporting Incidents Involving Minors below. The full policy including definitions and examples may be viewed at <https://www.zanestate.edu/title-ix/>.

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

Zane State College:

- (1) reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful sexual conduct and communication in any form. All students and employees are protected under and subject to the guidelines of this policy.
- (2) The College will conduct its programs, services and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, state and local laws, and College policies.
- (3) This policy prohibits all forms of sexual or gender-based harassment and sexual misconduct, including sexual violence, domestic violence, dating violence, and stalking.
- (4) This policy prohibits retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations of this policy.
- (5) All students and employees have a responsibility to be aware of this policy's contents, to abide by its terms, and assist in its enforcement. All supervisory personnel will ensure that those under their supervision are aware of the policy, receive a copy of it, and will from time to time, reinforce the College's commitment to the policy. From time

to time, one or more College offices will disseminate materials throughout the College concerning the effective prevention of sexual harassment and sexual misconduct.

(6) The College reserves the right to investigate circumstances that may involve sexual harassment or sexual misconduct in situations where no complaint, formal or informal, is filed.

(7) The Title IX Coordinator is responsible for the administration of this policy. One or more Deputy Title IX Coordinators may be designated to carry out any duties of the Title IX Coordinator.

(8) The President, the Title IX Coordinator, the Title IX Deputy Coordinator and every employee is responsible for assuring compliance with this policy.

(9) In appropriate circumstances, sanctions in accordance with this policy may be implemented pursuant to applicable College policies, procedures and employment agreements.

The College prohibits sexual harassment and sexual misconduct.

Sexual misconduct is a broad term that includes but is not limited to sexual assault, sexual exploitation, stalking, dating violence, and domestic violence, which are defined below.

The College prohibits gender-based harassment that includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The College also prohibits aiding or facilitating the commission of a violation of this policy and retaliation for making a complaint under this policy.

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement officer immediately after an incident of sexual violence or relationship violence, whether or not the individual plans to pursue criminal action. This is the best option to ensure preservation of evidence and to begin a timely response by law enforcement and/or the College. Any College employee who becomes aware of information that would lead a reasonable person to believe that discrimination and/or harassment has occurred must notify the Title IX Coordinator or Deputy Coordinator as soon as possible, but in any event, within, five (5) working days after becoming aware of the information. A student worker has a duty to report violations of this policy of which he/she becomes aware in the course of his/her work, when those duties include responsibility for the safety and well-being of other members of the campus community. In addition to the duty to report sexual misconduct to the Title IX Coordinator or Deputy Coordinator as identified above, in some circumstances there is a duty to report allegations of criminal conduct to law enforcement authorities. The full policy including definitions and examples as well as a complete explanation of the reporting and investigation process may be viewed at <https://www.zanestate.edu/title-ix/>. Reporting incidents and reporting incidents related to minors are also discussed below.

REPORTING INCIDENTS

All students and members of the campus community are encouraged to report violations of the student code of conduct and other campus policies, such as but not limited to, the Non-discrimination and Anti-Harassment policy and Sexual Harassment and Sexual Misconduct policy. See Something, Say Something, Do Something!

Reporters are encouraged to report such behavior within 60 calendar days of the alleged incident. Reports may be made directly to:

- The College through the Maxient reporting system (https://my.zanestate.edu/ICS/Report_an_Incident.jnz)

- Campus Safety and Security (cell phone): 740.683.3584 or ext. 1111 with campus phones
- Local Police (both campuses): 911
- Chief Student Affairs Officer (Deputy Coordinator): 740.588.4116

In the event the incident is related to Title IX, sexual harassment, gender-based violence, or discrimination, reporters may contact the Chief Human Resources Officer (Title IX Coordinator): 740.588.1209 or the other individuals listed above.

REPORTING INCIDENTS RELATED TO MINORS

Incidents pertaining to specific violations of the Student Code of Conduct and violations of the Non-discrimination and Anti-Harassment policy and Sexual Harassment and Sexual Misconduct policy related to minors should be reported to the Chief Student Affairs Officer or others listed above as well as the appropriate local authorities as required by applicable law.

COMPUTER AND LAB USAGE POLICY

In support of its mission, Zane State College, within the parameters of institutional priorities and financial capabilities, intends to provide access for students, faculty and staff to local, national and international sources of information.

The policy for Responsible Use of Information Resources contains the governing philosophy for regulating faculty, student and staff use of the College's Information Technology resources including, but not limited to, academic and administrative computers and software, telephone services, audio-visual and learning spaces resources. In adopting this policy, the College recognizes that all members of the College community are also bound by local, state and federal laws governing the use of these resources.

Access

Access to the College's information resources and facilities is a privilege granted to Zane State College employees and students. The College reserves the right to extend, limit or revoke privileges and access to these resources. Any member of the College community who, without authorization, accesses, overburdens services, destroys, alters, dismantles, or disfigures College information technologies, properties or facilities, including those owned by third parties, thereby threatens the environment of increased access and sharing of information. He/she also threatens the security within which members of the community may operate and, in the view of the College, has engaged in unethical and unacceptable conduct.

Zane State College's information resources, including the campus network and access paths it provides to off-campus resources such as the Internet, are facilities of the College and are designed to advance the mission of the College. The College strives to operate the network reliably, efficiently, securely, legally, and in accordance with College policies. To accomplish this, the College may exercise its right to log access to and use of all resources on the network as well as the traffic that flows through the network.

Although information can be monitored and logged by the network, the College does not routinely monitor individual activities or the content of their work while using campus resources. However, if circumstances indicate a user or a user's computer is causing problems with operation of the network or other information resources, or is violating laws or College policies, the College will take all appropriate steps to identify the cause of the problems. This may include using information logged by the system or collected about users and their computers. If policies are violated, offending users will be dealt with according to established procedures. If there are indications of local,²²

state or federal law violations, College personnel will cooperate with appropriate officials to identify and prosecute offenders. This will include providing information about machines and user activities that might be involved in the violations.

It is the responsibility of each user (faculty, staff and student) to set strong passwords and to ensure their passwords remain private. Sharing of accounts and passwords is a violation of this responsible use policy.

Prohibited Behaviors

1. Use or attempted use, not authorized by the College, of an information resource account;
2. Disguising or attempted disguising of the identity of an information resource account or information resource in use;
3. Allowing other people to use a student's information resource account or the accounts of others in the absence of the owner of the account;
4. Use of College telecommunications network to gain or attempt to gain unauthorized access to local or remote information resources, including attempted access to other's account or information. No machine configured to operate as a network server shall be connected to the campus network by any method (data jacks, hubs, wireless or other connections) without written approval from the senior technology officer.
5. Acts performed knowingly or deliberately which are intended to or have the effect of impacting adversely the operation of information resources and/or denying service to other users of the resources. This includes, but is not limited to, the unauthorized use of accounts for the purpose of sending email mass mailings or chain letters, or executing programs that impede the operation of the network;
6. Modification of computer diskettes, files, disks, programs or other information resources belonging to the College or other persons without the owner's permission;
7. Installation of any personal networking device, including but not limited to: wireless access points, routers, storage. Use or installation of a program or device which is intended to scan or damage an information resource file, system or network;
8. Circumvention or attempts to circumvent information resource protection measures;
9. Violation of licensing agreements for information resources;
10. Reading, copying, deleting or altering in any way information resource communications, files, or software belonging to others without their permission, unless authorized by the President, the senior technology officer, or Presidential designee;
11. Use of any College information resource for purposes other than educational/administrative work directly related to the mission of the College or personal communications, unless approved by the President or Presidential designee.
12. Use of information resources for commercial enterprises and/or financial gain.

Process for reporting suspected inappropriate behavior

Any suspected actions that counter the responsible use of technology services should be reported immediately to the Tech Help and/or the senior technology officer. ITS team members will respond accordingly within local and federal law requirements.

Copyrighted Material and Intellectual Rights

Respect for the scholarly work and intellectual property rights of others is essential to the educational mission of any institution. Zane State College, therefore, endorses the following 1987 EDUCOM/ ADAPSO statement on Software and Intellectual Rights. "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution."

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Violations of the Digital Millennium Copyright Act (DMCA) will be handled through the ITS DMCA Procedures. Federal copyright law prohibits duplication of copyrighted software. Most of the applications software used at Zane State College is copyrighted software.

Internet Usage

There may be material on the Internet that may be considered objectionable to the user. Users should be aware that it is strictly the choice of the person accessing the Internet as to whether they will view certain material on the Internet. With that in mind, users are advised to carefully consider their requests for information and the possibility of objectionable material being displayed. Additionally, certain activities may represent legal issues, and could include but not be limited to the following: causing harm to other outside networks, improper communication through the use of chat rooms, improper communication on the Zane State College network system with others on campus, or with individuals outside of our network. Under no circumstances should materials be downloaded from the web to any Zane State College computer or other resource.

Installation of Software

Software will be installed only by Information Technology Services. Students may not use ANY software that has not been previously authorized by Zane State College.

Students requiring special software applications (e.g., Information Technology students working on projects) must have written permission from the appropriate Dean. Once approved, Information Technology Services personnel will perform installation of the software. Special software applications will be installed on a temporary basis, on specified systems, and removed at a designated time by Information Technology Services personnel.

Sanctions

Violation of computer use policies may result in sanctions by the College. Sanctions for violations will be handled by due process at the discretion of College administration. Computer and data network use infractions may also constitute violation of local, state, or federal law; civil actions or criminal prosecution and sanctions may be applicable independently. The appropriate agencies or parties will carry out such actions.

Students using unauthorized software will be warned. If a student persists in using unauthorized software, the Division Dean will take appropriate action. This includes the recommendation of disciplinary probation or dismissal.

If unauthorized software is discovered during routine systems checks, it will be uninstalled, and the appropriate Dean will be notified.

FIREARMS POLICY

It is the policy of Zane State College that no student, employee, or visitor shall have in her/his possession while on the Zane State College/Ohio University-Zanesville campus any firearms unless required to do so by being enrolled in or instructor of an official Zane State College course in which instruction on the use of that firearm is being delivered.

1. Students: When enrolled in courses which include firearms instruction, it may be necessary to transport firearms (unloaded) to and from class. Firearms will not be carried or worn into a classroom or lab unless directed to do so by the instructor.
2. Instructors: Firearms or other weapons are not to be carried or worn into a classroom or lab except for an approved firearms/weapons training class.
3. Instructors and students are to transport firearms to and from the class in which weapons instruction is being delivered in closed containers. A closed gym bag is an example for carrying handguns while a typical rifle or shotgun case may be used for long guns. Carrying a handgun in a holster is not satisfactory. Carrying a shotgun or rifle, broken down, exposed to view is not satisfactory.
4. Guest Speakers: On-duty law enforcement, probation and parole officers who appear in our classrooms as guest speakers are exempt from these restrictions.

Any infractions of the Zane State College weapons policy will be handled via appropriate local, state, and/or federal laws, and/or College disciplinary procedures.

ALCOHOLIC BEVERAGES AND NARCOTICS

The use or possession of any drug, narcotic, or hallucinogen is strictly prohibited on any property owned or leased on a long-term basis by Zane State College. Any violations will be considered grounds for possible dismissal from the College and legal action. Copies of the complete College Drug and Alcohol Policy can be obtained from the Chief Student Affairs Officer.