



STUDENT HANDBOOK 2012



Brecksville, Ohio

**Stautzenberger College
8001 Katherine Blvd.
Brecksville, OH 44141
(440) 838-1999**

www.learnwhatyoulove.com

Welcome!

This Student Handbook was designed to acquaint you with the Brecksville Campus of Stautzenberger College. In the Handbook, you will find information on -

- the general information you will need to help navigate your way as a new student;
- the student and academic services available to you;
- the policies and procedures relating to all operations and requirements of the College; and
- an overview of Financial Aid.

Please read the Handbook carefully and refer to it for any questions you may have. More detailed information on each topic is available in the College Catalog. Or, if you are not sure about anything, please just ask!

Stautzenberger College is happy to have you enrolled as a student. We hope that your educational career with us will be both memorable and successful!

Stautzenberger College is committed to doing everything in our power to help you meet your goals and career objectives. With your hard work and diligence, and with guidance from the faculty and staff, your career dreams will soon become a reality.

Administration

Brecksville Campus

PRESIDENT

George Simon

CAMPUS DIRECTOR

Annette F. Parson

ADMISSIONS

Linda Karcher, Director
Darryl M. Hill, Admissions Representative
Denise B. Zehner, Admissions Representative

FINANCIAL AID

Susan L. Alexander, Financial Aid Officer
Ghislaine F. Tape, Financial Aid Administrator

EDUCATION

Sharon L. Fain, Dean of Academics

STUDENT SERVICES OFFICER

Holly Hinderer, LSW

CAREER SERVICES OFFICER

Karen A. Roknich

LIBRARIAN

Karen Jakubczak, MLIS

INFORMATION SERVICES

Joanne Dryja - Help Desk Specialist

GENERAL INFORMATION

COLLEGE HOURS

Classes meet on varying schedules. The College is typically open Monday through Thursday 7:30 a.m. to 10:00 p.m.; Friday 7:30 a.m. to 5:00 p.m.; and Saturday 9:00 a.m. to 12:00 p.m. Class schedules are subject to change each quarter/term. For current hours, please refer to signs posted at campus entrances.

STUDENT PARKING

Parking is available in the lot surrounding the College. All vehicles must display a Student Parking Permit while parked. Students may not park in spaces designated as Handicapped or Visitor unless specifically authorized to do so.

Please proceed slowly while in the College parking lot, and be particularly watchful for pedestrians around and between cars. Also, please be sure not to block other vehicles when you park.

WEATHER CLOSINGS

Stautzenberger College, Brecksville may cancel classes when weather conditions become too severe. Information on cancellations will be posted on the College website at www.learnwhatyoulove.com and on Cleveland TV channels 3, 5 and 8. Automated campus status information is also available by telephone by calling Stautzenberger College, Brecksville at (440) 838-1999.

Cancellations are determined separately for day and evening classes, and will be announced separately through all communication channels.

EMERGENCIES

If a student is ill or needs to respond to a personal emergency, the Receptionist or Program Director should be notified before the student leaves campus.

STUDENT ID CARD

Student ID cards are issued to all students on enrollment. The ID card is to be worn in a visible location at all times when on campus. A \$5 fee will be assessed to replace lost or stolen Student ID Cards. Requests for a replacement may be made with Reception.

CELL PHONE USAGE

Although the cell phone is a tool that makes communication more convenient, it can also become a distraction that interferes with daily activities, including learning. As a career college, Stautzenberger strives not only to provide students with the knowledge and skills to perform the duties of their chosen profession, but also to create expectations of professionalism that simulate those required in the workplace. To that end, the following information explains the policy regarding cell phone use:

- Cell phones may NOT be used in class and must be turned off before entering a classroom.

- If it is absolutely necessary that you be accessible during class hours, please inform your instructor before class, set your phone to vibrate, and discretely exit the classroom when your call is received.
- Under no circumstances may a student take a call in the classroom during instruction.
- There will be no texting during class.
- When using a cell phone in a public area on campus, please be respectful of those around you.

If a student fails to adhere to these guideline he/she may be subject to disciplinary action.

SOCIAL MEDIA SITES AND THE CLASSROOM

Use of Internet-based programs such as Facebook, Twitter, U-Tube, I-Tunes, on-line shopping sites, etc. is not permitted during scheduled class time. If a student is observed viewing a social media or other non-instructional site during class, he/she will be asked to close the program. If the student refuses, or if he/she returns to a site after intervention by the instructor, he/she may be asked to leave the class. The student may also be subject to additional disciplinary action.

DRESS

All Stautzenberger College students are preparing to enter the workplace. As such, they are expected to dress in a professionally appropriate manner. Consequently, tank tops, shorts, hats, sunglasses, flip-flops, or any other types of unconventional attire are not permitted to be worn for classes. Exceedingly short or revealing clothing is also not permitted.

Students in specialized programs are required to purchase and wear uniforms or lab coats during class. They are also required to observe specific policies regarding footwear, jewelry, and other personal items. Further information on classroom attire is available through Program Directors, the Student Services Office, and the Admissions Office.

STUDENT EMAIL ACCOUNTS

On enrollment, each Stautzenberger College student is issued a college email account. The account address is the student's six-digit ID number, followed by "@student.learnwhatyoulove.com"

Example: 012345@student.learnwhatyoulove.com

The College email account is the ONLY email address that the College will use to contact the student regarding academic matters.

Students should check their email account daily, including during break periods, for communications from their instructor(s), an administrator, or a College office.

WWW.LEARNWHATYOULOVE.COM WEB SITE

The Stautzenberger College website (www.learnwhatyoulove.com) offers valuable information for students including important announcements, financial aid information/forms, faculty email addresses, and much more. Services will continue to be added in an effort to make your experience at Stautzenberger College even more convenient, so please check the site daily. Any student wishing to obtain updated statistical data on a specific program may visit www.learnwhatyoulove.com and click on the relevant program link for further information.

CHANGE OF ADDRESS OR PHONE

Students who change their address or telephone number should notify the Student Services Officer or Reception front desk or office immediately. If you are living in a temporary residence while in school, be sure both your temporary and permanent address and phone number, including cell number, are on file. This is a necessary precaution in the event of emergencies.

STUDENT REFERRAL

If you are aware of an interested potential student, please notify the Admissions Office. An Admissions Representative will supply information to the prospective student.

STUDENT SERVICES

CAREER SERVICES

The Career Services Office offers a wide range of services focused on providing current students with career assistance and job-search instruction, and on assisting graduates in their actual job search.

Prior to enrollment, all prospective students are encouraged to research thoroughly the potential employment opportunities and starting salary ranges in their selected field of study. Stautzenberger College, Brecksville makes no guarantee of employment or of a minimum starting salary. No one is authorized by the College to make such guarantees. Please see the Career Services Officer, Program Director, or Dean of Academics for further information.

LIBRARY

The Stautzenberger College, Brecksville Library contains reference works, books, video resources, and current periodicals appropriate to the curricula offered by the College and relevant to its represented career fields. The College Library also includes an online Library system available to students 24 x 7. An index of the Library holdings is available both in the Library and online. Internet access is available as well to students for research and study.

Students are also encouraged to obtain their Cuyahoga County Public Library cards. These cards enable students to access OhioLINK, an online collection of the libraries of 86 Ohio colleges and universities boasting over 46 million books and library holdings.

COUNSELING AND GUIDANCE

Stautzenberger College, Brecksville believes in an open-door policy and encourages students to seek guidance when problems arise. In a friendly, understanding atmosphere, solutions are sought that benefit the individual.

Educational guidance is available from individual Program Directors, Student Services Officer, or the Dean of Academics. Qualified staff members may also provide personal guidance; however, in areas other than those related to education, students will be referred to a community organization or to other facilities with the resources to assist the student. Information regarding such resources is maintained in the Student Services Office.

TEXTS, MATERIALS, EQUIPMENT AND SUPPLIES

Current textbooks, required materials, equipment, and supplies are usually stocked in the College Bookstore. However, they may also be purchased elsewhere. For academic success, students should purchase materials at or prior to the beginning of each term and are encouraged to build their own professional libraries. For a current list of textbooks and alternative sources, please see the College website at www.learnwhatyoulove.com.

COMMUNITY RESOURCES

Northeast Ohio offers a wide range of career and cultural opportunities and resources for the College and its students. Field trips and guest speakers are included in all programs. Advisory Boards for the programs are comprised of area business persons and residents with a special interest in education and its link with business and industry. Social services, both public and private, are occasionally called upon to assist students with problems outside the range of campus services.

For additional information on social services, contact the Student Services Officer or the Dean of Academics.

POLICIES AND PROCEDURES

FACILITY USE POLICY

All classrooms, computers, and other resources of Stautzenberger College, Brecksville, are solely for the use of students, faculty and staff. All students and employees must wear their College ID cards while on campus.

Visitors (including former students not currently enrolled), are required to report to the Reception area upon arrival and will be required to wear a Visitor ID.

STUDENT PROFESSIONALISM

All students are expected to maintain the high standards of conduct that are traditional at Stautzenberger College, Brecksville. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves and in their institution.

The College reserves the right to place a student on Academic or Behavioral Warning,

Probation, Suspension, Withdrawal or Dismissal for any of the following reasons:

- FAILURE TO MAINTAIN AN ACCEPTABLE CUMULATIVE GRADE POINT AVERAGE OR CUMULATIVE COURSE COMPLETION PACE IN THEIR PROGRAM OF STUDY. (PLEASE SEE THE STANDARDS OF ACADEMIC PROGRESS SECTION OF THE COLLEGE CATALOG FOR COMPLETE INFORMATION)
- EXCESSIVE ABSENTEEISM OR TARDINESS.
- UNETHICAL, IMMORAL, ILLEGAL OR OTHER UNPROFESSIONAL CONDUCT THAT MAY BRING DISCREDIT TO THE INDIVIDUAL, THE COLLEGE OR OTHER STUDENTS.
- INAPPROPRIATE VERBAL, PHYSICAL OR PSYCHOLOGICAL CONTACT/ CONFRONTATION WITH ANOTHER STUDENT OR COLLEGE EMPLOYEE, INCLUDING THROUGH THE USE OF SOCIAL MEDIA SYSTEMS.
- UNPROFESSIONAL CONDUCT FOUND TO BE OFFENSIVE OR DETRIMENTAL TO THE INDIVIDUAL, THE COLLEGE OR OTHER STUDENTS.
- DRESS, GROOMING, OR PERSONAL HABITS THAT ARE INAPPROPRIATE IN A PROFESSIONAL ENVIRONMENT.
- DISRUPTIVE BEHAVIOR THAT INTERFERES WITH THE LEARNING ENVIRONMENT.
- VIOLENT OR DISRUPTIVE BEHAVIOR THAT THREATENS THE SAFETY OF ANY STUDENT OR EMPLOYEE OF THE INSTITUTION, OR OTHERWISE INTERFERES WITH THE LEARNING ENVIRONMENT.
- ANY VIOLATION OF THE COLLEGE'S ACADEMIC HONESTY POLICY OR STANDARDS OF CONDUCT.

Any student who is placed on Warning or Probation or who is Suspended, Withdrawn, or Dismissed under these standards may appeal in writing to the Stautzenberger College Review Board, 8001 Katherine Boulevard, Brecksville, OH 44141. The decision of the Review Board may be appealed to the Office of the Director, Stautzenberger College, 8001 Katherine Boulevard, Brecksville, OH 44141. The decision of the Director is final.

INTERNET, E-MAIL, AND TECHNOLOGICAL RESOURCES

Stautzenberger College prides itself on the technological resources it offers its students, staff and faculty. Because the College offers Internet access both on its own computers and wirelessly, members of the college community enjoy enormous flexibility and access to broadband or wireless Internet resources and are subject to the following rules:

- All users must observe Stautzenberger College standards concerning security, professionalism, ethics, conduct, and protocol, including ensuring that all uses are conducted with consideration and respect for both College property and members of the College community;
- All users must respect the privacy of other users;
- All users must respect civil, criminal, copyright, trademark and patent law in

the use of College Internet resources and equipment; and

- All users must respect the integrity of the College's computing systems.

If a member of the Stautzenberger College community chooses to engage in an unacceptable use of the Internet, computer network or other technological resources of the College, he or she will be subject to immediate discipline. Unacceptable use includes, but is not limited to:

- Illegal or inappropriate use of College IT equipment or facilities.
- Activities that may interfere with or disrupt network users, services or equipment; or
- The display of sexually explicit, graphically disturbing, or sexually harassing images or text on a College computer or via printed material.

The following activities are expressly forbidden and will result in immediate dismissal or termination:

- Using computer programs or other means to decode or attempt to decode passwords or access or attempt to access controlled or confidential information;
- Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data;
- Connecting or attempting to connect unauthorized equipment to the campus network, including any hubs and/or switches;
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, including creating or propagating viruses or worms; disrupting services; damaging files; or making unauthorized modifications to College data;
- Making or using illegal copies of copyrighted materials or software, storing such copies on College systems, or transmitting them over the college network;
- Using e-mail or messaging services to harass, offend, or intimidate another person, whether by use of the College network or otherwise. This includes broadcasting or posting unsolicited messages, sending unwanted e-mail, or using another's name or user ID;
- Impairing computing or network resources by intentionally placing a program in an endless loop, or by sending chain letters or unsolicited mass mailings;
- Transmitting, downloading, retrieving, or storing any materials that are obscene, pornographic or X-rated;
- Transmitting abusive, profane or offensive language using the College's e-mail or Internet system.
- Using the College Internet system for gambling;
- Transmitting e-mail messages or posting comments to social networks or blogs that include derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes;

- Harassing behavior of any kind; and
- Engaging in any other activity that does not comply with the Standards of Conduct. Electronic media may not be used for a purpose that is against any other College policy.

Any activity that creates, downloads, or otherwise causes sexually explicit pictures or language to appear on computers under the control of an individual will be treated as an example of creating an intimidating, offensive, or hostile working/educational environment, and is a violation of these guidelines.

PEER-TO-PEER (P2P) COMPUTING POLICY

The installation and use of “peer-to-peer” or “P2P” file-sharing programs (i.e., programs that enable the illegal download or file sharing of copyrighted or otherwise restricted material) is strictly prohibited on ANY computer attached to the Stautzenberger College, Brecksville network. Examples of these programs include, but are not limited to, Fuse, Kazaa, LimeWire, Frostwire and BitTorrent.

Stautzenberger College reserves the right to monitor its network and all attached computers to ensure compliance with this policy, and maintains a firewall that recognizes most popular forms of P2P traffic. Students will be considered in violation of this policy if their Internet traffic is identified as using P2P programs or protocols. If a student is found to be in violation of this policy, the following disciplinary process will apply:

First Violation

- Student will receive a warning, via the student’s Stautzenberger College e-mail account, notifying student of the illegal software use and requesting removal of all P2P software and downloaded files.
- All P2P software and related files must be removed within five (5) calendar days of the date of the e-mail notification.
- The College’s Network Administrator will monitor the account to verify that the P2P software has been removed and files deleted.
- If programs and software are not removed within the specified time, the student’s Stautzenberger College network access will be removed until his/her computer is verified to be in compliance.

Second Violation

- The student’s access to the College network will be revoked for a period of two (2) weeks.
- A fine, proportional to the amount of Internet bandwidth used for download or upload purposes, will be added to the student’s ledger account.
- Once the Network Administrator has verified that P2P software is removed and files deleted, the student will also be charged a network access reconnection fee of \$35. The network connection will not be restored until this fine is paid.

Third Violation

- Student will be dismissed from Stautzenberger College for repeated violation of College IT policies.
- The student may appeal his/her dismissal through a formal, written appeal to the Stautzenberger College Appeals Board. The appeal must contain factual explanations of the reason(s) for the inappropriate behavior as well as specific steps that will be taken to avoid the behavior in the future.
- If reinstated, the student may face additional monitoring and/or restrictions in regards to his/her use of the College's IT systems.

Consequences of Failure to Comply

Stautzenberger College policies dictate that all members of the College community act in accordance with these responsibilities, applicable laws, relevant contractual obligations, and the highest ethical standards. The College considers any violation of these guidelines a serious offense. As a means of ensuring compliance with these policies, the College reserves the right to copy and examine any files or information stored on College systems potentially related to unacceptable use and to protect its network from systems, actions, and events that threaten to or degrade operations. All users of the College's computing facilities are responsible for understanding the guidelines articulated above. Failure to comply with these guidelines may result in suspension of technology privileges at the College, or in civil or criminal action pursuant to state or federal law. Violators will be referred for disciplinary action, up to and potentially including dismissal or termination. The College further reserves the right to notify appropriate legal officials of potential violations of any law.

CONCEALED WEAPONS

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on College premises.

Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto College premises.

This policy is posted pursuant to the Ohio Revised Code.

DRUGS AND ALCOHOL

Students are prohibited from the unlawful possession, use or distribution of illicit drugs or alcohol on College property or as a part of any College activities. Violations will result in warning, probation, suspension or dismissal of the student, depending upon the circumstances.

No student will be permitted to attend class if he/she is under the influence of illegal drugs or alcohol, or is suspected of being under the influence of illegal drugs or alcohol. If an instructor, school administrator, or security personnel believes that a student is under the influence of alcohol because there is an odor of alcohol, or because the student is acting in a manner that is consistent with drug or alcohol use, the student will not be permitted to attend class. A school administrator will be willing to assist the student in making transportation arrangements (such as calling

a cab). As with any person believed to be driving under the influence of drugs or alcohol, the proper authorities may be contacted if the student refuses alternative transportation and instead leaves the campus in his/her vehicle.

The Ohio Revised Code, Chapter 2925, prohibits the unlawful possession, distribution, manufacture, use or sale of drugs. Penalties for violation include fines, imprisonment or both. Violations range from misdemeanors to first-degree felonies. The Ohio Revised Code, Chapter 3793, describes various alcohol and drug addiction services provided by the State of Ohio. Students with substance abuse issues should refer to this material, or consult the Student Services Officer for further information on local providers and services.

The HEA Section 48(r) 34 CFR668.49 provides that a federal or state drug conviction can disqualify a student for federal Financial Aid funds. If a student is convicted for an offense that occurred during a period of enrollment for which the student was receiving Title IV Financial Aid, he/she may be disqualified for any additional Financial Aid. The chart below illustrates the period of ineligibility for federal funds, depending on whether the conviction was for sale or possession, and whether the student had previous offenses. (Note: a conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs:	Sale of illegal drugs:
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd Offense	Indefinite period	Indefinite period

Stautzenberger College, Brecksville encourages any student who has or might have a drug or alcohol problem to seek counseling and professional help immediately. A student wishing professional help may contact the Student Services Officer for the names of local assistance agencies.

Stautzenberger College, Brecksville will strive to cooperate with the rehabilitation program of the student within the parameters and needs of the College and its students.

PERSONAL PROPERTY

Stautzenberger College, Brecksville assumes no responsibility for loss or damage to any student's personal property. Furthermore, it assumes no responsibility for damage to or theft from any vehicle on or near College property.

INDIVIDUALIZATION

Stautzenberger College, Brecksville recognizes individual differences among students and does its utmost to address individual needs. Advanced standing is available through testing (credit by examination) in many subject areas for students who have had previous education and experience. Within the classroom or laboratory, instructors address individual differences through a variety of teaching techniques.

ACADEMIC POLICIES

ATTENDANCE AND ABSENTEEISM

Regular and punctual attendance is important to a high standard of performance. Students are expected to notify their instructors by direct communication or by a message left with the receptionist regarding absences. The syllabus of each course explains the effect of absenteeism on a grade or opportunity to complete the course. This information is provided on the first day of class. In any case, a student who fails to attend all classes for a period of two weeks or who fails to meet the attendance standards of an individual course will be automatically withdrawn from that class or from the school for the remainder of the term. The Program Director must approve reinstatement, and the possibility of successful completion of the term must exist.

Students should be aware that poor attendance may result in the lowering of a grade or in withdrawal from a class. This reduction may have a negative effect when determining whether the standards of Satisfactory Academic Progress have been met.

GRADING SYSTEM

The academic standing of all students is based on the following grading system:

GRADE	NUMERICAL VALUE	QUALITY POINT RANK
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	70-76	1.0
F	Below 70	0.0
I		Incomplete

Please note: an Incomplete is issued only in a case in which the student has made satisfactory progress throughout the course, but is slightly deficient in skills or lacking a few assignments. The grade is changed to "F" if the course is not completed within five (5) business days following the last day of the quarter.

W	Withdraw
AD	Audit
CR	Credit by proficiency testing or transfer

MAKE-UP WORK

Make-up work is permitted when a student's absence is excused by the Student Services Officer. **All make-up work must be completed prior to the date when the student next reports to the missed class(es).**

If the work missed is a test, exam, or quiz, the student is responsible for making up the assessment per the rules and hours of operation set by the College's Testing Center.

If a student's absence is unexcused, make-up work or testing is not permitted.

EXTRA ASSISTANCE (TUTORING)

Educational assistance (tutoring, or “Extra Assistance”) is available to every student at no charge. Extra Assistance sessions for each class will be announced by each instructor at the beginning of the quarter/term. Students needing more extensive help are advised to contact their Program Director, Student Services Officer, or the Dean of Academics.

ACADEMIC HONESTY POLICY

In order to establish both consistency and the highest level of professionalism at Stautzenberger College, every student is subject to the following Policy in all courses, whether residential or online. Students with questions concerning this Academic Honesty Policy may speak with their Program Director, Student Services or the Dean of Academics.

Honesty and integrity are essential to your success in your chosen profession. Moreover, every student must master a threshold level of knowledge before he or she will be permitted to graduate with a Stautzenberger College degree. That knowledge is based upon understanding the material taught in the classroom or in lab, and upon successful completion of assignments and projects. Grading is designed to assist an Instructor in determining whether a student is performing at the appropriate level. Students who cannot meet the threshold performance standard may require additional assistance; grades assist the College in identifying individuals in need of such assistance. To the extent that academic dishonesty prevents the accurate measurement of a student’s grasp of material, it deprives the student of access to resources that may help the student master material essential to his or her success.

In order to ensure that the College may effectively serve all of its students, faculty and employers, it has adopted the following Academic Honesty Policy:

- **Plagiarism**

To plagiarize is to use the ideas and/or words of another without properly identifying and giving credit to the source. If a student uses another’s work as if it were his or her own, the student not only fails to learn the necessary information or skill set that he or she must master in order to be effective in his or her field, but also damages the morale of his or her peers. Plagiarism includes copying or paraphrasing ideas, phrases, statements, papers or other information.

The definition of plagiarism does not vary according to the source of the material. The original source may be a published item, such as a book, article, website, lyrics or movie; it may also be an unpublished item, such as another student’s work or an Instructor’s notes.

Plagiarism will not be tolerated, and anyone who engages in plagiarism will be subject to immediate discipline as outlined below.

- **Tests/Quizzes/Exams**

“Cheating” is defined by the College as the act of using any source of information or information processing (other than the student’s own knowledge) during a test, quiz or exam.

Unless otherwise stated by an Instructor, students may not use notes, calculators, books, note cards, computers, cell phones or other aids or electronic devices during a test, quiz or exam. All materials and devices must be removed from students' desks prior to testing. All electronic devices must be turned off during testing unless an Instructor indicates that they are required to complete the test.

Similarly, students may not assist one another on a test, quiz or exam.

Any student who is suspected of cheating or assisting another to cheat will be subject to the discipline outlined below.

- **Collaboration Among Students**

Students must present original work at all times. While we encourage students to form study groups and assist each other in learning course material, all homework, projects, quizzes, tests, research papers and all assignments of any kind must be completed independently by each student, unless otherwise stated by the Instructor. If a student turns in work that an Instructor believes is the same as, or is substantially similar to, the work turned in by another student, both students will be subject to immediate discipline. The College will not distinguish between the student who knowingly provides the materials to be copied and the student who copies the materials as to either quality or kind of discipline. Both will be subject to the disciplinary process outlined below.

Disciplinary Process and Consequences

If a student violates the College's Academic Honesty Policy, he or she will face the following consequences:

- The College will investigate allegations of academic dishonesty by interviewing relevant witnesses, such as the student, the Instructor and others who may have knowledge of the events in question.
- If the violation is the first instance or allegation of academic dishonesty, the student will receive a "0" on that assignment and will be placed on Behavioral Probation. The student will remain on Behavioral Probation as long as he or she remains a student at Stautzenberger College. For further information concerning Probation status for academic dishonesty and its impact on a student's career with Stautzenberger College, please see the College Catalog.
- If a student engages in any additional academic dishonesty, whether of the same or different nature, the student will be permanently dismissed from Stautzenberger College.

Any student who is placed on Behavioral Probation or who is Dismissed from the College may appeal in writing to the Stautzenberger College Review Board, 8001 Katherine Boulevard, Brecksville, Ohio 44141. The decision of the Review Board may be appealed to the Office of the Vice President, Stautzenberger College, 8001 Katherine Boulevard, Brecksville, Ohio 44141. The decision of the Vice President is final.

DISABILITY ACCOMMODATION SERVICES

Accommodations for physical or learning disabilities are determined on an individual basis, and are based upon the student's unique interaction abilities and capabilities with the campus environment. Ideally, initial accommodation requests should be made prior to matriculation so that the student has the necessary resources in place prior to attending class. The Dean of Academics coordinates the College's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

A student who seeks accommodation services should submit his or her request in writing to the Dean of Academics. The Dean of Academics will then provide the student with diagnostic forms that must be completed by his/her treatment professional and returned to the College. The student will also be given a copy of the College's *Accommodation Services Handbook* and of the U.S. Department of Education's brochure on "*Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities.*"

Once the student has provided the Dean of Academics with his/her diagnostic forms, the Dean will meet with the student to discuss appropriate and reasonable accommodations, auxiliary aids and other services. All accommodations will be based on the student's diagnosis; the intervention services recommended by the student's health care provider; the nature of the student's program of study; and/or on specific challenges the student may face in a given course.

Results of the meeting will result in a formal, written Accommodation Plan for the current quarter of attendance. The Plan will be reviewed each subsequent quarter by the Dean and student to ensure it remains viable and responsive to the student's needs.

The student will be provided with a copy of his/her Accommodation Plan and/or Amendment to an Accommodation Plan. The original, signed Plan and Amendments will be maintained in the student's permanent educational file. If the student requests an accommodation that the College determines it cannot provide, the College will inform the student in writing of such denial. A student has the right to appeal an eligibility or accommodation determination made by a member of the staff of Accommodation Services.

To appeal, the student should first contact the Dean of Academics, in writing, detailing the nature of the complaint and requested correction. Appeals should be addressed to the Dean of Academics, Stautzenberger College, 8001 Katherine Boulevard, Brecksville, OH 44141. The Dean will set a hearing with the student to discuss the issue before making a determination. All determinations will be made in writing.

A student may choose to bypass the Dean, or appeal a decision made by the Dean, by filing a written complaint with the Office of the Director, Stautzenberger College, 8001 Katherine Boulevard, Brecksville, OH 44141. A student may also choose to contact the United States Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611, (216) 522-4970.

CONDUCT

Each student is expected to pursue an objective according to a prescribed curriculum and to maintain satisfactory academic progress. Each member of the faculty and staff will assist students in their development. Cooperation of the student in this process is essential. All students must respect the rights of others by adhering to the following rules:

- The Student Lounge is for eating/drinking. Food is NOT allowed in the classrooms. Only closed beverage containers are allowed in the classrooms, but away from equipment. Trash items must be disposed of in proper containers.
- Professionalism and politeness are expected at all times to all individuals (other students, instructors, administrators/staff, and campus visitors).
- Conversation in the classroom should be limited to class participation only. Personal information/conversation should be reserved for break/lunch periods.
- The use of improper or profane language will not be tolerated and is grounds for dismissal from the College.
- Prompt and regular attendance is expected for all classes. Students are to avoid disruption of any class to which they arrive late or from which they leave early.
- Cell phones, radios, i-pods, etc. are not to be used during instructional hours. (Please see also the Cell Phone and Social Media Site sections of this Handbook).
- No children are permitted in class. Anyone arriving with a child will be asked to leave the premises.
- Appropriate dress is required of all students. Dressing in inappropriate and/or revealing attire may result in removal from the premises.
- No smoking is permitted in the building. Smoking is restricted to areas 25 feet or more from any building entrance. Smokers are also expected to properly dispose of butts in the provided containers.

REPEATING A COURSE

A student is allowed only two attempts to successfully pass any course. A student who is unable to complete a course upon his or her second attempt will be dismissed from the College under the "Two Times Rule." Students with extenuating circumstances may appeal for a third attempt. Appeals must be made in writing to the Stautzenberger College Review Committee, 8001 Katherine Blvd. Brecksville, OH 44141.

All courses attempted are included in the calculation of the Cumulative Course Completion Pace.

CHANGE OF CLASS SCHEDULE

Any student who wishes to change a schedule should contact the Dean of Academics.

INCOMPLETES AND WITHDRAWALS

A grade of Incomplete or “I” may be issued to any student who does not completely fulfill the requirements of a course. Students must request an Incomplete from their instructor before the end of the class, and all requests must be approved by the Dean of Academics. A grade will be substituted for the “I” if the student successfully completes the unfinished work. Failure to complete the work required for a course within five (5) business days of the last day of the quarter will result in the permanent letter grade of “F.”

A student may withdraw from a course without receiving a grade at any time. A student who elects to withdraw will receive a “W” for the course(s) attended. Students should be aware that taking a withdrawal may negatively affect their progression through any academic program involving prerequisites, and could impact their attainment of Standards of Academic Progress.

CHANGE OF PROGRAM

Students who wish to change programs must meet with their Program Director for counseling. Upon approval, all relevant courses with a letter grade of “C” or better will be transferred to the new program. A new maximum time frame will be computed by subtracting the total of the transferred credits from the total credits of the new program.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are required to maintain Satisfactory Academic Progress (SAP) toward completion of their programs. SAP standards apply to all students regardless of participation in Title IV Financial Aid. A student’s Satisfactory Academic Progress will be evaluated at the end of each quarter or term. A summary of the Standards of Academic Progress are presented here. Please see the Catalog for complete information.

To achieve Satisfactory Academic Progress standards, a student must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0, and a Cumulative Course Completion Pace (CCCP) of at least 67% (this CCCP will ensure that the student will graduate within the maximum time frame allowed). Transfer credits that are accepted toward a student’s educational program are counted as both attempted and completed hours for purposes of the CCCP. In addition, all courses attempted, including any courses repeated, are included in the calculation of the CCCP. Transfer credits are not used in calculating a student’s CGPA.

Maximum Time Frame

The maximum time frame for completing any program is a period of time in which a student attempts 1.5 times the number of hours (credit or clock) required to complete the program. A student may not take longer than the maximum time frame to receive the academic credential for which he/she enrolled and continue to receive Title IV financial aid.

Example, Credit-Hour Program: A program requiring 62 credits would have a maximum time frame of 93 credits attempted ($62 \times 1.5 = 93$). Credits earned by transfer or proficiency exam will be included in the calculation.

Example, Clock-Hour Program: The Massage Therapy 900-Clock-Hour Program requires 40 weeks of instruction and therefore must be completed within 60 weeks of instruction ($40 \times 1.5 = 60$). Credits earned by transfer or proficiency exam will be included in the calculation.

Calculation of the CCCP

All students are required to complete their program credits at a cumulative pace of 67% or higher.

Example, Credit-Hour Programs: The Cumulative Course Completion Pace is calculated by taking the cumulative credits earned and dividing it by the cumulative credits attempted. A student who attempted 12 hours but earned only 6 credits would have a CCCP of 50% and would not be meeting the required CCCP of 67%.

Example, Clock-Hour Programs: The Cumulative Course Completion Pace is calculated by taking the cumulative clock hours earned and dividing it by the cumulative clock hours attempted. A student who attempted 225 clock hours but earned only 120 clock hours would have a CCCP of 53% and would not be meeting the required CCCP of 67%.

When a student withdraws from a scheduled course, the course will be included in the CCCP and will be considered as an unsatisfactory attempt.

Incompletes are not permitted in the Massage Therapy 900 Clock-Hour Program. In credit-hour programs: when a student attempts a course and requests an Incomplete, the Incomplete must be completed within five working days of the last day of the quarter. Failure to complete will cause the grade to be changed to a failing grade, which will negatively impact the student's CGPA and CCCP.

The College will notify the student of the results of the Satisfactory Academic Progress calculation if the results of the evaluation impact the student's eligibility for Title IV Financial Aid.

Note: a "successfully completed course" for SAP is defined as any course in which a student receives a grade of "A," "B," "C," or "D." **However, a grade of "D" in any core program course in the Broadcast Captioning, Court Reporting, Medical Assisting, Paralegal, or Veterinary Technology programs is considered a failing grade and will require repeating the class.** The grade of "C" in any **core program course** in Massage Therapy is considered a failing grade.

Impact of SAP on Financial Aid

Definitions

- **Financial Aid Warning:** A status assigned to a student who fails to make satisfactory progress at an institution that evaluates academic progress at the end of each payment period. A student on Financial Aid Warning may continue to receive Title IV Financial Aid for ONE payment period while on Financial Aid Warning Status.
- **Financial Aid Probation:** A status assigned by an institution to a student who fails to make Satisfactory Academic Progress and who has appealed

and has had eligibility for aid reinstated.

- **Appeal:** A process by which a student who is not meeting the institution's Satisfactory Academic Progress standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance.

Financial Aid Warning

The first time a student fails to meet the CGPA AND/OR CCCP standards, the student will be placed on Financial Aid Warning. If, at the end of the Financial Aid Warning term, the student continues to fall below the minimum CGPA standard AND/OR the CCCP standard, the student will lose Title IV Financial Aid eligibility. In order to continue to receive Title IV Financial Aid eligibility, the student must appeal the loss of Financial Aid eligibility in writing to the Stautzenberger College, Brecksville, Appeals Board, 8001 Katherine Boulevard, Brecksville, OH, 44141.

Appeals

All Appeal letters must meet the following criteria in order to be reviewed:

- The Appeal must be a formal, typed letter addressed to the Appeals Board.
- The letter must include a signature from the student; no e-mail Appeals will be considered.
- The Appeal must state the basis on which a student is filing the appeal. Examples include, but are not limited to, death of a relative, an injury or illness of the student, or other special circumstances.
- The Appeal must provide an explanation as to why the student has been unable to meet Satisfactory Academic Progress, and what has now changed in the student's circumstances that will allow the student to meet the requirements of Satisfactory Academic Progress.
- The Appeal must be received no later than the deadline date and time published in the College Catalog (see the Academic Calendar)

A student will be informed of the Board's decision in writing within 14 days. Students who are approved to return on Appeal are placed on Financial Aid Probation. Such students are required to meet with their Program Director(s) to create an Academic Plan. The Academic Plan will be created individually for each student and will address the specific areas of deficiency that need to be improved upon in order for the student to be making Satisfactory Academic Progress. At the end of one payment period, the student must meet the Satisfactory Academic Progress standards under this policy, or meet the requirements of the Academic Plan developed by the institution and the student, to qualify further for Title IV Financial Aid. The student will continue to be eligible to receive Title IV Financial Aid as long as the student complies with the criteria stipulated in the Academic Plan.

A student who has been reinstated to eligibility under an Academic Plan and is making progress under that plan is considered to be an eligible student. If a student fails to comply with the criteria stipulated in the Academic Plan, the student will be dismissed from the program and will lose eligibility to receive Title IV Financial Aid.

GRADUATION REQUIREMENTS

To graduate, students must have a cumulative grade point average of 2.0 on all progressive classes that apply toward their degrees, diplomas or certificates, and a cumulative grade point average in all classes of 2.0. Candidates for graduation must be free of all indebtedness to the College. Some programs may have additional requirements (please see program descriptions in the Catalog).

OFFICIAL COLLEGE TRANSCRIPTS

Requests for official College transcripts must be made in writing. There is a \$5.00 charge for each official transcript provided or sent. Stautzenberger College reserves the right to withhold diplomas or official transcripts from students who are indebted to the institution.

GRIEVANCE PROCEDURE

Stautzenberger College, Brecksville follows an “open-door” policy that invites students to seek help or information from any faculty, staff or administration member at any time.

The following contact order is recommended so that a problem or issue may be resolved as quickly as possible:

- Instructor
- Program Director
- Dean of Academics
- Campus Director

Questions or concerns may also be sent, in writing, to the College Review Board, Stautzenberger College, Brecksville, 8001 Katherine Boulevard, Brecksville, OH 44141. Students may also contact the Executive Director, State of Ohio Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 (phone 202-336-6780).

FINANCIAL POLICIES

FINANCIAL AID

The Financial Aid Office provides comprehensive support and information to all students regarding the financing of their educational goal(s). Please see the College Catalog for complete information, or contact the Financial Aid Office directly for specific questions or issues.

Regulations governing all financial assistance programs are subject to change. The school's Financial Aid Office has the most recent information. Stautzenberger College reserves the right to revise institutional policies governing financial aid, including restricting or denying certification of student loans.

TUITION, BOOKS, MATERIALS AND EQUIPMENT

In addition to tuition, attendance at Stautzenberger College requires the purchase of textbooks, software programs, equipment, and other materials specific to the area of instruction.

Tuition may be paid in the Financial Aid Office between the hours of 8:00 a.m. through 7:00 p.m. Monday through Thursday, Friday 8:00 a.m. to 5:00 p.m. Payments must be received on or before the first day of each quarter.

A list of required textbooks is published on the College website each quarter. The Bookstore will be open during Orientation and during the first week of class. All books required are available through the Stautzenberger College Bookstore; however, they may be purchased at any other non-affiliated location. Used books may be purchased from continuing students. Used book notices are posted on the bulletin boards in the Student Lounge.

Students are responsible for purchasing books with cash, check, or credit card. In some cases, when Financial Aid is used to purchase books, the student is issued a voucher, which may be used to purchase the book(s).

Information on the specific support materials or equipment required for a program, and the cost of these items, is available from the Program Director(s).

PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

Stautzenberger College has become increasingly aware that in many cities, college campuses are targets for criminals. We have procedures that should be followed in the event that any type of criminal action has taken place.

We recommend that students avoid being alone in the parking lot after dark and use good judgment at all times. Avoid carrying large sums of money on your person when you attend class. Do not leave personal belongings, such as a laptop or purse, unattended. Do not place yourself in a vulnerable position which would give a criminal the advantage. Stautzenberger College has a Security Officer scheduled to be on campus after 6:30 p.m. Monday through Thursday. If requested, the Security Officer will escort you to your vehicle.

Please notify the Campus Security Officer or the Campus Administration immediately of any criminal action that has been committed against you, including, but not limited to: robbery, burglary, vehicle theft, rape, sexual assault, arson, and aggravated assault. We will immediately contact local law enforcement in the event of any crime.

NOTICE

Campus crime statistics are compiled in accordance with the definitions of the Federal Bureau of Investigation's Uniform Crime Reporting System. Campus crime statistical information for the past three years will be posted in the Student Lounge and updated August 1 of each year.

Stautzenberger College, Brecksville: College Crime Statistics

To comply with Federal regulations, Stautzenberger College, Brecksville provides the following statistics on reported incidents:

OFFENSE	YEAR	ON CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Negligent Manslaughter	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Sex Offenses, Forcible	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Sex Offenses, Non-Forcible	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Robbery	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Aggravated Assault	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Burgulary	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Motor Vehicle Theft	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Arson	2010	0	0	0
	2009	0	0	0
	2008	0	0	0
Liquor Law Arrests	2010	0	0	0
	2009	0	0	0
	2008	0	0	0

