



2018-2019

COLUMBUS STATE  
COMMUNITY COLLEGE

# Student Handbook

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# A message from President Harrison

Welcome to Columbus State.

Student success - your success - is our number one priority. Not only does the College support your academic achievement here and now, but we're also dedicated to preparing you for future opportunities. At Columbus State, you'll acquire the knowledge and skills you need to impact the 21st century through a successful career, meaningful community service, and diverse individual interests.

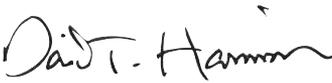
Here, you'll have access to tools and resources which can help you to maximize your success. The first of these is this Student Handbook. This handbook is an introduction to the important academic and job-related skills that you will need to master, and it details the considerable resources available to help you maximize your success at Columbus State.

The Student Handbook's initial sections cover skills such as time management, project planning, teamwork and persistence, and guide you through the steps to mastering them. Whether these skills are applied in the classroom or on the job, they often lead to a successful outcome. That is why they are highlighted.

Subsequent chapters of the handbook are filled with useful information about the college. Within those sections, you will learn about student services as well as student rights and responsibilities. Keep the Student Handbook nearby for reference as you navigate your first weeks at Columbus State. It will help you build a habit of success, semester by semester.

I wish you success at Columbus State and in the future.

Very truly yours,



David T. Harrison, Ph.D.  
President





## COLUMBUS STATE'S MISSION

To educate and inspire, providing our students with the opportunity to achieve their goals.

## COLUMBUS STATE'S VISION

Columbus State Community College is Central Ohio's front door to higher education and a leader in advancing our region's prosperity.

Columbus State Community College is accredited by the Higher Learning Commission, Member-North Central Association (NCA)  
230 S. LaSalle St., Suite 7-500, Chicago, IL 60604-1413 | [ncahlc.org](http://ncahlc.org)



# Columbus State Community College Student Handbook and Success Guide

The Columbus State Community College Student Handbook is intended to provide basic information about services as well as policies and procedures related to your rights, responsibilities, and conduct as a student and a member of the campus community. Use this guide to search for important offices such as tutoring, advising, and financial aid.

Columbus State makes every effort to present current information at the time of the handbook's publication. The College reserves the right to make changes to the information in the handbook as necessary. These changes will be reflected in the online version, [csc.edu/studenthandbook](http://csc.edu/studenthandbook).

The sections listed below contain information and tools known to be effective in career and educational planning as well as in successful goal attainment. Use the information provided to prepare, plan, and acquire knowledge to assist you in a successful educational journey.

Online Resources.....	page 7
Career Services.....	page 10
Educational Goals.....	page 11
Academic Procedures for College Success.....	page 20
Money Matters.....	page 24
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## CONNECT AND LEARN

College Knowledge, for a current college student, is having a proficient understanding of the terminology, policies and procedures of your college. The following sections will enhance your College Knowledge and provide you with an understanding of the terminology, policies and procedures of Columbus State Community College:

College Success.....	page 12
Student Rights, Responsibilities and Code of Conduct.....	page 31
Terminology.....	page 82

To find locations, phone numbers, and hours of operation for the many resources at Columbus State Community College, see the Directory on page 88.

For additional assistance, call the Telephone Information Center, 614-287-5353 or 740-203-8000, or visit Student Central on the Columbus Campus or Student Services on the Delaware Campus. Find out more information in the "Questions?" section, page 9

*This Student Success Guide is intended to help you every step of the way, but it is only useful if you use it. Send updates or requests for copies to the Office of Student Conduct ([studentconduct@csc.edu](mailto:studentconduct@csc.edu) or 614-287-2104).*

# Online Resources

## Cougar ID Number

Your Cougar ID number is a unique 7-digit number assigned to you when you apply to Columbus State. Staff members will ask you for your Cougar ID number when they assist you. Your Cougar ID number is printed on your Student ID card. It is important that you know your Cougar ID number and that you carry your Student ID card when you are on campus.

## UserName

*(Also called Login Name or User ID)*

Access Columbus State's online resources and services, including CougarWeb, Student Email, and Blackboard, with your username and the password you have selected. Your Columbus State username was assigned to you when you were accepted to the College. The format for usernames is your first initial, all or part of last name, and may include a number.

Finding your Username, Cougar ID Number, or Password

- Go to [password.csc.edu](http://password.csc.edu) or [csc.edu/services](http://csc.edu/services) and click on Cougar ID in the Technology section.
- Select appropriate box and follow the prompts.
- Your Username and Cougar ID Number will be displayed at the top of the page.
- For assistance with technical problems, call the Student Help Desk at 614-287-5050

## Blackboard

Blackboard is the online learning portal for your courses. All distance learning classes use Blackboard, and so do most traditional on-campus courses. You can access Blackboard by going to [courses.csc.edu](http://courses.csc.edu), or by clicking the Blackboard link located in the upper right corner of the [csc.edu](http://csc.edu) homepage.

## CougarWeb

CougarWeb is the portal for your student account. It is your first resource for obtaining information about your academic records. You can access CougarWeb by going to [cougarweb.csc.edu](http://cougarweb.csc.edu), or by clicking the CougarWeb link located in the upper right corner of the [csc.edu](http://csc.edu) homepage.

CougarWeb allows you to:

- Register for classes
- Withdraw from classes
- Pay outstanding fees
- Sign up for an extended payment plan or submit a payment deferral request
- Check account balances and print a fee statement
- Submit bank information for direct deposit
- Review status of financial aid application and submit requested documents

- View and accept or decline financial aid awards
- View grades and print an unofficial transcript
- View and print current schedule
- View current profile and make updates to address and phone number
- Run a Degree Audit
- Register a vehicle and order a parking permit
- Complete Preparation and Learning for additional Math Placement Exam attempts

## **Degree Audit**

Degree Audit is an online tool that tracks your progress toward degree completion. You can access your Degree Audit from CougarWeb by clicking My Degree Audit in the Academic Profile section.

## **Online Learning**

Online/distance learning offerings are an alternative to traditional on-campus learning. Online learning allows students to learn using the latest interactive technology, without the limits of time and place.

The different types of online learning courses include:

- **Web - Instruction** is held completely online, although most web courses require you to take exams at a Columbus State testing center. If you live outside of Central Ohio, tests can be proctored at an approved testing site. Some web courses require you to collaborate in real time with your classmates at specific dates and times using web-conferencing. To participate in a web course, you must have access to a computer and the internet coupled with basic computer knowledge.
- **Blended** – These courses combine the flexibility of an online class with a traditional on-campus classroom setting. On-campus sessions may be held in a classroom, lab, or at an external location such as a clinical site for health-related classes.

Admissions and registration procedures, tuition costs, and the difficulty of coursework are the same for online and traditional on-campus courses. Online learning courses are assessed an online course fee at the rate of \$10 per credit hour. Check the CSCC catalog for full degree and certificate programs offered online, or find more information at [global.csc.edu](http://global.csc.edu). For help with technology issues, contact the IT Support Help Desk at 614-287-5050.

## **Student Email**

Check your student email account frequently. Columbus State uses your student email to send you messages about your account, your student status, and reminders to help you achieve the success you expect.

Always use your student email to send messages to faculty and staff. Your student email quickly identifies your message as one coming from a student.

You can access your email by going to [mail.csc.edu](http://mail.csc.edu), clicking on the link in CougarWeb, or by clicking on the email link located in the upper right corner of the [csc.edu](http://csc.edu) homepage.

## Office 365

The Microsoft Student Advantage program provides access to full versions of Microsoft Office 365 ProPlus to all Columbus State students at no charge.

The Office 365 ProPlus subscription license includes:

- Office 365 ProPlus for PC (2016 – Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync)
- Office 365 ProPlus for Mac (2011 – Word, Excel, PowerPoint, Outlook)
- Office Mobile for iPhone/Android (Word, Excel, PowerPoint, OneNote, Lync)

The software has the same features and functions as other versions of Office and can be used offline. Students will need to connect to the Internet once every 30 days to verify that they are still eligible for the program. Find download instructions at [csc.edu/services](http://csc.edu/services) in the Technology section.

## Starfish®

The Starfish® is a student success tool. Access Starfish through Blackboard from the Tools menu on My CSCC tab. You can use Starfish to find and schedule appointments with advisors and other people in your Success Network, access your Success and Career Plans, request help, and view feedback from your instructors.

## Cougar Connect

Cougar Connect is a web-based platform that allows members of the College to connect with organizations, departments, and students on campus. You can join a club or department's page and learn about their activities, communicate with members and sign up to attend campus events. You can find volunteer opportunities, track all of your service hours, and then, make an e-portfolio to showcase your work and involvement. To access Cougar Connect, go to [csc.edu/connect](http://csc.edu/connect).

## Questions?

Many questions can be answered by using the information and tools in your College Catalog, CougarWeb account, or at [csc.edu](http://csc.edu). You may also want to check out the useful links found at [csc.edu/helpdesk](http://csc.edu/helpdesk).

When you have additional questions, contact the following resources:

### ON THE COLUMBUS CAMPUS:

Student Central  
 Madison Hall Upper Level  
 614-287-5353 • [Information@csc.edu](mailto:Information@csc.edu)  
[csc.edu/studentcentral](http://csc.edu/studentcentral)

### ON THE DELAWARE CAMPUS

Student Services, Moeller Hall Lobby  
 740-203-8345 • [delaware@csc.edu](mailto:delaware@csc.edu)  
[csc.edu/delaware](http://csc.edu/delaware)

## REGIONAL LEARNING CENTERS (RLC)

Dublin 614-287-7050

Reynoldsburg 614-287-7200

Southwest at Bolton Field 614-287-7102

SW Center at Grove City 614-281-7200

Westerville 614-287-7000

**csc.edu/rlc**

## TECHNICAL QUESTIONS

Computer Commons, Center for Technology and Learning, Room 116, Columbus Campus

Learning Center, Moeller Hall, Delaware Campus

614-287-5050 | [helpdesk@csc.edu](mailto:helpdesk@csc.edu) | [csc.edu/helpdesk](http://csc.edu/helpdesk)

# Career Services

Nestor Hall 108 & 113, Columbus Campus, 614-287-2782

Moeller Hall Student Services, Delaware Campus, 740-203-8345

[csc.edu/services/careers](http://csc.edu/services/careers)

Career Services offers a suite of programs and services to currently enrolled students, recent alumni, faculty, staff, and employers.

## SERVICES FOR STUDENTS

- Major and Career Exploration
- Career Assessments and Counseling
- Career Success Plans
- Resume Review
- Interview Coaching and Practice
- Labor Market Information Resources
- Career Development Workshops
- Job Search Strategies
- Job Postings
- Career Fairs
- Mentorship Opportunities
- Externships / Job Shadowing
- Dress for Success Referrals

## STUDENT EMPLOYMENT

Student Employment is another resource available to help currently enrolled students gain valuable work experience and relieve some of the cost of completing their degree. The type of employment varies according to the student's enrollment level at the college, and whether the student was awarded Federal Work Study as a portion of their Financial Aid. Students who want to search for jobs should visit [jobs.csc.edu](http://jobs.csc.edu) and search "Student Employment" under "Employment Type."

Student Employment services include:

- Job Postings (on campus and with select community partners)
- Advising on Federal Work Study Eligibility
- Professional Development Opportunities

#### SERVICES FOR FACULTY & STAFF

- Classroom Presentations
- Student Organization Presentations
- Career Services Assistance for Campus Events
  - Career Services Information/Resource Tables
  - Resume Reviews or Mock Interviews for Campus Events
- Federal & College Work Study: Hiring manager support for job postings, selection/hiring, and managing students

#### SERVICES FOR EMPLOYERS & COMMUNITY

- Career Quest Online Job and Internship Posting System
- Career Fairs
- Recruitment Tables
- Community Work Study Partnerships

## Educational Goals

When continuing on your educational journey, it is good practice, just like in setting career goals, to set **SMART** goals: goals with **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely components which makes achieving your goal possible.

### Educational Plan:

In order to accomplish your educational goals, you need to gather information to develop a successful educational plan. This would include determining which degree or certificate your career goals require and creating a semester-by-semester plan, using your Degree Audit system and the College Catalog. Be sure to see your academic advisor when creating, editing, and adjusting your plan. This meeting is also a great opportunity to discuss course pre-requisites and to create a manageable course load based on your other commitments.

### Transfer Resources and Options

Transfer Center

Aquinas Hall 126, Columbus Campus, 614-287-2847

Moeller Hall, Delaware Campus, 740-203-8345

The Transfer Center is the centralized location for transfer information on the Columbus Campus. College Admission representatives may visit our Delaware Campus and Regional Learning Centers.

Columbus State has transfer agreements with dozens of four-year universities, and Preferred Pathway agreements with nine area universities. Our Associate of Arts / Associate of Sciences degree fulfill the first two years of a bachelor's degree at any

public university in Ohio. And all of our Career Program degrees have transfer options as well. Explore transfer options and connect with four-year partners at [csc.edu/transfer](http://csc.edu/transfer). Additionally, you can create your own personalized transfer plan at [transferology.com](http://transferology.com).

Admissions representatives and academic advisors from public and private colleges visit Columbus State every semester to recruit our students for transfer. Students can meet with these representatives at any point in their Columbus State experience. You do not have to be accepted to any of the colleges that visit and no appointment is necessary.

When researching transfer colleges and universities, gather answers to the following questions:

- What are the features, such as size, cost, and location, of the institution?
- What is the process for admission and are there special admission requirements for my major?
- What are the specific degree requirements for my major?

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## College Success

Columbus State is committed to helping you be a successful student and reach your educational goals. In addition to previous handbook sections, this section provides important strategies which will help you now and in the future. Ask yourself the following questions:

What skills do I have, and how can I develop additional skills for success?

How do I currently manage my time and responsibilities?

What resources are available to me at Columbus State to help me in and outside of the classroom?

### **TIME MANAGEMENT**

Good time management is one of the keys to determining your level of success. Often, students underestimate the amount of time they will need to devote to their studies to be successful. **Plan to study for 2-3 hours a week for each credit hour you are enrolled.** For example, if you enroll in 12 credit hours (full-time student status) you should spend approximately 24-36 hours a week studying in addition to class time. Math, science, and condensed term courses typically demand more time per week, but each class varies based on course and instructor expectations.

## Course Credit Hours Study Time

COURSE	CREDIT HOURS		STUDY TIME
<i>ex. ENGL 1100</i>	3	x 2 or 3 =	6–9 hours
		x 2 or 3 =	
		x 2 or 3 =	
		x 2 or 3 =	
		x 2 or 3 =	
		x 2 or 3 =	
<b>TOTAL:</b>			

**TIME MANAGEMENT ASSESSMENT**

There are 168 hours in a week. Use the following assessment to see how you spend your time.

<b>Class:</b> hours per week you are in class		_____
<b>Study:</b> hours per week you study		_____
<b>Work:</b> hours per week		_____
Sleep per day	_____ x 7	_____
Commute/Walking Time per day	_____ x 7	_____
Meals (including snacking) per day	_____ x 7	_____
Personal Care: bathing, laundry, house care per day	_____ x 7	_____
Scheduled Meetings/ Extracurricular/Clubs per day	_____ x 7	_____
Exercise/Sports per day	_____ x 7	_____
Fun/Hanging out with friends per day	_____ x 7	_____
Online Time/Facebook/Twitter/etc. per day	_____ x 7	_____
Watching TV/Movies per day	_____ x 7	_____
Phone (texting, games, apps) per day	_____ x 7	_____
Family Time per day	_____ x 7	_____
Other _____ per day	_____ x 7	_____
Other _____ per day	_____ x 7	_____

**Total Number of Hours** (168 in one week): \_\_\_\_\_

Remember to plan your time with your goals in mind! Here are a few tips for time management success:

- **Use a planner.** Enter all your assignments at the beginning of each term.

- **Prioritize.** Make a daily/weekly to do list. Ask yourself, “What is most important today?”
- **Overcome procrastination.** Do the task you don’t want to do first and reward yourself with a more enjoyable activity. Study your hardest subject at the time when you at your best performance level.
- **Be prepared.** Always take an assignment with you. You never know when you will “find” some time to study.
- **Plan down time and breaks.** A good balance between work/school and life is important.
- **Avoid cramming!** Remember to spread your study time out over the week.
- **Know!** Find important Columbus State dates and deadlines at [csc.edu/calendar](http://csc.edu/calendar)

## Student Success Workshop

The College provides a Student Success Series booklet at the beginning of each term. This publication will detail the workshops that are offered for term. Attending workshops and getting involved at Columbus State is not only beneficial to you as a student, but can provide opportunities that last long after graduation. The topics may include:

- Academic Planning and Skill Building
- Campus and Community Engagement
- Career and Leadership Development
- Diversity and Global Awareness
- Health and Wellness
- Finances

Check with student service areas around campus for more information.

## Resources for Success

Familiarize yourself with the Columbus State resources devoted to the achievement and success of every Columbus State student. Below is a list of some of the most frequently used services. You can find additional resources online at [csc.edu/services](http://csc.edu/services).

### CATALOG

The catalog contains important information for whatever program of study you choose. It provides course descriptions and prerequisites, the academic credits to be earned, and which term each course is offered. You must complete all the requirements outlined in the Plan of Study in the official College Catalog that was in effect at the time you enrolled in your degree or certificate program. The college catalog can be viewed at: [csc.edu/catalog](http://csc.edu/catalog)

### ACADEMIC ADVISING

Academic advisors support Columbus State’s diverse student population in achieving lifelong educational, career and personal goals.

Advisors offer a full range of guidance and planning services to assist students in the following ways:

- Interpreting placement test results

- Understanding program requirements
- Developing an academic plan for degree and/or goal completion
- Accessing College resources
- Clarifying academic policies and procedures
- Addressing academic difficulty
- Using transfer resources

### **CENTER FOR ADVISING, SUPPORT AND EXPLORATION (CASE)**

Aquinas Hall, 116, Columbus Campus  
614-287-2668 | [cscc.edu/case](http://cscc.edu/case)

CASE advisors work with new, undecided and transient students.

### **ARTS AND SCIENCES ADVISORS**

Union Hall, 048K, Columbus Campus  
[cscc.edu/services/advising/asadvisors.shtml](http://cscc.edu/services/advising/asadvisors.shtml)

The Arts & Sciences Advising Team assists students with academic planning for Associate of Arts and Associate of Science degree completion at Columbus State. We are assigned to students as early as their second semester here.

### **BUSINESS PROGRAMS AND ENGINEERING TECHNOLOGIES ADVISORS**

Delaware Hall, 205, Columbus Campus, (Engineering)

Delaware Hall, 259, Columbus Campus, (Business Programs)

Eibling Hall, 307, Columbus Campus, (Computer Science and Medial Creation & Tech)

[cscc.edu/services/advising/be-advising.shtml](http://cscc.edu/services/advising/be-advising.shtml)

Business Programs & Engineering Technologies Advising assists students who plan to enter those fields. We advise students who have recently been admitted until they are accepted into their programs and receive a faculty advisor.

### **HEALTH AND HUMAN SERVICES ADVISORS**

Union Hall, Room 477, Columbus Campus  
614-287-2779 | [cscc.edu/hhs-advising](http://cscc.edu/hhs-advising)

The Health and Human Services Advising Team provides advising for degree and certificate programs offered by the Health and Human Services division at Columbus State.

### **DELAWARE CAMPUS STUDENT SERVICES ADVISORS**

Moeller Hall, Delaware Campus  
740-203-8345 | [cscc.edu/delaware](http://cscc.edu/delaware)

Student Services Advisors can help you with questions about programs and admission requirements, financial aid and fee payment, academic progress and general advising, and assist with signing up for classes.

## **REGIONAL LEARNING CENTER ADVISORS**

Academic advisors are also available at the Regional Learning Centers listed below. Call ahead for hours.

**Dublin Regional Learning Center:** 614-287-7050

**Reynoldsburg Regional Learning Center:** 614-287-7200

**Westerville Regional Learning Center:** 614-287-7000

## **CAREER SERVICES**

Nestor Hall 108 & 113, Columbus Campus

614-287-2782 | [csc.edu/career](http://csc.edu/career)

Refer to Career Services, page 10

## **COLLEGE CREDIT PLUS**

Center for Workforce Development Annex, 1003, Columbus Campus

614-287-5439 | [csc.edu/CCP](http://csc.edu/CCP)

Columbus State welcomes middle and high school students who meet the eligibility requirements for both admission to the College and enrollment in college courses prior to high school graduation. Students interested in the College Credit Plus program must follow the steps required by their school district to fulfill all high school graduation requirements, and they must complete the College enrollment process to successfully earn free, transcribed college.

Students should consult with their high school counselor to learn which courses meet graduation requirements and discuss with a College advisor to learn which courses are available within a particular program of study. College Credit Plus students are expected to enroll in a cohesive set of college classes that are part of a pathway leading to a credential and a career. High school and college GPA, academic record, and financial aid opportunities will be impacted by participation in College Credit Plus. College Credit Plus students have the same rights, privileges, and responsibilities as any other college students and are held to the same standards.

## **COMMUNICATION CENTER**

Union Hall, 052, Columbus Campus

614-287-5391 | [csc.edu/commcenter](http://csc.edu/commcenter)

The Communication Center offers free tutorial services for students and faculty who are seeking help with the public speaking process, or with other presentations or theatrical recitations. Hours of operation vary by semester.

To make an appointment or cancel an existing appointment, log into Blackboard and select Starfish. The Starfish link can usually be found under the “Tools” header on the Blackboard home page.

## **COMPUTER LABS**

Columbus State has nearly 50 computer labs on campus available for student use; including 10 Mac’s in the Center for Technology and Learning 116. Some labs dedicated to a particular technology are limited access. General labs can be found in almost every building on our Columbus and Delaware campuses as well as Regional Learning Centers. Many labs feature popular Microsoft and Adobe software

along with assistive technology programs for student use. Fast print is available in the Center for Technology and Learning 116. A valid Student ID card is required in order to use the computer labs. Food is not permitted in computer labs.

Locations and hours can be viewed online:

- Columbus Campus Computer Labs: [csc.edu/computerlabs](http://csc.edu/computerlabs)
- Delaware Campus Computer Lab: [csc.edu/about/delaware/learning-center.shtml](http://csc.edu/about/delaware/learning-center.shtml)
- Regional Learning Center Computer Labs: [csc.edu/rlc](http://csc.edu/rlc)

Walk-in support for students, staff and faculty is available in the computer commons or Cyber Café in the Center for Technology and Learning 116, and Learning Center on the Delaware campus. Staff can get help with issues such as software installation, downloading Office 365, connecting to the campus network, passwords/log-in, Blackboard, e-mail questions, etc.

## COUNSELING SERVICES

Nestor Hall, 010, Columbus Campus  
614-287-2818 | [csc.edu/counseling](http://csc.edu/counseling)

The Counseling Center provides a safe and confidential environment where students can explore personal concerns in efforts to increase life balance as established through satisfying relationships, improving academic performance, setting personal goals, gaining self-awareness, and making effective and satisfying life choices. Our trained licensed mental health professionals are available to help students work through an array of mental health and substance abuse issues. Students seeking counseling services should call 614-287-2818 or stop into the Counseling Services Center location in Nestor Hall Room 010 (lower level) to schedule an appointment. **If at any time you are experiencing a mental health or substance abuse crisis, please call 911 or go to your nearest emergency room.** You may also contact Nctcare at 614-276-2273 or the Columbus State Police Department at 614-287-2525.

## DISABILITY SERVICES

Eibling Hall 101, Columbus Campus  
Intake Specialist: 614-287-2570,  
Testing Center Desk: 614-287-5089  
Video Phone: 614-429-1227  
[csc.edu/disability](http://csc.edu/disability)

Disability Services provides accommodations to currently enrolled, qualified Columbus State students. Students are required to provide appropriate documentation of their disability and register with the office to be eligible for academic accommodations. Please visit our web site for information regarding the registration process or contact our Intake Specialist. Please note that while a student can register with Disability Services at any time, accommodations are not retroactive.

Available services/accommodations include:

- Student advocacy
- Testing accommodations (e.g., extended time, distraction-reduced testing space, exams in alternate formats, etc.)

- Assistive technology software including JAWS (Job Access with Speech), Dragon Naturally Speaking, Read and Write, ZoomText, and Fusion
- Assistive technology hardware, including video magnifiers (CCTVs) and FM systems
- Alternate media (E-text, Braille, Large print)
- Sign language interpreting
- Captioning services
- Note-taking accommodations
- Resources on disability issues
- Other accommodations based on need

## **LIBRARY**

Columbus Hall, Columbus Campus  
Circulation Desk: 614-287-2465  
Reference Assistance: 614-287-2460

Moeller Hall Learning Center, Delaware Campus  
740-203-8183

### **library.csc.edu**

Library services are arranged so that the Circulation Desk, located inside the main entrance on the first floor of Columbus Hall, can be used as the first point for questions if you are unsure where else to start. Librarians are available to help students navigate the research process, cite sources, and work with library technologies.

The Library provides access to information through print and electronic resources, such as OhioLINK, which allows students to initiate loan requests for materials from other university, college, and state libraries. In order to check out materials, students must present an official picture ID (Student ID or driver's license). A Cougar ID number serves as the student's library account number and allows access to library databases off campus. The circulation period for books is three weeks; DVD's for one week. Some textbooks are available for 2-hour in-library use.

The Library features unique spaces which include group study rooms, a silent study room, and the Multimedia Support Center and Studio.

The Learning Center at the Delaware Campus provides a complete range of library services, with librarians available to support students with their research assignments. The Library has a collaborative agreement with the Delaware County District Library (DCDL), which maintains a popular reading collection in the Learning Center. Columbus State students have the opportunity to sign up for a DCDL library card to borrow and request DCDL materials at the Learning Center.

## **STUDENT CENTRAL**

Madison Hall, Upper Level, Columbus Campus  
614-287-5353 | [information@csc.edu](mailto:information@csc.edu) | [csc.edu/studentcentral](http://csc.edu/studentcentral)

Visit Student Central for help with:

- Financial Aid, including help filing the FAFSA
- Registration, including help with CougarWeb and scheduling classes

- Student Records
- Student ID Cards

## **TRIO PROGRAMS, STUDENT SUPPORT SERVICES**

Franklin Hall, 223, Columbus Campus

614-287-5777 | [csc.edu/trio](http://csc.edu/trio)

The Student Support Services (SSS) is a federally-funded program that serves first generation and/or low-income students. Through individualized attention and counseling, supplemental tutoring, success workshops, and special events, TRIO staff help students succeed at CSCC and beyond. Information sessions about eligibility for this exciting opportunity are offered throughout the year.

## **TUTORING SERVICES**

Center for Workforce Development, 1095, Columbus Campus, 614-287-2474

Moeller Hall Learning Center, Delaware Campus, 740-203-8183

[csc.edu/tutoring](http://csc.edu/tutoring)

Tutoring services provide services with the opportunity to learn and grow at CSCC and to become academically successful. Tutoring services are available at the department level, student-led support (Peering Tutoring and Supplemental Instruction) and online tutoring (NetTutor). A comprehensive semester listing can be found at the tutoring website.

- Business Programs (Accounting, Business Office Applications, Business Management & Finance)
- Communication Center
- Computer Science (CSCI)
- Developmental Education Mathematics-Learning Skills Center
- Developmental Education Reading/Writing-Learning Skills Center
- Delaware Campus Tutoring
- Economics Tutoring
- Integrated Media & Technology
  - Interactive Media (IMM) & Digital Graphics (DDG)
  - Digital Photography (FOTO)
- Mathematics Department Tutoring (Learning Resource Center)
- Paralegal Studies
- Science: Biological Science and Physical Sciences
- Student Academic Success
  - On-line Tutoring-NetTutor
  - Student-Led Assistance
    - Peer Tutoring (various courses)
    - Supplemental Instruction (various courses)

## WRITING CENTER

Columbus Hall 102, Columbus Campus | 614-287-5717 | [csc.edu/writing](http://csc.edu/writing)  
 Moeller Hall Learning Center, Delaware Campus | 740-203-8183  
 Regional Learning Centers: Location varies by semester

Tutors provide free one-on-one assistance with a variety of assignments such as essays, research papers, reports, resumes, business letters and scholarship applications. Students may schedule appointments online via Starfish or by contacting the Writing Center. Appointments are typically one half-hour in length, and students may schedule up to three appointments each week.

To make the most of your appointment, plan to arrive about 10 minutes early. Bring a copy of any work you have already started, your assignment, textbooks, and any class notes or feedback. If you have time, schedule a follow-up appointment to review any additions or revisions you make after your tutoring session.

## Academic Procedures for College Success

The College has policies and procedures in place to ensure student success. The student's actions, such as class attendance and study habits, also impact how successful they will be.

### CLASS ATTENDANCE

Students are expected to attend all of their scheduled classes. Official attendance policies are defined by each College department. It is the student's responsibility to check with the instructor to clarify the attendance policy for their class.

### GRADE POINT AVERAGE (GPA)

Students should always be aware of their academic standing and Grade Point Average (GPA). At the end of each academic term, students will receive an email indicating that their grades have been posted. Students may access their grade report online through CougarWeb.

To determine your GPA:  $\text{Course credit hours (multiplied by) course grade point value} = \text{total grade points}$ .  $\text{Total grade points (divided by) total credit hours} = \text{cumulative GPA}$ . Grade Point value: A=4, B=3, C=2, D=1, and E=0. Below is an example:

COURSE	CREDIT HOURS	GRADE RECEIVED/ POINTS	GRADE POINTS
ENGL 1100	3	A (4)	12
MATH 1050	5	C (2)	10
PSY 1100	3	B (3)	9
COLS 1100	1	A (3)	3
<b>TOTAL:</b>	12		34

Divide the total grade points, 34, by the total credit hours, 12, which calculates the GPA= 2.83

Cumulative Grade Point Average (GPA) is a weighted average of all "for credit" college courses. This means a grade in a four (4) credit hour course will impact the student's GPA more than the same grade in a two (2) credit hour course.

## SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is defined as progress in credit courses taken at the College that result in the credit hour to grade point average (GPA) ratio as specified by the Standards of Satisfactory Academic Progress. Maintaining satisfactory progress ensures that you are staying on track to have the GPA required for graduation. Programs may have additional academic progress requirements for students which must also be followed.

### *Standards of Satisfactory Academic Progress*

TOTAL CREDIT HOURS (TOTAL GPA CREDITS)	GRADE POINT AVERAGE (GPA)
1 - 16	1.50
17 - 32	1.60
33 - 43	1.75
44 - 54	1.90
55 hours or more	2.0

## Academic Standings

### ACADEMIC WARNING

For any semester in which a student's grade point average for the term drops below 2.00, they will be placed on academic warning. If a student is placed on academic warning they will receive an email through their student email account.

### ACADEMIC PROBATION

A student who is beyond their first semester is placed on academic probation when their cumulative grade point average is below that designated by the Standards of Satisfactory Academic Progress. The student will be restricted from registering for classes until they meet with an academic advisor in the student's division advising unit for an academic intervention. This restriction also applies to students on academic probation who have already registered for classes for the next semester and attempt to add a class. A student who has been placed on academic probation will have 24 attempted credit hours to improve their cumulative grade point average to that designated by the Standards of Satisfactory Academic Progress.

### ACADEMIC DISMISSAL

A student will be academically dismissed from the College if, after being placed on academic probation and registering for 24 additional credit hours, the student's cumulative grade point average remains below the designated Standards of Satisfactory Academic Progress. A student who is academically dismissed from the College will not be permitted to enroll the following semester. If the student has already registered for the next semester, their courses will be dropped and the student will not be permitted to attend. The student may petition for readmission according to college procedures.

## **Readmission after Academic Dismissal**

### **PETITION FOR READMISSION**

*(First Dismissal)*

A Petition for Academic Readmission must be submitted prior to the semester for which the student seeks readmission. At least two college reviewers will determine conditions under which the student may return. If a student is readmitted to the College, the student then is able to schedule classes and pay fees. The student must make satisfactory progress in accordance with the Standards of Satisfactory Academic Progress and meet the conditions as specified on the Petition for Academic Readmission.

### **PETITION FOR ACADEMIC REVIEW**

*(Second Dismissal)*

A student will be placed on academic review if, after being dismissed from the College, both the student's term and cumulative GPA fall below the designated requirement. A student placed on academic review will not be permitted to enroll the following two semesters. If the student has already registered for the next semester, their courses will be dropped and the student will not be permitted to attend. The student may start the Petition for Academic Review by visiting the Center for Advising, Support, and Exploration (CASE) in Aquinas Hall 116.

### **DISMISSAL AFTER ACADEMIC REVIEW**

*(Third Dismissal)*

Failure to satisfy the requirements of the academic review board will result in a third academic dismissal. A student dismissed for the third time may apply for re-admission after they are separated from the College for 24 consecutive months.

### **READMISSION DEADLINE**

*(For Academic Dismissal and Academic Review)*

Autumn Semester 2018: June 28, 2018

Spring Semester 2019: November 15, 2018

Summer Semester 2019: March 28, 2019

## **Fresh Start Rule**

The Fresh Start Rule is intended to help students who were unsuccessful in their previous academic attempts. Grades of "D," "E," or "U" may be expunged from the student's record if the specified conditions are met. The two primary conditions are: the student must have been away from the College a minimum of 24 consecutive months and, since returning, the student must have earned at least 12 credit hours with grades of "C" or better. Additional requirements are outlined on the Fresh Start Rule Petition. A student may use the Fresh Start Rule only one time. The form which gives complete guidelines can be obtained from Student Central in the upper level of Madison Hall, Delaware Student Services, or online at [csc.edu/services/registrar](http://csc.edu/services/registrar). Click on "Fresh Start Petitions" under "Processes".

## Repeating a Course

A student may repeat a course. Only the repeated course grade received will be used to compute the overall grade point average, but both grades shall remain a part of the student's transcript. Please check with Student Central or Delaware Student Services to determine how repeating a course will impact eligibility.

## Withdrawing From a Course

To drop or withdraw from a class, students may:

- Call the Telephone Information Center at 614-287-5353
- Complete a Registration Add/Drop Form at any one of these locations:
  - (1) Student Central, Madison Hall, Upper Level (Columbus Campus), (2) Student Services in Moeller Hall (Delaware Campus), or (3) at one of the Columbus State Regional Learning Centers.
- Students may also withdraw online via CougarWeb.

Failure to follow official withdrawal procedures will result in a failing grade.

## Graduation

Each student who wishes to graduate must obtain a Petition to Graduate form on CougarWeb at the beginning of the semester prior to the one in which the student intends to graduate. (\*See note regarding summer semester graduates.) Students can also complete an online Petition to Graduate form, by accessing their self-service account at [selfservice.csc.edu](http://selfservice.csc.edu).

The student should meet with their academic advisor or faculty advisor for the evaluation of all course work completed, review of cumulative grade point averages, and review of courses for which they are registered the current semester to determine eligibility for graduation. The Petition to Graduate form must be returned to Student Central in upper level of Madison Hall, at Student Services on the Delaware Campus, or submitted online by the published deadline for the intended semester of graduation.

After review by The Office of the Registrar, the student's copy will be returned by mail, indicating graduation eligibility.

### **PETITION TO GRADUATE DEADLINES:**

Autumn Semester 2018 Graduation: September 21, 2018 before 4:30 p.m.

Spring Semester 2019 Graduation: February 8, 2019 before 4:30 p.m.

Summer Semester 2019 Graduation: June 7, 2019 before 4:30 p.m.\*

\* NOTE: A commencement ceremony will not be held for summer semesters. Students graduating during summer semester may attend the autumn semester commencement ceremony.

# Money Matters

Financing your college education is an important factor in your college success. If you are worried about how you are going to pay for your courses, this can distract you from focusing on your studies. The following information can help you understand the cost of your education and the resources available to assist you.

## Tuition and Fees

Information on tuition and fees is published yearly in the College Catalog and can be found online at [cscs.edu/tuition](http://cscs.edu/tuition).

### HOW TO PAY FEES

IN PERSON	PHONE
<p><b>Columbus Campus:</b> Cashiers and Student Accounting Office Rhodes Hall</p>	<p><b>Telephone Information Center (TIC)</b> 614-287-5353 or 740-203-8000</p>
ONLINE	DROP BOX
<p><b>Via CougarWeb:</b> <a href="http://cougarweb.cscs.edu">cougarweb.cscs.edu</a> Click on: Manage My Account</p>	<p><b>Delaware Campus:</b> Moeller Hall</p>

The accepted forms of payment are check, debit card, money order, or credit card; cash is accepted only at the Columbus Campus.

### TUITION PAYMENT OPTIONS

#### 1. Payment in Full

Once you have registered for classes, you can view your tuition and fees balance on CougarWeb by clicking on “Manage My Account.” Payment in full, including sponsor vouchers, may be submitted at any time prior to the fee payment deadline, using any of the methods outlined above.

#### 2. Partial Payment Options

You may submit multiple partial payments up until the fee payment deadline. All fees must be paid in full by the fee payment deadline. You can find fee payment deadlines on the Academic Calendar at [cscs.edu/academics/calendar](http://cscs.edu/academics/calendar). For courses registered after the fee payment deadline, fees should be paid the day of registration.

#### 3. Extended Payment Plans

The Extended Payment Plan allows students to extend payments into the semester, past the fee payment deadline. Only students in good financial standing with the College are eligible to participate. The last day to enroll in the Extended Payment Plan is 15 days prior to the start of the semester. You must enroll in a new Extended Payment Plan each semester. Enrollment in the Extended Payment Plan is completed through CougarWeb.

#### 4. Payment Deferral Option

The Payment Deferral Option lets you defer your tuition and fees beyond the fee payment deadline and into the term. It's a non-structured payment option with no established installment amounts, only a final due date, acceptance of a Statement of Financial Responsibility and a set-up fee of \$115 is required. Students can make payments of any amount up to the extended due date.

**Note: The last day to enroll in the Payment Deferral Option is the Fee Payment Deadline. You must select a new Payment Deferral Option each semester.**

For information on Fee payment option visit: [csc.edu/paymentoptions](http://csc.edu/paymentoptions) for details.

## Questions About Your Bill or How to Pay?

**Cashiers and Student Accounting** - Rhodes Hall, 2nd floor, Columbus Campus  
614-287-5658 / 614-287-5353 / 740-203-8000

Cashier Services accepts payments for tuition and student fees, parking permits, replacement identification (ID) cards, proctored testing and other college-related exam fees. You may purchase a book of forever postage stamps and Certificates for Massage Services at the Cashier window.

Student Accounting Services processes Extended Payment Plans, Payment Deferral Option, Sponsor Vouchers and Credit Bank hours. They also issue refunds and process the 1098-T statements. For more information, please visit [csc.edu/cashiersandstudentaccounting](http://csc.edu/cashiersandstudentaccounting).

## Financial Aid Resources

### Financial Aid Department

Madison Hall, Student Central, Columbus Campus | 614-287-5353  
Moeller Hall, Student Services, Delaware Campus, 740-203-8345

Applying for federal student aid starts with completing the Free Application for Applying for federal student aid starts with completing the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](http://fafsa.gov). To have the results sent to Columbus State, include our Federal code (**006867**). After we receive the results, you can manage the Financial Aid process from application to completion, 24/7, from any computer. Information is easily accessible on your CougarWeb account through the Financial Aid Self-Service link where an interactive checklist provides all the steps, in proper sequence, necessary to complete the process. If you are required to complete verification, electronic forms are available to save time. Once you have completed all required steps and are eligible for aid, you can view, print, and accept and/or decline your aid all in one place.

### FINANCIAL AID IS AVAILABLE IN FOUR FORMS:

**Grants:** Grants are awarded to students who have financial need as determined by completion of the FAFSA. Grants are often called “gift aid” because it is money that doesn’t need to be repaid (unless, for example, you withdraw from school and have to return money).

**Scholarships:** Scholarships are awarded on a wide variety of criteria. Generally, they do not have to be repaid; however, in certain instances, repayment might be necessary.

**Loans:** Loans are borrowed funds and must be paid back with interest at a later date.

**Federal Work Study:** Federal Work Study is a work program through which you earn money to help pay for school. Part-time jobs may be available on campus and off campus through a network of nonprofit partnerships.

## **ELIGIBILITY REQUIREMENTS FOR FEDERAL STUDENT AID**

Most students are eligible for federal student aid if they meet the following criteria:

- High school graduate or possess a GED
- Enrolled in an approved program of study
- Taking classes that apply to their declared program of study
- U.S. citizen or eligible noncitizen
- Males must comply with current Selective Service requirements
- Not in default on any student loans or owe a refund on any Title IV program
- Meeting the Standards of Academic Progress (SAP) policy. This policy can be found on the Columbus State Financial Aid Office website, [csc.edu/financialaid](http://csc.edu/financialaid)

Need More Information? Learn about financial aid and general financial literacy through short videos available at [csc.financialaidtv.com](http://csc.financialaidtv.com)

## **FINANCIAL AID DISBURSEMENTS**

Available financial aid is transmitted toward tuition and fees beginning 10 days before the start of each semester. Check the status of your financial aid payments in CougarWeb by clicking on “Manage My Account.”

Special notes about federal student loans:

- First time borrowers must complete Loan Entrance Counseling. Additionally, first-time borrowers (or if it has been over 10 years) must complete a Master Promissory Note (MPN). Notification of this requirement will be listed on Financial Aid Self-Service on your CougarWeb account. You are required to use your FSA ID (Federal Student Aid ID) from the U.S. Department of Education to complete these processes.
- Students who are first-time borrowers must wait 30 days after the first day of the semester to receive the first disbursement of the loan. Check CougarWeb for Advanced Funding Options. For additional information, please contact Student Central, Columbus Campus or Student Services, Delaware Campus.

For more information on disbursements, using your excess financial aid at the Bookstore, signing up for Direct Deposit, and more, please visit [csc.edu/financialaid](http://csc.edu/financialaid).

## Scholarships

Rhodes Hall, Lower Level, Columbus Campus  
Moeller Hall, Student Services, Delaware Campus

The Columbus State Foundation, Inc. in conjunction with the Financial Aid Office, coordinates several hundred scholarships that are awarded annually. For a full listing of scholarships and for more information about all opportunities, please visit: [cscc.edu/scholarships](http://cscc.edu/scholarships)

## Military and Veterans Services

Delaware Hall, 156, Columbus Campus, 614-287-2644  
GI Bill Office - Union Hall 048, Columbus Campus

Moeller Hall, Student Services, Delaware Campus, 740-203-8345

Are you eligible to receive Department of Defense (DoD) or Department of Veterans Affairs (DVA) education benefits? You must register with the Military and Veterans Services Department in order to utilize your benefits at Columbus State Community College. Apply online for your DoD or VA education benefits at least six weeks before your first semester to allow for timely receipt of payments, the Request for VA Certification Form must be completed and submitted prior to each semester. For information, please visit [cscc.edu/admissions/militarystudents/forms](http://cscc.edu/admissions/militarystudents/forms).

## Career Services - Student Employment

Nestor Hall 108 & 113, Columbus Campus  
614-287-2782

For more information, see Student Employment in the Career Services section on page 10.

# Student Leadership

## Clubs and Organizations

Student Engagement and Leadership Office (SEaL)  
Nestor Hall 116, Columbus Campus  
614-287-2637 | [csc.edu/connect](http://csc.edu/connect)

Organizations and clubs provide students with a valuable opportunity to get involved in campus life by participating in various organizations geared to specific interests, including career, recreation and more. SEaL can assist with information about creating a new club or organization also.

## College Recreation and Wellness

Delaware Hall 083, Columbus Campus  
614-287-2083 | [csc.edu/campus-life/crw](http://csc.edu/campus-life/crw)  
Inquiry: [csc.crw@csc.edu](mailto:csc.crw@csc.edu)

Columbus State Community College offers a wide variety of health, wellness and fitness courses for students, faculty and staff. The Department of College Recreation and Wellness has open gym hours/recreation classes, intramural sports, personal training and Columbus Campus and Delaware Campus fitness centers. We encourage the use of our facilities and classes to help promote a healthier lifestyle. A current CSCC ID is required for all activities.

## Diversity Peer Educators

Global Diversity and Inclusion  
Franklin Hall 223, Columbus Campus, 614-287-2426  
[csc.edu/campus-life/diversity/diversity-peer-educators.shtml](http://csc.edu/campus-life/diversity/diversity-peer-educators.shtml)

The Diversity Peer Educator (DPE) program is a student leadership position that allows students to be at the forefront of developing cultural competency and an appreciation for diversity at Columbus State.

Diversity Peer Educators help to facilitate:

- M.A.N. Initiative Mentorship Program
- Safe Zone Workshops
- Women's Connection Mentorship Program
- The Dream Network
- PONO Learning Community

## Peer Advocates

Student Advocacy Center  
Aquinas Hall, Room 116, Columbus Campus  
614-287-5192 | [peeradvocates@csc.edu](mailto:peeradvocates@csc.edu)

Peer Advocates are student employees in Student Advocacy who provide peer-to-peer support and help students troubleshoot issues, learn about resources/services, and build skills for success. They provide direct support to students and

connect with them individually and in groups through office hours, outreach activities on campus, classroom interactions and presentations, and assisting in Student Central.

Peer Advocates help students:

- Adjust to college
- Navigate college processes
- Address challenges and barriers to their success
- Learn tips and tools for academic success (e.g., time management, organizational skills, study skills)
- Set realistic goals and expectations
- Develop action plans
- Effectively communicate with college personnel and faculty
- Connect to helpful college and community resources
- Apply for state assistance programs through the Ohio Benefit Bank

Appointments are recommended (required for Ohio Benefit Bank assistance), but walk-in services may be available. To schedule an appointment, email [peeradvocates@csc.edu](mailto:peeradvocates@csc.edu) or call the Peer Advocate phone line at 614-287-5192 (please leave a message if a Peer Advocate is not available to take your call.)

## Intercollegiate Athletics

Delaware Hall 134, Columbus Campus  
614-287-5092 | [csc.edu/athletics](http://csc.edu/athletics)

Get in the Game! Columbus State fields seven intercollegiate sports: men's basketball, women's basketball, men's golf, women's golf, men's cross country, women's cross country and women's volleyball. In addition, Columbus State has an award-winning, co-ed cheerleading squad.

## Student Ambassadors Leadership Program (SALP)

Student Engagement and Leadership Office (SEaL)  
Nestor Hall 116, Columbus Campus  
614-287-3621 | [csc.edu/studentambassador](http://csc.edu/studentambassador)

The Student Ambassador Leadership Program provides a co-curricular opportunity that allows students to gain the knowledge, skills and experience needed to be effective leaders.

Applications for the Student Ambassador Leadership Program are available during the Spring Semester. To qualify for this program, you must be in good academic standing, and must be enrolled in at least six credit hours at Columbus State when applying. In addition, you must attend one of the information sessions given during the Spring Semester.

## Work Study (Federal and College Offerings)

Nestor Hall 108 & 113, Columbus Campus  
614-287-2782 | [csc.edu/workstudy](http://csc.edu/workstudy)

As a part of Columbus State's Career Services office, Student Employment is a resource that helps currently enrolled students find part-time employment opportunities on-campus and off-campus. Some positions are open to all students, while others may require a type of Financial Aid known as Federal Work Study. Applicants must be enrolled in a degree or certificate program at the College.



# Student Rights, Responsibilities and Code of Conduct

(Please refer to the website [cscs.edu/policy](http://cscs.edu/policy) for the most current policies and procedures and to [cscs.edu/studenthandbook](http://cscs.edu/studenthandbook) for the current, official Student Handbook.)

## AMERICANS WITH DISABILITIES ACT

AMERICANS WITH DISABILITIES ACT (ADA), THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973 (POLICY AND PROCEDURE 3-41)

### (A) PURPOSE

The Americans with Disabilities Act (ADA), the Americans with Disabilities ACT Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Columbus State Community College to comply with all federal and state laws concerning the employment, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment of persons with disabilities.

It is also the policy of Columbus State Community College to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College sponsored programs or services who have disabilities.

This policy speaks primarily to requesting a reasonable accommodation for a disability. Any individual with a disability who wishes to file a report about discrimination because of a disability should consult the Non-Discrimination/Anti-Harassment Policy 3-34 and the EEO/Title IX Reporting and Investigation Procedure 3-42.

### (B) REASONABLE ACCOMMODATIONS

It is the policy of Columbus State Community College to make reasonable accommodations as defined in this policy which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by the College. It is the intent of the College to provide accommodations to such applicants, employees, and students with a qualified physical, mental, or learning disability, unless to do so would fundamentally alter the nature of the employment, educational program or service; would result in an undue hardship to the College; or would result in a direct threat to the health or safety of the individual or others.

### (C) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

**Disability** - a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

**Major life activities** - include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

**Major bodily functions** - include but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

**Direct threat** - a significant risk to the health or safety of others that cannot be eliminated by a reasonable accommodation.

**Qualified individual** - an individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other College sponsored programs and services such that they can perform the essential functions of:

1. An employment position that such employee holds or an employment applicant wishes to hold.
2. An educational program or other College-sponsored program or service in which an indi-

vidual is enrolled or wishes to enroll or participates or wishes to participate.

3. Reasonable Accommodations - making appropriate and needed changes or modifications without imposing undue hardship so individuals with disabilities can enjoy the same rights and privileges of others without disabilities.

**Undue hardship** - an action requiring significant difficulty or expense to the College. Factors to be considered in determining whether an accommodation would impose an undue hardship include, but are not limited to:

The nature and cost of the accommodation.

1. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation.
2. The number of persons at such facility.
3. The effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
4. The overall financial resources of the College.
5. The number, type and location of facilities.
6. The composition, structure and functions of the workforce.
7. The ownership and/or lease relationship of the facility in which the College conducts business.

**Essential Functions of the Job** - those activities that are determined by the College to be essential or core to performing the job, completion of an academic program or participation in other College-sponsored programs or services. These functions cannot be modified.

Reasonable accommodations for qualified students shall include: those services or academic adjustments which will ensure the student has access to services or auxiliary aids which will afford them access to and allow them to benefit from educational programs or services; and that the student's participation in the delivery of educational programs or services is equal to those opportunities of students without disabilities.

1. All student applicants of educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the College requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the College. A student who is not satisfied with a determination about the request for accommodations should consult with Disability Services. The student may appeal the decision in accordance with the Student Complaint Policy 7-13.

#### **(D) PARTICIPANTS OF OTHER COLLEGE-SPONSORED PROGRAMS AND SERVICES**

Participants of other College-sponsored programs or services may request reasonable accommodations. Any College-sponsored program (job fair, open house, workshop, etc.) will include in their registration procedures the appropriate methods for participants to request reasonable accommodations.

All applicants of other College-sponsored programs and services who wish to request a reasonable accommodation should follow the procedures found in the Reasonable Accommodations Procedure 3-41 (A).

#### **(E) REPORTING ADA DISCRIMINATION**

Any individual with a disability who believes that they have been a victim of discrimination because of their disability should consult the Non-Discrimination/Anti-Harassment Policy 3-43 and the EEO/Title IX Reporting and Investigation Procedure.

### **ANIMALS ON CAMPUS**

#### **ANIMALS ON CAMPUS POLICY AND PROCEDURE 13-03**

This policy is intended to assure the College mission is not disrupted by a visiting animal, to protect humans from injuries and disease from animals, to protect the health and welfare of animals brought on the College campus, and to assure compliance with federal, state, and local regulations. This policy applies to individuals seeking permission to bring an animal not owned by the College onto campus for a temporary period of time.

This policy does not permit animals on College property or in buildings owned/operated by the College unless:

1. The animal is a service animal, assisting a person with a disability, and is therefore protected by the Americans with Disabilities Act (ADA) and Policy 11-05. A person with a disability does not require the permission of the College to bring a service animal on College property. A service animal is defined by the ADA as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”
2. The animal owner, or faculty member, has followed the Columbus State Community College Animals on Campus procedure to receive pre-approval for the purpose of bringing the animal(s) onto College property, assuring compliance with the Federal Animal Welfare Act.

This policy does not supersede federal, state, or local statutes.

### **Procedure 13-03 (A)**

1. The Columbus State Community College Police Department is designated to receive reports of stray animals, animal abuse, animal injuries, or injuries caused by animals on College property.
2. In accordance with the Americans with Disabilities Act (ADA), Columbus State’s Department of Disability Services is the designated department that administers the guidelines that provide for service animals on campus for students with disabilities. In addition, Human Resources and the ADA Coordinator’s office administer the guidelines for service animals for applicants to employment and employees on campus.
3. To receive approval to bring a non-service animal onto the College campus, the animal owner must:
  - a. Obtain a “Miscellaneous Animals On Campus Form” from Public Safety. If the animal is owned by the College, obtain a “Teaching Protocol Form TP-04A” from the Columbus State Police Department.
  - b. Provide documentation of current vaccinations and other health documents appropriate to the species as specified by the College’s attending veterinarian for the animal, as well as the above completed request for approval form(s).
  - c. Return the completed form(s) and documentation to the attending veterinarian at least three weeks prior to the date that the animal is requested to be brought onto College property.
4. After receipt of the above material:
  - a. The College’s attending veterinarian will review the request and work in conjunction with the Institutional Animal Care and Use Committee to reach a decision on the request and notify the requestor at least one week prior to the date the animal is requested to be brought onto College property.
  - b. The attending veterinarian will provide copies of the final decision to the Columbus State Police Department and to the requesting party.
5. The animal owner and/or person restraining the animal must have the approved “Miscellaneous Animals on Campus” form in their possession while on College property with a non-service animal.
6. An animal previously approved to be on College property may be removed from College property if the animal is not being cared for, the animal is showing signs of disease or undue distress, the animal has become a threat to the health or welfare of people or other animals, or the presence of the animal is in any way a disruption to the mission of the College. The Columbus State Police should be contacted to remove an animal from College property.

## CHILDREN ON CAMPUS

Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.

## CLERY REPORTING REQUIREMENTS

### CLERY CRIME AWARENESS AND CAMPUS SECURITY ACT

Federal legislation requires Columbus State Community College to maintain data on the types and number of crimes on College property as well as policies dealing with campus security. The Columbus State Police Department is responsible for the Clery Crime Statistics and Information (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, United States Code 20 U.S.C. 1092 [f]), and the Annual Security Report which is produced in collaboration with a cross-campus Clery Compliance Committee. To access this information, contact Columbus State Police Department, Delaware Hall 047, or [csc.edu/publicsafety](http://csc.edu/publicsafety).

## DISCLOSURE FOR STUDENTS PURSUING HEALTH, HUMAN SERVICES, AND RELATED PROGRAMS

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State Community College may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study, which is then brought to the Health and Human Services Office of Background Checks and Compliance for further review and processing. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at the College does not guarantee licensure, certification or employment in the relevant occupation. Standards may change during a student's program of study.

## TITLE IX AND NON-DISCRIMINATION

Columbus State Community College is committed to creating a learning and working environment that is free of bias, discrimination and harassment by supporting open communication and mutual respect. If you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information (GINA), military status or disability, please contact one of the following people:

<b>Renee Fambro</b>	<b>Danette Vance</b>	<b>Joan Cook</b>	<b>Darla Van Horn</b>
Title IX Coordinator	Title IX Deputy	Title IX Deputy	Title IX Deputy
Director	Coordinator	Coordinator	Coordinator
Equity & Compliance SX 143	Equity & Compliance SX 133	Equity & Compliance SX 135	Student Life EB 203(D)
<a href="mailto:rfambro@csc.edu">rfambro@csc.edu</a>	<a href="mailto:dvance1@csc.edu">dvance1@csc.edu</a>	<a href="mailto:jcook60@csc.edu">jcook60@csc.edu</a>	<a href="mailto:dvanhorn@csc.edu">dvanhorn@csc.edu</a>
614.287.5519	614.287.2433	614.287.2636	614.287.2856

For additional information about your options or to file a complaint online, please visit the Equity and Compliance webpage at: <http://www.csc.edu/services/title-ix/>

## SEXUAL HARASSMENT/MISCONDUCT

### SEXUAL HARASSMENT/MISCONDUCT POLICY 3-44

#### PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to maintaining a workplace and academic environment where everyone is treated with dignity and respect. Therefore, the College shall not tolerate sexual harassment, sexual misconduct or other inappropriate behavior/action of a sexual nature or based on sex, directed towards employees, students, vendors or customers. Employees and students are expected to maintain a productive work, academic and athletic environment that is free of sexual harassment and sexual misconduct and to assist in the College's efforts to prevent this behavior/action from occurring.

Administrators, supervisors, faculty members or employees who have been designated to act on behalf of the College are specifically responsible for identifying and, with authority, taking proper action to end such behavior that occurs in the workplace, on Columbus State Community College property, in a classroom(s) or at any event or athletic venue hosted or sponsored by the College.

#### DEFINITIONS AND EXAMPLES OF SEXUAL MISCONDUCT

As used in this policy, the following terms will be defined as, and adhered to as follows:

**Sexual Misconduct** - an attempt to intimidate, bully, coerce or force an unwilling person into a sexual relationship without consent.

Non-consensual sexual contact and/or intercourse are felony crimes in the State of Ohio. These crimes and the possible penalties are defined in Title 29 of the Ohio Revised Code. The College's Columbus State Police Department shall report the crime to the Columbus or local police departments according to the Clery Act.

**Consent** - a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the Initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion or intimidation of if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish responsibility to obtain consent.

**Force** - the use of physical violence and/or imposing on someone physically to gain sexual access.

**Coercion** - unreasonable, intimidating or forcible pressure for sexual activity.

**Sexual Assault** - includes non-consensual vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact. Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for personal advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited. Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for personal safety or for the safety of others or suffer substantial emotional distress.

**Sexual Harassment** - conduct of a sexual nature based on a person's gender or gender identity that prevents or impairs the full realization of occupational, educational or athletic opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment, academic or athletic attainment. Forms of sexual harassment include:

1. Quid Pro Quo ("this for that") is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by either an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, athletic or economic injury to the victim.
2. Hostile Work Environment includes any unwelcome, severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and

creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences.

#### **INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT**

1. The harasser's conduct must be unwelcome, non-consensual and severe or pervasive.
2. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
  - a. The victim and/or the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
  - b. The harasser can be any full or part-time faculty, staff, administrator, employee, and student or non-employee conducting business at the College.
  - c. The victim does not have to be the person harassed but could be a third party or anyone aware of, or affected by the offensive conduct.
3. Examples of sexual harassment include, but are not limited to the following:
  - a. Unwanted physical contact of any kind, including touching, hugging or kissing.
  - b. Verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature.
  - c. Non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, cartoons or sexually suggestive written or electronically transmitted messages, postings on social media
  - d. Conduct of a sexual nature that is demeaning, bullying, insulting or intimidating.
  - e. Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects.
  - f. Prostituting another person.
  - g. Using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission.
  - h. Intentionally observing nudity of sexual acts of another person with the person's knowledge or permission (voyeurism).
  - i. Threatening to sexually harm someone.
  - j. Initiating sexual activity with a person who is incapacitated and unable to provide consent.
  - k. Inducing incapacitation for the purpose of sexual exploitation.

#### **PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT**

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship.

Consensual sexual relationships can compromise the integrity of the College, create the potential for the abuse of authority, or create the inability for an administrator or supervisor to remain impartial towards the person with whom they have a consensual sexual relationship.

Consensual sexual relationships may also cause problems due to a third-party's perception that a subordinate is receiving preferential treatment.

Consensual sexual relationship misconduct with students:

- a. The College strictly prohibits consensual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.
- b. The College strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the students or student employees whom they advise, counsel, supervise or over whom they have a direct impact on the student or student employee's academic enrollment or success.
- c. The College strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

**CONSEQUENCES OF SEXUAL HARASSMENT OR SEXUAL MISCONDUCT**

**Employees** - violations of this policy shall lead to disciplinary action, up to and including termination of employment.

**Students** - the student conduct hearing process will be initiated by the Student Conduct Office to determine how a violation of this policy is to be resolved per the Student Code of Conduct, Policy 7-10. Sanctions for violating this policy may range from a warning to expulsion from the College.

**CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP****MISCONDUCT**

Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify their administrator, dean or chairperson, the human resources department and/or the equal employment opportunity (EEO)

Title IX coordinator about the relationship as soon as it is known that it may violate this policy.

- a. The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.
- b. An employee who does not notify their administrator, supervisor, dean or chairperson that they are involved in a consensual sexual relationship in violation of this policy shall be subject to disciplinary action up to, and including termination of employment.
- c. If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
- d. When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person shall be subject to disciplinary action, up to and including termination of employment.

**REPORTING RESPONSIBILITIES FOR SEXUAL HARASSMENT/SEXUAL****MISCONDUCT**

Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior/action constitutes discrimination or harassment has a responsibility to report the behavior within 180 days of the behavior/action, so that the College may administer this policy.

In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

- a. the Equal employment opportunity (EEO)/Title IX coordinator
- b. a Deputy Title IX Coordinator/Compliance Officer
- c. a supervisor, chairperson, dean or other administrator
- d. an employee of Human Resources
- e. an employee of the Columbus State Police Department

In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:

- a. the Equal Employment Opportunity (EEO)/Title IX Coordinator
- b. a Deputy Title IX Coordinator/Compliance Officer
- c. the Dean of Student Life
- d. a dean, chairperson, dean or other academic administrator
- e. the College's athletic manager or a coach
- f. the Student Conduct Director or the Student Conduct Program Coordinator
- g. an employee of the Columbus State Police Department

Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator or a Duty Title IX Coordinator. Fail-

ure to do so shall result in disciplinary action, up to and including termination of employment.

#### **ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES**

1. The College is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the College recognizes the constitutional protection of academic freedom in the classroom.
2. This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussion are provided with a disclosure that the content may be controversial.

#### **CONFIDENTIALITY**

To the extent possible, all information received in connection with the reporting, investigation and resolution of allegations of sexual harassment/misconduct will be treated as confidential except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

#### **RETALIATION**

College policy and federal, state and local law prohibits retaliation in any form against any employee, faculty member, student, vendor, customer or other person participating in a College program or activity who complains or reports an allegation, or who participates in an investigation of sexual harassment or misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the EEO/Title IX Coordinator.

#### **REPORTING**

Complaints made in good faith will not be held against an employee or student in any way. Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual harassment/misconduct will be subject to disciplinary action up to and including termination of employment. Any student who knowingly or maliciously makes a false or frivolous allegation of sexual harassment/misconduct will be subject to the process outlined by the Student Code of Conduct policy 7-10.

#### **THE PRESIDENT SHALL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.**

See also: the EEO Reporting and Investigation, Procedure 3-42(A).

### **FELONY REPORTING**

#### **FELONY REPORTING POLICY AND PROCEDURE 7-14**

Columbus State Community College has a high standard of conduct for members of its College community, including students. To enhance the safety of the College, all applicants are responsible for informing the College of any prior felony convictions (including plea bargains) in any state or country upon application to the College. The College may deny, defer or place conditions on admission based on the nature and circumstances of the crime.

Currently enrolled students are required to report any felony conviction in any state or country subsequent to application (including plea bargains) to the Office of Student Conduct in writing before registration begins for the semester following the conviction. The College may deny, defer or place conditions on continued enrollment based upon the nature and circumstances of the crime.

Returning or previously enrolled students are required to report any felony convictions subsequent to application (including plea bargains) to the Office of Student Conduct in writing prior to re-enrollment. The College may deny, defer or place conditions on re-enrollment based on the nature and circumstances of the crime, and place a hold on registration until the process is complete.

The President shall establish procedures to administer this policy.

#### **FELONY REPORTING PROCEDURE**

If an applicant responds “Yes” to any of the screening questions on the admission application, or a returning or currently enrolled student notifies the Office of Student Conduct of any felony

conviction (including plea bargains), they are required to pay a non-refundable fee to an outside vendor for a criminal background check. Individuals may be required to provide additional documentation, such as a personal statement requested by the Office of Student Conduct.

Documentation will be reviewed in the Office of Student Conduct, which will determine whether the individual will be accepted and/or allowed to register, or whether the documentation will be forwarded to the Enrollment Review Team (ERT) for further review related to campus safety. All applicants will be in a pending admission status while being reviewed by the Office of Student Conduct. Pending admission status prohibits access to other College services.

ERT interviews are scheduled by the Office of Student Conduct, and individuals are contacted in advance with a date, time and location. If the individual cannot attend the scheduled interview, they must notify the Office of Student Conduct and request rescheduling. Failure to reschedule or attend the interview will continue the pending status until such time as the interview takes place. Admission and/or enrollment will not be approved for any individual whose status is pending.

The ERT is composed of voting members drawn for each meeting from a pool of preselected and trained staff members. For each interview date, a team of 3 members is selected, and voting will be on the basis of simple majority. The ERT membership pool is comprised of representatives of Student Life, Advising and Student Success and the Police Department with a focus on expertise in threat assessment, safety, advising and career services.

A simple majority vote is also sufficient for the ERT to require an individual to obtain an assessment as a condition of admission. The individual will pay any costs related to such an assessment. The ERT will specify a timeline for assessment recommend providers, and provisions for communicating assessment outcomes to the ERT.

The ERT will issue a short rationale of its decision, which shall be shown to the applicant upon request. The ERT may recommend to:

Admit

Admit with restrictions and/or conditions

Continue the individual's status as pending, awaiting the outcome of a risk assessment or other required information

Defer admission and require re-interview after a specified period of time with no further criminal charges and/or expiration of community control

Deny admission

All Individuals are reviewed on a case-by-case basis using standards maintained by the Office of Student Conduct.

Failure to report felony history:

With respect to applicants who fail to disclose felony history on the application, the Office of Student Conduct has discretion to determine if the application is fraudulent and whether admission will be granted.

With respect to admitted and/or enrolled students who fail to disclose a felony conviction, the Office of Student Conduct may initiate charges under the Student Code of Conduct Policy and Procedure 7-10 and/or subject the student to interim suspension while the matter is pending.

For all individuals with felony history, a copy of all relevant documentation will be retained in the Office of Student Conduct as per the Records Retention and Disposal Policy and Procedure 11-04.

## **FOOD AND BEVERAGES ON CAMPUS**

### **FOOD AND BEVERAGES ON CAMPUS FROM POLICY 13-02**

With the exception of the educational requirements for a course, food and beverages are prohibited in classrooms, lecture halls, laboratories, the library, gymnasium and its adjacent rooms, locker room areas, restrooms, hallways and elevators. Food and beverages are permitted in designated lobbies and lounges only.

## **GRADE GRIEVANCE**

### **GRADE GRIEVANCE PROCEDURE 5-09**

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class or failed to follow the grading policy as stated in the course section syllabus.

The College will maintain a Grade Grievance Committee whose purpose is to determine if a grade grievance appeal is warranted in accordance with procedure 5-09 (D) 7(A), and facilitate the grade grievance hearing panel appeal process. The committee is composed of eleven members, five of whom are faculty members from the Arts and Sciences division, five of whom are from the Career and Technical division, and one faculty representative from the Columbus State Education Association (CSEA). Committee members are chosen by the dean of the respective division. Committee members will serve a term of three years, with approximately one-third of the members rotating off the committee each year after the second year. Two committee members, one from each division, are appointed to serve as co-chairpersons by the division deans.

### **GRADE GRIEVANCE PROCESS**

When a student's final grade has been posted to their transcript, and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the semester following the posting of the grade. If the instructor of record is no longer affiliated with the College, the student shall contact the department chairperson or designee.

After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate the decision to the student and department chairperson within five business days of the student contact. If the instructor agrees that an error in grading has occurred, the instructor must authorize the Records and Registration Department to change the grade on the student's transcript.

If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor's reasoning, the student must complete and submit a Grade Grievance form and supporting documentation to the department chairperson or designee within seven (7) calendar days of notification from the instructor.

If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a Grade Grievance form. When submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student's claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor the decision within four (4) business days.

If the chairperson upholds the awarded grade, the chairperson informs the student that they may appeal the decision to the College Grade Grievance Committee. The chairperson submits the Grade Grievance form and supporting documentation to the College Grade Grievance Committee for a possible hearing.

The College Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.

If a hearing panel is warranted, a hearing panel will be formed to review the grievance. The hearing panel will be composed of three faculty members: two faculty members will be from the department in which the grievance originated and will be chosen by the department chairperson, and one faculty will be selected by the College Grade Grievance Committee co-chairpersons from the College Grade Grievance Committee to chair the hearing panel and be from a department other than the department from which the grade is being grieved.

The student may be accompanied at the hearing by a College official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.

The hearing panel shall consult with both the instructor and the student, separately, at an

agreed upon time to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will rule on the validity of the grade grievance based on this information. If the instructor is no longer affiliated with the College, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.

After consideration, the hearing panel shall inform both the student and instructor of the hearing panel's decision and submit a report of its findings to the department chairperson either confirming the student's grade remains as assigned by the instructor or asserting the grade be changed. In the latter case, the department chairperson will implement a change of grade to the Records and Registration department.

The decision of the hearing panel is final and may not be appealed. Minor changes to this procedure that do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

## **INFORMATION TECHNOLOGY**

### **INFORMATION TECHNOLOGY POLICY AND PROCEDURE 15-01**

This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations, including dial-up sessions. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College. All sections of this policy also apply to College publications on the Internet.

As a part of the educational, physical and social learning infrastructure, Columbus State Community College acquires, develops and maintains computers, computer systems and networks. The computing resources are intended for College-related purposes, including direct and indirect support of the College's instruction, research and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national and world communities.

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

The Internet provides access to a wide range of information and expands educational resources well beyond traditional collections. Not all sources on the Internet contain information that is accurate, complete, current, legal, safe or secure. Columbus State Community College does not necessarily endorse the viewpoints nor vouch for the accuracy of information accessed through the Internet and cannot be held responsible for its content. Some resources and destinations accessed through the Internet may contain information that some people may find offensive or objectionable in nature or content. Internet users access sites at their own risk. Workstations are in open labs and offices, and images on the screen may inadvertently be viewed by a wide audience. Columbus State is not responsible for the information accessed by anyone at their workstations.

Columbus State Community College views Information Technology services and associated equipment as an integral part of the learning process and individual development, and realizes the key role technology plays in students' success. Therefore, priority to access and use resource is given to academic and College-related work. Accordingly, the College will strive to provide the access necessary to accomplish such work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.

All users of College computing resources must:

1. Comply with all federal, state and other applicable laws; all generally applicable College rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts and licenses include, but are not limited to: the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking,” “cracking” and similar activities; the College’s Code of Student Conduct; the College’s sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.
2. Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.
3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
4. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The College may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.
5. Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of College computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user’s job or other College responsibilities, and is otherwise in compliance with this policy. The College may limit personal use if needed.
6. Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College.

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

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

Users should have no expectation of privacy when utilizing the College computer resources. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary to provide service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when:

1. It reasonably appears necessary to do so to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability.
2. There is reasonable cause to believe that the user has violated, or is violating, this policy.
3. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
4. It is otherwise required or permitted by law.

Any such individual monitoring, other than that required by law, or necessary to respond to perceived emergency situations, must be authorized in writing and in advance by the President or designee. Every effort will be made to keep those records private, unless disclosure is required by law. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper. At the termination of an individual investigative or monitoring process, both internally and externally of the College, the individual within the College who has been monitored will be notified of the monitoring activity, unless the College is legally restricted from doing so.

Columbus State Community College's World Wide Web pages are considered official College publications as well as information sources. As with printed publications, information regarding the College must be approved by the appropriate manager prior to being published on the College's home page.

Administrative and academic units of the College are encouraged to develop individual home pages as part of the College's presence on the World Wide Web. Official College pages will be linked to appropriate, previously created, categories within the Columbus State home page.

This policy establishes a College wide information security program. This program develops and maintains standards and guidelines for the protection of information in compliance with all applicable laws and regulations.

The President shall establish procedures to implement this policy.

### **INFORMATION AND TECHNOLOGY POLICY AND PROCEDURE 15-01(C)**

The following constitutes a College-wide procedure for the management of College computer data networks, both on- and off-campus, all equipment housed at the College and the resources they make available.

Use of Columbus State Community College resources is for purposes related to the instructional and administrative mission of the College. Faculty, staff and students may use computing resources for purposes related to their instruction, their studies, their duties as employees of the College, official business of the College or other College-sanctioned activities. The use of College computer and information resources for commercial purposes other than College-related is prohibited. Facilities used for connectivity are to be used in a responsible, ethical and legal manner.

All individuals authorized to use CSCC systems, which include but are not limited to computers, printers, peripherals, network and email, online and web services are required to use the College-provided account information that includes user-ID and password.

Activation and de-activation of the user accounts and access to resources are at the College's discretion.

Inappropriate use of the information technology resources, which Columbus State Community College makes available to faculty, staff and students, may result in suspension or termination of access. In addition to federal, state and international laws, College policy prohibits but is not limited to:

- a. Harassment, including creating, displaying, or transmitting threatening, racist, sexist or obscene language and/or materials both inside and outside of campus community.
- b. Deliberate or intentional destruction or damage to equipment, system installations and configurations, software or data belonging to the College or others.
- c. Use of computer systems in a manner that results in a violation of the privacy rights of others.
- d. Unauthorized monitoring of electronic communications.
- e. Violating computer system security.
- f. Unauthorized use of computer accounts or access codes.
- g. Use of computer facilities (i.e., labs, rooms) for purposes unrelated to the College's mission, goals and administrative functions. For non-tangible computing resources, such as e-mail, priority to access and resource use is given to academic and College related work. Everyone is expected to avoid creating excessive network traffic or storage consumption.
- h. Using computer systems to commit academic misconduct.
- i. Posting on electronic bulletin boards materials that violate existing laws or College policies.
- j. Engaging in commercial and non-commercial advertising, internet gambling or other non-College-related functions.
- k. Using computer systems for online or offline games not related to the College's programs and/or mission.
- l. Using computer systems for the purpose of creating and distributing harmful programs such as viruses, worms, etc., that incapacitate, compromise or destroy College or non-College resources.
- m. Unauthorized modification to individuals' system profiles or configurations.

System administrators will not review contents of files nor monitor the content of files, unless one of their special tasks (e.g., recover a file) may require them to review the contents. In a situation where the content of the file is disclosed to the system administrator, they have the obligation to maintain complete confidentiality. System administrators include but are not limited to system operators, programmers, analysts, telecommunications staff, managers, web developers and administrators.

System administrators work with files for the maintenance of networks, computers and storage systems to create backup copies or resolve network difficulties. Additionally, Columbus State may routinely monitor and log utilization statistics (e.g., network session connection times, etc.). Monitoring will be conducted for general statistic gathering and not individually focused. Monitoring of individual activity will require the authorization of the President or designee. In all cases, individuals' privileges and rights of privacy will be preserved to the greatest extent. In extreme cases where health or safety issues necessitate an emergency, files may be accessed by system administrators; appropriate documentation must be filed with the Vice-President of Information Technology by the system administrator.

## **WEB PRESENCE**

### **WEB PRESENCE PROCEDURE 15-01 (K)**

Columbus State Community College strives to maintain a modern, comprehensive, and easy to navigate presence on the World Wide Web. This presence is intended to provide information and services in a timely and accurate manner to all visitors. CSCC's Web presence will contain password-protected information as well as open-access information.

Information presented on the Web is a part of the College's official publications and shall remain in the College's control. Open-access pages shall conform to the established Web Presence Standards. Password-protected pages designed for delivery of course content or

specialized applications may deviate from the Web Presence Standards as required by other established College standards. These procedures do not infringe on academic content decision-making criteria.

The College Web presence will:

- a. Present a desirable image of the College specific to its mission and vision to its users.
- b. Provide faculty and students access to information resources available on and via the World Wide Web.
- c. Disseminate official College information to all its audiences.

Before any content is published to any Columbus State Community College Web sites, the department requesting must select an individual as an Information Provider. That person or persons are responsible for the management of the information and coordination of the content and the request.

### **Web Presence Standards**

Marketing and Communications, with the help of the Information Technology division, Instructional Services and the Information Providers will create and maintain standards for the College's Web presence known as Web Presence Standards that govern presentation of the information. The standards developed will also be compliant with the guidelines established for access for Americans with Disabilities Act, which can be found in section 1194.22 of title 26 of the Code of Federal Regulations.

### **Information Providers are:**

- a. Designated by the department head in all areas of the College; more than one Information Provider may be designated by an area or department.
- b. Trained on how to create and manage content using Web content creation and management systems and the associated templates and standards.
- c. Provided access to Web content management systems by Information Technology with Marketing and Communications' approval.
- d. Responsible for creating and maintaining their information and content.
- e. Accountable to ensure the content and information along with all Web links they provide to their Web sites are accurate, timely, and relevant to the College and its stated mission, and are of highest value to students in meeting their CSCC's general education outcomes and/or specific course objectives.
- f. Expected to ensure websites, pages and/or other contents adhere to the established Web Presence Standards.

### **Content Approval Process**

Marketing and Communications will establish appropriate processes for approval and moving of the content submitted by the Information Providers to the appropriate sites. The decision whether content should be password protected may be made prior to submission by Information Providers or by Marketing and Communications. Data protection standards established within the College's Information Security program must be adhered to when handling data as part of the content.

It is understood that the College may need to use delivered applications to provide online services to its users. When feasible, the College will customize these applications to adhere to Web Presence Standards. All online service applications, regardless of their hosting environments, must be reviewed for information security and contract management by the Information Technology division.

### **Third-Party Hosted Systems**

All CSCC Web pages will be hosted exclusively on CSCC servers unless a formal agreement/contract is in place for third party hosting services. Web pages using the CSCC logo or College owned content outside of the CSCC server environment must be reviewed by Information Technology. Academic course content follows standards established by Learning Systems faculty.

### **Uniform Resource Locator (URL) Addresses**

Departments may need to request a specific Uniform Resource Locator other than the College's URL address: [www.csc.c.edu](http://www.csc.c.edu). The rationale for this request must be provided to Marketing and Communications. If approved, the URL address must be obtained through the Information Technology division. No personal homepages on College open access websites will be

permitted. Links to personal homepages are approved for academic use only. Information Providers and their respective departments are the owners of and responsible for their content. Determining appropriateness of all external links presented as part of the department's online content is the responsibility of the Information Provider and the respective department. Institutional Advancement (now Marketing and Communications) is responsible for monitoring Web content to ensure it is accurate, timely, and relevant to the College and its mission. Institutional Advancement (now Marketing and Communications) will assist any College area requesting support concerning the appropriateness of Web content. Institutional Advancement (now Marketing and Communications) will also work to assure that the content of the website and web links is of highest value to students in meeting CSCC's general education outcomes and/or specific course objectives.

## **SOCIAL NETWORKING SITES**

CSCC allows for social networking sites such as blogs, wikis, etc. as part of its Web presence subject to prior approval from Marketing and Communications. Marketing and Communications will provide the requester(s) with site guidelines to ensure highest quality of social networking experience.

## **SOCIAL MEDIA GUIDELINES**

Columbus State encourages a decentralized approach to social media management, while at the same time upholding brand standards and the College's mission. Social media can take many forms, including but not limited to blogs, online forums, and networking sites. To help faculty, staff, and student groups with creating and maintaining a presence for a group, event or department, the College has assembled a list of guidelines and best practices. Guidelines for posting as a Representative of Columbus State can be found at [csc.edu/policy](http://csc.edu/policy). These guidelines will be updated as technology and communication channels continue to evolve.

### **Online Privacy Statement**

Marketing and Communications has the delegated authority to coordinate with other interested parties to establish an Online Privacy Statement. The Statement will inform users of the CSCC Web policies concerning secure collection and use of personal identifiers and information. The Statement will be periodically updated and available for review on the Web. The Online Privacy Statement will be consistent with applicable state and federal requirements. Non-compliance with this or any other College policies or procedures may result in removal of files from the Web servers.

## **NON-DISCRIMINATION/ANTI-HARASSMENT**

### **NON-DISCRIMINATION/ANTI-HARASSMENT POLICY AND PROCEDURE 3-43**

#### **(A) Purpose and expectations**

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

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

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

Anyone who is subjected to conduct that creates an Intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines that the conduct alleged to be creating an Intimidating or hostile environment is not based on protected class, the report may be referred for remediation according to the relevant policy.

**(B) EEO/Title IX definitions of discrimination/harassment**

As used in this policy, the following terms will be defined as, and adhered to as follows:

**Discrimination** – when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class (i.e., sex, race, color, religion, national origin, ancestry, age, genetic information (GINA), disability, military status or sexual orientation). Discrimination may occur in several forms such as:

**Disparate treatment** - when an individual is treated differently from a person who is similarly situated because of a protected class, as described above.

**Disparate impact** - when a College policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

**Harassment**- physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment. The harassment must be based on a protected class and interfere with an employee's terms and conditions of employment or a student's academic or athletic achievement.

**Hostile environment**- may occur when the conduct at issue is so severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment, academic or athletic decisions for a person(s) in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

**(C) EEO/Title IX discrimination/harassment indicators and examples**

1. Discrimination or harassment may occur without employment, academic or economic injury to the victim.
2. The harasser's conduct must be unlawful, unwelcome, pervasive or severe.
3. The victim does not have to be the person harassed, but could be a third party or anyone aware of or affected by the offensive conduct.
4. Examples of discrimination/harassment include, but are not limited to the following:
  - a. Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance, or learning ability; and/or creates an intimidating, hostile, or offensive work, academic or athletic environment when that person belongs to a protected class;
  - b. Verbal behaviors or comments, slurs, jokes, recordings, music and personal references or use of negative terms used to identify someone in a protected class;
  - c. Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or postings on social media which are directed at someone because of a protected class;
  - d. Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment or unreasonably interferes with a person's work, academic or athletic environment because of a protected class.

**(D) Consequences of discrimination/harassment**

1. Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
2. Students - any student found to be in violation of this policy will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct, Policy 7-10.

**(E) Reporting responsibilities**

Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior/action constitutes discrimination or harassment has a responsibility to report the behavior within 180 days of the behavior/action, so that the College may administer this policy.

In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

- a. the Equal employment opportunity (EEO)/Title IX coordinator
- b. a Deputy Title IX Coordinator/Compliance Officer
- c. a supervisor, chairperson, dean or other administrator
- d. an employee of Human Resources
- e. an employee of the Columbus State Police Department

In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:

- a. the Equal Employment Opportunity (EEO)/Title IX Coordinator
- b. Deputy Title IX Coordinator/Compliance Officer
- c. the Dean of Student Life
- d. a dean, chairperson, dean or other academic administrator
- e. the College's athletic manager or a coach
- f. the Student Conduct Director or the Student Conduct Program Coordinator
- g. an employee of the Columbus State Police Department

Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator or a Duty Title IX Coordinator. Failure to do so shall result in disciplinary action, up to and including termination of employment.

**(F) Academic freedom/First Amendment guidelines**

1. The College is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the College recognizes the constitutional protection of academic freedom in the classroom.
2. This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussion are provided with a disclosure that the content may be controversial.

**(G) Confidentiality**

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process

**(H) Retaliation**

College policy and federal, state and local law prohibits retaliation in any form against any employee, faculty member, student, vendor, customer, or other member of the College community who complains or reports an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should promptly be directed to the EEO/Title IX coordinator.

**(I) Reporting**

Complaints made in good faith will not be held against an employee or student in any way.

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to the process outlined by the Student Code of Conduct, Policy 7-10.

**(J) The president shall establish procedures to administer this policy.**

See also: the EEO Reporting and Investigation, Procedure 3-42(A).

**NOTICES ON CAMPUS**

All students must follow the solicitation guidelines of the College. Any flier, poster or other publicity material for students and student clubs and organizations must be approved by Student Engagement and Leadership, Nestor Hall 116, before it can be posted on designated College bulletin boards on campus. All other on-campus solicitation by nonstudent groups or individuals must be approved by Human Resources, RH 115. Depending upon the nature of solicitation requests, additional approval may be required from other College offices per College guidelines. Any materials not approved may be removed.

## SELECTIVE SERVICE REGISTRATION

In accordance with Section 3345.32 of the Ohio Revised Code, if you are a male resident of Ohio, are less than 26 years of age, and are enrolling for courses at Columbus State Community College, you must provide the College with current information concerning your status with the Federal Selective Service System. Even if you are an Ohio resident for fee purposes, if you fail to provide the College with this information, you will be charged a tuition surcharge equal to that of a non-resident student. Information about Selective Service is available at [sss.gov](http://sss.gov).

## SEVERE WEATHER POLICY

In the event that Columbus State must close or alter its operating schedule because of severe weather or other emergencies, an announcement will be broadcasted on local television and radio stations and on the College's website at [csc.edu](http://csc.edu).

Students who reside in areas which fall under a level III weather emergency should not attempt to drive to Columbus State, even if the College remains open. A level III emergency means all roadways are closed to non-emergency personnel. Consult your course syllabus for information on the makeup of missed laboratories and clinicals. It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

**Scheduled class work** - If an assignment is due on the day the College is closed, or the class is canceled, the assignment will be collected at the next scheduled class period. If an examination is scheduled for a day the campus is closed, or the class is canceled, the examination will be given on the next scheduled class day. If a laboratory is scheduled on a day the campus is closed, it will be made up at the next scheduled laboratory class. In the event the College is forced to close during Final Examination Week, daytime exams scheduled for the first missed date will be rescheduled for Friday of Exams Week, in the same location and at the same time as scheduled.

**Extended closure**-If the College remains closed for a second day, the daytime exams scheduled for that day will be given on Saturday of Exams Week at the same time and place. Exams scheduled for additional dates during Finals Week that are missed will be scheduled for another date that will be announced to all students. See the College's final exam schedule posted on the Academic Calendar page.

## SMOKING ON CAMPUS

### (SEE POLICY 13-02)

Columbus State Community College strives to enhance the general health and wellbeing of its students, faculty, staff and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For cessation resources, please visit [csc.edu/tobaccofree](http://csc.edu/tobaccofree).



## STUDENT CODE OF CONDUCT

### STUDENT CODE OF CONDUCT POLICY AND PROCEDURE 7-10

#### A. Preamble

Columbus State Community College has a high standard of conduct for members of its College community, including students. Consistent with the educational mission of the College, Columbus State Community College students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State Community College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the College. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the College's EEO officer for disposition.

#### B. Overview of conduct expectations

The student conduct process at Columbus State Community College is not intended to punish students. Rather, it exists to protect the interests of the College community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that they should no longer share in the privilege of participating in the College community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.

Students continue to be subject to city, state and federal laws while at Columbus State Community College and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, the College may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

No student will be found in violation of College policy without information showing by a preponderance of the evidence that a policy violation occurred. In Columbus State Community College's sole discretion, sanctions will be proportionate to the severity of the violation(s).

#### C. Jurisdiction of student code of conduct

The Student Code of Conduct will apply to conduct that occurs on Columbus State Community College premises or College property, at any location at College sponsored activities and in off campus buildings occupied by students by virtue of their association with a group/ organization given formal registration by Columbus State Community College. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.

- Any situation where the student presents a danger or threat to the health or safety of him/herself or others.

- Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.

- Any situation that is detrimental to the educational interests of Columbus State Community College.

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

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Columbus State Community College are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.

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

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

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

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

Columbus State Community College encourages the reporting of Conduct Code violations. To this end and at the sole discretion of College officials, a student who may have conduct violations related to the same incident and who report violations may be held less accountable for conduct violations and/or may be provided educational options in such cases.

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

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

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

Behavior conducted online such as harassment delivered by e-mail can subject students to College conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private and can subject a student to allegations of misconduct. The College does not seek out this information, but may take action if and when such information is brought to the attention of College officials.

Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Student Life or designee for final determination. The Student Code of Conduct shall be reviewed periodically under the direction of the Dean of Student Life or designee. Recommendations for changes will be submitted to Shared Governance as needed.

**D. Definitions**

The term “CSCC” means Columbus State Community College.

The term “student”, for the express purposes of the Student Code of Conduct, includes: all persons taking courses at or through CSCC, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with CSCC, persons who have been notified of their acceptance for admission and persons who have applied for admission to the College but have not yet been notified of acceptance.

For purposes of this policy, the term “faculty member” means any person hired by CSCC to conduct classroom or teaching activities, or who is otherwise considered by CSCC to be a member of its faculty.

The term “CSCC official” includes any person employed by CSCC, performing assigned administrative, academic or professional responsibilities.

The terms “member of CSCC community” or “CSCC community” or “community” may be used interchangeably and include any person (or persons collectively) who is a student, faculty member, administrator, staff member, and any other person employed by CSCC. A person’s status in a particular situation will be determined by the Dean of Student Life.

The term “CSCC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by CSCC including adjacent streets and sidewalks.

The term “CSCC property” includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by CSCC.

The term “student organization” means any number of persons who have complied with the formal requirements for CSCC registration through the Student Engagement and Leadership (SEaL) Office.

The term “hearing board” means the Student Conduct Hearing Board.

The term “conduct officer” or “hearing officer” means a CSCC official authorized on an ongoing or case-by-case basis by the Dean of Student Life to make determinations including but not limited to, the hearing procedures, whether a student’s behavior violates the Student Code of Conduct, the conduct’s impact upon the CSCC community, recommendations for responsibility by the student, recommendations for sanctions.

The term “will” is used in the imperative sense.

The term “may” is used in the permissive sense.

The term “policy” means the written regulations of CSCC found in, but not limited to, the student handbook, College catalog and the enacted College policies and procedures.

The term “preponderance of evidence” means information that would lead a reasonable person to conclude that it is more likely than not that a student’s behavior occurred and/or violated the Student Code of Conduct.

For purposes of this policy and its procedures, the term “adviser” refers to the individual who assists a student or student organization with hearing preparation and process. An adviser may be any person of the student’s or organization’s choosing who serves in a supportive, non-speaking role during any hearing proceeding.

The term “interim action” means temporary exclusion from CSCC premises and/or CSCC events and/or other sponsored activities imposed by the Dean of Student Life.

The term “effective consent” as applicable to sexual misconduct means words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.

**E. Academic and behavioral misconduct**

Student members of the community are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include integrity, community, respect and responsibility. When members of the community fail to exemplify these values, College conduct proceedings are used to assert and uphold the Student Code of Conduct. The following are examples of misconduct; they are not intended to define misconduct in exhaustive or exclusive terms. Where appropriate, bulleted items provide examples of the type of conduct that is prohibited in this Code. Any student found to have committed or to have attempted to

commit the following misconduct is subject to the conduct sanctions outlined below.

**Integrity** - CSCC students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

- a. Academic Misconduct:
  - i. Cheating:
    - a. Using open textbooks, notes, electronic devices, or other assistance during an examination, except those that have been authorized by the instructor.
    - b. Copying from another person's work during an examination.
    - c. Collaborating with another person on an assignment in a manner not authorized by the instructor.
    - d. Obtaining, distributing, or using the contents of an unadministered test.
    - e. Substituting for another student or permitting any person to substitute for oneself in an examination.
  - ii. Plagiarism:
    - a. Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.
    - b. Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
    - c. Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
  - iii. Violating course rules as contained in the course syllabus, department policy or procedures as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.
  - iv. Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, and workforce training programs, including but not limited to:
    - a. Jeopardizing the safety and/or welfare of self and/or others, including clients, patients, customers and co-workers.
    - b. Failing to abide by policies and procedures of the training site, including privacy and confidentiality.
    - c. Sexual or other harassment as defined by the Student Code of Conduct.
    - d. Behaving unethically.
    - e. Acting illegally or otherwise violating the law.
- b. Acts of Dishonesty:
  - i. Furnishing false information to any CSCC official, department or office.
  - ii. Forgery, alteration or misuse of any CSCC document, record or instrument of identification.
  - iii. Tampering with the election of any CSCC registered student organization.
  - iv. Causing, condoning or encouraging the completion of any CSCC record, document or form dishonestly.
  - v. Initiating a false report or warning of fire, explosion, bomb threat or other emergency.
  - vi. Deception.
- c. Knowingly presenting a worthless check or forging a money order in payment to CSCC or to a member of CSCC community acting in an official capacity, or failure to make satisfactory arrangement for the settling of a debit or account with CSCC.
- d. Violations of positions of trust or authority within the community.
- e. Misuse or unauthorized use of CSCC or organizational names, representations and/or images.
- f. Taking of and/or damage to property or services of others on CSCC premises, including but not limited to:
  - i. Knowingly possessing stolen property.

- ii. Damaging items rented, leased or placed on the campus at the request of CSCC.
- iii. Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
- iv. Taking, attempting to take or keeping items belonging to the library or items placed in the library for display.
- g. Abuse, interference or failure to comply in CSCC processes.
- h. Abuse of the College conduct system, including but not limited to:
  - i. Failure to attend meetings scheduled for conduct code administration purposes.
  - ii. Falsification, distortion, or misrepresentation of information.
  - iii. Failure to provide, destroying or hiding information during an investigation of an alleged policy violation.
  - iv. Attempting to discourage an individual's proper participation in, or use of, the College conduct system.
  - v. Harassment (verbal or physical) and/or intimidation of a member of a College conduct body prior to, during, and/or after a College conduct proceeding.
  - vi. Failure to comply with the sanction(s) imposed by the College conduct system.
  - vii. Influencing or attempting to influence another person to commit an abuse of the College conduct system.

**Community** - CSCC students honor and value their community. Behavior that violates this value includes, but is not limited to:

- a. Damage to or littering on CSCC premises and/or properties owned or leased by CSCC:
  - i. Driving motor vehicles on lawn or premises without permission.
  - ii. Failure to maintain an organization's facilities and/or surrounding property.
  - iii. Vandalism - the causing of intentional damage to the property of another or CSCC.
- b. Unauthorized Entry or Use of CSCC Property:
  - i. Unauthorized or attempted unauthorized entry into any building, office, construction site or other CSCC facility.
  - ii. Unauthorized possession, use or duplication of keys or other methods of controlled access such as ID or access cards or codes.
- c. Disruption or obstruction of teaching, research, administration, or other CSCC activities or services, including its public service functions on or off campus, or of other authorized non-CSCC activities when the conduct occurs on CSCC premises:
  - i. Disruptive classroom behavior.
  - ii. Obstruction of the free flow of pedestrian or vehicular traffic on CSCC premises or at CSCC sponsored or supervised functions.
  - iii. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of CSCC and/or infringes on the rights of other members of CSCC community.
  - iv. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- d. Inappropriate use of College computing resources as stated in Policy 15-01, Information Technology, including misuse of CSCC computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the College network will be held responsible for any violation of this policy that originates from that computer. Examples include but not limited to:
  - i. Use of computing facilities to send harassing or abusive messages.
  - ii. Use of computing facilities to interfere with the work of other community members.
  - iii. Unauthorized access to a file or personal or group account.
  - iv. Use of computing facilities to interfere with normal operation of CSCC

- computer system.
- v. Anonymous or forged network news articles or e-mail messages.
- vi. Disk usage over the allotted limit without prior approval.
- vii. Unauthorized transfer of a file.
- viii. Use of another individual's identification and password or sharing of your own identification and/or password.
- ix. Making copies of copyrighted computer software when no written authority to copy the software has been granted.
- e. Possession of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments (such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized.
- f. Having animals on campus except as may be required for a class, or for use of guide or support dogs.

**Respect** - CSCC students show respect for each other, for property and for the community.

Behavior that violates this value includes, but is not limited to:

- a. Threatening or causing physical harm, verbal abuse or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
- b. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).
- c. Harassment - verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.
- d. Discriminatory harassment, including speech, actions or conduct, which have the intent or effect of depriving a member of the community of educational or employment access, enjoyment, benefits or opportunities. Merely offensive or annoying behavior may feel like harassment, but to rise to the level of a code violation, harassment must cause a deprivation of the civil rights of a member of a protected class.
  - i. Protected classes include sex, race, color, religion, age, national origin, ancestry, disability, military status, sexual orientation, pregnancy status or as defined by Ohio or applicable federal law.
- e. Hazing – behavior that endangers the mental, physical or emotional health of a student as a condition for initial or continued affiliation with any group, regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is also a violation of this policy.
- f. Stalking - repetitive, menacing pursuit, following, harassment or interference with the peace and/or safety of a member of the community, or their immediate family.
- g. Sexual Misconduct:
  - i. Sexual Harassment – Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.
  - ii. Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
  - iii. Non-Consensual Sexual Intercourse – Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
  - iv. Sexual Exploitation – taking non-consensual or abusive sexual advantage of another for personal advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another

student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism or knowingly transmitting an STI or HIV to another student.

- h. Lewd or Obscene Conduct:
  - i. Public urination.
  - ii. Sexual acts performed in public or on College premises.
  - iii. Taking pictures of another person in a gym, locker room, or restroom without that person's consent.
  - iv. Disrobing or Streaking.
  - v. Possession or distribution of any obscene materials.

Violation of any CSCC policy, rule or regulation published in hard copy or available electronically on CSCC website.

**Responsibility** - CSCC students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:

- a. Intentionally or recklessly causing a fire which causes or could cause damage to CSCC or personal property, or which causes or could cause injury to any member of the community.
- b. Failure to follow fire safety procedures:
  - i. Failure to exit a building when the fire alarm sounds.
  - ii. Misusing, damaging or tampering with fire safety equipment.
  - iii. Intentionally or recklessly obstructing a fire exit in any CSCC building.
- c. Failure to comply with the directions of CSCC officials, including campus police officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- d. Action or inaction by a student who is in collusion which fails to discourage a violation of CSCC policy or law; assisting in violation of CSCC policies or public laws.
- e. Knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Conduct by members.
- f. Use, possession or distribution of an alcoholic beverage.
- g. Use, possession or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
- h. Abuse or misuse of prescriptions or over-the-counter medications.
- i. Conducting, organizing or participating in any activity involving games of chance or gambling except as permitted by law.
- j. Allegation, arrest, or charge of a violation of federal, state, or local law.

The President will establish procedures to administer this policy.

## **STUDENT CODE OF CONDUCT PROCEDURE**

### **1. Hearing Options**

CSCC uses informal and formal procedures to resolve violations of the Student Code of Conduct. The informal process is an administrative hearing and the formal process is a hearing with the Student Conduct Hearing Board.

### **2. Notice**

For all hearings, written notice by mail and email with delivery notification (in person can be used additionally) will be provided to the accused student stating: (1) the nature of the complaint including supporting documentation; (2) the alleged violation(s) of the Student Code of Conduct; and (3) the date, time and location of the hearing. A restriction will be noted on the accused student's record which will restrict him or her from adding or dropping classes or from obtaining transcripts until the conduct matter is resolved. Notice will include copies of the applicable procedures that will be used to decide the allegation. All notices are considered delivered when sent by the College.

### **3. Academic Misconduct Procedure**

- a. A student alleged to have violated any provision of Policy 7-10(E)(2)(a) will be so informed by the instructor of record of the course in which the violation allegedly occurred. The student has five (5) business days to respond to this allegation and either admit or deny responsibility. The instructor must provide a full report of the

incident, including the date, time, place and nature of the alleged violation and any documents or statements of witnesses relative to the alleged misconduct to the Dean of Student Life or designee and concurrently to the appropriate academic or other chain of authority. A confidential record will be created for the student pursuant to the Federal Education Rights and Privacy Act (FERPA) and will be kept in the Office of Student Conduct to track potential future violations.

- b. If the student admits responsibility for the violation or does not respond to the instructor within five (5) business days, the instructor may issue no credit for the assignment during which the misconduct occurred. If the student accepts this sanction, the matter is considered resolved. The instructor must report this result in writing to the Dean of Student Life or designee and the academic and/or other appropriate chain of authority.
- c. If the student does not admit responsibility, does not accept the sanction of no credit for the assignment, or the instructor recommends a sanction greater than receiving no credit for the assignment, the alleged violation is referred to the student conduct process for resolution. The Dean of Student Life or designee will determine if the alleged violation may warrant suspension or expulsion, in which case the matter will be referred to the Student Conduct Hearing Board in Procedure 7-10(G)(5).

If the alleged violation does not warrant suspension or expulsion, it will be resolved through an administrative hearing with a conduct officer.

- a. If a student is alleged to have committed multiple violations of the academic misconduct policy, the matter must be resolved through the student conduct process.
- b. The instructor may be called as a witness in conduct hearings, may be consulted in determining the sanction as it pertains to the student's grade in that course, and will be notified of the resolution as an employee with an educational right to know under FERPA.

#### **4. Administrative Hearing Procedure**

When the alleged violation does not warrant suspension or expulsion from the College, an administrative hearing is available upon a student's request. Administrative hearings are informal, one-on-one conversations with a conduct officer to determine responsibility for alleged violations of the Student Code of Conduct and discuss how a student's behavior impacts the community. Witnesses may be called, though this happens infrequently. Students are given the option to admit responsibility for the violation and accept the sanction recommended by the conduct officer. If the student does not admit responsibility nor accept the recommended sanction, the matter will be resolved by the Student Conduct Hearing Board. No appeal will be permitted from an administrative hearing.

#### **5. Student Conduct Hearing Board Procedure**

- a. The Student Conduct Hearing Board is composed of six (6) members, including two (2) faculty appointed by the Vice-President for Enrollment Management and Student Services, one (1) staff member and one (1) administrator appointed by the Director of Human Resources and two (2) students appointed by the Dean of Student Life, who volunteer for each hearing from a pool of members. The administrator will serve as chair of the Hearing Board.
  - i. The Student Conduct Hearing Board is facilitated by a representative from the Office of Student Conduct, who does not participate in the hearing but serves as a resource during the deliberation and sanctioning phases of the hearing. This officer has access to a student's conduct history and will make it available to the Student Conduct Hearing Board when appropriate.
- b. If a student who has been given notice does not appear before the hearing board, the information in support of the alleged violation(s) will be presented and considered in the student's absence. If no defense is offered, it is reasonable for the hearing officers to infer that no defense is available.
- c. The student has the right to be assisted in the hearing by a College advisor of choice. Advisors may provide counsel and support to the student but are not permitted to speak to the Hearing Board or to participate directly in the hearing. Advisors who do

not observe this restriction can be removed from the hearing by the facilitator. No replacement advisor will be permitted.

- d. The student and the Dean of Student Life may arrange for witnesses to present pertinent information to the Hearing Board. Witnesses will provide information to and answer questions from the Hearing Board, and questions may be suggested by the student to be answered by witnesses. Such questions must be directed to the chair rather than to the witness directly. Questions of whether potential information will be received will be resolved at the discretion of the chair.
- e. The student, and the advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility and sanctioning. Admission of any other person to the hearing will be at the discretion of the Dean of Student Life.
- f. In hearings involving more than one student in the same situation, the Dean of Student Life may permit the hearings concerning each student to be conducted jointly.
- g. Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chair. All documentation must be submitted prior to or during the hearing.
- h. All procedural questions are subject to the final decision of the chair.
- i. The Hearing Board will determine, by a majority vote, whether the student is responsible for violating each section of the Student Code of Conduct which the student is accused of violating. The Hearing Board's determination will be made on the basis of whether it is more likely than not that the student violated the Student Code of Conduct. If a student is found to be in violation of the Student Code of Conduct, the Hearing Board will then deliberate on what sanction(s) it will recommend to the Dean of Student Life.
- j. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in these proceedings.
- k. Hearings (excluding deliberations) will be audio tape-recorded for the purpose of appeals.
- l. The Chair will prepare a written form to the Dean of Student Life, detailing the finding, the majority vote, the information cited by the Student Conduct Hearing Board in support of its finding and any information that the Student Conduct Hearing Board excluded from its consideration and why, concluding with any recommended sanctions. This form must be submitted to the Dean of Student Life within 48 hours after the end of deliberations. The Dean of Student Life may make appropriate modifications and then will implement the final determination and inform the party or parties.

## **6. Interim Suspension**

- a. When it has reasonable cause to separate a student from the community, the College may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the code of conduct, including arrest, criminal investigation and/or charges.
- b. The College will schedule an informal meeting with the student as soon as possible to determine whether the interim suspension should continue until a formal resolution under the Student Code of Conduct is reached.

## **7. Voluntary Withdrawal Agreement**

In certain cases where a student's behavior and continued enrollment may adversely affect their well-being or the College, the Dean of Student Life or designee and the student may agree to discontinue their attendance at CSCC for a specified period of time and agree to conditions for re-admittance to the College. In such instances, the Dean of Student Life or designee and the student will sign a written Withdrawal Agreement.

## **8. Administrative Disenrollment**

- a. A student may be disenrolled from the College, prohibited from all or any portion of College premises, College-related activities or registered student organization activities and/or permitted to remain only under specified conditions when the Dean of Student Life finds that there is clear and convincing evidence that:
  - i. The student's continued presence poses a significant risk of substantial

- harm to the health or safety of themselves or others; or to property; or to College operations; or
- ii. The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, research, administration or other College-related activities.
- b. Before making such a determination, the Dean of Student Life shall notify the student in writing of the reasons that disenrollment is being considered, provide the student with an opportunity to respond and consult with appropriate College personnel. The Dean of Student Life may also consult with any other persons who are deemed appropriate under the circumstances.
  - c. The Dean of Student Life may request the student to undergo an appropriate examination, as specified by the Dean of Student Life, to determine whether any health condition or disability, as defined by the Americans with Disabilities Act, exists that may be addressed through reasonable accommodation to reduce the risk or disruption and whether any such accommodation is possible.  
If the student fails to undergo such an examination, and if the other available evidence supports administrative disenrollment, the Dean of Student Life shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
  - d. A student who has been disenrolled, prohibited from College premises, College related activities or registered student organization activities, or permitted to remain only under specified conditions may petition the Dean of Student Life in writing for revision of that status. The petition must include supporting documentation or evidence that:
    - i. The conditions found to have existed under paragraph (a)(i) or (ii) of this rule no longer exist and will not recur, and
    - ii. The student meets all usual and appropriate College requirements for admission and enrollment, including resolving any outstanding violations of the Student Code of Conduct.
  - e. Upon receipt of such a petition, the Dean of Student Life shall evaluate the evidence and may consult with the student, any appropriate College personnel and any other persons whom the Dean of Student Life deems appropriate. The Dean of Student Life may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition. In the event of a negative determination, the student may request in writing to have the decision reviewed by the Vice-President for Enrollment Management and Student Services.

## 9. Special Provisions for Sexual Misconduct and Other Sensitive Issues

- a. Victims are notified when written notice of the allegation/hearing is delivered to the accused student, so as to protect themselves from potential retaliation.
- b. In sensitive issues, such as stalking, violence, and sexual misconduct, all hearings will be closed to the public and at the sole discretion of the Dean of Students, only those who have a legitimate reason to be present will be permitted to be present.
- c. Sexual misconduct and other sensitive complaints are given priority to ensure that CSCC provides a prompt response.
- d. All parties to an allegation have a right not to face questions or discussion of their sexual history or character unless the facilitator determines that such information is highly relevant to determining whether the policy has been violated.
- e. Each party has the right to be present for all testimony and questioning. Deliberation is conducted in closed-session without the parties present. If findings and sanctions are presented orally at the end of the hearing, the student is permitted to be present.
- f. Whether in writing or informed orally, the victim has the right to know the outcome and sanctions of the hearing and whether an appeal has been filed.
- g. The board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the student, respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing,

videotape, audiotape, written statement, or other means where and as determined by the Dean of Student Life to be appropriate.

### 10. Sanctions

- a. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
  - i. Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - ii. Educational sanctions – including work assignments, essays, community service, behavioral contract, administrative referral or other related educational assignments.
  - iii. Formal warning – a notice to the student that further proven violations of the Student Code of Conduct will result in progressive sanctions.
  - iv. Probation - The student is not in good standing for a designated period of time and is notified that further proven violations of the Student Code of Conduct will result in suspension or expulsion from CSCC, particularly if the incident occurs during the probationary period.
  - v. Facility suspension- The student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.
  - vi. Facility expulsion- The student has lost the privilege of entering or using in a particular facility or building at any time.
  - vii. Loss of privileges – denial of specified privileges for a designated period of time.
  - viii. Removal from class – the student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Dean of Student Life or designee and the appropriate faculty member.
  - ix. Revocation of admission – the student loses admitted status to CSCC. A permanent notation will be made on the student's transcript indicating that the admission was revoked and the date of the action.
  - x. Revocation of degree – the student loses the right to claim a degree from CSCC. Awarding of the degree will be removed from the student's transcript and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action. The Vice-President for Enrollment Management and Student Services or designee shall review all recommendations for degree revocation.
  - xi. Suspension from CSCC - suspension is defined as a complete separation from CSCC activities, services, facilities, and grounds. Suspension may be:
    - a. Term suspension will be for a specified time, after which the suspended student may return to CSCC.
    - b. Conditional suspension will stipulate that reentry to the community will be granted upon the fulfillment of certain conditions by the student. Subject to fulfillment of the stipulated conditions, the suspension will be indefinite.
  - xii. Expulsion from CSCC. The student is permanently separated from CSCC, may not be present on CSCC property, or in attendance at CSCC sponsored events. Permanent notification will appear on the student's transcript. The Vice-President for Enrollment Management and Student Services or designee shall review all recommendations of expulsion.
- b. More than one of the sanctions listed above may be imposed for any single violation.
- c. Any sanction imposed will be in effect at all campuses/sites or functions sponsored by or under the supervision of CSCC.
- d. Where there is reasonable cause to believe that a student has intentionally selected a person or persons to victimize or selected property to damage, or violated other provisions of the Student Code of Conduct because of the personal characteristics or status of a person or group of persons or personal characteristics or status of the owner

or owners of any property, sanctions may be increased. These characteristics include, but are not limited to, race, ethnicity, creed, disability, color, religion, national origin, sex, age, veteran status, marital status, sexual orientation or public assistance status.

- e. If a student is found responsible for one or more violations of the Student Code of Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Student Conduct personnel may supply information to the Student Conduct Hearing Board in pattern-offense situations, such as stalking, relationship violence, sexual misconduct, only if:
  - i. The accused was previously found to be responsible;
  - ii. The previous incident was substantially similar to the present allegation;
  - iii. Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.
- f. By federal law, all conduct records are kept by the Office of Student Conduct for seven (7) years from the date of the incident, and then destroyed.

### 11. Appeals

- a. A student who is found responsible for violating the Student Code of Conduct may petition within 30 calendar days of the notice of the written decision for review of a decision reached or a sanction imposed. Such petitions will be in writing and shall be submitted to the Vice-President for Enrollment Management and Student Services.
- b. If the Vice-President for Enrollment Management and Student Services determines that the appeal may be reviewed, the matter will refer back to the original hearing body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). The Vice-President for Enrollment Management and Student Services serves as the final level of review in a conduct matter.
- c. Except as required to explain the basis of new information, an appeal will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - i. The discovery of substantial new facts unavailable at the time of the original hearing;
  - ii. Prejudicial procedural error;
  - iii. Excessive severity of the sanction in proportion to the offense;
  - iv. Prejudicial error as to the findings of fact;
  - v. To assess whether bias on the part of a Hearing Board member deprived the process of impartiality.
- d. Every opportunity should be taken to return the allegation to the original hearing body for reconsideration. Where this is not possible, the Vice-President for Enrollment Management and Student Services may decide the appeal directly. The Vice-President for Enrollment Management and Student Services may support or change a decision or modify a sanction. The Vice-President for Enrollment Management and Student Services will be deferential to the original decision maker, making changes to the finding only where at least one of the grounds for appeal is met, and to the sanction only if a compelling justification to do so exists and a unanimous decision is reached.

## STUDENT RIGHT TO KNOW

Under the terms of the Student Right to Know Act, the College must maintain and report statistics on the number of students receiving aid related to athletics reported by race and gender, the graduation rate for athletes participating in specific sports reported by race and gender, the graduation rate for students in general reported by race and gender and other relevant statistics. Copies of these reports are available at [csc.edu/disclosure](http://csc.edu/disclosure).

## STUDENT TRAVEL

### STUDENT TRAVEL POLICY AND PROCEDURE 7-03

- a. Columbus State Community College provides numerous educational and College programs for the students it serves including but not limited to course-related travel, education abroad, and student athletic travel. The student travel policy applies to all

students and/or student groups who travel with College approval in support of the College mission and student learning. Clinical placements, internships, field experiences and field trips are not considered student travel. For field trips, see Field Trips Policy and Procedure 5-17 and 5-17 (B).

- b. The College supports domestic and international student travel for the following reasons:
  - 1. Travel to enhance educational and College experiences.
  - 2. Travel to accomplish College business such as approved representation at community, governmental, or other external events or activities.
- c. The College will financially support student travel pursuant to College policies and procedures.
- d. Student athletic travel must also be in compliance with appropriate inter-collegiate athletic governing bodies.
- e. The President shall establish procedures to administer this policy.

**General**

- a. All College-sponsored student travel must have a designated employee travel coordinator or coach who is responsible for leading and/or coordinating the student travel pursuant to College policies and procedures.
- b. All College-sponsored student travel other than student inter-collegiate athletic travel outside of the College's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses other than mileage must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.
- c. All student inter-collegiate athletic travel during the regular season of play including preseason warm-ups or tournaments, regular games or meets which requires College-sponsored transportation for student athletes, must be pre-approved by the appropriate Cost Center Manager, Athletics Director and the Dean of Health and Human Services.
- d. All inter-collegiate athletic travel to post-season district, regional and/or national championship tournaments must be pre-approved by the appropriate Cost Center Manager, Dean of Health and Human Services and a Cabinet member.
- e. Commuting expenses between the student's residence and the departure location are not reimbursable under any circumstances.
- f. Third party funding may be used to supplement student travel activities with proper documentation and pre-approval by the appropriate Cost Center Manager, Dean of Health and Human Services, Cabinet member and Grant Representative.
- g. For the employee travel coordinator, guidelines on meal allowances are found in the Employee Travel and Reimbursement Policy and Procedures 9-06 and 9-06 (A). Student meal allowance will be made on a case-by-case basis in conjunction with the appropriate Cost Center Manager, Dean and Cabinet members.
- h. For international travel, students are responsible for any additional documentation that may be required.
- i. Students on College-sponsored travel are subject to disciplinary action by the College for violations of the Student Code of Conduct. The accompanying Travel Coordinator is authorized to maintain good order during the trip. If student behavior is found to be in violation of the established expectations or otherwise considered to be detrimental to or incompatible with the interest, harmony and welfare of the College, host entities, other students or the community, interim sanctions may be administered by the Travel Coordinator after consultation with the Dean of Student Life or designee. These sanctions may include but are not limited to, limitations on participation or expulsion from the program and immediate return home at the student's expense and no refund of fees.  
Upon returning to the campus students will be subject to due process procedures under the Student Code of Conduct for the actions that allegedly took place on the trip. For students who are determined to be responsible, disciplinary sanctions may be administered for misconduct which occurred during the trip.

- j. Student travelers are responsible for unforeseen expenses not covered or otherwise disclosed on the approved Student Travel Request Form and accompanying documentation. Exceptions may be made on a case-by-case basis as approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.
- k. The employee Travel Coordinator who incurs extraordinary expenses as a result of unforeseeable or unavoidable situations must request reimbursement per Procedure 9-06(A) (1) (f).
- l. A sudden illness or a family emergency prior to departure may result in a student needing to cancel their travel. It is recommended that all student travelers purchase trip insurance to insure against potential loss. The student remains responsible for any costs pre-paid by the College. The College assumes no obligation to make refunds to students in the event a trip is cancelled, postponed, or altered. Deposits made pursuant to a tour agency's written policies may be nonrefundable.
- m. There may be times when it is necessary to end a travel program early or cancel it completely. Such decisions are made when it has been determined that a particular travel site has become so dangerous and unpredictable that the College believes the risks to students are unacceptable. Examples of such situations include but are not limited to occasions where:
  - i. The site is experiencing a period of exceptional political and/or civil unrest that is unlikely to be resolved or may worsen in the immediate future.
  - ii. The site has experienced a major natural disaster.
- n. Prior to departure, students shall provide 24/7 emergency contact information to the College.
- o. In case of emergency, family members may call Columbus State Police at 614-287-2525 for further direction 24 hours per day, seven days per week.
- p. Personal expenses including but not limited to annual or late fees for credit cards, alcoholic beverages or loss or theft of personal cash or property will not be reimbursed.

### **Request to Travel**

- a. The employee Travel Coordinator or Coach must initiate a request for student travel on the Student Travel Request Form. The Employee Travel Coordinator must also submit an employee Travel Request Form for him/herself if traveling with students. Coaches do not have to submit a separate request and are included with the Student Athletic Team Travel Request.
- b. On all travel request forms, travelers must provide their birth date and legal name as it appears on a driver's license, state identification or other picture id for the purpose of booking airfare.
- c. Registration-only requests may be made using the Registration Fees Form.
- d. The appropriate Employee Travel Coordinator and Cost Center Manager will work in conjunction with Business Services to make necessary travel arrangements as needed.
- e. Students are strongly advised to carry health insurance during the term of travel. Students electing not to carry health insurance must sign a waiver of liability form prior to travel.
- f. A copy of the list of student travelers, travel itinerary, appropriate waiver forms and emergency contact information must be filed with the Dean of Student Life Office and Columbus State Police prior to the date of travel by the employee Travel Coordinator. Emergency contact information for student travelers will be carried by the accompanying Travel Coordinator during travel.

### **Payment and reimbursement**

- a. The College will provide prepayment for student travel for the following:
  - i. Registration fees
  - ii. Application fees
  - iii. Hotel accommodations
  - iv. Airfare
  - v. Chartered transportation
  - vi. Meal allowances as stated in (1) (G) above

- vii. Other as pre-approved.
- b. Reimbursement for student group travel expenses
  - i. The employee Travel Coordinator or Coach must submit a Student Travel Expense form for any expenses not covered in (3)(a) within 30 days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. The employee Travel Coordinator or Coach must attach all receipts (including e-tickets with confirmation number) and itinerary for commercial transportation. Approval of the Student Travel Expense form must be made by the Cost Center Manager and a Cabinet member.
  - ii. Consistent with the Ohio Ethics Commission (see <http://ethics.ohio.gov>), employees or coaches may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees and coaches are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

## VOTER REGISTRATION

Sixty (60) days before a federal election, Columbus State will have voter registration forms available for enrolled students. Forms will be available in the Student Engagement and Leadership Office, Nestor Hall 116, and in Disability Services, Eibling Hall 101.

## WORKPLACE, FAMILY, AND RELATIONSHIP VIOLENCE

### WORKPLACE, FAMILY, AND RELATIONSHIP VIOLENCE POLICY AND PROCEDURE 3-45

#### (A) Purpose

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

#### (B) Definitions

As used in this policy, the following terms are defined and will be adhered to as follows:

1. Workplace/college violence – any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.
2. Deadly weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon).
3. Bullying – a type of workplace or college violence that consists of repeated, abusive verbal or physical conduct directed against a person or persons in the course of employment or in the educational environment that would cause a reasonable person to feel threatened, humiliated or intimidated or to experience interference in the work or educational environment.

#### (C) Prohibited conduct or behavior includes, but is not limited to the following:

1. Threatening to harm an individual or their family, friends, associates or property, including pets.
2. Hitting or shoving an individual or other intentional physical contact that results in harm.
3. Unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place.
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property.
5. Intimidating conduct or harassment that disrupts the work or educational environment

or causes a reasonable person to fear for personal safety.

6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

#### **(D) Risk assessment protocols for employees and students**

1. Behavioral Intervention Teams (BIT) consist of a cross-section of trained personnel whose task is to identify and assess low-risk behaviors before they escalate and recommend appropriate intervention strategies.
2. Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.

#### **(E) Consequences of policy violations**

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment or academic sanctions. Criminal charges may also be filed, as appropriate.

1. Employees who are perpetrators of workplace/college violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the employee Behavioral Intervention Team (BIT).
2. Students who are perpetrators of workplace/college violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of Student Conduct and/or the student Behavioral Intervention Team (BIT).
3. Non-employees who are perpetrators of workplace/college violence will have their consequences determined by the Police Department or the appropriate entity, including being transferred to the Columbus Police Department or other appropriate criminal justice facility.

#### **(F) Resources for consultation and support at Columbus State**

1. Human Resources Department
2. EEO/Title IX Coordinator/Deputy Title IX Coordinators
3. Police Department
4. Student Conduct Director/Program Coordinator
5. The College provides resources to students and full-time employees to help manage stress and prevent occurrences of violence:
  - a. Full-time employees may seek support and assistance with personal concerns affecting their work or home lives through the Employee Assistance Program (EAP).
  - b. Students may seek support and assistance with personal concerns affecting their education or home lives through Student Counseling Services.

#### **(G) Community resources for consultation and support**

1. Choices 24-hour Crisis/Shelter
2. The Center for Family Safety and Healing
3. Ohio Domestic Violence Network
4. Mental Health America of Franklin County
5. Community resource information also can be found at: [csc.edu/title-ix](http://csc.edu/title-ix)

#### **(H) Confidentiality**

To the extent possible, all information received in connection with the reporting, investigation and resolution of workplace/college violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

#### **(I) REPORTING**

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of work-

place/college violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

**(J) This policy is not meant to address personality or communication conflicts.**

**(K) The President shall establish procedures to administer this policy.**

## **WRITTEN STUDENT COMPLAINTS**

### **WRITTEN STUDENT COMPLAINTS POLICY AND PROCEDURE 7-13**

Columbus State Community College encourages student communication with the administration, faculty and staff regarding College operations and procedures and encourages students to use existing policies, personnel and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel and departmental offices cannot address their specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President or a Vice-President.

1. Records maintained by the College concerning written student complaints include information about the disposition of the complaint and information regarding the referral and/or final resolution of the complaint.
2. Information about formal student complaints will be shared with the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual student identities will remain anonymous in the College's institutional log. As part of continuing improvement efforts at Columbus State, all formal student complaints filed with the College will be examined and reviewed annually by the College.
3. If a student wishes to make a formal complaint, they must make this complaint in writing, electronic submission is acceptable, and submit the complaint to either the office of the President or a Vice-President. All complaints must include the student's signature, or name in the case of electronic submission, and contact information so the College may respond and/or notify the student as to the status of the complaint.
4. Upon receiving a formal student complaint, the office of the President, or a Vice-President, will keep a log of each complaint noting the nature of the formal complaint and the expectation, if any, the student has in resolving the complaint.
5. Once a formal student complaint is initiated, the office of the President or a Vice-President will make a determination as to the exact nature of the complaint and forward the complaint to the appropriate College office/department or external agency for response or resolution.
6. The student filing a formal complaint will be notified when the complaint is resolved, or when actions are taken to address their specific complaint. The referring office will also be notified. Actions taken on formal student complaints and/or attempts to resolve formal student complaints will be logged by the office of the President or a Vice-President.

# College Services

## Bookstore

Columbus State Community College Bookstore  
Discovery Exchange Building, DX, Columbus Campus  
614-287-2427 | [bookstore.csc.edu](http://bookstore.csc.edu)

The Columbus State Bookstore is your one-stop-shop for all your textbook, technology, supply, uniform, and spirit wear needs. The Bookstore is dedicated to serving students by providing the following products and services:

- Textbooks and Reference Books
- School Supplies
- College and Uniform Apparel
- Computer Tablets, Laptops, Accessories
- Headphones, Jump Drives, Phone Chargers
- Backpacks and Tote Bags
- College Spirit Items (Mugs, Lanyards, Keychains)
- COTA Bus Passes
- Postage Stamps, Fax Services
- Snacks, Candy, Bottled Drinks and **Much More!!!**

The Bookstore also offers a student seating areas and a Subway restaurant to refuel, study, and relax.

## Bus Service (COTA)

### Columbus Campus

Central Ohio Transit Authority (COTA)  
614-228-1776 | [cota.com](http://cota.com)

### Delaware Campus

Delaware Area Transit Agency  
740-363-3355 | [ridedata.com](http://ridedata.com)

Bus route information is available online at the respective websites. Monthly COTA passes are available for purchase at the Bookstore.

## Copy Services

Copiers are available for student use (there is a charge per page) in the buildings listed below.

### Columbus Campus

Computer Commons in the Teaching and Learning Center

Library in Columbus Hall — black/white copier on each floor

Bookstore — black/white copier

### Delaware Campus

Moeller Hall, corridor leading to Learning Center — black/white copier

## Fitness Center

### Columbus Campus

Delaware Hall 082

614-287-5918 | [csc.edu/fitness-center](http://csc.edu/fitness-center)

### Delaware Campus

Moeller Hall 230

Check online for current hours

The Fitness Center is open to all Columbus State students, faculty, and staff with a valid Student ID card. The Fitness Center offers cardio and multipurpose strength equipment, as well as free weights. Locker rooms are adjacent to the Fitness Center, making it convenient to work out before or after classes or during lunchtime. Locker room access can be requested through the Columbus State Police Department.

## Food Services

Check our webpage for additional information:

[csc.edu/campus-life/food](http://csc.edu/campus-life/food)

- Union Cafe  
Union Hall Main Floor  
The food court will include a Starbucks drink kiosk.  
To see hours, menu and other info, visit:  
[aviserves.com/csc/fresh-food-court.html](http://aviserves.com/csc/fresh-food-court.html)
- Subway @ DX.  
Discovery Exchange Bookstore  
Subway offers their nationally branded menu items with quick friendly service.
- Tortilla  
Food truck, main courtyard near Delaware Hall  
A local Columbus favorite brings their Mexican specialties to the Columbus State campus, featuring Burritos, Bowls, Tacos, Quesadillas and more.
- Sips @ Davidson  
Davidson Hall First Floor Lobby  
Serving Hand Crafted Crimson Cup Coffee Drinks and Grab & Go Foods.
- Vending  
Assorted beverages and snacks are available through-out campus buildings for your convenience. Most machines now accept credit cards.

- Market C  
Moeller Hall, Delaware Campus  
A self-check-out C-store that is always accessible when the building is open.  
Featuring Fresh Sandwiches, Salads, Beverages and Snacks.

## **IT Support Services**

### **Columbus Campus**

Walk-in Support: Center for Technology and Learning, 1st Floor

Phone Support: 614-287-5050

**csc.edu/helpdesk**

### **Delaware Campus**

Walk-in Support: Moeller Hall, Learning Center 740-203-8300

Phone Support: 740-203-8300

**csc.edu/helpdesk**

Students, faculty, and staff can get support for problems with College-owned computers or wireless issues by calling the numbers listed above.

## **Multimedia Support Center**

### **Columbus Campus**

Columbus Hall 109 (Lab) and Room 111 (Studio)

614-287-2297

### **SERVICES AVAILABLE**

The Multimedia Support Center MSC Staff are able to provides a studio and audio and video recording space for media productions and of events. The space in our studio space, which is available for students, faculty, and staff. The MSC also provides a computer lab tailored for working on multimedia projects. The MSC Staff can provide assistance with media projects such as video shoots, audio recordings, special events, scanning, and Media Creation software troubleshooting.

### **SOFTWARE AVAILABLE IN THE MULTIMEDIA LAB:**

- Adobe Creative Cloud
- Autodesk Maya and Mudbox
- Anaconda/Python
- JAWS
- Corel Painter
- Microsoft Visual Studios 2017
- Microsoft Office Professional Plus
- ZBrush
- Read&Write
- Toon Boom Harmony
- Unity
- VLC Media Player
- Allegorithmic Substance Designer and Painter

## Student Central

Madison Hall, Upper Level, Columbus Campus  
614-287-5353 | [csc.edu/studentcentral](http://csc.edu/studentcentral)

Students may visit this one location for all of the following:

- Course Registration assistance
- Student record updates and related issues
- Financial aid information and submission of applications and documentation
- Ohio Residency information and submission of documentation
- Assistance with CougarWeb and the other online tools regarding the business of being a Columbus State student
- General student service guidance and direction
- Workshops for new and returning students

## Student ID Cards

Student ID cards are made in Student Central in the lower-level of Madison Hall. To obtain a student ID card, student fees must be paid in full, and the student must have a driver's license or other government issued photo ID card with them at the time that they are requesting their Cougar ID card be created. Replacement ID cards are \$4 and can be paid for in the Cashiers and Student Accounting Office in Rhodes Hall. Students must have their receipt to request a replacement. Please check the Student Central website for current service hours, as they vary based on the time in the semester.

## Parking and Traffic

[parking@csc.edu](mailto:parking@csc.edu)  
[csc.edu/parking](http://csc.edu/parking)

All lots managed by Columbus State Community College (CSCC), including motorcycle parking, require a valid CSCC parking permit to be displayed in plain view. Visitor parking meters do NOT require a parking permit but must be paid and are for visitors to the college (NOT students or employees).

Every registered student attending classes at a CSCC campus, a Regional Learning Center, or taking online classes, who may drive to a CSCC campus or Regional Learning Center, is required to purchase a CSCC parking permit each semester.

- Parking is prohibited in any area not specifically designated for parking.
- Parking is restricted to college-related business.
- Distance Learning students are required to have a valid CSCC parking permit if you plan to park on campus at any time for advising, testing, etc.
- Parking permits are limited to one permit per student/employee and are transferable between vehicles.
- Questions about enforcement and citations should be directed to the Parking Coordinator at (614) 287-2323.
- Citation appeals should be directed to the Parking Citation Appeals website.
- Questions regarding permit ordering and citation payment should be directed to the Cashiers Office at (614) 287-5658.

- General parking questions should be directed to parking@csc.edu or 614-287-2323.

### **To Ensure Receipt of your Parking Permit, Update Your Student Account.**

Your college account information includes both a primary address and a primary mailing address. Before you begin the permit registration process, be sure to update your primary address and primary mailing address with the CSCC Telephone Information Center at 614-287-5353

### **REGISTER AND PURCHASE YOUR PARKING PERMIT**

Log into CougarWeb on the CSCC website and follow the steps below under Additional Services:

- Step 1: Vehicle Registration under ‘Additional Services’.
- Step 2: Order Parking Permit.
- Step 3: Pay for Parking Permit. Permit will not be mailed until payment is received.

Payment may be made on CougarWeb using a credit card or by:

- Calling the Telephone Information Center at 614-287-5353 – credit card only.
- Going to the Cashiers Office in Rhodes Hall – cash, debit card, credit card.
- At the Delaware Campus, parking permits may be purchased at the Cashiers Window in Moeller Hall – every Wednesday from 1:00 p.m. - 6:00 p.m.

### **PARKING PERMIT DISPLAY**

**OPTION 1: Rear windshield, driver’s side, must be permanently affixed** inside the window **OR** displayed in a permit holder (available for purchase at the DX Bookstore). Permit must be displayed **IN PLAIN VIEW** so **ALL** information (permit number, expiration date, etc.) is **clearly visible** from outside the car.

**OPTION 2: Front windshield, driver’s side, inside car.** Permit must be displayed **IN PLAIN VIEW** so **ALL** information (permit number, expiration date, etc.) is **clearly visible from outside the car.** A permit may be affixed, displayed in a permit holder, or placed on the front dashboard, driver’s side.

**Tinted Rear Window:** Refer to Option 2 “Permit Display.”

**Lost/Stolen Permits:** You must purchase a replacement sticker for \$35 at the Cashiers Office in Rhodes Hall. They will provide you with a temporary permit to use until your replacement sticker is received in the mail. At the Delaware campus, parking permits may be purchased at the Cashiers window every Wednesday from 1:00 p.m. - 5:00 p.m.

**Illegal Use, Falsification, Alteration, or Reproduction of Permits:** All parking permits are nontransferable. Any person who provides false information, registers a vehicle belonging to another student, illegally sells, transfers, alters, reproduces, or uses a permit not intended for his/her use may be subject to a fine and disciplinary action as well as possible towing. This could also result in loss of parking privileges and forfeiture of all parking permit fees.

**Permit Refund:** Permits are non-refundable unless classes are dropped on or before the “Last Day for 100% Refund” date for the current semester. Permit must be turned in by that date to the Parking Office along with a written refund request.

**Handicap Parking:** Valid state-issued handicap placards are required to park in handicap spaces. Handicap parking privileges do NOT exempt the requirement to have a valid CSCC parking permit. If there are no designated handicap spaces available, those with handicap placards may park in employee lots. The illegal use of a handicap placard is an Ohio Revised Code violation and may result in a citation into the local Municipal Court with a fine up to \$500.00.

## **PARKING TIPS**

These apply to parking at all Columbus State Community College campuses and Regional Learning Centers.

**Parking fines:** The fine for an unregistered vehicle (no valid CSCC parking permit) is \$100.00. See the complete list of violations and fines at [cscce.edu/parking](http://cscce.edu/parking).

**What Happens If I Don't Pay My Fine:** Your fine should be paid within 30 days – contact the Cashiers office to pay the citation fine. Collection of parking fines follows the Cashiers and Student Account procedures under “Collection of Past Due Balances” which can be found in the college Catalog.

1. Your student account may be blocked.
2. All unpaid accounts for students, employees, or visitors are forwarded to the Ohio Attorney General for collection per the procedures outlined in the college Catalog.

**Peak time:** Be prepared to park in the outer lots around campus due to proximity lots filling at peak times, Monday through Thursday between 9:00 a.m. and 1:00 p.m., and 4:00 p.m. to 6:00 p.m.

**Parking:** Read lot signs to ensure you are in the proper lot. Red signs ending with S (28-S, 11-S) indicate student parking. Blue signs ending with E (1-E, 7-E) indicate employee parking.

**Overflow parking lots:** Additional parking on the Columbus campus is available in Lot 28 on Mt. Vernon Avenue, just west of Cleveland Avenue, and Lot 32 (on the east side of the parking garage).

**Columbus State Police:** Remember to abide by college policies, local, state, and federal laws. CSCC Police are Ohio Certified Law Enforcement Officers empowered to enforce college policies, traffic, and criminal laws. They also stand ready to assist you when needed.

**Prevent theft:** Do not leave valuables in plain sight in your vehicle. Trunk storage is best. Lock your doors and roll up the windows.

**Report crimes:** If you see anything suspicious contact the CSCC Police Department at 614-287-2525 and 911 for emergencies.

**Lot closings:** Special events, construction, or emergencies could close CSCC parking lots at any time. Lot closures and the latest parking and traffic updates may be posted on Twitter @cscce\_parking.

**Motorcycles:** A valid CSCC parking permit is required for motorcycles. Permits should be obtained following the guidelines for student and employee parking permit requirements. Keep the parking permit with you to provide proof of a valid permit if requested by CSCC Police.

**Overnight parking:** Any vehicle parked in a CSCC controlled parking lot after campus is closed must have authorization from CSCC Police at 614 287-2525. Failure to receive pre-authorization may result in a citation. A valid CSCC permit must be displayed in the vehicle for permission to be granted.

#### LIABILITY NOTICE

Columbus State will not accept any vehicle for safekeeping; nor shall CSCC be responsible for loss or damage to any vehicle or its contents by fire, theft, vandalism, criminal damaging, acts of nature, or any other cause. Nor shall CSCC be responsible for any loss, damage, or injury by or to any person that occurs on property controlled or owned by Columbus State. Columbus State is not responsible for towing and storage fees, losses or damage to any vehicle towed.

## Columbus State Police Department

### Columbus Campus

Delaware Hall 047

Telephone: 614-287-2525 | Emergencies – Dial 911

Available: 24 hours a day, 7 days a week

### Delaware Campus

Administration Building, 133-A

Telephone: 614-287-2525 | Emergencies – Dial 911

Available: Mon. – Thurs. 7:00a.m. to 11:00p.m. | Friday 7:00a.m. to 5:00p.m. | Saturday 7:00 a.m. to 4:00 p.m. | Sunday Closed

## POLICE, SAFETY & SECURITY, AND EMERGENCY MANAGEMENT

The Columbus State Police Department is responsible for law enforcement, campus safety, emergency management, crime prevention, and security. Columbus State Police Officers, along with Security Specialists, provide law enforcement and security staffing. Additional layers of security blanketing the Columbus Campus include Columbus Police Officers and the Discovery Special Improvement District (SID) patrol units. SID patrol units are the result of the college's participation in a unique Discovery District neighborhood security partnership.

### POLICE DEPARTMENT STAFFING

The Columbus and Delaware campuses are staffed by Columbus State Police Officers, Security Specialists, and Communications Technicians.

#### POLICE OFFICERS

Columbus State Police Officers are certified by the Ohio Attorney General's Office, Ohio Peace Officers Training Council and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04. On the Columbus Campus the Police Department is in Delaware Hall, Room 047 and on the Delaware Campus, in the Administration Building, Room 133-A. The Administration Building is on the Winter Road side of the campus. The Police Department provides the following services:

- Patrol of campus and surrounding community
- Enforcement of state laws and college policies
- Criminal Investigations
- Community Oriented Policing Initiatives
- Motor vehicle lock-out and jump-start assistance
- Security escorts Crime prevention education
- Emergency notifications and timely warnings

#### **SECURITY SPECIALISTS**

Security Specialists handle a myriad of functions. While Security Specialists do not have arrest authority, they provide non-police supplemental patrol of the campus. Safety and Security consists of five specialty areas: 1) Special Services, 2) Access Control, 3) Life and Property Alarm Systems, 4) Safety, and 5) Emergency Management.

#### **COMMUNICATIONS TECHNICIANS**

Columbus State Communications Center is staffed by non-sworn members of the Police Department. Some of the duties performed by the Communications Technicians include: central monitoring of campus alarm systems, customer service, issuance of ID cards for students and staff, answering telephone calls for service, dispatching appropriate resource(s), conducting vehicle registration, operator license checks, and conducting wanted-persons checks via the Law Enforcement Automated Data System (LEADS).

## Campus Hours

### Columbus Campus

*General hours:* Monday – Friday 7:00 a.m. to 11:00 p.m.

There are varying class hours on weekends and some holidays. Buildings generally close at **6:00 p.m. on weekends** except for special events. Classes may be delayed or canceled, so check the college website, email, and local media for changes due to weather or emergencies. In addition, Rave text alerts will also be sent to students and employees who have registered cell phones.

### Delaware Campus

*Normal operating hours*

Monday – Thursday 7:00 a.m. to 11:00 p.m.

Friday 7:00 a.m. to 5:00 p.m. | Saturday 7:00 a.m. to 4:00 p.m. | Sunday Closed

The Delaware Campus is staffed by Columbus State Police Department personnel during Delaware Campus hours of operation.

## R.A.V.E Guardian

Columbus State has contracted with Rave Mobile Safety for their Rave Guardian services. These features can be downloaded to your smart phone through the Apple or Android App store. They can be found by searching “Rave Mobile Guardian”.

This service has several elements that enhance existing safety services the campus community. They include the following:

- **Safety Timer:** This acts like a virtual security escort for students and employees. They can open the Rave Guardian application on their cell phone using a four digit PIN, and set a timer after estimating the time it will take to reach their destination. In addition, a message can also be left for the police that describes your starting point, destination, path of travel, and clothing should you need assistance. Once activated, the timer will send reminders as it nears its end. If the timer expires before it is de-activated the Rave Guardian application will send an alarm in to the Police Department Communications Center. The communication technician will check the person’s profile and call the user for a wellness check and dispatch a police officer, if needed.
- **Send a Tip:** A text message can discretely be sent to the Columbus State Police Department about suspicious activity or a crime on campus.
- **Call Public Safety:** This feature turns your phone into a panic button that calls directly into the Columbus State Police Department, when activated

You will only be able to use Rave Guardian if your phone is registered through Rave Mobility and the mobile application has been downloaded. You can register your phone by visiting the Police Department website at [csc.edu/services/police/](http://csc.edu/services/police/)

## Clery Campus Warnings

The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Annual Security Report, crime statistics, emergency notifications, timely warnings, the crime log, and

emergency information can be found online at <http://www.csc.edu/services/police/>

## Emergency Notification

The purpose of an emergency notification is to warn the campus community of a significant critical incident, which represents a sustained and impending threat to life or property across the college. The Police Department's Administration, Communication Technicians, Emergency Preparedness Coordinator, College President, and Senior Vice President of Administration and General Counsel, are authorized to issue immediate warning without an unreasonable delay so the campus community can take immediate precautions. Warnings can be issued through the public address systems, email, media, and other appropriate emergency message systems. The Columbus State RAVE text alert system is the primary mode for issuing emergency notifications. Students and employees are strongly encouraged to register their cell phones so they can receive text alerts.

## Timely Crime Warning

To promote safety and prevent additional crimes, the Police Department administration will warn the campus community of certain crimes as specified by the Clery Act when they represent a serious and continuing danger to the campus community. These crimes include: 1) murder, 2) negligent manslaughter, and non-negligent manslaughter 3) forcible rape, 4) forcible sodomy, 5) sexual assault, 6) forcible fondling-with an object 7) incest, 8) non-forcible statutory rape, 9) domestic violence, 10) dating violence, 11) stalking, 12) robbery, 13) aggravated assault, 14) burglary, 15) motor vehicle theft, 16) arson, and 17) hate crimes.

Issuing timely crime warnings are decided on a case-by-case basis by the Police Department after considering all the facts surrounding the crime. Some of these considerations include: 1) nature of the crime, 2) continuing danger to the campus community, 3) Clery criteria, and 4) possible risk of compromising a law enforcement investigation. Once the known facts are assessed, a warning may be issued through email, texts, media, or other appropriate message system. The Columbus State RAVE text alert system is the primary mode for emergency notifications.

## Reporting a Crime, Accident, Fire or Emergency

If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287- 2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip.

Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911. If you call 911 be prepared to give the following information:

- Nature of emergency, e.g., fire, injury, illness
- Exact location of the emergency
- Description of suspicious activity
- Your name and a call back phone number

## Safety and Security Systems

Security cameras operate in a limited number of public spaces for the potential preservation of criminal evidence in the event of a crime; however, these cameras are not routinely monitored.

## Fire Safety, Monitoring and Suppression

Columbus State, a non-residential college, has had **no loss of life and no major building structure fires**. Designated employees receive annual fire prevention training through the college, including the proper use of a fire extinguisher. Columbus State's Police Department conducts monthly fire drills in designated areas, in accordance with the Ohio Revised Code. The college's **fire suppression and alarms systems are monitored 24 hours a day, 7 days a week** by a third party vendor and by the Columbus State Police Department Communications Center.

## Emergency Management Information

During an emergency, each individual must take responsibility for his/her own safety, assisting others as possible, especially people with disabilities. For more information, visit the Columbus State Police Department website: [csc.edu/police/](http://csc.edu/police/) and select the "Emergencies" link. The Police Department's Support and Preparedness Coordinator maintains the College Emergency Operation Plan and assists other departments with emergency response guidelines and annual drills.

## Emergency Evacuation of People with Disabilities

People with disabilities, capable of exiting a building by using the stairs, should familiarize themselves with at least two (2) exits from any classroom, building, or facility on the campus. Evacuation maps indicating exits are clearly posted in campus buildings. Faculty should note the presence of students with disabilities and discuss evacuation procedures. **Stairwells are the point of rescue for people with disabilities, who will be assisted in evacuating the building by emergency personnel.**

At the first indication of a building evacuation, people with disabilities should go to the stairways, which will be accessed by emergency personnel who will assist them. **Do not enter the elevators** during an emergency unless assisted by uniformed Police Department or emergency personnel. During power outages, buildings have evacuation exit lighting with limited backup batteries.

## In an Emergency You Should

- Be alert for the possibility of fire, smoke, explosions, or other threats. If detected, pull the pull station alarm and proceed with emergency evacuation.
- Exit immediately to the nearest emergency fire exit. If inaccessible, use an alternate emergency exit.
- Notify Police Department personnel of anyone unable to evacuate.
- Evacuate to a distance of **500 feet** from the building, which allows others to exit quickly and provides access for emergency equipment and/or personnel. If you can do so safely, take personal items such as keys, bags, cell phone, and medications with you. **DO NOT** re-enter unless directed to do so by emergency personnel.

During an emergency classes may be delayed or canceled. For information, check the college website, email, emergency text system, and local media

## Crime Prevention Tips

- Maintain control over book bags, books, laptop computers, cell phones, portable electronic devices, and all personal property, whether in class, at meals, or socializing.
- Evaluate what is actually needed daily and limit what you bring to campus.
- Valuables should be secured out of view in the trunk of your vehicle.
- Only known/trusted individuals should be asked to watch over personal items, even for a short time.
- Record/photograph serial numbers on valuable possessions to make identification of stolen and recovered items easier.
- Always be aware of your surroundings.

If each person does their part to impact safety, everyone's college experience will be more secure.

More crime prevention ideas are available at the Columbus State Police Department: [csc.edu/services/police/](http://csc.edu/services/police/)

## If You Are the Victim of a Crime

If you have become the victim of a crime on campus or in a campus-controlled facility, please take the following steps:

- **Immediately report the crime** to campus police at 614-287-2525 (or local police agency at 911). If at all possible, do not leave the area until you have spoken with a police officer about the incident; leaving consumes valuable time. However, if you must leave the area, call the police as soon as you can.
- **Try to get a description** of the suspect, noting gender, race, and clothing.
- If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
- **Preserve evidence.** Do not touch or move anything. In case of sexual assault, do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.
- Victim counseling is available. (See Victim Counseling below)
- Victim advocacy is available (See Victim Advocacy below)

## Emergency Phone Locations

Emergency phones are strategically located in buildings and elevators. Building phones are affixed to interior corridor walls. The system notifies our Police Department Communications Center of the location of the activated phone. Emergency phones are speaker/microphones. The phone serves as a speaker and microphone so caller can hear the Police Department Communications Technician and speak directly to the Technician.

### DELAWARE CAMPUS

Delaware Campus has parking lot phones that are located on the Northwest Exterior of Moeller Hall and in the Center of the parking lot outside of Moeller Hall. Both phones have a blue light on top of the phone standard (pole). When the phone is activated, the light will flash to alert Police Department personnel of the phone location.

## Victim Counseling

614-287-2818 | [cscs.edu/counseling/](http://cscs.edu/counseling/)

Counseling Services can help with mental health issues, such as depression or stress. They also can help students suffering from substance abuse or alcohol problems. Personal counseling services are available by appointment. Stop by the office (Nestor Hall 010) or call 614-287-2818 to schedule an appointment.

## Missing Persons

In the event a person should become missing from campus, the Police Department should be notified immediately. A campus police officer will respond, gather information, and relay it to other Police Department personnel. An on-campus search for the missing person will begin and the local police will be notified for assistance. If there is reason to believe the missing person was last seen off campus, the case will be referred to the jurisdictional police agency and the family will be advised to contact that agency as well. The Columbus State Police Department will assist the investigating agency as requested.

## Notification about Sex Offenders

Ohio's Electronic Sex Offender Registration and Notification system is known as eSORN. The Columbus State Police Department provides a link to the Ohio Attorney General's website for sex offenders: [cscs.edu/services/police/so.shtml](http://cscs.edu/services/police/so.shtml)

## Assistance from Other Law Enforcement Agencies for Criminal Investigation

The Columbus Police Department, Ohio State University Police, Delaware County Sheriff's Office, Ohio State Highway Patrol, Ohio Bureau of Criminal Identification and Investigation (BCI), Federal Bureau of Investigation (FBI), or other appropriate agencies will assist campus police with selected investigations such as sexual assault, homicide, arson related offenses, missing persons, or other offenses that would require specialized equipment or training to properly investigate.

## College Safety Committees

In July 2012, the Columbus State Community College created the College Safety Council to elevate the importance of campus safety at Columbus State. The Safety Council is comprised of representatives from Departments across the College.

The Safety Council is Co-chaired by the Chief of Police, Sean Asbury, and Faculty member, Dr. Terry Oliver. The Council is committed to creating a safe, secure learning and work environment by:

- Understanding the College's safety programs, and each person's responsibility as a member of the College community to advance a safe and secure environment;
- Identify issues of key concern;
- Providing feedback on programs, policies and procedures related to College safety, including emergency preparedness, crime prevention, education and training, safe and secure computing environment, and communication;
- Serving as a key communicator about College safety within the College community.

Campus safety information can be forwarded to the Safety Council by contacting any of the appointed representatives.

### CLASSROOM SAFETY COMMITTEE

The Columbus State Community College Classroom Safety Committee is comprised of faculty and staff as a result of the Faculty Labor Agreement. The purpose of this committee is to identify and propose solutions to enhance classroom safety.

## Lost and Found Items

In accordance with Columbus State Community College Procedure No. 13-11 (E) (I), the collection and disposal of lost and found items of value is the responsibility of the Police Department. An item of value is defined as any item with an estimated value of \$100 or more, including driver's licenses, personal identification documents, laptops, cell phones, and other electronics, checkbooks, credit cards or cash. These items will be placed in the property room for safe keeping. Other accepted items including backpacks containing valuables, prescription medications, textbooks, and other items deemed appropriate by a supervisor, may be kept in the property room as well. For sanitary reasons, clothing items, food, and drinks are not accepted into Lost and Found.

Property at the Delaware Campus will remain there for approximately sixty (60) days and will then be brought to the Columbus Campus. The property will be delivered to the Communication Center and added to the Lost and Found inventory and will be retained in accordance with the Ohio Revised Code and departmental procedures. A current list of Lost and Found items can be found on the Police Department website under the Lost and Found link. Property not claimed within ninety (90) days will be disposed of in accordance with the Ohio Revised Code and departmental procedures.

### CLAIMING LOST PROPERTY

All property must be claimed in the Police Department on the Columbus or the

Delaware Campus unless otherwise approved by a supervisor. Property will only be released to the owner. To claim property, a valid Cougar ID, driver's license, or state ID must be presented to verify the identity of the owner. Lost property can be claimed at the Police Department on the Columbus Campus (Delaware Hall 047) between 7 a.m. and 4 p.m., Monday – Friday. Property can be claimed on the Delaware Campus, Administration Building, Room 133-A, between 7 a.m. and 4 p.m., Monday – Friday.

## **Crisis Intervention Team (CIT)**

The Police Department established its Crisis Intervention Training in 2004. Designated officers receive forty (40) hours of initial training in areas of mental health issues from the Columbus Police Department's CIT (Crisis Intervention Team) Unit and Net Care Services. Officers assist in situations involving an individual in crisis who needs rapid, on-scene, assistance from someone trained in dealing with such issues

## **THREAT ASSESSMENT AND BEHAVIORAL INTERVENTION TEAMS**

The Columbus State Threat Assessment and Behavioral Intervention Teams are multi-disciplinary assessment teams that responds to severely disruptive, threatening, or distressed students on campus. The primary goal of these teams are to monitor and assess the behavior of that student, or employee to determine whether they pose a serious risk of harm to themselves or the campus community. The team is comprised of representatives from Student Life, Student Conduct, Counseling Services, Disability Services, Equity and Compliance, Human Resources and the Police Department. If you experience any concerning student behavior, please contact Student Conduct at 614-287-2104. If it is an emergency and need help immediately, call 911 and then the Columbus State Police at 614-287-2525.

# Terminology

**2+2 Transfer Programs:** An agreement with a four-year college/university in which a student can complete an associate degree with seamless transfer toward a bachelor's degree. There are also 3+1 programs, in which a student would complete an associate degree, take another year of courses at Columbus State or online, then finish a bachelor's degree in one year at another college/university.

**Academic Standing:** At the conclusion of each term attended, students are assigned an Academic Standing based on their performance: Good, Warning, Probation or Dismissal.

**Admission Criteria:** The requirements, such as courses, testing and documentation that must be completed by a student in order to apply to a selective admission program.

**Advanced Funding:** Short-term funding provided to eligible students whose Federal student loans will not be available before the fee payment deadline.

**Aleks:** Online learning environment used in math placement testing and certain math courses.

**Articulation Agreements:** Agreements between Columbus State and other colleges/universities defining which Columbus State courses will be accepted for transfer either as major, general education or elective credit.

**Associate of Applied Science (AAS):** A degree preparing students to seek employment in a specialized career field.

**Associate of Arts (AA):** A degree fulfilling most of the general education requirements of the first two years of a bachelor's degree. After earning this degree, students can finish an undergraduate degree at a four-year college/university.

**Associate of Science (AS):** This degree fulfills most of the general education requirements for the first two years of a bachelor's degree. It is designed for students interested in pursuing bachelor's degrees with an emphasis on math and science.

**Associate of Technical Studies (ATS):** This degree combines two or more programs into one degree. Some departments offer pre-designed ATS degrees, or students can design a custom major.

**Audit:** Registration and payment for a course where no grade or academic credit is awarded.

**Blackboard:** A web-based course management system available to Columbus State students, faculty and staff. Students use their user name (login) and password to access courses on Blackboard.

**Blended Course:** A course which is held both online and at required real-time, face-to-face sessions. Blended course instruction is split between learning activities online and in a specified location, based on course content.

**Class Schedule:** The listing of courses offered each semester. It includes class hours, instructors, room assignments and information needed for registration of classes.

**Closed/Open Classes:** “Closed class” means that all seats have been taken for the course; “Open class” means that seats are still available and new enrollments will be accepted.

**College Credit Plus:** Ohio’s program to help college-ready middle and high school students earn college and high school credits at the same time by taking college courses at no cost to the student.

**Cougar Connect:** A web-based platform that allows students to connect with organizations, departments, and other students on campus and keep a record of their involvement.

**Competitive Admission:** Admission process used when the number of qualified candidates exceeds program capacity. Admission is based on a set of criteria determined by the department.

**Co-requisite:** A course that a student must successfully complete prior to or during the same semester as another course.

**CougarWeb:** Online portal for accessing financial information, financial aid, registration, academic records and other services, such as purchasing parking passes.

**Cougar ID Number:** A 7-digit identification number that is assigned to faculty, staff and students. It is also used as a library account number.

**Course Description:** A written statement that explains course content and pre-requisites for registration of the course.

**Course Number:** The number the College uses to identify a course.

**Credit Course:** A course for which academic credit units are awarded to students who successfully complete the course requirements.

**Credit:** Recognition by the College that a student has successfully completed a course.

**Credit Hour:** The unit of measurement for college work that applies to a degree or certificate. Each course has a specific number of credit hours assigned. Tuition is based on the number of scheduled credit hours.

**Degree Audit Reporting System (DARS):** An advising tool that helps students determine progress toward completion of degree or certificate program requirements. All students have access to DARS through CougarWeb.

**Degree Requirement:** A course specifically required for a plan of study.

**Dual Credit:** Credit awarded under the state’s College Credit Plus program.

**Elective:** A course taken that is not specifically required by a student’s plan of study. These courses may not be eligible for Federal student aid.

**Entrance Counseling:** An online tutorial that explains the rights and responsibilities of borrowing a student loan. Students must complete the entrance counseling before student loan funds can be disbursed to their account.

**Evening Class:** Classes that are offered during the week or weekend and begin at 5:00 pm or later.

**Extracurricular Activities:** Groups students belong to outside of class, such as sporting teams, clubs and organizations.

**Flex Term courses:** Shorter term course durations within the semester.

**Full-time student:** A student who is taking 12 credit hours or more during the semester.

**General Education Courses:** Courses that give students basic knowledge of a variety of topics. Students often must take general education courses in order to graduate.

**Grade Point Average (GPA):** The average of all of the course grades a student has received on a four-point scale.

**Health Record:** A record that could include a physician's examination, immunizations, and screenings and is required before a student can enroll in select programs and technical classes. Forms are available via the Health Records Office webpage: [cscs.edu/healthrecords](http://cscs.edu/healthrecords).

**Honors Course:** A course which offers students the opportunity to join a community of individuals who desire the benefits of heightened rigor and student/faculty interaction.

**K Credit:** College credit applied to a student's Columbus State transcript by transfer of courses completed at another educational institution.

**Learning Community:** Students who are taking at least two of the same courses together as part of an organized group.

**Master Promissory Note (MPN):** A legal document in which a student promises to repay student loan(s) and any accrued interest and fees to the U.S. Department of Education. The MPN also explains the terms and conditions of student loans.

**Noncredit Course:** A course for which no academic credit units are awarded. Columbus State offers noncredit courses through the Center for Workforce Development.

**Ohio Transfer Module:** A set of courses that fulfills general education requirements for all Ohio public colleges/universities.

**Online Learning:** An alternative to traditional on-campus learning, online learning allows students to learn using the latest interactive technology, without the limits of time and place.

**Part-Time Student:** A student who is taking less than 12 credit hours of classes during the semester.

**Placement Test:** Computerized assessments in reading, writing and math used to determine skill levels for initial placement in courses as part of Columbus State’s admission and registration process.

**Plan of Study:** An academic plan that lists all courses that a student must complete in order to earn a degree or certificate.

**Preferred Pathway:** Dedicated articulation agreements that map specific paths to bachelor’s degrees, allowing students to “pre-major” at Columbus State for the degree they plan to earn at a four-year college/university.

**Prerequisite:** Course completion, placement or documentation required before enrollment in a course.

**Proxy Access:** Allows a student to grant access to certain academic records to specifically identified individuals in CougarWeb.

**RAVE:** Columbus State’s opt-in emergency messaging alert system.

**Registration:** The process of scheduling course sections.

**Selective Admission:** Admission to a program of study that requires completion of additional criteria for eligibility.

**Semester-by-Semester Plan:** An individualized academic plan showing the path for a student to complete course requirements for a selected program.

**Service Learning Classes:** Combination of traditional in-class teaching as well as a community service project.

**Starfish Early Alert:** A tool that provides feedback on course progress throughout the semester and allows students to connect with their support network.

**STEM:** An acronym referring to the academic disciplines of science, technology, engineering and mathematics.

**Syllabus:** A document which outlines course expectations and may include dates of exams, assignments, projects and instructor contact information.

**Synonym:** A 5-digit number that identifies a specific section of a course.

**Term:** The number of weeks a college course is offered.

**Transferology:** An online tool that serves as a gateway to participating institutions’ automated degree audit and transfer articulation systems.

**Transcript:** An official report/record of an individual student, listing subjects studied, grades received, and degree(s) earned.

**Transient Student:** A student who is taking one or more courses to transfer back to another college/university with no intent of finishing a certificate or degree at Columbus State.

**Transfer Student:** Any student who has previously attended another college/university and completed courses that could transfer to Columbus State for credit.

**Verification:** A process required by the U.S. Department of Education in which the College's Financial Aid Office requests from a student required documents to confirm information that was submitted on the student's FAFSA application.

**Web Course:** A course in which instruction is held completely online, although most web courses require testing at an approved testing site.

## Quick Links

**Note:** All major departments and offices can be reached by calling the Telephone Information Center (TIC) at (614) 287-5353 or (740) 203-8000.

*With ongoing improvements and changes to Columbus State's website these links could change.*

**Columbus State Community College Website**  
[csc.c.edu](http://csc.c.edu)

**Academic Advising**  
[csc.c.edu/advising](http://csc.c.edu/advising)

**Academic Calendar**  
[csc.c.edu/calendar](http://csc.c.edu/calendar)

**Athletics**  
[csc.c.edu/athletics](http://csc.c.edu/athletics)

**Bills/Accounts**  
[csc.c.edu/casa](http://csc.c.edu/casa)

**Books/Supplies**  
[csc.c.edu/bookstore](http://csc.c.edu/bookstore)

**Campus Maps**  
[csc.c.edu/map](http://csc.c.edu/map)

**Campus Tours**  
[csc.c.edu/tour](http://csc.c.edu/tour)

**Career Services**  
[csc.c.edu/career](http://csc.c.edu/career)

**Central Ohio Transit Authority (COTA)**  
[www.cota.com](http://www.cota.com)

**Change Personal information**  
[csc.c.edu/services/registrar](http://csc.c.edu/services/registrar)

**Changing Major**  
[csc.c.edu/services/registrar/](http://csc.c.edu/services/registrar/)

**Choosing Classes**  
[csc.c.edu/advising](http://csc.c.edu/advising)

**Class Registration**  
[csc.c.edu/registration](http://csc.c.edu/registration)

**Clery Crime Alerts**  
[csc.c.edu/clery](http://csc.c.edu/clery)

**Clubs and Organizations**  
[csc.c.edu/connect](http://csc.c.edu/connect)

**College Catalog**  
[csc.c.edu/academics/catalog/](http://csc.c.edu/academics/catalog/)

**College Credit Plus**  
[csc.c.edu/dualcredit](http://csc.c.edu/dualcredit)

**Computer Labs**  
[csc.c.edu/computerlabs](http://csc.c.edu/computerlabs)

**Cougar ID/Student Login/ Password Assistance**  
[password.csc.c.edu](http://password.csc.c.edu)

**Counseling Services**  
[csc.c.edu/counseling](http://csc.c.edu/counseling)

**CSCC Fast Facts**  
[csc.c.edu/fastfacts](http://csc.c.edu/fastfacts)

**Delaware Area Transit Agency**  
[ridedata.com](http://ridedata.com)

**Delaware Campus**  
[csc.c.edu/delaware](http://csc.c.edu/delaware)

**Disability Services**

[csc.edu/disability](http://csc.edu/disability)

**Directory**

[csc.edu/directory](http://csc.edu/directory)

**Diversity**

[csc.edu/diversity](http://csc.edu/diversity)

**Employment (Student)**

[csc.edu/studentjobs](http://csc.edu/studentjobs)

**Email**

[mail.csc.edu](mailto:mail.csc.edu)

**Free Application for Federal Student Aid (FAFSA)**

[fafsa.gov](http://fafsa.gov)

**Financial Aid**

[csc.edu/financialaid](http://csc.edu/financialaid)

**Fees**

[csc.edu/tuition](http://csc.edu/tuition)

**Fitness Center**

[csc.edu/fitnesscenter](http://csc.edu/fitnesscenter)

**Food Services**

[csc.edu/campus-life/dining/](http://csc.edu/campus-life/dining/)

**Health Records**

[csc.edu/healthrecords](http://csc.edu/healthrecords)

**Housing**

[csc.edu/housing](http://csc.edu/housing)

**International Students**

[csc.edu/international](http://csc.edu/international)

**ID Card**

[csc.edu/ID](http://csc.edu/ID)

**Library**

[csc.edu/library](http://csc.edu/library)

**Lost & Found**

[csc.edu/lost](http://csc.edu/lost)

**Military and Veterans Services**

[csc.edu/military](http://csc.edu/military)

**Occupational Outlook Handbook**

[bls.gov/oco](http://bls.gov/oco)

**Online Learning**

[csc.edu/online](http://csc.edu/online)

**Parking**

[csc.edu/parking](http://csc.edu/parking)

**Police**

[csc.edu/police](http://csc.edu/police)

**Programs/Majors**

[csc.edu/academics](http://csc.edu/academics)

**RAVE**

[csc.edu/rave](http://csc.edu/rave)

**Scholarships**

[csc.edu/scholarships](http://csc.edu/scholarships)

**Student Ambassadors**

[csc.edu/seal](http://csc.edu/seal)

**Student Central**

[csc.edu/studentcentral](http://csc.edu/studentcentral)

**Student Conduct**

[csc.edu/studentconduct](http://csc.edu/studentconduct)

**Student Handbook**

[csc.edu/studenthandbook](http://csc.edu/studenthandbook)

**Testing Services**

[csc.edu/testingcenter](http://csc.edu/testingcenter)

**Tutoring**

[csc.edu/tutoring](http://csc.edu/tutoring)

**Transcript Request**

[csc.edu/transcript](http://csc.edu/transcript)

**Transfer**

[csc.edu/transfer](http://csc.edu/transfer)

**Transferology**

[transferology.com](http://transferology.com)

**Victim Advocacy**

[csc.edu/victimadvocacy](http://csc.edu/victimadvocacy)

**Writing Center**

[csc.edu/writing](http://csc.edu/writing)

# Columbus State Directory

DEPARTMENT	LOCATION	PHONE
Academic Affairs	DH 233	614-287-2501
Admissions	MA Lower Level	614-287-2669
Athletics	DE 134	614-287-5092
Cashiers and Student Accounting	RH 2nd Floor	614-287-2414
Campus Tours	MA Lower Level	614-287-2669
Career Services Office	NH 108	614-287-2782
Center for Advising, Support and Exploration ( <i>New, Undecided, and Transient Students</i> )	AQ 116	614-287-2668
Center for Workforce Development ( <i>CWD</i> )	WD 1090	614-287-5858
College Credit Plus	WD 1003 Annex A	614-287-5349
Columbus State Bookstore	DX	614-287-2427
Columbus State Conference Center	WD 4th Floor	614-287-5500
Columbus State Police ( <i>Both Campuses</i> )	DE 047	614-287-2525
Counseling Services	NH 010	614-287-2818
Delaware Campus Student Services	MO	740-203-8345
Disability Services	EB 101	614-287-2570
Dublin Regional Learning Center	DB	614-287-7050
Enrollment Management and Student Services	FR 252	614-287-2727
Food Services/Cafeteria	UN 1st Floor	614-287-2194
GED Preparation Program	WD 1090	614-287-5858
Global Diversity and Inclusion Center	FR 223	614-287-2426
Health Records Office	UN 132	614-287-2450
Human Resources	RH 115	614-287-2408
IT Support Services	CO 103	614-287-5050
Language Institute	WD 1090	614-287-5858
Library	CO	614-287-2465
Military and Veterans Services	DE 156	614-287-2644
Office of the Registrar	WD-C 1038	614-287-5353
Peer Advocates	AQ 116	614-287-5192
Reynoldsburg Regional Learning Center	RB	614-287-7200
Southwest Regional Learning Center	Bolton Field, SW	614-287-7102

DEPARTMENT	LOCATION	PHONE
<b>Student Central</b>	MA Upper Level	614-287-5353
<b>Student IDs</b> <i>Columbus Campus</i>	MA Lower Level	614-287-5353
<b>Student IDs</b> <i>Delaware Campus</i>	Student Services	740-203-8345
<b>Student Engagement and Leadership</b>	NH 116	614-287-2637
<b>Student Life</b>	EB 201E	614-287-5299
<b>Student Support Services (TRiO)</b>	FR 223	614-287-5648
<b>Telephone Information Center</b>		614-287-5353
<b>Temporary Parking Permits</b>	407 N Grant	614-287-2323
<b>Testing Center</b> <i>Columbus Campus</i>	AQ 002	614-287-2478
<b>Transfer Center</b>	AQ 126	614-287-2847
<b>Transitional Workforce</b>	WD 1090	614-287-5858
<b>Tutoring Services/Supplemental Instruction</b>	WD 1095	614-287-2474
<b>Victim Advocacy Services</b>		614-287-5979
<b>Westerville Regional Learning Center</b>	WV	614-287-7000

# Academic Programs

## ARTS AND SCIENCES DIVISION

PROGRAM	LOCATION	PHONE
Biological and Physical Sciences	NH 432	614-287-2522
Communication	UN 048	614-287-3680
English	NH 420	614-287-2531
Humanities	NH 408	614-287-5043
Mathematics	DH 415	614-287-5313
Modern Languages	FR 245	614-287-5400
Psychology	TL 309	614-287-2040
Social Sciences	TL 309	614-287-5005

## CAREER AND TECHNICAL PROGRAMS

PROGRAM	LOCATION	PHONE
Accounting	DE 259	614-287-5420
Architecture	DH 205	614-287-5949
Automotive Technology	DE 259	614-287-5650
Aviation Maintenance Technology	Boton Field/SW	614-287-7100
Business Management	DE 259	614-287-5351
Business Office Administration	DE 259	614-287-5351
Civil Engineering	DH 205	614-287-5949
Computer Science	EB 312	614-287-5009
Construction Management	DH 205	614-287-5949
Criminal Justice	FR 206	614-287-3620
Dental Hygiene Program	UN 477	614-287-2779
Digital Design and Graphics	EB 401	614-287-5010
Digital Photography	EB 401	614-287-5010
Early Childhood Development and Education	UN 208	614-287-2779
Electro-Mechanical Engineering Technology	DH 205	614-287-5350
Electronic Engineering Technology	DH 205	614-287-5350
Emergency Medical Services Technology	GA 001	614-287-3812
Environmental Science, Safety and Health	DH 205	614-287-5949
Finance	DE 259	614-287-5420
Fire Science	Bolton Field/SW	614-287-2774
Geographic Information Systems	DH 205	614-287-5949

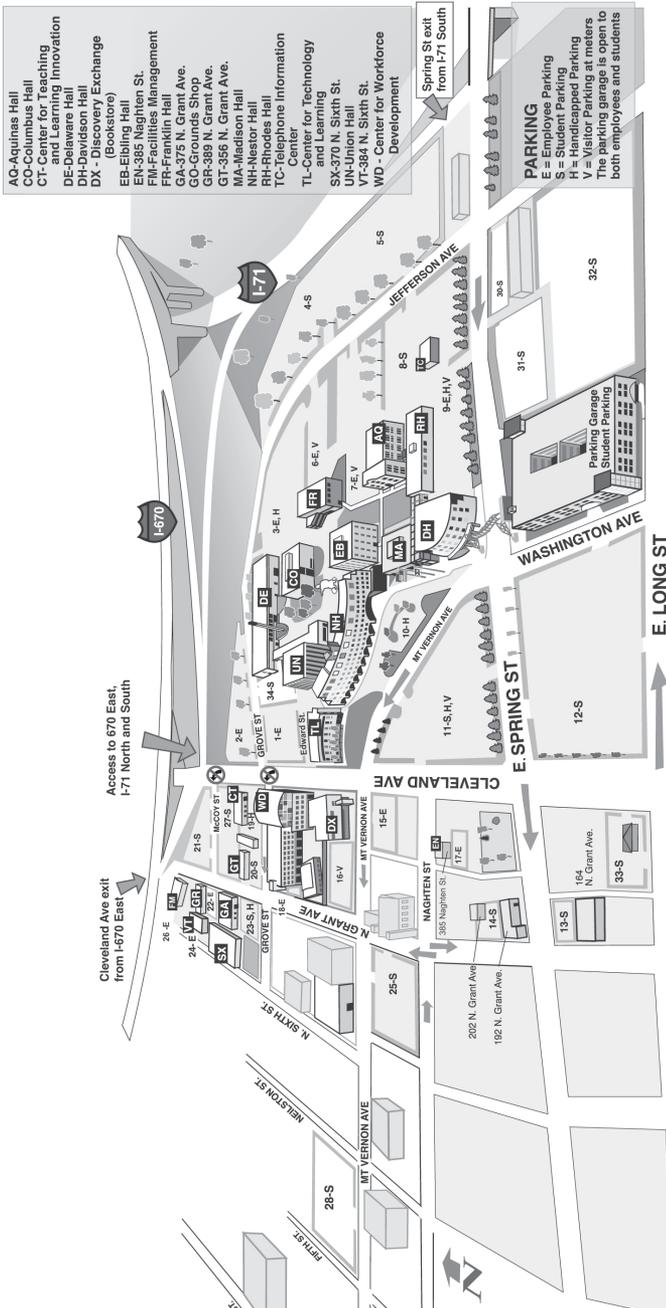
PROGRAM	LOCATION	PHONE
Health Information Management Technology	UN 310	614-287-2779
Heating, Ventilating and A/C Technology	DE259	614-287-5650
Hospitality Management	EB 136	614-287-2779
Human Resources Management Technology	DE 259	614-287-5351
Interactive Media	EB 401	614-287-5010
Interpreter Education Program	UN 208	614-287-2779
Landscape Design and Management	DH 205	614-287-5949
Marketing	DE 259	614-287-5351
Massage Therapy	UN 576	614-287-2779
Mechanical Engineering Technology	DH 205	614-287-5350
Medical Assisting	UN 326	614-287-2779
Medical Imaging	GR 109	614-287-5215
Medical Laboratory Technology	UN 328	614-287-5099
Multi-Skilled Health	UN 313	614-287-2779
Nursing	UN 508	614-287-2506

# Building Codes

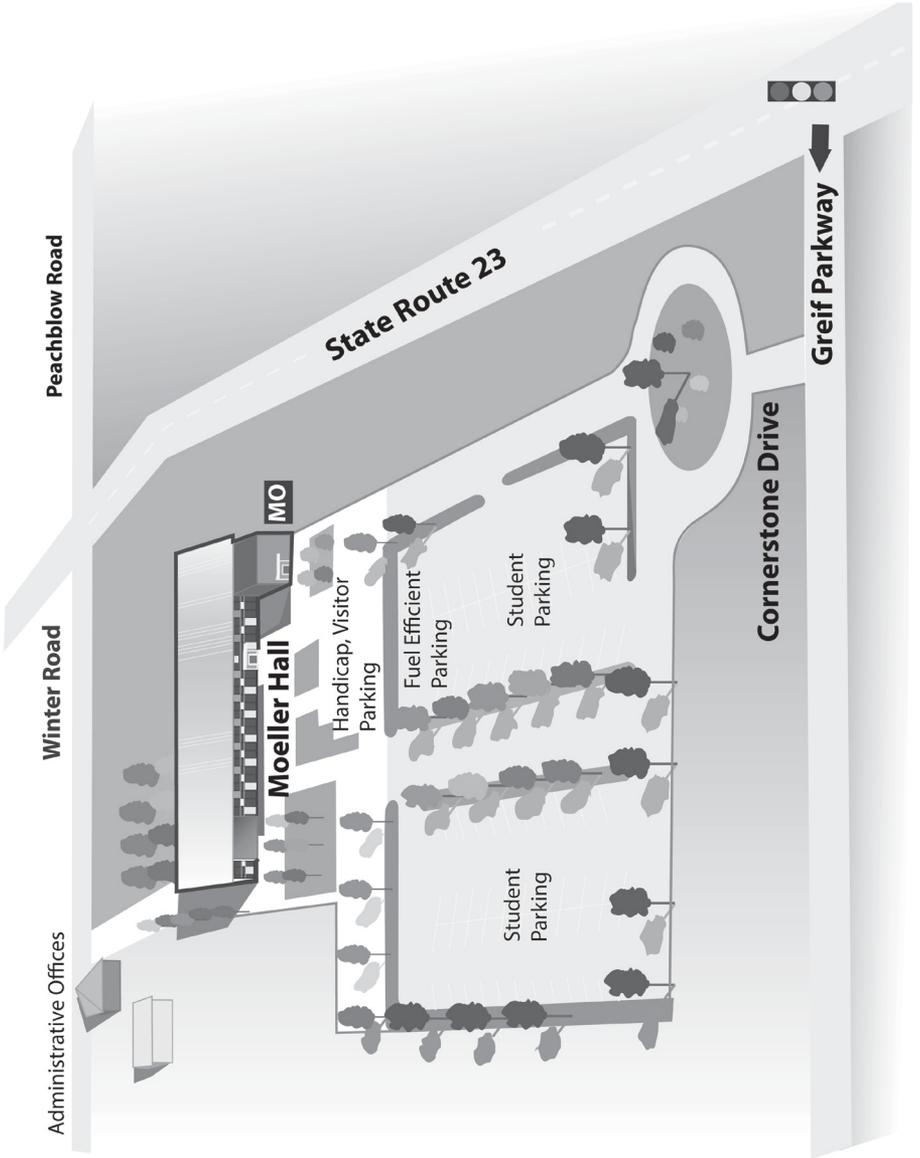
- AQ** Aquinas Hall  
550 East Spring Street
- AV** Aviation Facility  
(Bolton Field)
- CO** Columbus Hall  
291 Jefferson Avenue
- CT** Center for Teaching and  
Learning Innovation  
339 Cleveland Avenue
- DA** Delaware Administration  
Building (Delaware Campus)
- DB** Dublin Regional Learning  
Center
- DE** Delaware Hall  
499 Grove Street
- DH** Davidson Hall  
520 East Spring Street
- DX** Discovery Exchange/  
Bookstore  
283 Cleveland Avenue
- EB** Eibling Hall  
530 East Spring Street
- ET** Electrical Trades Center
- FR** Franklin Hall  
277 Jefferson Avenue
- GA** 375 North Grant Ave.
- GC** South-Western at Grove City  
Regional Learning Center
- GR** 389 N. Grant Ave.
- LO** 730 Long Street
- MA** Madison Hall  
518 East Spring Street
- MO** Moeller Hall  
(Delaware Campus)
- NH** Nestor Hall  
270 Cleveland Avenue
- PG** Parking Garage  
534 East Long Street
- RB** Reynoldsburg Regional  
Learning Center
- RH** Rhodes Hall  
546 East Spring Street
- SW** Southwest Regional  
Learning Center  
(Bolton Field)
- SX** 366 North 6th St.
- TL** Center for Technology and  
Learning  
290 Cleveland Avenue
- UN** Union Hall  
300 Cleveland Avenue
- VT** 384 N. 6th St.
- WD** Center for Workforce  
Development  
315 Cleveland Avenue
- WV** Westerville Regional  
Learning Center

# Columbus State Maps

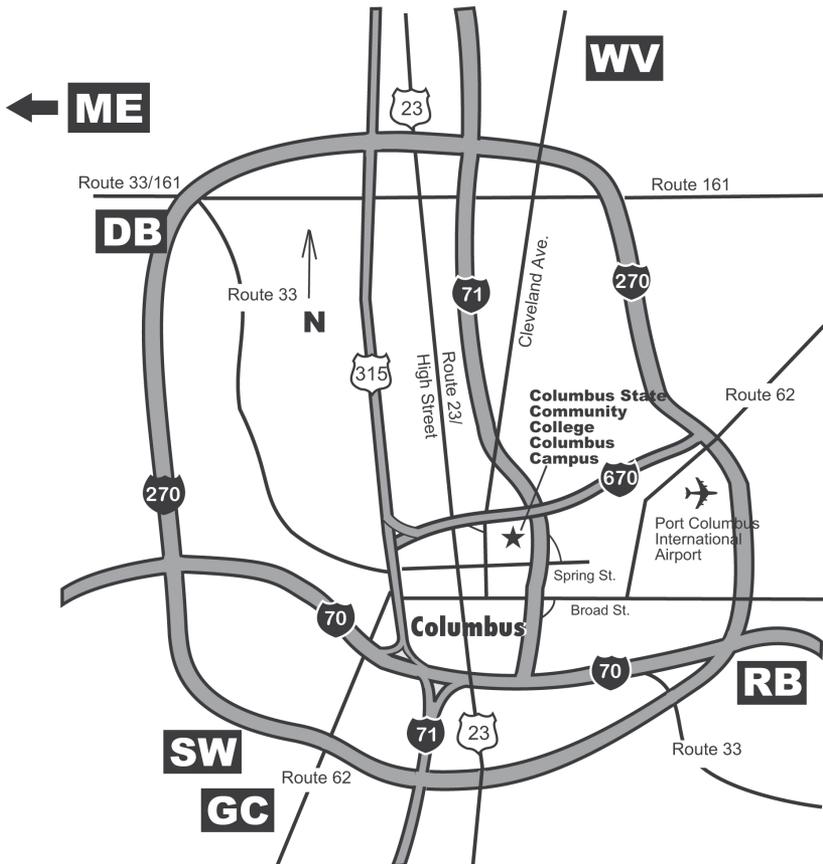
## COLUMBUS STATE'S COLUMBUS CAMPUS



# COLUMBUS STATE'S DELAWARE CAMPUS



## COLUMBUS STATE'S REGIONAL LEARNING CENTERS



**DB - Dublin Center**  
6190 Shamrock Court,  
Dublin, Ohio 43016

*Hours:*

Mon - Fri 8am - 10:30pm

Saturday 8am - 1pm

Phone: (614) 287-7050

Fax: 614-761-1531

**RB - Reynoldsburg Center**

6699 East Livingston Ave.  
Reynoldsburg, Ohio 43068

*Hours:*

Mon - Thur 8am - 10:30pm

Friday 8am - 4pm

Phone: (614) 287-7200

Fax: (614) 287-7201

**SW - Southwest Center at Bolton Field**

5355 Alkire Road  
Columbus, Ohio 43228

*Hours:*

Mon - Fri 3pm - 10:30pm

Saturday 8am - 1pm

Phone: (614) 287-7102

Fax: (614) 287-7103

**GC - South-Western Center at Grove City**

Southwest Career Center  
4750 Big Run South Road  
Grove City, Ohio 43123

*Hours:*

Mon - Thur 5pm - 10:30pm

Phone: 614-801-3485

Fax: 614-801-3486

**WV - Westerville Center**

7233 Northgate Way and  
7207 Northgate Way  
Westerville, Ohio 43082

*Hours:*

Mon - Fri 8am - 10:30pm

Saturday 8am - 1pm

Phone: (614) 287-7000

or 287-7020

Fax: (614) 287-7002

**Marysville Early College High School**

5800 Amrine Mill Road  
Marysville, Ohio 43040

Phone: (937)644-1616

**COLUMBUS STATE**

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COMMUNITY COLLEGE

[csc.edu](http://csc.edu)