

ZANE STATE COLLEGE

ZSC



**Student Handbook
2017 - 2018**

TABLE OF CONTENTS

Academic Calendar	3	Grading System	17
Disclaimers	6	Incomplete Grades	18
Student and Academic Support Services		Grade Report	18
Information	6	Student Classification	18
Privacy of Student Information	6	Failed Courses	18
Identification Card	6	Fresh Start Policy	18
Vehicle Registration	7	Repeating Courses	18
Weather - Notice of Class Cancellations	7	Minimum Grades for Specific Programs	19
Emergency and Evacuation Plans	7	Academic Standards for Probation, Dismissal, and Readmission	20
Academic Semester/Year	7	Graduation Requirements	20
Academic Course Load & Student Credit		Graduation Procedures	22
Hour Overload	7	Petition for Graduation	22
General Class Hours	7	Degree Audit	23
Attendance Guidelines	7	Final Graduation Approval/Denial	23
Change of Program	8	Commencement Policies	23
Student Amenities	8	Replacement Diploma Policy	24
Public Safety	8	Recognition Programs	24
Student Services	9	Student Organizations	25
Success Coaching and Counseling	9	Financial Aid	26
Career Services	9	Zane State College Foundation & Scholarships	29
Faculty Advising	10	Other Sources of Financial Assistance	30
Faculty Office and Appointment Hours	10	Veterans Benefits Eligibility (GI Bill)	30
TRIO	10	Student Rights and Responsibilities	31
Tutoring Services	11	Academic Integrity Policy	31
Website/Online Services	11	General Responsibilities of the Faculty Member	33
Scheduling & Registration	11	General Responsibilities of the Student	33
Semester Class Schedule Changes	11	Academic Misconduct	31
Credit by Proficiency Examination	11	Grade Appeals and Academic Complaints	34
Sequence of Semester Courses	11	Children on Campus Policy	34
Prerequisites	11	Student Code of Conduct	35
Assumption of Risk	12	Prohibited Conduct	36
Computer Literacy Requirement	12	Procedural Protections	37
Semester Class Registration	12	Charges and Due Process	37
Adding Courses	12	Disciplinary Sanctions	37
Dropping Courses	12	Appeals	38
Wait List	12	Computer and Lab Usage Policy	38
Auditing Courses	13	Access	39
Credit/No-Credit Courses	13	Prohibited Behaviors	39
Cross Registration	13	Copyrighted Material and Intellectual Rights	40
Withdrawal from the College	13	Internet Usage	40
Credit Hour/Course Waiver	13	Sanctions	41
Course Substitution	13	Firearms Policy	41
Special Topics Courses	14	Alcoholic Beverages and Narcotics Policy	41
Non-Degree Seeking Students	14		
Fee Waiver for Senior Citizens	14		
Alternative Credit	14		
Transfer Information	16		

**ACADEMIC CALENDAR
2017-2018**

DAY ABBREVIATIONS: M – Monday • T – Tuesday • W – Wednesday • R - Thursday
• F – Friday • S - Saturday

TERM CODES: FF – Fall Full Semester • F1 – Fall First Term • F2 – Fall Second Term
F4 – Fall Welcome Week • F6 – Fall FYEX 8-week Course

FALL SEMESTER 2017

<u>Date</u>	<u>Day</u>	
August 2	W	Fall Fee Payment Deadline - 1 p.m.
August 7	M	First Day to Purchase Books with Financial Aid
August 10	R	Last Day to Add Welcome Week Courses (F4)
August 14-17	M-R	Welcome Week (F4) for Fall Semester
August 17	R	Last Day to be Admitted for Full and First Terms
August 21	M	Fall Semester (FF) and First Term (F1) Courses Begin
August 22	T	Last Day to Register or Add First Term Courses
August 24	R	Last Day to Drop First Term Courses <i>on Campus*</i>
August 24	R	Last Day to Register or Add Full Term Courses <i>on Campus*</i>
August 25	F	Last Day to Drop First Term Courses - Online*
August 26	S	Last Day to Register or Add Full Term Courses - Online*
August 31	R	Last Day to Drop Full Term Courses <i>on Campus*</i>
September 1	F	Last Day to Remove Summer Session Incompletes
September 2	S	Last Day to Drop Full Term Courses - Online*
September 4	M	Holiday (Labor Day) – Campus Closed
September 21	R	Last Day to Withdraw from First Term Courses
September 21	R	Last Day to Petition for Fall Graduation
October 5	R	Last Day to Add Second Term FYEX Courses (F6)
October 9-12	M-R	Second Term FYEX (F6) Courses
October 14	S	First Term Courses End (F1)
October 16	M	Second Term (F2) Courses Begin
October 17	T	Last Day to Register or Add Second Term Courses
October 19	R	Last Day to Drop Second Term Courses <i>on Campus*</i>
October 19	R	Last Day to Withdraw from Full Term Courses <i>on Campus*</i>
October 20	F	Last Day to Drop Second Term Courses - Online*
October 21	S	Last Day to Withdraw from Full Term Courses - Online*
November 9	R	Holiday (Veterans Day) – Campus Closed
November 14	T	Last Day to Withdraw from Second Term Courses
November 22-25	W-S	Holiday (Thanksgiving Break) – Campus Closed
December 7	R	Last Day to Petition for Spring Semester Readmission
December 11-16	M-S	Fall Full Term Courses Final Examinations
December 16	S	Fall Semester and Second Term Courses End

*Students under 10 credit hours must add/drop/withdraw *on campus*.

DAY ABBREVIATIONS: M – Monday • T – Tuesday • W – Wednesday • R - Thursday
 • F – Friday • S - Saturday

TERM CODES: PF – Spring Full Semester • P1 – Spring First Term • P2 – Spring Second Term
 P4 – Spring Welcome Week • P6 – Spring FYEX 8-week Course • PD - D-mester

SPRING SEMESTER 2018

<u>Date</u>	<u>Day</u>	
December 18	M	D-mester (PD) Courses Begin
December 18	M	Last Day to Register or Add D-mester Courses
December 20	W	Last Day to Drop D-mester Courses
December 20	W	Spring Fee Payment Deadline by 1 p.m.
December 22-January 2	F-T	Holiday – Campus Closed
January 3	W	First Day to Purchase Books with Financial Aid
January 3	W	Last Day to Withdraw from D-mester Courses
January 4	R	Last Day to Add Welcome Week Courses
January 8	M	Last Day to Drop Welcome Week Courses
January 8-11	M-R	Welcome Week (P4) for Spring Semester
January 10	W	Last Day to Withdraw from Welcome Week Courses
January 11	R	Last Day to be Admitted for Full and First Terms
January 13	S	D-mester Courses End
January 15	M	Holiday (Martin Luther King Day) – Campus Closed
January 16	T	Spring Semester (PF) and First Term (P1) Courses Begin
January 17	W	Last Day to Register or Add First Term Courses
January 18	R	Last Day to Drop First Term Courses <i>on Campus*</i>
January 18	R	Last Day to Register or Add Full Term Courses <i>on Campus*</i>
January 20	S	Last Day to Drop First Term Courses - Online*
January 20	S	Last Day to Register or Add Full Term Courses - Online*
January 25	R	Last Day to Drop Full Term Courses <i>on Campus *</i>
January 27	S	Last Day to Drop Full Term Courses–Online*
January 27	S	Last Day to Remove Fall Semester Incompletes
February 15	R	Last Day to Withdraw from First Term Courses
February 22	R	Last Day to Petition for Spring Graduation
March 8	R	Last Day to Add Second Term FYEX Courses
March 10	S	First Term Courses End
March 12	M	Last Day to Drop Second Term FYEX Courses
March 12-15	M-R	Second Term FYEX (P6) Courses
March 12-17	M-S	Spring Break – No Classes; Offices Open
March 14	W	Last Day to Withdraw from Second Term FYEX Courses
March 19	M	Second Term (P2) Courses Begin
March 20	T	Last Day to Register or Add Second Term Courses
March 22	R	Last Day to Petition for Summer Session Readmission
March 22	R	Last Day to Drop Second Term Courses <i>on Campus *</i>
March 23	F	Last Day to Drop Second Term Courses - Online*
March 29	R	Last Day to Withdraw from Full Term Courses <i>on Campus *</i>
March 29	R	Last Day to Petition for Summer Session Graduation
March 31	S	Last Day to Withdraw from Full Term Courses - Online*
April 19	R	Last Day to Withdraw from Second Term Courses
May 7-10	M-R	Spring Full Term Final Examinations
May 10	R	Commencement
May 12	S	Spring Semester and Second Term Courses End

*Students under 10 credit hours must add/drop/withdraw *on campus*.

DAY ABBREVIATIONS: M – Monday • T – Tuesday • W – Wednesday • R - Thursday
 • F – Friday • S - Saturday

TERM CODES: SF – Summer Full Session • S3 – Summer 8-week Term • S4 – Summer FYEX 12-week Course
 S5 – Summer FYEX 8-week Course • SM – May-mester

SUMMER SESSION 2018

<u>Date</u>	<u>Day</u>	
May 2	W	Summer Fee Payment Deadline by 1 p.m.
May 7	M	First Day to Purchase Books with Financial Aid
May 10	R	Last Day to Add Summer Session FYEX Courses
May 14-19	M-S	Summer Break
May 14	M	May-mester (SM) Courses Begin
May 14	M	Last Day to Register or Add May-mester Courses
May 14	M	Last Day to Drop Summer Session FYEX Courses
May 14-17	M-R	Summer Session FYEX (S4) Courses Begin
May 16	W	Last Day to Withdraw from Summer Session FYEX Courses
May 16	W	Last Day to Drop May-mester Courses
May 17	R	Last Day to be Admitted for Full Session
May 21	M	Summer Session (SF) Courses Begin
May 23	W	Last Day to Register/Add Full Session Courses
May 23	W	Last Day to Drop Summer Session Courses <i>on Campus</i> *
May 26	S	Last Day to Drop Summer Session Courses - Online*
May 26	S	Last Day to Remove Spring Semester Incompletes
May 28	M	Holiday (Memorial Day) – Campus Closed
May 31	R	Last Day to Withdraw from May-mester Courses <i>on Campus</i> *
June 1	F	Last Day to Withdraw from May-mester Courses - Online*
June 7	R	Last Day to Add Eight-Week FYEX Courses
June 11	M	Last Day to Drop Eight-Week FYEX Courses
June 11-14	M-R	Eight-Week FYEX (S5) Courses
June 13	W	Last Day to Withdraw from Eight-Week FYEX Courses
June 16	S	May-mester Courses End
June 18	M	Summer Eight-Week Term (S3) Courses Begin
June 19	T	Last Day to Register for Eight-Week Courses
June 21	R	Last Day to Drop Eight-Week Courses <i>on Campus</i> *
June 21	R	Last Day to Petition for Fall Semester Readmission
June 22	F	Last Day to Drop Eight-Week Courses - Online*
July 4	W	Holiday (Independence Day) – Campus Closed
July 5	R	Last Day to Withdraw from Full Session Courses <i>on Campus</i> *
July 7	S	Last Day to Withdraw from Full Session Courses - Online*
July 18	W	Last Day to Withdraw from Eight-Week Courses
August 11	S	Summer Session Term Courses End

*Students under 10 credit hours must add/drop/withdraw ***on campus***.

DISCLAIMERS

Subject to Change

This handbook/planner contains pertinent information about Zane State College. In order to facilitate the advancement of the College, the material contained herein is subject to change without notice and should not be regarded as binding on the College.

Student Responsibility

Students enrolled at Zane State College are responsible for all regulations contained in this handbook/ planner. Students also are responsible for changes or additions to regulations as they are posted and appear in various College publications.

Equal Opportunity

Zane State College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs or activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status. The College's policies and practices concerning the admission and treatment of students follow federal guidelines set forth in Title VI, Title IX, and Section 504. Inquiries or concerns should be directed to Zane State College Human Resources, Office A135 in the Advanced Science & Technology Center, or call 740.588.1285.

Harassment Policy

The College adheres to all federal and state laws and regulations concerning harassment encountered by students or employees. A complete copy of the Harassment Policy is at www.zanestate.edu/TitleIX.html. Questions or concerns should be directed to the Chief Student Affairs Officer or the Human Resources Office.

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, and email address. This public information is released upon request for campus news releases (honor list, etc.). 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 30 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 Student Services Office on the Zanesville Campus or at the Academic Services Office on the Cambridge Campus.

Vehicle Registration

Adequate parking facilities are adjacent to the College. Students should park in designated areas only and should exercise proper driving courtesies. 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 as a result 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 Z-Online 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.

Academic Semester

The College schedules classes on a semester system. An academic semester is comprised of fifteen weeks of classes and one week of examinations and registration.

Academic Year

The academic year consists of fall and spring semesters and a summer session.

Academic Course Load & Student Credit Hour Overload

The minimum load for a full-time student is 12 credit hours. The average load of a full-time student is 16-18 credit hours, which consists of 4 or 5 courses. Information concerning class loads for students on probation is found in this handbook.

Students who want to take more than 19 credit hours during any given semester are required to obtain appropriate Department Chair approval.

General Class Hours

In general, classes are scheduled from 7 a.m. until 9 p.m. Monday through Thursday. A select few classes are scheduled from 8 a.m. to 5 p.m. on Fridays and Saturdays. Special classes may be offered any hour of the day provided there is sufficient enrollment.

Attendance Guidelines

Class attendance and participation are essential for learning and application of knowledge. Students are expected to attend class and are responsible for work missed due to an absence.

Change of Program

Students who want to transfer from one program to another should adhere to the following guidelines:

1. Students on academic probation will not be automatically approved for transfer to another program. Stipulations for continuing enrollment may be set by the appropriate Dean as a condition for approving a program change.
2. A Change of Program form must be completed by the student in person or online via My Z-Online.
3. In determining grade point average, all grades will apply regardless of whether or not they are pertinent to the new program.
4. Students on academic probation after transferring to a new program shall remain on probation until their cumulative grade point average is raised above the probation level. Contact the Registrar's Office for information and forms.

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 through a professional department dedicated to deterring crime, educating and ensuring personal safety, and emergency management planning by formulating a partnership 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 (lock-outs, 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 Room 115, provides numerous support services for students. The staff in the Student Services will help students understand their ACCUPLACER results, assist faculty with building academic 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, or the Student Services office in the Paul R. Brown EPIC Center in Cambridge.

Career Services

Zane State College’s Career Services Office, located in Student Services 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:

- Individual Career Assessment/Counseling
- Career Planning Workshops
- Occupational Information
- Career Planning and Implementation
- Four-Year College Admission Information
- 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 Center by both professionals and peers. Interactive, online tutoring is also available. Assistance for these services is available in Room 175 in College Hall.

Website/Online Services

My Z-Online 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 Z-Online 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.

Sequence for Part-Time Students

Part-time students (less than 12 credit hours) are assigned program advisors for scheduling assistance. They may also seek help from Student Services advisors or their program advisor in developing schedules. Part-time students should ensure courses they are taking will apply toward their program of study. Upon completing approximately 30 credit hours, part-time students are encouraged to schedule an appointment with their program advisor to discuss their status concerning program requirements.

Prerequisites and Co-requisites

Certain courses assume that students enrolled have completed another course or courses upon which the content of the course is planned. The term "prerequisite" designates courses, experiences, and/or permissions, which must be satisfied before a student may enroll in that course. Courses students are required to take simultaneously in order to enroll in another course are called "co-requisites". The Programs and Curriculum section of the catalog lists prerequisites and/or co-requisites at the end of each course description. Students who enroll without having satisfied all prerequisites and/or co-requisites will be administratively removed from the course.

Student Assumption of Risk

Some courses offered by the College, by nature of their content, involve inherent risks. In order to participate in these classes, students are required to sign a waiver of liability form.

Computer Literacy Requirement

In order to graduate, students must complete the Computer Literacy requirement, which is determined by each program. Students have the option of completing the requirement by passing a proficiency exam, passing a program identified course, or transferring an equivalent course from another college. Each program has its own requirement; the requirement of one program may or may not satisfy the requirement of another program. Contact the program advisor to determine the specific requirement. Proficiency exams may be scheduled in The Learning Center of the Zanesville campus or in Academic Services of the Cambridge campus.

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 using Academic Planner on My Z-Online, by meeting with their faculty advisor, or by meeting with their Success Coach.

Adding Courses

Students may add courses to their schedules during the first week of classes by properly completing the Class Drop/Add Authorization Form or registering for the courses on My Z-Online. In situations where students wish to add a first or second term course, this addition must be made within two days of the beginning of the term.

During the second week of classes, courses may be added with the approval of the faculty member teaching the course and Division Dean.

Dropping Courses

During the first three weeks of a semester, or the first week of a term, classes may be dropped by properly completing the Class Drop/Add Authorization Form in Student Services, and no entry will be made on a student's transcript. From the fourth week of classes through the tenth week of classes, a "W" (withdrawn) will be shown on the student's transcript for each course properly dropped. If a student ceases to attend a course or courses without completing the Class Drop/Add Authorization Form, the grade of "FN" is recorded for each of these courses. Students who have already earned a grade for a course are ineligible to withdraw from that course.

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.

Auditing Courses

Students auditing courses should understand that these are for information purposes only and that no college credit may be earned or later claimed for the course audited. Class attendance, completing assignments, and taking exams is the prerogative of the student in an audit course.

Students may register for a course on an audit basis during the first two weeks of a given semester on a space-available basis. Students auditing a class pay regular tuition and fees.

Credit/No-Credit Courses

A student may take one course per semester, up to a maximum of nine credit hours of classes on a credit/no-credit basis. These limits do not apply to courses graded only on credit/no-credit basis.

During the first two weeks a course is offered, a student may petition to take a course on a credit/no-credit basis by completing the appropriate form and obtaining permission of his/her program advisor.

The grade of "P" will be recorded when a grade of "D" or higher is earned on a credit/no-credit basis. Credit hours earned will count toward graduation requirements and the cumulative grade point average will not be affected. The grade "NP" will be recorded to indicate no credit. Hours of "NP" will not count toward graduation and the cumulative grade point average will not be affected. A student registering for a class on a credit/no-credit basis cannot later change to a regular grading basis. Properly completed and signed (approved) credit/no-credit applications must be submitted to the Registrar's Office by the end of the second week of classes.

No grade other than "P" or "NP" will be kept on file, and students may encounter difficulty in receiving transfer credit from other institutions for courses taken on a credit/no-credit basis.

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.

Withdrawal from the College

Students who elect to withdraw from the College are required to complete a College Withdrawal form available in Student Services. Official withdrawal status is dependent upon completion of this form by the final date of withdrawal according to the academic calendar. Failure to follow this procedure will result in the grade of "F" for each course being entered on the student's transcript and forfeiture of any tuition refund.

Credit Hour/Course Waiver

In exceptional circumstances, credit hours and/or courses may be waived. The waiver process should begin at the discretion of the student's advisor or Department Chair and requires the signatures of the Division Dean and Chief Academic Officer. Students are required to complete the 60 semester credit hour minimum as established by the Ohio Board of Regents for graduation.

Course Substitution

A student may receive permission from his/her respective advisor with Department Chair approval to substitute up to 15 credit hours or four courses, whichever is greater. Students whose transcripts show course credit at higher levels than program requirements may have those courses applied without counting toward substitution limits, including prerequisite math courses credited to his or her transcript as credit by examination.

Determination of such credit awarded and applied toward program requirements is at the discretion of the Department Chair responsible for the degree program in question.

Special Topics Courses

Special Topics courses are designed to provide credit for special projects, workshops, and unique programs which are not listed as credit courses but which contribute substantially to a student's background or skills in his/her program. A total of nine credit hours may be taken in special topics courses toward degree requirements.

Non-Degree Seeking Students

Students may take courses at Zane State College without pursuing a degree. This is often done by those interested in learning a subject for personal growth, fulfilling professional goals, updating or gaining new skills, or staying current in a subject area.

If a student later decides to pursue a degree, the credits earned may apply to degree or certificate requirements. Non-degree seeking students are subject to the same registration and academic policies that apply to degree-seeking students. Financial aid is not available for non-degree seeking students.

Fee Waiver for Senior Citizens

Persons 60 years and older who have resided in Ohio for at least one year are eligible to enroll in one course per term on a space-available basis without payment of tuition and general fees. However, some courses may require a fee for workbooks or other materials. These fees are not covered by the senior citizen fee waiver. For more information, contact Student Services at 740.588.5000.

Residency Requirement

Students must meet residency requirements by completing at least 20 credit hours as a student of Zane State College. Contact the program advisor to determine the resident requirement for a particular program.

ALTERNATIVE CREDIT

Advanced Placement Credit

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities. The Ohio Department of Higher Education provides a site to review how Advanced Placement (AP) scores translate into college credit (visit <https://transfercredit.ohio.gov/> and click on High School).

- Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam areas(s) successfully completed.
- General Education courses and credits received will be applied towards graduation and will satisfy a general requirement if the course(s) to which the AP area is equivalent fulfills a requirement.
- If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.

Students can view their AP scores and request to have them sent to Zane State College by visit the official CollegeBoard website at <https://apscore.collegeboard.org/scores>.

Credit by Examination

A student may, upon submission of a Credit by Examination form to The Learning Center in Zanesville or Academic Services in Cambridge, take a proficiency examination in order to receive credit for selected courses. A

\$50 fee is charged for each proficiency examination taken and must be paid prior to scheduling the exam. Upon successfully passing the examination, the earned credit to be officially entered onto the transcript.

A credit by examination for any course may be taken only one time. The exam must be taken prior to the completion of the first five business days of the semester in which the student desires to take the exam. Students may apply for and take the exam prior to enrollment. In some situations, exams can be scheduled throughout the semester. Students who fail a course will not be permitted to gain credit by completing another proficiency exam. Credits earned by proficiency examinations may not be accepted by other colleges for transfer credit.

College Level Examination Program (CLEP)

The College Level Examination Program offers those who have acquired knowledge outside the traditional classroom setting an opportunity to earn college credit. Zane State College awards transfer credit for CLEP examinations successfully passed where the subject matter is equal to one of the College's current classes. More information about the Zane State College courses aligned with CLEP can be found online at the Ohio Department of Higher Education CLEP webpage (<https://www.ohiohighered.org/transfer/clep>). Information concerning testing centers may be obtained by visiting the College Board website at <http://clep.collegeboard.org/search/test-centers>.

Life Experience/Non-Traditional Credit

Students may apply for life experience credit as substitution for academic program/course curricula requirements. Non-traditional credits awarded should not exceed two thirds of the technical courses required to complete a program. Students receiving non-traditional credit must meet the residency requirement for their degree. Graduates of a state recognized Ohio Peace Officer Training Academy (OPOTA) will be awarded the same credit hours that are granted to Zane State College OPOTA graduates, with a waiver of the residency requirement. Those completing standardized state recognized credentials will be reviewed on a case-by-case basis.

A portfolio of work-related materials must be submitted for evaluation to the appropriate Division Dean. Guidelines for developing the portfolio may be obtained from the Registrar's Office. If students are uncertain about how past work experience may relate to their course of study, an appointment with a program advisor is recommended.

Students will be assessed a minimum fee for evaluation of a portfolio. This fee is charged regardless of credit or no credit status after evaluation. Additional cost will be incurred when evaluating more than one course. Please refer to the on-line published fee schedule.

Military Training and Academic Credit

Some training courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained by forwarding an official military transcript to the Registrar's Office for evaluation. A Guide to the Evaluation of Educational Experiences in the Armed Services provided by the American Council on Education (ACE) and the recommendation of the appropriate Division Dean are used to determine the amount of credit to be awarded.

Vocational Education Experience

Students who have satisfactorily completed an approved secondary or post-secondary program in vocational education may be eligible to receive credit in similar programs at Zane State College. Credit will be evaluated by the student's advisor and approved by the appropriate Division Dean. Articulation agreements exist with several career centers in specific subject areas. There is no charge for an evaluation in these cases.

TRANSFER INFORMATION

Transfer Credit

Prior to official determination of whether previous college work will be accepted, an official transcript must be on file in the Registrar's Office. Generally, when course content is similar to a course offered at Zane State College with a recorded grade of D or better, credit will be awarded if taken at a regionally accredited institution. Transfer credit appears as TR, TA, TB, TC, TD on Zane State College transcripts and is not used in computing cumulative grade point average. Admission to Zane State College does not guarantee that a transfer student will be automatically admitted to all programs at the College. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.

Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed prior to the granting of a degree.

Transfer Credit Appeals Process

A student disagreeing with the application of transfer credit by the College may appeal the decision by contacting the Registrar's Office. If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state-level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolutions of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, students who intend to transfer from Zane State College to another college should plan a course of study that will meet the requirements of a degree program at the receiving institution. 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 advisor and the college or university to which they plan to transfer.

Transfer of Zane State College Credits to another Institution

Students who decide to transfer to another college before or after completing a two-year program at Zane State College should check carefully with the receiving institution to determine what transfer credit will be awarded. The exact amount of transfer credit students can expect to receive depends upon the program pursued at Zane State College and the type of program entered at another college. Transcripts can be requested from the Registrar's Office or online at ZaneState.edu. Transcript(s) will not be released if there is a financial obligation to Zane State College.

GRADING SYSTEM

A grade will be given in each course and that grade will reflect the student's progress and achievement in knowledge of the subject, ability to apply this knowledge, and work habits and practices. Grades will be awarded on the four-point system, and translate typically as follows:

Grade	Quality Grade	Numerical Grade	Grade Point
A	Superior	90-100	4.0 per credit hour
B	Excellent	80-89	3.0 per credit hour
C	Average	70-79	2.0 per credit hour
D	Below Average	60-69	1.0 per credit hour
F	Failure	Below 60	no credit hour
FN	Failure-Lack of Attendance		no credit hour

In all cases, decisions concerning final grades for courses are the responsibility of the individual instructor.

The following grades are not included in grade point averages:

AP	Advanced Placement
AU	Audit
CL	CLEP Exam
DZ	Fresh Start D Grade
FZ	Fresh Start F Grade
I	Incomplete
IP	Course In Progress
LL	Life Long Learning (Non-Traditional) Credit
MN	MathStart Not Passed
MP	MathStart Passed
ML	Military Credit
NC	Non Credit
NP	Not Passed (Failure) in Credit/No Credit Course
NR	Grade Not Received
P	Passed in Credit/No Credit Course
P	Passed in Credit by Examination
S	Satisfactory
TA	Transfer Credit with an A
TB	Transfer Credit with a B
TC	Transfer Credit with a C
TD	Transfer Credit with a D
TR	Transfer Credit
U	Unsatisfactory
VC	Vocational Education Credit
W	Withdrawal
WV	Waived Credit

Grade Point Average (GPA)

Quality points are determined by multiplying the credit hours for a course by the grade points earned for each mark. A student's grade point average is obtained by dividing the total number of quality points by number of hours excluding courses for which the marks of NP, IP, TR, TA, TB, TC, TD, LL, P, S, AU, W, or U are recorded.

Example:

	<u>HOURS</u>	X	<u>(letter grade) GRADE</u>	=	<u>QUALITY POINTS</u>
			<u>POINTS</u>		
MATH 1050	4	X	(A) 4	=	16
BMCA 1300	3	X	(C) 2	=	6
Total credits	7				Total points 22

Grade Point Average: $22 \div 7 = 3.14$

Incomplete Grades

The grade "I" (Incomplete) is given by written permission of an instructor when, for some acceptable reason, a student fails to take the final examination or to meet some other requirement in a course. The grade of "I" may be removed and a grade substituted by making up the deficiencies to the satisfaction of the instructor. A grade of "I" must be removed within two weeks after the beginning of the succeeding semester. If the grade of "I" is not removed within the time limit, it becomes an "F" on the student's official transcript.

Grade Report

Students may review semester grades on My Z-Online.

Student Classification

A student is classified as a freshman until he/she has earned a minimum of 30 semester hours of credit on his/her official Zane State College transcript. At that point, a student is classified as a sophomore and will remain in this status until after graduation.

Failed Courses

Any courses required for graduation for which the grades of "F," "FN," or "NP" (failing) are received must be repeated. Upon successfully repeating such a course, the failing grade is disregarded in grade point calculation and the student's grade point average is adjusted. All grades continue to be shown on the transcript. In some specific programs, grades below "C" in program courses must be repeated to continue.

Fresh Start

Fresh Start is intended to assist students who previously had academic difficulties at Zane State College by providing them with the opportunity to have grades of "D", "F", or "FN" excluded from their grade point average (GPA). Students must meet eligibility requirements and agree to the Fresh Start policy in order to qualify for approval. An application for Fresh Start is available in the Registrar's Office.

Eligibility Requirements:

1. A minimum of two consecutive years (six consecutive semesters) of nonattendance at the College.
2. Completion of a minimum of 18 credit hours at the College following the two-years of nonattendance with a grade of "C" or better in each course. Courses taken as pass/fail are not eligible for consideration.

Repeating Courses

If a course is repeated, the grade received for the most recent course enrollment will be utilized in calculating the student's grade point average. All other grades for the course will be disregarded and appropriate notation will be made on the student's official transcript. All grades will show on the official transcript.

Students who earn three (3) Ws and/or Fs in any course may not register for that course again. Specific programs may have additional restrictions further reducing the number of times a course may be repeated. (See Minimum Grades for Specific Programs.)

Minimum Grades for Specific Programs

Minimum Grades for Specific Programs

Accounting Students

Accounting students must obtain a grade of "C" or better in ACCT 1110, ACCT 1120, ACCT 2050, ACCT 2250, ACCT 2410, ACCT 2420, and ACCT 2900 to satisfy course credit requirements in the Accounting program.

Office Administration Students

Office Administration students must obtain a grade of "C" or better in all technical courses in order to satisfy graduation requirements in the Office Administration program.

Education, Health and Behavioral Sciences Students

The Board of Trustees has adopted the following policy on minimum grades for selected Education, Health and Behavioral Sciences programs.

1. A student may not enroll in a technical course unless his or her overall grade point average is 2.0 or higher.
2. All course prerequisites must be met before admission to a course.
3. A grade of "C" or better is required in each technical course in order to continue in the course sequence.
4. A student receiving a grade of "D" or below in any technical or specified foundational course required by the Criminal Justice (Correctional Science, Police Science, Protective Services majors), Pre-K Associate, Education, Fire Service, Health Information Management, Social Work Assistant, Medical Assisting, Medical Laboratory, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, or Sport and Fitness Science programs has these options:
 - a. Assume a health/general studies core status;
 - b. Withdraw from the respective program; or
 - c. Remain in the technical program, taking the technical course (on advice of advisor) for which the student has achieved a grade of "C" in the prerequisite course. General and basic courses may be taken at this time, also. The student must then repeat any course in which he or she did not achieve at least a "C" grade. (Note that the College does not offer each course every semester). Students may repeat the course only once to raise the grade to the "C" level. Upon successful completion of the repeated course (grade of at least a "C"), the student must then be reevaluated for continuation in the program. Due to the arrangements of the curriculum sequence, this may require an extra year in the program.
5. A student who earns an unsatisfactory grade in a course prior to the deadline to drop is ineligible to withdraw from that course.

Information Technology Students

Students must obtain a "C" or better in all technical courses in order to graduate in the Information Technology – Digital Media, Information Technology – Programming and Web Development, and Information Technology – Technical Services programs.

Paralegal Students

Paralegal students must obtain a grade of "C" or better in PARL 1500, PARL 1800, PARL 2500, and PARL 2800 in order to graduate in the Paralegal program.

Welding & Fabrication Students

Students in the Welding and Fabrication associate degree program must obtain a grade of "C" or better in all WELD subject courses in order to graduate.

Wildlife Conservation Students

Wildlife Conservation students must obtain a grade of “C” or better in all WILD subject courses in order to graduate in the Wildlife Conservation program.

Academic Standards for Probation, Dismissal, and Readmission

Course credit levels for probation and dismissal are based on cumulative grade point average.

<u>Course Credits</u>	<u>GPA Probation</u>	<u>GPA Dismissal</u>
12-23	1.5	0.8
24-35	1.6	0.9
36-47	1.7	1.2
48-59	1.8	1.4
60-72	1.9	1.6
73 +	1.9	1.8

Academic Probation

Students on academic probation may carry a maximum load of 16 course credits during their next semester. If the student remains on probation for a second consecutive semester, he/she may carry a maximum load of 12 course credits of work.

Academic Dismissal/Readmission

Students dismissed for lack of academic achievement may not enroll for a minimum of one academic semester before consideration will be given for a readmission review. Deadlines have been established one month prior to the end of each semester for those students wishing to be considered for a readmission review.

Students who desire a readmission review must contact the Registrar’s office and complete a Request for Readmission prior to the published deadlines.

GRADUATION REQUIREMENTS

Zane State College requires a minimum of 60 semester credit hours for its associate degrees.

In the general education curriculum, the College further defines minimum distribution requirements:

- 1 credit of First Year Experience (1 course)
- 6 credits of English Composition (ENGL 1500 and ENGL 2500 or ENGL 2800)
- 3 credits of Communication (COMM 1220 or COMM 2610)
- 3 credits of Mathematics (1 course)

A minimum of six credit hours must come from two of the following three categories. Each program has predetermined the two selected categories to meet this minimum distribution requirement.

- 3 credits of Social and Behavioral Sciences (1 course)
- 3 credits of Arts and Humanities (1 course)
- 3 credits of Natural Science (1 course)

The computer literacy requirement may be met through competency testing or a course designated in the program curriculum.

Waiver of course requirements by the Division Dean may result in a reduction of the hour requirement for graduation. In all cases, a student must meet the 60 semester credit hour minimum, as established by the Ohio Department of Higher Education, to graduate with an associate’s degree.

ASSOCIATE OF APPLIED BUSINESS AND ASSOCIATE OF APPLIED SCIENCE DEGREES

The Associate of Applied Business and the Associate of Applied Science degrees prepare students for entry into specific occupations and may be designed to articulate with four-year baccalaureate programs.

The Ohio Department of Higher Education's Guidelines and Procedures for Academic Program Review (last updated April, 2015) establishes these criteria as follows for the Associate of Applied Science and Associate of Applied Business degrees:

- 30 semester credit hours minimum in the technical area
- 30 semester credit hours in non-technical studies to include:
 - general education studies (written communication, oral communication)
 - social and behavioral sciences, natural sciences, arts and humanities, math
 - applied general education (basic education) courses emphasizing the application of general education to an occupational or technical area

These requirements must be completed for an **Associate of Applied Business (A.A.B.)** or **Associate of Applied Science (A.A.S.) Degree**:

- Earn a minimum of 60 credit hours of coursework and meet the specific requirements of the student's program;
- Complete a minimum of 20 credit hours of technical courses as a student of Zane State College;
- Satisfy program accreditation standards that may have additional requirements;
- Complete the College's general education course requirements as identified in the catalog;
- Earn an overall GPA of at least 2.0;
- Complete the First Year Experience requirement (FYEX);
- Complete the computer literacy requirement;
- Resolve all financial and other obligations to the College; and
- Be certified by the registrar as having met all requirements for the degree.

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

Also referred to as the Transfer Program, these degrees are designed for students who plan to complete their first two years of college work at Zane State College and then transfer as juniors or seniors to a four-year institution of their choice.

In accordance with the Ohio Department of Higher Education, academic associate degrees (Associate of Arts and Associate of Science) must include a minimum of 36 semester hours of general education coursework. The academic associate degrees serve as the first two years of a bachelor's degree and are designed to provide for maximum transferability of courses from the associate's level to the bachelor's level. As such, the coursework used to fulfill the minimum 36 semester credit hours in general education must be from Zane State College's approved Ohio Transfer Module (OTM) courses. The remaining 24 semester credit hours may be chosen from other general education courses or technical and basic courses (developmental courses do count toward the Associate of Arts or the Associate of Science degrees).

These requirements must be completed for an **Associate of Arts (A.A.)** or **Associate of Science (A.S.) Degree**:

- Earn a minimum of 60 credit hours of coursework and meet the specific requirements of the student's program;
- Complete a minimum of 20 credit hours as a student of Zane State College;
- Complete the College's general education course requirements as identified in the catalog;
- Earn an overall GPA of at least 2.0;
- Complete the First Year Experience requirement (FYEX);
- Complete the computer literacy requirement;
- Resolve all financial and other obligations to the College; and

- Be certified by the registrar as having met all requirements for the degree.

ASSOCIATE OF TECHNICAL STUDY DEGREE

The Associate of Technical Study degree is awarded for successful completion of an individually planned program of study designed to respond to the need for specialized technical education not currently available in the formal degree programs at the college.

These requirements must be completed for an **Associate of Technical Study (A.T.S.) Degree**:

- Earn a minimum of 60 credit hours of course work;
- Complete a minimum of 20 credits at Zane State College and approval of degree by the appropriate Dean;
- Earn at least a "C" in all courses identified as major program requirements;
- Earn the minimum credit requirements in the following distribution:
 - o 30 credits in the Major Technical Requirements area with at least 16 credits in one discipline
 - o 30 credits in general education and basic studies
- Complete the College's general education course requirements as identified in the catalog;
- Earn an overall grade point average of 2.25 (on a 4.0 scale) and no less than 2.50 average in courses identified as major technical requirements;
- Complete the First Year Experience requirement (FYEX);
- Complete the computer literacy requirement;
- Resolve all financial and other obligations to the College; and
- Be certified by the registrar as having met all requirements for the degree.

ONE-YEAR CERTIFICATE

Certificates are awarded for the completion of a 30 semester credit hour minimum course of study with the majority of the coursework completed in a prescribed technical area. One-year certificates can serve as building blocks toward an associate's degree.

These requirements must be completed for a **One-Year Certificate**:

- Earn a minimum of 30 credit hours of course work;
- Fulfill all course requirements of a particular certificate;
- Satisfy program accreditation standards that may have additional requirements;
- Earn an overall GPA of at least 2.0;
- Resolve all financial and other obligations to the College; and
- Be certified by the registrar as having met all requirements for the one-year certificate.

GRADUATION PROCEDURES

Petition for Graduation

Graduation is not automatic. To graduate, candidates for graduation must complete a Petition for Graduation and pay the \$60 graduation fee. The Petition for Graduation must be completed and submitted to the Registrar's Office for processing by the dates posted in the official College calendar. Petitions for Graduation may be obtained by accessing My Z-Online.

Please note that a separate Petition for Graduation must be filed for each individual associate degree and/or one-year certificate of completion being pursued.

Candidates for graduation must fill out the appropriate forms and meet with their academic advisor to have them signed. Students who turn in the Petition for Graduation after the posted deadline may not be eligible to graduate in the semester that was designated on the form.

Degree Audit

The Degree Audit is an academic advising tool. It is an automated list of all courses in a student's program of study that are needed to meet the graduation requirements at Zane State College. The Audit allows advisors to see how the students are progressing. Each student has access to their particular Degree Audit through their My Z-Online account. Program advisors can also provide a Degree Audit.

The Degree Audit includes courses taken at Zane State College and may include courses transferred from other colleges/universities. Although courses taken at Zane State College are automatically added to a student's Degree Audit, transfer courses must undergo an evaluation process and then be applied to the student's Degree Audit. Transfer evaluations begin in the Registrar's Office, College Hall, Room 119.

Confirmation of Intent to Graduate

Two weeks after the posted deadline for Petitions for Graduation for the semester, an email notification with information about graduation status, commencement information, and any outstanding issues requiring attention will be sent. If a student does not receive this email, call the Registrar's Office at 740.588.1273.

Final Graduation Approval/Denial

Four weeks after the close of the term, updated Degree Audits are reviewed by the Registrar's Office to officially confer or deny each degree and/or one-year certificate. Students who are denied graduation must re-apply during the term in which they will complete their requirements and pay the \$60 graduation fee.

Graduation Honors

Students may earn the following honors through sustained scholarly achievements during completion of an associate degree:

Summa cum Laude	Cumulative Grade Point Average of 3.90+
Magna cum Laude	Cumulative Grade Point Average of 3.75+
Cum Laude	Cumulative Grade Point Average of 3.50+

Commencement Policies

Commencement materials and student participation are governed by the following policies:

1. Students who complete degree or one-year certificate requirements are invited to participate in the commencement ceremony.
2. The commencement program, including the listing of degree candidates and graduation honors, is based upon course enrollment at the appropriate term. Students who utilize credit through proficiency examinations must have the credit-by-examination earned and posted on the Zane State College transcript two months prior to the end of the graduating term for inclusion in the published commencement program.
3. The commencement program is tentative, pending completion of work and submission of final grades.
4. Diploma covers are distributed during commencement. Diplomas are not distributed during the ceremony. Diplomas are mailed when degree requirements are completed, when grades have been received, and financial arrangements have been satisfied. Permanent address changes must be made prior to leaving campus so that the diploma is sent to the correct address.
5. Printed graduation honors are calculated using the student's current grades. Final graduation honors are indicated on the final transcript and reflect all course grades earned.

REPLACEMENT DIPLOMA POLICY

1. A replacement diploma will be issued if a Replacement Diploma Form is sent to the Registrar's Office.
2. The name printed on the replacement diploma will be the same as the name printed on the original diploma unless there is a legal name change. If there is a legal name change, the original diploma must be returned with a notarized copy of the name change documentation.
3. The replacement diploma will carry the signatures of the appropriate current college officials.
4. The notation "Official Replacement" will appear at the bottom of the replacement diploma.

The cost of the replacement diploma is \$30. A check or money order should be made to Zane State College. Please allow approximately four to six weeks for delivery of the replacement diploma. Individuals with additional questions concerning this policy should call the Registrar's Office at 740.588.1273.

RECOGNITION PROGRAMS

All Ohio Academic Team

Each year two Zane State College students per campus may be nominated by faculty members to enter the All Ohio Academic Team competition. In conjunction with Phi Theta Kappa, the entrants are judged on state and national levels. Students may place on one of three state teams. Recognition may include a monetary award.

Phi Theta Kappa

Phi Theta Kappa is the national honorary society for two-year college students. The purpose of Phi Theta Kappa is to promote scholarship, fellowship, leadership, and service. Students initiated into the group must have demonstrated sustained academic achievement at Zane State College. The requirement for membership is a 3.5 GPA with at least 15 college-level credit hours earned.

Presidential Scholar

The purpose of the Presidential Scholar award is to promote and recognize excellence in academic achievement while attending Zane State College. Students who earn this honor receive engraved medallions and are recognized at the annual Honors Program.

Presidential Scholar Criteria:

1. Completed a minimum of 36 semester hours after Fall Semester each academic year.
2. Have a minimum of 31 semester hours with grades A-F, which are counted in grade point average.
3. Have a minimum overall cumulative grade point average of 3.95.
4. Declared a major.
5. No violations of the Academic Integrity Policy.
6. Recognition can only be received once.

Dean's List

Students who demonstrate academic excellence in their studies will be named to the Dean's List. To be eligible, full-time students must achieve a 3.5 grade point average or higher during a given semester excluding credit/no-credit courses. Part-time students must achieve a 3.5 grade point average or higher and complete a minimum of nine credit hours excluding credit/no-credit courses.

Student of the Year

Faculty from each College division nominate candidates through their deans to be recognized as Student of the Year. Students who receive this honor are given a framed recognition certificate and a College bookstore gift certificate as well as being honored at an event and at the Honors Program.

Student of the Year Criteria:

1. Earned a minimum of 30 semester hours.
2. Have a sophomore standing.
3. Minimum cumulative grade point average of 3.5 (either full or part-time).
4. Actively involved in either a college and/or community activity.

STUDENT ORGANIZATIONS

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

Composed of students who have a strong loyalty toward Zane State College and want to connect students with the College. This select group assists the Recruitment Office.

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. Each academic division chooses three voting members for Student Senate during the spring semester. Each non-program club recognized by the College may have one voting member. Each spring semester, Student Senate officers shall be selected for the ensuing year from among current senators. 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 American 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.

International Association of Administrative Professionals (IAAP)

Students enrolled in the Office Administrative program, either full or part time, may join this organization which is sponsored by the Zanesville Chapter of IAAP. Members gain insight into Administrative Professionals responsibilities and professional development, which prepares them for successful careers.

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.

For the 2017-2018 academic year, the Federal Pell Grant will only be 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.

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 Z-Online by filling out the Online Loan Adjustment form. Students must also visit www.saltmoney.org to complete the “Budgeting” course.
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 before receiving any loan funds at www.studentloans.gov
- Students are required to complete an online master promissory note through www.studentloans.gov
- Students must meet Zane State College’s Satisfactory Academic Progress Policy available on My Z-Online 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 Z-Online 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 Z-Online 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 Foundation Scholarships

The Zane State College Foundation awards approximately \$170,000 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 need to have a 2.75 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 scholarship. The application, including all supporting documents, is due to the Foundation office by March 15 each year. To avoid duplication of funds, the

selection committee awards individual scholarships to deserving students after financial aid and other avenues of financial support have been awarded. Foundation scholarship awards are effective starting in the fall of each academic year.

For further information or to receive a scholarship application, visit My Z-Online 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.

Veteran, Chapter 30 – Benefits are available to veterans who first entered active duty after June 30, 1985. Veteran must have participated in the Chapter 30 program when entering active duty. Discharge or release shown after June 30, 1985, must have been honorable. Maximum entitlement is 36 months.

Veteran, Chapter 33 (Post-9/11 GI Bill) – Benefits are available to veterans who have at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days.

This benefit is payable only for training at an institution of higher learning. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following release from active duty. The Post-9/11 GI Bill is effective for training on or after August 1, 2009.

Post-Vietnam Era Veterans, Chapter 32 – Benefits are available to veterans who have served on active duty in the Armed Forces for a continuous period of 181 days or more and initially entered active military service on or after January 1, 1977. Discharge or release must not have been under dishonorable conditions. Entitlement to benefits under this program is limited to the total of contributions and additional amounts by the VA and the DOD.

Selected Reserve, Chapter 1606 – The Montgomery GI Bill (Selected Reserve) is a program of education benefits for members of the reserve elements of the Army, Navy, Air Force, Marine Corps and Coast Guard, as well as the Army National Guard and the Air National Guard. To be eligible for the program, a reservist must have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985, complete initial active duty for training, and remain in good standing in a Selected Reserve unit.

Reserve Educational Assistance Program (REAP) 1607 – Benefits are available to members of the Selected Reserves, Individual Ready Reserve (IRR), and National Guard, who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.

To be eligible for the program, a member of the Reserve component must serve on active duty on or after September 11, 2001, under title 10, U.S. Code, for at least 90 consecutive days under a contingency operation. National Guard members are eligible if their active service extends for 90

consecutive days and their service is authorized under section 502(f), title 32, U.S. Code, authorized by the President or Secretary of Defense for a national emergency, and supported by federal funds.

Dependent, Chapter 30 – Children, spouses, widows, and widowers of veterans who died in service or as a result of a service-connected disability, who became permanently and totally disabled as a result of a service-connected liability; who died while a disability so evaluated was in existence; or who have been listed as missing in action, captured, detained, or interned in line of duty for more than 90 days are eligible for educational assistance. Recipients are entitled to 45 months of educational assistance. Delimiting dates vary and questions concerning them should be referred to the VA's Regional Office.

Vocational Rehabilitation – Veterans who served in the Armed Forces during World War II or thereafter are eligible for vocational rehabilitation if all three of the following conditions are met:

- they suffered a service-connected disability in active service which entitles them to compensation, or would do so but for receipt of retirement pay;
- they were discharged or released under other than dishonorable conditions;
- the VA determines that they need vocational rehabilitation to overcome the handicap of their disabilities.

Generally, a veteran is eligible for vocational rehabilitation for nine years following discharge or release.

Veterans' Responsibility

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Integrity Policy

Academic integrity is fundamental to a successful academic community. At Zane State College, every faculty member and student subscribes to the Fundamental Values of Academic Integrity as defined by the Center for Academic Integrity: honesty, trust, fairness, respect, and responsibility (<http://www.academicintegrity.org>). This Academic Integrity Policy addresses behaviors that are considered to be academic misconduct and establishes procedures to be followed when such behaviors and/or acts occur. Academic integrity is expected not only in formal class and coursework situations, including online courses, but in all college relationships and interactions connected to the educational process, including the use of college resources. Both students and faculty are responsible for supporting and adhering to the fundamental values of Academic Integrity.

Academic Misconduct

Failure to act in accordance with the Academic Integrity Policy will be considered academic misconduct. The following statements outline infractions, which cannot be listed exhaustively for every case, that constitute academic misconduct. The Chief Academic Officer reserves the right to make final determinations of academic misconduct, especially for behaviors that are not listed here.

AIDING or ABETTING ACADEMIC MISCONDUCT: Providing material(s), information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated in this policy; or, providing false information in connection with any inquiry regarding academic integrity.

CHEATING: Use and/or possession of unauthorized material or technology, such as portable electronic devices, audio recordings, notes, tests, calculators, or computer programs, during any written or oral work, including examinations, submitted for evaluation and/or grade; obtaining assistance from another person, with or without that person's knowledge, on any written or oral work submitted for evaluation or a grade; furnishing another person with assistance or answers to any written or oral work submitted for evaluation or a grade; possessing,

using, distributing, or selling unauthorized copies of any computer program and/or any written or oral work submitted for evaluation or a grade; allowing another person to do one's work, written or oral, and submitting that work under one's own name; taking an examination in place of another person; obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files; altering a graded work after it has been returned, then submitting the work for regrading; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors; aiding or assisting another student(s) in gaining an unfair advantage; completing another student(s) work for them and/or allowing another student(s) to use your work as their own; or, collaboration on assignments unless it is a team/group assignment unless permission is given by instructor.

DISHONESTY: Acts of academic fraud; attempt(s) by a student(s) to deceive an instructor; attempt(s) to hide or cover up information pertinent to student(s) coursework; or, falsification of records and or documentation.

FABRICATION: The falsification or inventing of any information, data, or citation in an academic exercise.

FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official Zane State College document.

PLAGIARISM: Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations, or bibliographical reference; submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of the material; submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators; or, obtaining another person's work through purchase, or otherwise, and submitting it as one's own.

OBTAINING AN UNFAIR ADVANTAGE: Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; intentionally obstructing or interfering with another student's academic work; or, undertaking an activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

UNAUTHORIZED ACCESS TO COMPUTERIZED ACADEMIC OR ADMINISTRATIVE RECORDS OR SYSTEMS: Viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or, interfering with the use or availability of computer systems or information.

Misconduct has NOT occurred when students:

- have permission to work together on written or oral work, and all contributors are named.
- receive assistance from instructors, teaching assistants, or staff members involved in the course.
- share knowledge about technology specific jargon, or other language-specific information during the preparation of written or oral work.
- engage in a general discussion about an assignment, the requirements for an assignment, or general strategies for completion of an assignment.
- compare their solutions to an assignment in order to better understand the assignment overall.
- engage in discussion about course content or strategies in preparation for an assignment or examination.

General Responsibilities of Faculty Member

The faculty member:

- accepts responsibility for knowing and understanding the Academic Integrity Policy.
- promotes academic integrity by making expectations clear on syllabi concerning assignments, examinations, homework, research, and group projects.
- makes an effort to detect and prevent incidents of dishonesty and to report evidence of infractions.
- displays academic integrity.

General Responsibilities of the Student

The submission of work for academic credit indicates that the work has been done by the student. Sources for all work should be acknowledged and truthfully reported by the student. The student:

- accepts responsibility to read and seek understanding of the Academic Integrity Policy.
- accurately represents his or her work.
- refuses to be part of another student's academic misconduct.
- does not use fraud or dishonesty to advance his or her academic position.
- cooperatively works with faculty in mutual cooperation toward the implementation of the Academic Integrity Policy.
- does not in any other manner violate the principle of academic integrity.

Academic Integrity Procedure

If an instructor suspects a student of academic misconduct:

Step 1: Instructor meets with the student(s) to discuss the behavior and/or act in question to determine its intentionality and checks available records to determine if other similar offenses have been reported.

If it is determined a situation involved intentional academic misconduct:

Step 2: Instructor collects and maintains documentation and materials of the alleged incident.

Step 3: Instructor completes the Academic Integrity Report Form (AIRF) and submits it to his or her

Academic Dean.

Step 4: The Academic Dean, with input from the instructor, will make a consequence recommendation within five (5) business days of receiving the AIRF.

If the instructor and Academic Dean are in agreement regarding the consequence:

Step 5: The instructor will verbally communicate the consequence to the student.

Step 6: The Academic Dean will formally notify the student of the consequence via a letter delivered by regular or certified mail or by personal delivery within five (5) business days of the decision. The Academic Dean will forward copies of the letter to the instructor, the student's advisor of record, the Provost, the Vice President of Student Services, and the Registrar's Office. The communication will include a copy of the Grade Appeals and Academic Complaints procedure. In the event that the student requests a hearing, procedures will be followed as outlined under the Student Code of Conduct, "Hearings and Appeals" section.

If the instructor and Academic Dean are not in agreement regarding the consequence:

Step 7: The Provost will be consulted collectively by the instructor and Academic Dean.

Step 8: The Provost will determine the consequence within five (5) business days of meeting with the instructor and Academic Dean, and will formally notify the student of the consequence via certified or regular mail delivery. The Provost will forward copies of the letter to the instructor, the student's advisor of record, the Academic Dean, the Chief of Student Affairs, and the Registrar. The communication will include a copy of the Grade Appeals and Academic Complaints procedure. In the event that the student requests a hearing, procedures will be followed as outlined under the Student Code of Conduct, "Hearings and Appeals" section.

The procedure to follow for reporting violations to the Academic Integrity Policy can be found on the Academic Integrity Report Form (AIRF) located on My Z-Online under the employee tab in Academic Forms under Campus Resources.

GRADE APPEALS PROCEDURE

Appeals and concerns regarding the validity of final grades must be initiated within 30 days after the end of the given semester. Students must adhere to the following steps when addressing grade appeals or academic complaints:

Step 1: Contact the instructor to discuss the issue.

Step 2: If not satisfied with the results of Step 1, contact the Department Chair for the given course.

Step 3: If issue not resolved contact the Division Dean.

Step 4: If still dissatisfied, a letter should be addressed to the Chief Academic Officer (CAO).

The letter should clearly detail the steps which have already been taken and contain the facts of the case. A request for a hearing before the CAO also should be included.

Step 5: Upon considering information provided at the student hearing, the CAO shall make a final and binding decision regarding action of the grade appeal.

If no grade appeal is initiated within 30 days, the final, relevant academic decision will stand except for a case in which there has been an error in the mathematical calculation of the grade.

ACADEMIC COMPLAINTS

Students with academic complaints such as disruptive or inappropriate classroom environment, inappropriate instructor conduct, or degree completion must adhere to the following steps when addressing their concern:

Step 1: It is highly recommended that the student contact the instructor to discuss the issue.

Step 2: If not satisfied or if not comfortable meeting with the instructor, contact the Department Chair.

Step 3: If issue not resolved contact the Division Dean.

Step 4: If still dissatisfied, a letter should be addressed to the Chief Academic Officer (CAO).

The letter should clearly detail the steps which have already been taken and contain the facts of the case. A request for a hearing before the CAO also should be included.

Step 5: Upon considering information provided at the student hearing, the CAO shall make a final and binding decision regarding action of the grade appeal.

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 to endanger 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 Vice President for Academic Services and Workforce Development, 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 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.

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, 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.