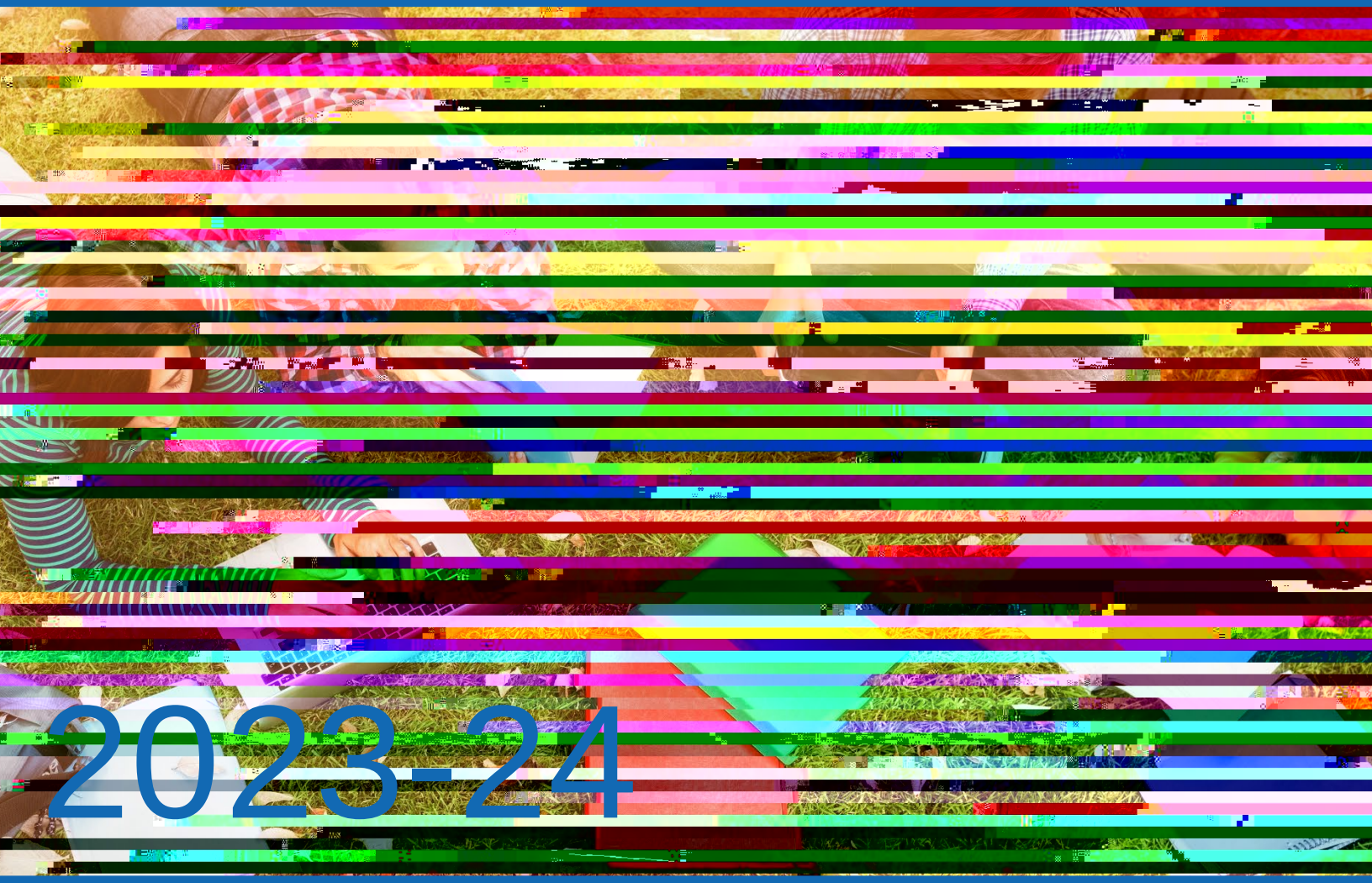

2023-24

STUDENT HANDBOOK

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Non-Discriminatory Practices

Southern State Community College does not does not discriminate, in its programs or activities, against applicants, employees, or students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as

REGISTRATION

Now that you are an SSCC student ….

Here is some information that may help you stay on track. Remember, you can always contact the Records Office if you have questions!

BEFORE RETURNING NEXT TERM

You should meet with your Advisor.
Meeting with an academic/career advisor can be one of your best investments of time. In fact, all new students meet with an advisor to plan their academic path and register for classes.

After the first several weeks of your first term, your academic/career advisor will help you to identify your

PAYMENT OPTIONS

One of the smartest things you can do (besides getting a

required by the declared major still qualify for federal aid as long as they do not exceed the number of elective hours required by that major. If you have questions about whether or not a course qualifies, it is recommended that you would meet with an advisor before enrolling in the course.

- You must stay enrolled and attending at least 60% of the term or you will be required to

INCOMPLETE GRADES

Pell Grant Recalculation Regulations

Southern State policy is to disburse aid after the official college drop/add period. This is referred to as the college's census date. However, for Pell Grant purposes only, there are some regulations that require the recalculation of the Pell Grant after the census date.

Required Pell Recalculations after Census Date

If the student's Pell grant changes due to corrections, updating or an adjustment, and the change would change the amount of the Pell award, the college must recalculate the Pell award for the entire award year.

Pell Recipients Selected for Verification

If a student is selected for verification and submits all documentation and the funds are disbursed during the semester, the student's Pell Grant will be based on hours locked in at the college's census date and the valid EFC.

If the student selected for verification submits verification documentation after the term has ended and is still enrolled, the amount of disbursement will be based on the valid EFC and hours attempted at the college' census date.

If the student is no longer enrolled or ceases to be eligible, the student can submit verification documentation and receive a late disbursement (12 ngfi latnga e3( )]TJ (d)-11.1 (e)-1 9 (a)-11.9 (n)0.9( )-1(e1n)-11.1 (d)9 (e)-1 ((o)-10.1

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Step Two: Multiply the total accepted and eligible

exceed 25 years from the loan date payment begins. Loan payments may be fixed or graduated. Students are eligible for this repayment plan only if their outstanding loan balance with the Direct Loan Program is in excess of $30,000.

Income Contingent Repayment Plan - Under this plan monthly payment amounts will be based on annual income (and that of spouse if married), family size and the total amount of Direct Loan debt.

Income-Based Repayment Plan - Under this plan, required monthly payments are capped at an amount

- be responsible for maintaining a minimum registration of 3 credit hours if you are a student employee or 6 credit hours as a student loan borrower; and
- comply with the standards of Satisfactory Academic Progress for renewal of federal financial aid.

Important Reminder!

You are encouraged to apply for financial aid as early as possible each year. Campus-based aid is subject to the availability of funds and the Pell Grant and loans have deadlines. Students and parents needing assistance in the financial aid process should call the Financial Aid Office at 937-393-3431 x2515.

ACADEMIC RESOURCES

FINDING SUCCESS AT SSCC

ACADEMIC/CAREER ADVISING

The Academic/Career advisors in the Student Success/Advising Center are your central resource for academic advising while you are at Southern State. We will help you develop your academic pathway, register for courses, explore/declare/or change a major, understand and address academic status (warning and probation), and answer any questions associated with your academic program as well as transfer steps after program completion.

Appointments: call 800.628.7722, x.2825, or email advising@sscc.edu

FACULTY ADVISORS

During your first semester, your academic/career advisor will connect you to a faculty advisor in your program. Together, these two advisors work together to guide you through your academic pathway as you strive for your career goals. You will most likely have a faculty advisor as an instructor during your first year of courses.

Technical Programs	**Central Campus** (Hillsboro)	**Brown Co. Campus** (Mt. Orab)
Agriculture		
Agriculture		
Business 9c 0 Tw 7 Tw 8w 7 T g 0 9c iw 8w 7 Tg		

Technical Programs	

Appalachian Region:

- Maysville Community and Technical College
- Morehead State University

OHIO TRANSFER TO DEGREE GUARANTEE

Ohio Transfer to Degree Guarantee enables Ohio students to streamline credit transfer among the State's public institutions of higher education to find the best pathways to degree completion and launch successful careers.

Ohio Guaranteed Transfer Pathways

Transfer Credit

Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows: Courses taken prior to Fall 2005 with a grade of "C minus" or above. Courses taken Fall 2005 or later with a grade of "D" or above.

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

THE ROAD TO SUCCESS

- Set aside some time every day to spend with schoolwork; do problems, rewrite notes, review

Humor and positive thinking go a long way in helping fight stress. If you can make light of a stressful situation and keep your mind set positively on your goals and how to reach them, you will win the battle.

An important part of fighting stress is a healthy diet. Nutritious food will keep your mind and body strong and ready to confront the challenges of college life.

MAKING THE GRADE by EATING SMART

You are what you eat
Think of the adage, "Junk in, junk out." To be at the top of your game, you need to put the right food into your body. Food is the fuel that keeps you going.

Eat a good breakfast
It's been proven that skipping breakfast affects scholastic achievement. If you cannot enjoy a sit-down meal, grab a bagel, some fruit and juice.

Avoid fast foods
Limit junk food, candy, sweets and high- fat offerings like fried foods.

Keep healthy snacks around
If you are hungry while studying late at night, you'll be less tempted to eat chips or candy. Fresh or dried fruit, pretzels, unbuttered popcorn, rice cakes or whole wheat crackers are great snacks. Or, if you have a refrigerator, raw vegetables with low-fat yogurt or cottage cheese dip.

Eat foods rich in calcium
People in their early twenties need to build up calcium levels to prevent osteoporosis in later life. If milk is not your style, eat low-fat yogurt, low-fat cheese, and green, leafy vegetables.

Be sensible about weight loss
Do not go on crash diets to lose those extra pounds. Starvation and/or quick fix diets usually backfire and cause more harm than good. Eating foods in any combination has been proven not to promote weight loss. The sensible thing to do is to eat a balanced diet and exercise. It is safer, and you will feel much better.

Stay away from sugar

2. Copying from another student's work or permitting one's work to be copied during an examination, test, or quiz.
3.

of the term (or 20% date for courses with a flexible start or end date).

4. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day of the term (or 20% date for courses with a flexible start or end date).

AUDITING CLASSES

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

CANCELLED COURSES

All courses are subject to a minimum enrollment. The College reserves the right to cancel classes which do not have the minimum number of enrolled students.

CANCELLED CLASSES/INCLEMENT WEATHER

At Southern State we take your safety seriously and our campuses will close if there is an emergency situation. If you would like to receive alerts of campus emergencies, closures or delays via email, text or voice message sign up for SSCC Alerts at https://www.sscc.edu/students/alerts.shtml

Clarification of DELAY | Weather Related Closings
The following is the plan for closing campuses during inclement weather:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.

If classes are on a two-hour delay, your 8am class is cancelled. A class which would start before 10am, and which would have 50% or more meeting time remaining after 10am, will meet for the remainder of the class period (a 9:30am class which ends at 11am would begin meeting at 10am since more than 50% of the class period would be available).

Delays may later be changed to closings. Therefore, check for update of initial announcement before leaving home.

If, after the start of classes, the weather becomes inclement during the day and the he.2 (o)1|p3 (e)--2.133 Td[If)-D5.7 (s r

orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).

CHANGE OF MAJOR

All students requesting a major change must complete a Status Change form.

CLASS SCHEDULES

This is a list of courses that are being offered in the current and/or upcoming semesters.

CLASS STANDING

First year students have 29 or fewer credit hours (including credits transferred from other colleges and universities). Second year students have 30 or more credit hours (including credits transferred from other colleges and universities).

CLEAN SLATE

A student may petition to have all, or a portion of their previous academic record expunged. This request will expunge ALL courses taken during the time period requested. A clean slate may be requested only for courses taken during a time span and may not be used to selectively remove courses from the academic record. This request will not remove any financial obligations that may be due to the College.

If you are or have been a recipient of any form of financial aid, you must discuss the ramifications of this request with the Office of Financial Aid prior to submitting the request. There is no limit to the number of clean slates the student may petition for if the purpose is to re-enter Southern State. If the clean slate is requested to begin work at any other institution, it will be granted only once for this purpose.

Complete the clean slate request form and submit it to the Records Office. A period of at least six academic semesters must have elapsed between the ending date of the last semester of courses requested to be expunged and the date of this request.

CO-REQUISITE

A co-requisite is a class that must be taken during the same term as the class which requires the co-requisite unless already successfully completed.

COURSE STATUS CHANGE

Add a course during the first five consecutive class days of the semester. Withdraw from a course up to and including the last class day before finals by giving written notice. Financial aid could be affected as a result of course changes. Inquire about this implication prior to changing your course schedule.

COURSE SUBSTITUTION

Courses listed in an academic program may only be substituted with a faculty advisor's approval. You are cautioned that if you intend to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to you to consult with an advisor at the transferring institution. Forms are available at each campus' Student Affairs office.

CREDIT HOUR DEFINITION

A credit hour is the academic unit received for taking a subject for one hour a week for one semester (laboratory sessions may be included or separate depending on the course). In reference to college courses, the term "hour" is applied to all such credits.

GRADING SYSTEM

Grade	Meaning	Quality Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
I		

OFF-CAMPUS CLASSES

Each semester, classes are offered off-campus in communities within the College's service district. The courses offered and locations are listed in the course schedule. Registration for these classes is the same as for on-campus classes.

As a student at any of our off-campus locations, you are welcome to take advantage of the free services available at any campus location, including Career & Counseling Services, Accessibility/Disability Services, any Library and the Learning/Tutoring Services. You can also get involved in College Events, Athletics, Music, Theatre and any student club, organization or activity.

Contact 937-393-3431, x2785, or visit www.sscc.edu/academics/offsite/index.shtml for more info.

DISTANCE LEARNING

Southern State uses MyCanvas for all distance learning courses (online, hybrid, and video-enhanced). Students enrolled in Distance Learning courses will login to their MyCanvas virtual classroom to engage in coursework. Within the online course setting, students will communicate with their instructors and classmates, access course materials, participate in a variety of learning activities, and submit assignments or take quizzes and tests. Distance Learning students should login to their courses 4-5 times a week, and their hybrid and video-enhanced courses 2-

If you would like more assistance with MyCanvas or Distance Learning, please contact itech@sscc.edu.

PLAGIARISM

Plagiarism can be defined as copying someone else's words or ideas and passing it off as your own. This includes copying material from the internet, books, videos, and all copyrighted material without expressing permission and proper documentation (such as the use of quotation marks and footnotes).

Plagiarism can result in failure on an examination or paper, failure in a course, suspension for up to two

WITHDRAWING FROM A COURSE and OFFICIAL WITHDRAWAL

Departmental Contact Information

If you have questions for:	Who you should contact:	Campus Location	Extension Number
Academic& Student Affairs	VP Administrative Assistant	Central(Hillsboro)	x2620
Academic/Career Advising	Administrative Assistant	Central(Hillsboro)	X2825
Accessibility & Accommodations	Learning Services and Accessibility Coordina	Central(Hillsboro)	x2604
Admissions	Admissions Assistant	Central(Hillsboro)	x2607
Alumni Association	VP of Academic & Student Affairs	Central(Hillsboro)	x2621
Bookstore- Hillsboro	Follet Bookstore Clerk	Central(Hillsboro)	x2698

Security	Security & Emergency Response Coordinato	Central(Hillsboro)	x2673
Student Accounts	Accounting Specialist	Central(Hillsboro)	x2652

If you have questions for:	Who you should contact:	Cam81G191.4 649.56 197.519 16.44glsb

CONNECT WITH YOUR COMMUNITY

Volunteer Opportunities

Want to get involved and help your community? Southern State has a page on their website dedicated to opportunities for students to volunteer. As the college is asked, worthwhile community projects are posted at this site for you to consider. Check out www.sscc.edu/students/volunteer.shtml for a project you may wish to assist.

GRADUATION

How to Apply

To qualify for graduation, you must:

- have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with a minimum GPA of 2.0 ("C") at Southern State (see program outlines for specific requirements);
- have earned at least 20 semester hours of credit at Southern State if receiving an associate degree or 18 semester hours of credit at Southern State if receiving a one-year certificate.
- have submitted an Application for a Diploma (https://ww.7 (p)-11.1 (s:)-3 (//w)-0.7 (wat)2.7 (e(.7 (t)2)-0.7 (w32 361-11.1 (.1 (n8e(.7 (r)-5.4 (-8.9 (o)1.7 (p)-/)2)-0.7(w)-0.8)1.7

consider being a coach between or after your classes during the week.

Counseling Resources

Counseling Resources provides Southern State students experiencing stress, anxiety, depression, suicide, relationship problems, or other mental health needs with information and contacts to local professional counselors. Students have access to immediate 24/7 help for urgent needs through IMPACT solutions or referrals to resources locally. https://www.sscc.edu/services/counseling-services.shtml for more information.

Career Services

Career choice – What's yours? Do you know what your strengths are? What kind of work environments would make you thrive? What in-demand career and education paths fit you best? How do you decide?

Get help answering these questions and figuring out what to do about them by talking with your academic and career advisor

INFORMATION AND TIPS

While our campus locations are relatively safe, crime can occur anywhere. Every individual has a responsibility to participate in crime prevention efforts

- Avoid isolated areas
- Lock your vehicles
- Notify the campus office or maintenance staff if you need an escort to your vehicle
- Secure your personal property
- Walk in groups at night

Southern State offers workshops on rape prevention, alcohol and drug prevention, alcohol and drug abuse and self-defense on an annual basis. Throughout the year, the College provides informative literature on these topics at each campus. The College provides a directory of off-campus counseling, mental health and recovery service agencies that are available to students and employees on pages 59-62 of this Student Handbook.

Incidents that could potentially endanger the safety and security of the College community or which violate the law and/or College policies should be reported by filing an incident report. Incident reports should be made using this link: www.sscc.edu/incident-report.shtml. Submitted reports will be used to compile the annual campus crime report but will be kept confidential.

Behavioral Intervention Team (BIT) / Sexual Assault Response Team (SART)

The Behavioral Intervention Team (BIT) exists to provide a route of communication, assessment and intervention for behaviors exhibited by members of the college community which, if left unaddressed, could impact the teaching-learning environment. This cross-functional team utilizes a threat-assessment tool provided by the National Behavioral Intervention Team Association (NaBITA) to help determine

noted previously as typical or "standard" for that individual

- Any behavior of concern that does not fit into the categories above

Resource	Adams	Brown	Clinton	Fayette	Highland	All Campuses
EMERGENCY						
Alternatives to Violence			937-383-3285 or 866-296-5415		937-393-8118 or 800-339-5066	888-816-1146
American Red Cross	513-579-3000	513-579-3000	937-382-0083			513-579-3000 or 800-255-7070
City Police	937-544-2512	937-444-2281	937-382-3833	937-382-2551	937-393-3411	911
Domestic Violence						

South Central Ohio Psychiatric Services						937-393-5067
Stepping Stones House						740-876-8055
Talbert House Counseling		937-378-4811 or 937-444-6127	937-414-2016			
TCN Behavioral Health Services						

Hotline						
Helping Hands Food Pantry	937-587-3397					

Ohio Crime Victim Justi Center						614-848-8500
Sexual Assault Hotline		800-540-4764				877-889-5610
Women Helping Women	937-544-6000	937-544-6000				513-381-5610
YWCA / Court Advocacy	513-753-7281	513-753-7281				513-732-0450

the rights of other students and employees of the College and that follows the policies and procedures of the College as outlined here.

Philosophical Statement

Central to the mission of Southern State is a commitment to education that promotes academic excellence, personal and professional growth, free and unbiased thought and expression, tolerance, a strong sense of social responsibility, civility, and a lasting, life-long appreciation of learning. Students attending Southern State are expected to conduct themselves in a manner that supports the academic atmosphere of the College, that respects the rights of other students and employees of the College, and that follows the policies and procedures of the College as outlined in this College Catalog.

Definition of Terms

1. Alleged: an event that is said to have taken place, but which has not yet been verified.
2. Breach of Peace: failure to maintain peace in a situation.
3. Charged: a complaint has been filed against an individual and an investigation will follow.
4. Civility: politeness or courtesy extended to members of the College community.
5. College Community: includes all faculty, staff, administration, and students who are fully affiliated with the College.
6. College Official: any individual employed by the College, performing assigned administrative or professional responsibilities.
7. Complainant: an individual who makes a complaint or files a formal charge
8. Disciplinary Proceedings: the process in which the College is involved during the investigation or hearing of a violation of the Student Code of Conduct.
9. Disposition: a final settlement between all parties and the Dean of Student Affairs.
10. Due Process: ensuring that procedures are fair to the accused student.
11. Hazing: an act that end00p.9 (ac)-9n -1.9 (:)-3.1 (a)-112 (i)3.1 (n)0.9 (e)-1 (i)3.1 (n)nt.s

b. The Dean of Student Affairs shall determine the type and composition of the Student Disciplinary Committee and shall designate the chairperson of the Student Disciplinary Committee.
c. The Dean of Student Affairs shall notify the student or organization of the sanction that is imposed.

3. Violation of Law and College Discipline
   a. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken where there is a preponderance of the evidence and sanctions imposed for misconduct which impacts the College community.
   b.

of learning to take responsibility for one's life and learning to work in the thoughtful community with others.

The following general policy statement is designed to:

1. be consistent with the laws of Ohio;
2. stress moderation, safety and individual accountability for those who choose to drink;
3. work towards a college atmosphere that is free of coercion for those who choose to drink;
4. maintain a community where alcohol abuse and its effects are minimal;
5. provide information and education for all students and
6. provide confidential and effective guidance

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to an alternate staff member designated by the

permitted on to the campus with the following exceptions:

- Animals are permitted for instructional purposes when approved by the Dean of Student Affairs. All such animals must be securely contained.
- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, approval by the Dean of Student Affairs. All such animals must be kept under control. Under no circumstances may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.
- Visually impaired or other handicapped people may be accompanied by a trained, service animal. Such service animals must have accompanying documentation verifying training and purpose.
- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

Institutional Procedures for Handling Student Misconduct

The College expects that all students will act as responsible adults, however, action may be taken against a student when his or her conduct interferes with the mission of the institution and its additional responsibility to provide a safe environment for others.

hearings concerning each student to be conducted separately.

c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore advisors are not permitted to speak or to participate directly in any hearing before a Student Disciplinary Committee. At the discretion and direction of the Committee chair, an advisor may be allowed to ask specific questions or make clarifying statements to promote overall fairness.
d. The complainant, the accused and the Committee shall have the privilege of presenting witnesses, subject to questions from the other participants (complainant, accused, or committee).
e. The Committee at the discretion of the chairperson may accept pertinent records, exhibits, and written statements for consideration.
f. All procedural questions are subject to the final decision of the chairperson of the Committee.
g. After the hearing, the Committee shall determine by majority vote in a closed session, whether the student has violated the section of the Student Code of Conduct for which the student is charged with violating.
h. There shall be a single verbatim record, such as a tape recording of all hearings before the Student Disciplinary Committee. The record shall be the property of the College. Accused students may, at their expense, request a copy of the record for purposes of appeal.

Student Disciplinary Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges – Denial of specified privileges for a designated period of time. In addition to a warning or probation period there may be a loss of privileges which would include, but not be limited to, the following:
    a. Denial of the right to park or operate motor vehicle on campus.
    b. Denial of eligibility, for a specified period of time, for election to a student office or opportunity to represent the College.
    c. Denial, for a specified period of time, of the privilege of participating in athletics or other student activities.
4. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Service – Work assignments which offer service to college-oriented projects (such assignments must have prior approval of the Dean of Student Affairs).
6. Educational – Assignments, which are designed to educate a student, related to the effect of their behavior on the College environment. Examples of such assignments might be attending a specific workshop, writing a research paper on a specific topic, awareness or sensitivity training, recommendation to seek personal counseling at the College Counseling Center or other designated individual/agency.
7. College Suspension – Separation of the student from the College for a definite period

In cases involving appeals by students' accused of violating the Student Code of Conduct, review of the sanction by the President may not result in more severe sanctions for the accused student. Instead, following the appeal, the President may, upon review of the case, affirm or reduce, but not increase, the sanctions imposed by the Dean of Student Affairs or designee.

The decision of the President shall be final and binding.

Disciplinary Records

With the exception of the College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record.

Cases involving the imposition of sanctions other than college suspension or expulsion shall be removed from the student's disciplinary record seven (7) years from the year in which the offense occurred.