



## 2009 STUDENT HANDBOOK



**Brecksville, Ohio**

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

**[www.learnwhatyoulove.com](http://www.learnwhatyoulove.com)**

# Student Handbook

**This student handbook has been prepared to help acquaint you with Stautzenberger College, services available to you, policies and procedures, and general information. Please read the manual carefully and refer to it for any questions you may have.**

**Stautzenberger College is happy to have you enrolled as a student. May your educational career be memorable and successful.**

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

# Administration - Brecksville Campus

## **VICE PRESIDENT AND DIRECTOR**

Donna K. Palmer, Esq.

## **DEAN OF ACADEMICS**

Jeanette M. Kwiatkowski

## **ADMISSIONS**

Carlee A. Polisena, Director

Robert S. Green, Admissions Representative

Jennifer Schwender, Admissions Representative

Yoshiko Tsompanos, Admissions Representative

## **FINANCIAL AID**

Ginny E. Biada, Financial Aid Officer

Emily K. Wood, Financial Aid Administrator

## **STUDENT SERVICES OFFICER**

Holly Hinderer

## **CAREER SERVICES OFFICER**

Warren A. Burgess

## **LIBRARIAN**

Karen Schrader

## **STENOGRAPHIC PROGRAMS DIRECTOR**

Eileen T. Beltz, CRI, CPE

## **PARALEGAL STUDIES PROGRAM DIRECTOR**

Judge Christopher L. Greene, Esq.

## **MASSAGE THERAPY PROGRAM DIRECTOR**

Jan Bruml, LMT

## **VETERINARY TECHNOLOGY PROGRAM DIRECTOR**

Jackie A. Puleo, RVT

# 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 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for a period of two weeks or who fails to meet the attendance standards of an individual course will be automatically withdrawn from that class or from the school for the remainder of the term.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:

<b>GRADE</b>	<b>NUMERICAL VALUE</b>	<b>QUALITY POINT RANK</b>
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

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 a reasonable period of time, usually within the first two weeks following the end of a quarter.

W	Withdrew
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. Make-up work must be completed upon the date of the student's return to class. If the work that has been missed is an exam, the student is responsible for securing the make-up exam from the Instructor and arranging for the exam to be proctored by Student Services or the Dean of Academics.

If a student's absence is unexcused, then permission to make up missed work is within the discretion of the Instructor. If permission is granted, unexcused make-up work must be completed upon the student's return to class.

## **TUTORING**

If you need tutoring, please contact the instructor or the Program Director. The instructor, Program Director or School Director will assist you in setting up tutoring. Please ask if you need assistance.

## **CHEATING**

Any Student who cheats on a class assignment or test or plagiarizes material will be placed on academic probation for the remaining portion of the program study; a notation will be made on the student's permanent record. At the discretion of the instructor, the student will receive an "F" on the assignment/test or for the entire course. A second instance of either cheating or plagiarism will result in dismissal from Stautzenberger College.

### **Plagiarism**

To "plagiarize"

- Is to steal the ideas and/or words of another;
- Is to use an existing work product without properly identifying and giving credit to the source;
- Is to commit "literary theft";
- Is to present to others, as if it were your own, an idea or expression that has been taken from another.

*Webster's Third New International Dictionary, Unabridged (2002)*

Plagiarism is

- A form of cheating;
- A violation of the academic code of honor;
- An indicator of poor character;
- A sure means of inviting academic discipline, a failing grade, and/or immediate dismissal from Stautzenberger College. Please see pg. 21 of your Catalog.

## **CONDUCT**

Each student is expected to pursue an objective according to a prescribed curriculum and to maintain satisfactory progress. Each member of the faculty and staff will assist students in their development. Cooperation of the student is important.

### **Standards of Conduct to which all students will be held:**

1. Be professional and polite at all times to all Instructors and students.
2. Limit conversation while in the classroom to class participation only.
3. The use of improper or profane language will not be tolerated and is grounds for dismissal from the college.
4. Be prompt and in regular attendance to all classes and avoid disruption of any class to which you arrive late or from which you leave early.
5. Refrain from using cell phones, radios, walkmen, etc. during class hours. Turn to off and/or silent all phones or other receiving devices while in class.
6. Never speak on a cell phone while in class. If you receive an emergency call, remove yourself from the room with as little disruption as possible. Use of cell phones during class will be cause for an academic warning and may be grounds for withdrawal from a class and/or dismissal from the college.
7. No children are permitted in class. Anyone arriving with a child will be asked to leave the premises.
8. The classroom is not an appropriate forum for discussing personal information. Please reserve personal discussions for out-of-class times.
9. Dress appropriately. Dressing in inappropriate and/or revealing attire may result in removal from the premises.
10. Tobacco products are not permitted in the school building.

## **REPEATING A COURSE**

A student is allowed only two attempts to successfully pass any course. 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 course completion rate.

## **CHANGE OF CLASS SCHEDULE**

Any student who wishes to change a schedule should contact the Academic

Services Director.

## **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. 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 (generally within the two-week period following the end of the quarter) will result in the letter grade of "F."

A student may withdraw from a course without receiving a grade at any time prior to the end of the eighth week of the term. A student who withdraws during this period will receive a "W."

## **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)**

**Students are required to maintain satisfactory academic progress toward their program each and every quarter.** This means maintaining a cumulative grade point average (CGPA) and cumulative course completion percentage (CCCP) that will allow them to graduate within the maximum time frame. Students who fall below minimum standards will be placed on Academic Warning or Probation depending on how many credit hours they have attempted.

All students are required to maintain a **minimum CGPA of 2.0**. Any student who falls below 2.0 will be placed on Academic Warning or Probation depending on how many credit hours he or she has attempted.

All students are required to maintain a **minimum CCCP of 67%**. Any student who falls below 67% will be placed on Academic Warning or Probation depending on how many credit hours he or she has attempted. A successfully completed course for this standard is defined as any course in which a student receives a grade of "A," "B," "C," or "D." Please note that a grade of "D" may not be sufficient in some courses to graduate or move on to further classes in some programs. See program descriptions.

The **maximum time frame** for completing any program is a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program. For example: a program requiring 96 credits would have a maximum time frame of 144 credits attempted ( $96 \times 1.5 = 144$ ). Credits earned by transfer or proficiency exam will be subtracted from the maximum credits allowed, thereby reducing the maximum time frame. For example: a student in a 96 credit program who transfers in 16 credits will have a maximum time frame of 128 attempted credits ( $144 - 16 = 128$ ). In no case may a student take longer than the maximum time frame

and receive the original academic credential for which he or she enrolled.

All students will be evaluated each quarter for academic progress. Any student who has attempted 12 or fewer cumulative credits and who falls below either a 2.0 CGPA or a 67% CCCP will be placed on Academic Warning. Any student who has attempted 13 or more cumulative credits and who falls below either a 2.0 CGPA or a 67% CCCP will be placed on Academic Probation.

Academic Warning means that students who are early in their program are having some trouble and may be in danger of being placed on Academic Probation if they do not improve during the next quarter. Students on Academic Warning are advised to meet with their Program Director for academic counseling. Students on Academic Warning are considered to be making satisfactory progress and are eligible for financial aid.

Academic Probation means that students are in danger of not being able to complete their programs in the maximum time frame at their current rate of progress. A student placed on Academic Probation (Probation 1) shall remain on probation for at least one quarter. Students on Academic Probation are advised to meet with their Program Director for academic counseling. Students on Academic Probation are considered to be making satisfactory progress and are eligible for financial aid.

While on Academic Probation, a student must:

- Successfully complete all courses attempted;
- Achieve a minimum quarterly GPA of 2.0; and
- Be able to complete his or her program within the maximum time frame

A student who meets the above conditions will remain on Academic Probation until he or she exceeds both a 2.0 CGPA and a 67% CCCP.

A student who is on Academic Probation and does not meet the above conditions a first time will be **suspended** for one quarter. A student who returns from suspension shall remain on Academic Probation (Probation 2). A student who does not meet the above conditions a second time will be **dismissed**.

## APPEALS

Any student who is dismissed for failure to meet the Standards of Progress has the right to appeal this dismissal in writing to the Stautzenberger College Review Board, 8001 Katherine Blvd. Brecksville, OH 44141. A student may also write to the Executive Director, State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43266 (Phone: 877-275-2752).

## **GRIEVANCE PROCEDURE**

If you need additional information or have any concerns, please ask any member of our staff. If you require further assistance, please contact the Director. You may address questions or concerns in writing to the Office of the Vice President, 8001 Katherine Blvd. Brecksville, OH 44141, or write to the Executive Director, State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43266 (phone: 877-275-2752), or to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 (phone: 202-336-6780).

## **COUNSELING AND GUIDANCE**

Stautzenberger College 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 through the Program Director or another qualified staff member to whom the student may be referred. 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.

## **ACCOMMODATION SERVICES**

Accommodations are determined on an individual basis based upon the student's unique interaction 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 to the student forms the student should provide to his or her qualified professional to assist that professional in describing the nature and extent of the student's disability. The student will also be given a copy of our Accommodation Services Handbook and of the brochure "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities."

Once the student has received a diagnosis from a qualified professional, the student must return his or her documentation to the Dean of Academics. The Dean of Academics will then set an appointment with the student to discuss with the student appropriate and reasonable accommodations, auxiliary aids and services given the student's diagnosis and the nature of the student's program of study and/or specific challenges the student may face in a given course.

Both student and college will work together to create an Accommodation Plan to assist the student. This Plan will be committed to writing, and will be revisited each quarter to ensure that it remains responsive to the student's needs.

All requests for changes to the Accommodation Plan must be submitted by the student in writing to the Dean of Academics to ensure clarity of purpose and discussion. Such requests should be dated and signed by the student. The Dean of Academics will respond to such requests within a reasonable time.

Any Plan and/or Amendment to an Accommodation Plan will be set forth in writing, a copy of which will be provided to the student. The original, signed Plan and Amendments will be maintained in the student's 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 do so, the student should first contact the Dean of Academics in writing detailing the nature of the complaint. 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 by-pass the Dean if the student so chooses, or appeal a decision made by the Dean, by filing a written complaint with the Office of the Vice President, Stautzenberger College, 8001 Katherine Blvd. 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.

## **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. See program descriptions.

## **TRANSCRIPT OF GRADES**

Transcript requests must be written. There is a \$5.00 charge. Stautzenberger College reserves the right to withhold diplomas or transcripts from students who are indebted to the institution.

# FINANCIAL POLICIES

## FINANCIAL AID

The following are some of the financial aid sources available to qualified applicants. Interested applicants should contact the Financial Aid Office early so a financial plan can be developed. The College's Financial Aid Department will provide the following information:

- What financial assistance is available, including information on all federal and state financial aid programs.
- The deadline for submitting applications for each of the financial aid programs.
- The details regarding cost of attendance and refund policy.
- The criteria used by the institution to select financial aid recipients.
- The formula used by the institution to determine financial need.
- The resources considered in calculation of need.
- The amount of financial need that is met.

The 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 AND BOOKS

Tuition must 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.

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 will be 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).

## **AGENCIES**

Some of the agencies that provide financial or other supportive assistance to students include:

- Workforce Investment Act (WIA)  
Approval for educational benefits for the economically disadvantaged, older adults and displaced workers.
- Bureau of Vocational Rehabilitation (BVR)  
Approval for educational benefits for the disabled.
- Department of Veterans Affairs  
Some programs are approved for the training of veterans, eligible wives, widows and children. Information regarding approved programs and benefits may be obtained from the designated veterans' certifying official at the school.

# GENERAL INFORMATION

## DRESS

Stautzenberger College students are preparing to enter the workplace. As such, they are expected to dress in a professionally appropriate manner.

Students in specialized programs may also be required to purchase and wear uniforms or lab coats. Information is available through the Student Services Office and at the time of admission.

## STUDENT PARKING

Parking is available in the lot surrounding Stautzenberger College. Parking specifics are addressed at Orientation and are posted. Be careful with snow on the ground that you park carefully to avoid blocking other cars.

## WEATHER CLOSINGS

Stautzenberger College will cancel classes when the weather conditions are too severe. A list of TV and Radio stations notified is available at Reception.

You can also call Stautzenberger College at (440) 838-1999, for information about weather closings or check our website at [www.learnwhatyoulove.com](http://www.learnwhatyoulove.com).

## EMERGENCIES

If for any reason you should become ill or be required to leave for an emergency, please notify the Receptionist or Program Director.

## INTERNET POLICY

The use of college computers to access the Internet should be considered a privilege and is not guaranteed. Viewing or accessing pornographic or otherwise inappropriate material is not permitted. Internet access may be eliminated or restricted at any time solely at the College's discretion.

## LEARNWHATYOULOVE.COM WEB SITE

The Stautzenberger College website ([www.learnwhatyoulove.com](http://www.learnwhatyoulove.com)) offers valuable information for our 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.

## **PLACEMENT**

Contact the Career Services Director for any of the following services:

- Student Placement Assistance
- Job Search Seminars
- Resume Planning
- Skill Assessments
- Career Counseling
- Graduate Placement Assistance
- Refresher Workshops

## **STUDENT REFERRAL**

If you are aware of an interested potential student, please notify the Admissions Department. The Admissions Representatives will supply information to the prospective student.

## **CHANGE OF ADDRESS**

Students who change their address (or telephone number) should notify the 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 are on file. This is a necessary precaution in the event of emergencies.

## **DRUGS AND ALCOHOL**

Students and employees are prohibited from unlawfully possessing, using, distributing, or offering to distribute illicit drugs or alcohol on campus or as a part of any school activities. Violations shall result in a warning, probation, suspension or immediate dismissal, according to the severity of the offense.

Stautzenberger College encourages any student who has, or might have, a drug- or alcohol-related problem to seek counseling and professional help immediately. Stautzenberger College will strive to cooperate in such efforts within the parameters set forth herein and in accordance with the needs of the college and its students.

Please be advised, however, that Stautzenberger College will recommend for prosecution any employee or student who uses, possesses, offers to distribute or distributes illicit drugs or alcohol on campus. Such use on campus will not be tolerated.

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.

Ohio Revised Code, Chapter 3793, describes various alcohol and drug addiction services provided by the State of Ohio. Please refer to this material or consult Mrs. Palmer, Director, Stautzenberger College, Strongsville Branch, for further information on additional services provided in our area. Mrs. Palmer is located in the Director's Office, Stautzenberger College, 8001 Katherine Blvd. Brecksville, OH 44141.

## **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 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 pm 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's lounge and updated August 1 of each year.

## **STUDENT ALCOHOL/DRUG USE POLICY**

1. No student will be permitted to attend class if he/she is under the influence of alcohol or illegal drugs, or is suspected of being under the influence of alcohol or illegal drugs.

2. If an instructor, school administrator or security personnel believe that a student is under the influence of alcohol because there is an odor of alcohol or the student is acting in a manner that is consistent with alcohol or drug use, the student will not be permitted to attend class.

3. A school administrator will be willing to assist the student in making transportation arrangements, such as calling a cab or other alternative transportation.

4. As with any person that is believed to be driving under the influence of drugs or alcohol, the proper authorities may be contacted.

An official signed page stating that you understand the aforementioned policy will be maintained in your education file.

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Signed

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Date