



STUDENT HANDBOOK

2015-2016

Approved by the Ohio Department of Higher Education

Brown County Campus
20918 State Route 251
St. Martin, Ohio 45118
(513) 875-3344

Over-the-Rhine Campus
1544 Central Parkway
Cincinnati, Ohio 45202
(513) 921-9856

www.chatfield.edu

Member of Greater Cincinnati Consortium of Colleges and Universities

Accredited by the Higher Learning Commission
30 North LaSalle Street Suite 2400, Chicago, Illinois 60602
(800) 621-7440

Dear Chatfield Student:

On behalf of the Ursulines of Brown County, the Chatfield College Board of Trustees, and the faculty and staff, I welcome you to Chatfield!

You will find yourself a part of a vibrant and exciting community of learning, where students, teachers and staff interact in a cordial and friendly manner. Take advantage of all the opportunities before you. Get to know your fellow students and learn from one another. Talk about your dreams and aspirations for the future. With hard work and perseverance, your dreams can come true here. Should you ever become discouraged, reach out to our faculty or staff. We care about you and are here to help you.

Your education will be with you, always and forever. Above all, enjoy your Chatfield College experience.

Sincerely yours,

John P. Tafaro J.D.
President

Contents

| | |
|---|-----------|
| Mission & History | 6 |
| Learning Expectations | 7 |
| General Information | 8 |
| Introduction | 8 |
| The Region Chatfield Serves | 8 |
| The Students | 8 |
| The Staff and Faculty | 8 |
| Calendar, Credit, and Course Load | 9 |
| Campus Phones | 9 |
| Computer Use | 9 |
| Textbooks | 9 |
| Communication/Press Releases | 9 |
| Class Cancellations | 9 |
| Lost and Found | 10 |
| Communicable Diseases | 10 |
| Immunization Policy | 10 |
| Students with Children | 10 |
| Cell Phones | 11 |
| Admissions | 11 |
| Affirmative Action Statement | 11 |
| Admissions Process | 11 |
| Admissions Status | 12 |
| College Credit Plus | 12 |
| Degree-Seeking | 12 |
| Non-Degree Seeking | 12 |
| International Students | 13 |
| Financial Aid | 13 |
| Introduction | 13 |
| Applying for Financial Aid | 14 |
| Deadlines | 14 |
| Eligibility | 14 |
| Satisfactory Academic Progress | 14 |
| Appeal | 16 |
| Additional Financial Aid | |
| Considerations | 16 |
| Additional Coursework | 16 |
| Third Year Courses | 16 |
| Consortium Cross-Registration | 16 |
| Types of Aid Available | 17 |
| Grants | 17 |
| Scholarships | 17 |
| Loans | 20 |

| | |
|--|-----------|
| Work Study | 21 |
| Veterans Educational Benefits | 21 |
| Other Sources of Funding | 22 |
| Transferring with Financial Aid | 22 |
| Tuition, Fees and Enrollment | 22 |
| Student Billing | 22 |
| Employer Tuition Reimbursement | 23 |
| Auditing Students | 23 |
| Senior Citizen Discount | 23 |
| Home School Discount | 24 |
| Payment | 24 |
| Withdrawals and Refunds | 24 |
| Full Withdrawals | 24 |
| Payment of Excess Financial Aid to Students | 25 |
| Consortium Cross-Registration and Withdrawal | 25 |
| Academic Regulations | 25 |
| Credit Hour Requirements | 25 |
| Cornerstone and Capstone | 26 |
| Course Sequencing | 26 |
| Internships and Practica | 27 |
| Social Work Assistant Curriculum | 27 |
| Independent Study | 27 |
| Course Placement | 28 |
| Placement Testing and the 099 Retest Policy | 28 |
| Advanced Placement | 28 |
| Credit by Examination | 29 |
| Transfer Credits | 29 |
| Registration Procedure | 29 |
| GCCCU Cross-Registration | 29 |
| Repeated Courses | 29 |
| Drop/Add Period | 30 |
| Official Withdrawals | 30 |
| Class Attendance | 30 |
| Un-official Withdrawal | 30 |
| Grading System | 31 |
| In Progress | 31 |
| Audit | 32 |
| The Dean's List | 32 |
| Probation and Dismissal | 32 |
| Academic Progress | 33 |
| Re-Enrollment After Dismissal for Unsatisfactory Progress | 33 |

| | |
|--|-----------|
| Transcripts | 34 |
| Application for Graduation | 34 |
| Student Life, Services, and Policies | 34 |
| Grievances | 35 |
| Student Activities | 35 |
| Americans with Disabilities Act | 35 |
| Student Services | 35 |
| Learning Resource Centers | 35 |
| Tutoring | 35 |
| Academic Advising | 36 |
| Policies | 36 |
| Confidentiality of Student Records | 36 |
| Student Privacy and the Family Rights and Privacy Act (FERPA) | 37 |
| Freedom of Expression and Assembly | 39 |
| Right of Privacy | 40 |
| Rights to the Curriculum | 40 |
| Academic Appeals Procedure | 41 |
| Student Responsibilities | 42 |
| Student Code | 42 |
| Disciplinary Process | 43 |
| Sanctions | 45 |
| Sexual Harassment and Sexual Assault Policy | 46 |
| Responsible Use of Information Technology | 48 |
| Copyright Infringement Policy | 49 |
| Alcohol and Substance Abuse Policy | 50 |
| Safety and Security | 55 |
| Visitors | 56 |
| Concealed Carry Law and Policy | 56 |
| Academic Calendars | 57 |
| Core and Concentration Requirements | 59 |

MISSION AND HISTORY

MISSION

The Mission of Chatfield College is to empower students who might best succeed within our supportive, small college experience. Success is demonstrated through the achievement of established learning outcomes in a liberal arts education grounded in our Catholic heritage.

Chatfield College is the only private, Catholic, liberal arts, Associate degree granting college in the State of Ohio. Chatfield is coeducational with a main campus in Brown County, Ohio, and Over-the-Rhine near downtown Cincinnati, and off-site programs.

Chatfield is authorized to grant the Associate of Arts Degree in Liberal Arts. Students can choose concentrations in business, human services, or early child education.

HISTORY

Chatfield's service in community education spans more than 170 years. In 1845, a group of Ursuline Sisters, dedicated to education, came to Ohio from France. Their leader, Sister Julia Chatfield, founded the Ursuline Convent in St. Martin, Ohio. The community immediately began construction of a boarding school in the Brown County wilderness.

From that foundation, the educational mission of the Ursulines of Brown County has reached children and adults through the public school system, a boarding school, summer camp, counseling, and community development.

In 1958, the Ursuline Sisters founded the Ursuline Teacher Training Institute to provide a foundational liberal arts education for members of their Ursuline order.

In 1971, in direct response to the community, the Ursuline Teacher Training Institute opened its doors to the public and changed from being a college for those in religious service to serving the community as a whole. At that time, the institute was regionally accredited by the Higher Learning Commission and renamed Chatfield College, in honor of Sister Julia Chatfield.

In 1999, the College received accreditation to offer the Associate of Arts degree at its Cincinnati site in metropolitan Cincinnati. Chatfield serves a diverse student body at both its locations, and has given many students a caring and nurturing environment within which to begin college.

Today, Chatfield College continues the Ursuline tradition of education for all. The College is a member of the Greater Cincinnati Consortium of Colleges and Universities, and credits earned at Chatfield are easily transferable to other accredited institutions. Chatfield College is an independent, Roman Catholic college that welcomes all students regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identification, disability or genetics. Chatfield is accredited by the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, and is governed by a Board of Trustees composed of Ursulines, business leaders, educators and other professionals from the greater Cincinnati area.

LEARNING EXPECTATIONS

Chatfield College will enable its students to become learners, leaders, and active, contributing members of society. We will achieve that purpose in an environment that is affordable, flexible to students' needs, resourceful, and safe.

Through the successful pursuit of our commitment, we expect that our graduates will be:

- Well-grounded in the liberal arts
- Desired additions to other colleges and universities and professions
- Better prepared to lead active and successful lives
- Able to understand the importance of, and take part in, personal leadership efforts within their communities

The following are a list of the learning outcomes that will enhance the lives of Chatfield graduates:

LEARNING OUTCOMES

1. Chatfield graduates will be able to evaluate and integrate relevant information from a variety of sources.
2. Chatfield graduates will be able to analyze and synthesize information and present it both orally and in writing.
3. Chatfield graduates will be able to utilize computer applications.
4. Chatfield graduates will be able to apply principles of the scientific method and the mathematical process.
5. Chatfield graduates will be able to apply economic principles and interpret history and culture.
6. Chatfield graduates will be able to analyze and evaluate ethical values and ecumenical beliefs and be able to seek their own.

OUTCOMES ASSESSMENT

The assessment program at Chatfield defines and measures the College's mission and educational goals. Assessment data is used to improve the student learning and student services. Chatfield students are asked to participate fully in all assessment activities, including surveys, focus groups and course evaluations.

GENERAL INFORMATION

Introduction

The Student Handbook is provided to assist you while you are a student at Chatfield College. Copies of the handbook are available at the Resource Center, the Library and on-line. The material found in the Student Handbook is only part of the information needed by a student. We recommend that all students, full or part-time, become familiar with all college policies that impact life on campus.

Chatfield is a non-residential college located in rural Brown County, Ohio and in Over-the-Rhine (OTR) in downtown Cincinnati. The Brown County Campus is located on the grounds of the Ursuline Sisters in northern Brown County. Chatfield's Cincinnati campus is located in the historic OTR area downtown.

The Region Chatfield Serves

Chatfield draws students from all parts of Cincinnati, Adams, Butler, Brown, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Ohio; and Campbell, Kenton and Boone Counties in Kentucky. Most of this area was designated as part of Appalachia by Congress in the Appalachian Development Act of 1965.

The Students

Chatfield students have a variety of backgrounds. They are male and female, coming from all across the region. Some of our students come to Chatfield immediately after they receive their high school diploma or GED; others have been away from school for a number of years before they decide to attend college; yet, others are College Credit Plus (CCP) students attending high school and college concurrently through a program sponsored by the Ohio Department of Higher Education. Some of our students are working full time in addition to their college studies. Some are juggling family responsibilities as well.

Approximately 60% of Chatfield graduates transfer to four-year colleges. Many are valuable employees at Procter & Gamble, Ford Motor Company, American Showa, Peoples Bank, General Electric, and many more. Others have chosen the teaching profession and are teaching in many area school districts. Students attend Chatfield for many reasons:

- To move directly from Chatfield to a four-year institution to pursue a bachelor's degree.
- To improve job opportunities.
- To improve the quality of their lives through broadening their knowledge and experiences.
- As an investment in their children by bringing education into the home.
- For personal growth.

The Staff and Faculty

Chatfield College recognizes that each student brings a unique set of educational needs and goals. Because Chatfield is a small school, the staff and faculty strive to address these individual

needs and goals. The faculty and staff consist of approximately 100 professional men and women who are committed to serving the adult and traditional learner.

Calendar, Credit, and Course Load

Chatfield College operates on a semester system. The fall and spring semesters are 15 weeks each. Most courses carry three semester credits and meet 2.5 hours once per week. Courses held during the shortened summer term, and courses with more or fewer than three credit hours, are adjusted accordingly. For comparison purposes and evaluation of transfer credits, it should be noted that two semester credit hours equal three quarter credit hours. Full-time students are required to take a minimum of 12 semester hours per term. Students may not enroll for more than 18 hours per term. Exceptions to this rule may be made only under special circumstances. See the Registrar's Office for more information.

Campus Phones

Phones available for student emergency use are located in the Welcome Center at the Brown County location, and the reception area at the OTR location.

Computer Use

Computers are available for students at both the OTR and Brown County Campuses. Students will receive a Chatfield College email address. Students must be considerate when sharing computers and only use the computers for legitimate purposes, as defined by the Chatfield College Responsible Use of Information Technology Policy (see pages 48-49 of the Handbook).

Textbooks

Textbooks are available for purchase online through MBS Direct, an on-line bookstore, at least two weeks before the beginning of each term. The web address is www.mbsDirect.net. Payment is due at the time of purchase.

Some students are awarded enough grant and/or loan money to assist with book expenses in addition to tuition and fee charges. A student may request a book voucher from the Financial Aid Office that may be used to charge books through MBS Direct to their student account at Chatfield College. The book voucher is required each term and must be signed by the student before book charges may be added to the account.

Communication/Press Releases

Chatfield College routinely releases information to the press and other media about the academic and extracurricular achievements of students. Any student who prefers that such information not be released should indicate so on the Application for Admission or on the FERPA "opt out" form available in the Registrar's office.

Class Cancellations

Occasionally classes may need to be cancelled due to inclement weather, a power outage or other emergency situation. Closure decisions will be made separately for the Brown County and OTR campuses. When classes are cancelled, Chatfield uses the "One Call Now" system. Please be sure you share your current phone number with the College so that you may receive updates

on class cancellations. In addition, local radio and television stations will be notified and a notice will be posted on homepage of the Chatfield College website.

Because Chatfield students come from many different geographic areas, roads may be clear at the College while dangerous driving conditions exist in other parts of the tri-state. Decisions about cancellation will be made as early as possible and the College will make all reasonable efforts to notify students of class cancellations. If classes are not cancelled but hazardous driving conditions exist where the student is located, the student should exercise common sense. Please call to notify the college if weather conditions prevent you from attending classes. Under no circumstances should students put their lives or property in serious danger in order to attend classes. However, do expect to provide instructors with written excuses and expect some make-up work to cover the classes you missed. **Note: Please do not call the College to ask if classes are cancelled due to the weather.**

Lost and Found

All students are responsible for their personal belongings. The College cannot assume responsibility for any personal article left unattended. Lost items may be claimed at the Welcome Center at the Brown County location and the Reception Desk at the OTR location.

Communicable Diseases

The position of Chatfield College toward any illness is one that is compassionate and non-judgmental. In the case of communicable diseases our goal is to achieve balance in our responsibility to both infected and non-infected people. Thus, our guidelines are:

1. Persons with highly communicable diseases (such as measles, mumps, German measles, and chicken pox) will leave the campus for the length of time appropriate to the disease.
2. For persons who have diseases of lower communicability (such as AIDS and hepatitis) and short communicability after treatment commences (such as scarlet fever and pink eye) decisions will be made after evaluating the individual case.

Immunization Policy

Chatfield College follows the guidelines recommended by the Immunization Program of the Ohio Department of Health; therefore, all students should have the following immunizations before matriculating: measles vaccine, rubella vaccine, mumps vaccine and tetanus-diphtheria vaccine.

Students with Children

In order to maintain an adult learning climate, students may not bring their children into their classrooms during instruction time. Information about, and assistance in selecting local childcare providers is available. Chatfield College staff will not assume supervision of students' children and children may not be left unsupervised within the Chatfield College area. To maximize computer availability for the students, children may not utilize the computers in the library, common area, or computer lab.

Cell Phones

Cell phones must be placed on vibrate or silent while students are in the classroom, learning resource centers or other quiet areas. Texting is not allowed in the class room during instructional times.

ADMISSIONS

Affirmative Action Statement

Admission is based solely on the applicant's qualifications and ability to meet established requirements for admission. Chatfield College does not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability or genetic information.

ADMISSIONS PROCESS

Chatfield College maintains a non-discriminatory, open admissions policy. Any person requesting more information about admissions to the College or general information about or academic programs and regional accreditation should visit <http://www.chatfield.edu/admissions/>.

Prospective students seeking admission to Chatfield College are requested to follow the following steps:

1. Complete your Application for Admission online <http://www.chatfield.edu/admissions/future-students/> or obtain and complete a paper application in the admissions office of either campus. There is no application fee to apply online. Chatfield strongly encourages online applications.
2. Tour campus and speak to an admission counselor who can answer any questions you may have about attending Chatfield, our programs, our accreditation and our student services.
3. Meet with a financial aid advisor. They will discuss scholarships, grants, loan and FAFSA. If you have questions about the financial aid processes please refer to the <http://chatfield.edu/fiancial-aid.html>. Eligibility for financial aid requires an official high school diploma or GED certificate.
4. Complete an Accuplacer placement test.
5. The Accuplacer placement test is given to help you succeed. The exam does not affect your admissions status; however, it does help Chatfield College evaluate your skills in English, math, and computers. We use this information to determine which courses are the best fits for you.
6. Meet with a new student advisor and schedule your classes.
7. If you intend to apply for federal financial aid you will need to provide a copy of a high school diploma or GED certificate. If mailing copies of these documents, please send them to: Chatfield College Admissions 20198 State Route 251, Fayetteville, Ohio 45118
8. Attend orientation to finalize any paperwork and learn about the resources available to help you succeed in college.

Chatfield operates on a rolling-admission schedule. Prospective students are notified of

acceptance within one week of completing the application process. Students are encouraged to register early. Students are required to furnish a high school transcript or GED certificate to enroll as degree-seeking students at Chatfield. If the College does not receive the transcript or certificate without good reason by the start of the semester, the student may, at the discretion of the registrar, be classified as a non-degree-seeking student.

ADMISSIONS STATUS

College Credit Plus (CCP) Policy Statement

Chatfield College welcomes students electing to participate in the State of Ohio College Credit Plus option program to enroll at our campuses. All CCP candidates must complete our Placement Test for English and Mathematics and place in both English 101 and Math 112 to be eligible for admission.

CCP students may enroll for up to 15 credit hours of coursework per semester, provided the number of semester credit hours does not exceed the number of Carnegie Units of enrollment permitted for State reimbursement as determined by the State formula, which takes into account the number of classes taken at the CCP student's high school. Check with the CCP coordinator for more information.

Any semester hours of enrollment exceeding 15 semester credit hours OR exceeding the number of hours determined by the state formula of 30 credits per year shall be billed to the student at the normal Chatfield College tuition rate. Chatfield College reserves the right to limit the number of new CCP students permitted to enroll during any given semester.

Degree-seeking Students

Chatfield College degree-seeking students are those earning college credits toward a degree at Chatfield College. Other degree-seeking students are those earning college credits with the intent to transfer to complete a degree at another college or university. Students with prior college credit normally enter as degree-seeking students. These transfer students must submit, for review, an official transcript from each regionally accredited institution attended. Transfer credit will be awarded on course-by-course basis and only for those courses in which the student received a grade of "C" or better. Courses not offered in Chatfield's curriculum may be accepted as electives toward the degree at the discretion of the Registrar. A maximum of 45 semester hours of transfer credit may be applied toward the Chatfield degree requirements.

Non-Degree Seeking Students

Non-degree seeking students are those who enroll in classes with no intent to complete a college degree. These students are not eligible for financial aid. They may enroll in a maximum of 17 credit hours, and must meet with the Academic Dean for permission to continue their non-degree seeking status. Consortium students are those who are attending another college or university and have been given special permission from that institution to enroll in a limited number of classes at Chatfield on a term-by-term basis. Students are encouraged to submit a letter from their home institution indicating the student's academic status and the transferability of the course(s) in which the student is enrolled. See the Registrar's Office for more information on admission requirements.

International Students

Although Chatfield does not actively recruit international students, we have enrolled students from several countries in recent years. With no residence halls and no ESL program on campus, it works best for these students to have sponsors or family nearby with whom they can live and interact in English. As a rule, financial aid is not available for students in the US on an F-1 visa. A TOEFL score of 500 to 520 or above is desirable. The following documents are required for admission of international students:

1. Application for admission with letter of reference.
2. True certified copies of all certificates, secondary school transcripts and higher education transcripts.
3. TOEFL scores or ESL language center report showing level attained.
4. Affidavit of financial support from family or bank statements may also be required.
5. Description of support from U.S. sponsor.

FINANCIAL AID

INTRODUCTION

Chatfield College strives to provide financial assistance to those eligible students who, without financial aid, would be unable to pursue a college education. To this end, Chatfield participates in a variety of federal and state programs and also offers institutional aid. Approximately 90 percent of all Chatfield students receive some financial assistance. The basic premise of financial aid programs is that the primary responsibility for meeting college costs lies with the student and their family. The ability of the student and/or the student's family to contribute to the cost of education is determined in the application process. Many factors are taken into consideration, including the student's income and assets; parental incomes and assets where applicable; household size; and any resources such as veterans' benefits, and awards from outside agencies.

When Chatfield's Financial Aid Office determines financial need, the cost of attendance is established, using allowances for tuition and fees, books and supplies, transportation, and living expenses. The contribution expected from the student's family is subtracted from this cost of attendance figure. This computation results in an estimate of financial need that is used to determine the amount of financial aid awarded to the student. Additional documented costs, such as child care expenditures, medical expenses, etc., may be included in the allowances. See a Financial Aid Counselor for more information.

Aid eligibility may increase or decrease from one year to the next, depending on changes in the circumstances of the family. A change in the number of credit hours taken from one semester to the next will also affect the student's aid amounts for that semester. Also, changes in federal and state grant programs, budget appropriations and legislated changes in eligibility formulas may result in an increase or a decrease of the available funds for a given year. Therefore, applications must be renewed each academic year.

Chatfield's policy is to counsel students, particularly those in their first year, to be responsible student loan borrowers. Because our tuition is low (significantly lower than other private colleges in the area) it is often possible to avoid or minimize borrowing. Institutional grants and scholarship funds are targeted to first and second-year students for this reason.

The Financial Aid Office provides application forms and information, assists students in completing applications as needed, and ensures financial aid requirements are met for students to be eligible to receive the aid needed for their educational costs.

Note: Students are responsible for completing all financial aid documentation by the requested deadline. Failure to do so may result in being denied financial aid. The Financial Aid Office should be informed of any additional financial assistance available to applicants from agencies, employers, or community organizations. While appointments are strongly encouraged, they are not required.

APPLYING FOR FINANCIAL AID

To receive consideration for financial aid at Chatfield College, the student must:

1. Complete the admissions process, including submission of copies of either a high school diploma or GED certificate.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov (PIN number is required and may be obtained at the same time the FAFSA is filled out online @pin.ed.gov). Chatfield's code number for the FAFSA is 010880. Students are welcome to ask the Financial Aid Counselor on their campus to review or assist with applications prior to submission.
3. Complete Chatfield's Application for Scholarships by the appropriate deadline.
4. Students are encouraged to complete the FAFSA as soon after January 1 as possible. Please note that the Ohio College Opportunity Grant (OCOG) requires the FAFSA to be completed by October 1st of the academic award year in order to receive funds for any semester within that award year (for example you must complete the FAFSA by October 1, 2016 in order to be eligible for the Spring, 2017 and/or Summer, 2017 semesters).

Deadlines

It is crucial to be prompt in obtaining necessary forms, sending them to the proper processor, and responding to requests for additional information from the Financial Aid Office. Processing may take several weeks. See the academic calendar for the appropriate deadlines.

Eligibility

Eligible applicants must be accepted and enrolled as degree-seeking students earning college credit. No financial aid is awarded for audited courses, to students with four-year degrees, or to CCP students. In addition, applicants must not be in default on any federal student loan or owe a refund on any federal or state grant. Students must also make satisfactory academic progress (SAP) toward the completion of their degree.

Satisfactory Academic Progress (SAP)

Effective January 6, 2017

To maintain eligibility for Federal Student Aid (FSA) funds, a student must make satisfactory academic progress (SAP) toward completion of a degree. SAP includes qualitative (grade-based) as well as quantitative (time-related) components. Academic progress at Chatfield College requires a student maintain a cumulative 1.50 GPA for students earning less than 16 credits, a cumulative 1.75 GPA for students earning 16 credits but less than 32 credits and a cumulative 2.0 GPA for students who have earned 32 or more credits. Students must complete the associate degree within 96 attempted hours (150% timeframe). For FSA eligibility, a student must meet the above requirements, and, in addition, must complete 67% of attempted coursework satisfactorily. All student academic records are reviewed for SAP following every semester at Chatfield College. The criteria for satisfactory academic progress are as follows:

Quantitative:

- All Chatfield credit bearing classes (this excludes 099 developmental classes) and transfer courses (accepted and listed on the transcript) are counted as courses attempted.
- Courses with final grades of A,B,C,D,R and transfer courses listed on a student's transcript are considered to be completed satisfactorily.
- Courses with grades of F, WD(Withdrawal), WF(Withdrawal Failing), or IP(In Progress) are not considered satisfactory and are not counted as completed successfully; these courses ARE counted as attempts. If an unsatisfactory grade is changed to a satisfactory grade, SAP will be recomputed during the next SAP review or at the student's request.

Qualitative:

- Cumulative GPA of 1.50 for students earning less than 16 credits;
- Cumulative GPA of 1.75 for students earning 16 credits but less than 32 credits;
- Cumulative GPA of 2.0 for students who have earned 32 or more credits.

To determine a student's SAP, the number of credits earned is divided by number of credits attempted. If the completion rate falls below 67% and/or the cumulative GPA falls under the requirement above, the student will be placed on Financial Aid SAP warning. SAP warning allows the student an additional term of enrollment to make significant progress toward meeting the SAP requirements.

At the end of the next semester the student's progress is reviewed again. If SAP requirements are met the warning status is removed for the next term of enrollment. If the student makes

Revised 6/2/17

significant progress toward meeting SAP requirements, the student may be placed on continued warning and reviewed at the end of the following semester. If SAP requirements are not met and significant progress for continuation of warning is not met, the student is no longer eligible for financial aid at Chatfield. The student may appeal this decision in writing to the Director of Financial Aid including extenuating circumstances and a plan for academic improvement.

APPEAL

A student may appeal a decision of Financial Aid ineligibility by explaining in writing why he/she believes mitigating circumstances exist. Students are encouraged to append documentation to support their appeal. Mitigating circumstances usually include events beyond the control of the student. The student will be notified in writing of the decision. All decisions by the Director of Financial Aid are final. One term of financial aid eligibility, under probation status, will be allowed for approved appeals to SAP. The student must complete 100% of the attempted hours during that term and have at least a 1.50, 1.75 or 2.0 cumulative GPA (determined by number of credits the student has earned) to maintain continued eligibility.

ADDITIONAL FINANCIAL AID CONSIDERATIONS

Additional Coursework License or Credential

A student may, upon receiving an associate degree from Chatfield, wish to continue coursework toward a credential or license. The student must have a signed completion plan from the Site Director or Academic Dean in order to qualify for financial aid for these additional courses. Only courses required for the license or credential will be permitted for financial aid eligibility. If the course work cannot be completed within the 126 total attempted hours, financial aid will not be available.

Third Year Courses

Chatfield is accredited for third year level coursework toward a four-year degree. A student may request third-year status in writing through the Office of the Academic Dean. To receive financial aid funds after earning an associate degree, a student must be (1) accepted for enrollment in a four-year program at an eligible institution and (2) have a signed and accepted Chatfield course list from that institution indicating classes which the student may take at Chatfield. A third-year student should be able to complete all needed Chatfield courses toward a four-year degree within 126 attempted credit hours. Once a student has attempted 126 credit hours their financial aid eligibility at Chatfield College ends.

Consortium Cross-Registration

Chatfield participates in a consortium agreement with other colleges in the Greater Cincinnati area. Chatfield students may use a portion of their financial aid toward a limited number of courses taken at other schools in the consortium. Consortium enrollment rules must be followed, and courses taken at other institutions must apply toward the degree requirements.

Revised 6/2/17

See the Academic Programs section of the course catalog for a listing of the consortium colleges and the procedures for cross-registration. Students may receive financial aid from one institution only. The designated home school is the recipient of financial aid funds for the student. It is the responsibility of the student to ensure that proper payment arrangements are made with the host school.

TYPES OF AID AVAILABLE

Grants

Grants are based on financial need and do not have to be repaid. These include:

Federal Pell Grants

A federally funded grant determined directly by FAFSA data. Recipients of this grant may be part-time or full-time and may use Pell funds for books and other education-related expenses if their total aid award is greater than their tuition and fees for a semester.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A federally funded program for students with exceptional need, as determined by the FAFSA. The Director of Financial Aid determines the award amount.

Ohio College Opportunity Grant (OCOG)

The Ohio College Opportunity Grant Program (OCOG) provides need-based tuition assistance to Ohio students from low to moderate-income families. This program is a result of the merging of the Part-Time Instructional Grant and the Ohio Instructional Grant, with the intent to increase access to higher education. This grant has a specific deadline. The FAFSA must be completed by October 1st of the academic award year in order to qualify for any semester within the academic award year.

Scholarships

Scholarships, like grants, do not have to be repaid. They may be awarded on the basis of merit alone, or on a combination of merit and financial need. Students need not be limited to scholarships offered through Chatfield. A number of websites and library reference materials list thousands of additional sources for this type of funding. Any outside scholarship received must be reported to the Financial Aid Office. The following Scholarships are administered through Chatfield:

Ohio Academic Scholarship

Students apply through their high schools to the Ohio Department of Higher Education for this merit-based scholarship.

Endowed Scholarships

These are awarded on the basis of academic achievement or promise, leadership potential, community involvement, and financial need. Selection is considered a part of the overall financial aid awarding process. Recipients are generally expected to maintain a 3.00 cumulative GPA. Application must be renewed each year. Applicants who have not yet earned an Associate Degree have priority.

Harold O. and Mary B. Craig Scholarship

Established in honor of Harold O. Craig, supporter of Chatfield College and especially of its fine arts programs. Awarded to degree-seeking students interested in the arts or community service. A GPA of 3.0 required.

Jewel Craig Scholarship

Established by long-time Chatfield supporter, past Board of Trustees member and Honorary Board Member, Peter Craig in memory of his wife, Jewel Craig. Need and merit based.

Sr. Ellen Doyle Leadership Scholarship

Established by the Board of Trustees in honor of Ellen Doyle, OSU, second president of Chatfield College. Presented to students who exemplify the traits of initiative, service, dedication, and leadership.

Ann E. Fender Scholarship

Established by Ann and Donald Fender of Hillsboro, long-time supporters of Chatfield College. Recipient must maintain a 2.5 GPA.

Sr. Agatha Fitzgerald Scholarship

Established in honor of Agatha Fitzgerald, OSU, past dean and current faculty member of Chatfield College. Awarded to students who exhibit qualities of strong faith, sensitivity, thoughtfulness, and a commitment to support others.

Garry Muething Families Scholarship

Established by Tim Garry, long-time Chatfield College supporter, and Paul Muething, former Chair of the Chatfield College Board of Trustees. Presented to a minority female student who has completed at least one full academic year at Chatfield, is on schedule to receive an Associate's Degree, demonstrates financial need and possesses the qualities identified in Chatfield's mission statement.

Virgil G. Gifford Scholarship

Established by Lester J. Besl in honor of Virgil G. Gifford. Mr. Gifford operated a general store in Chasetown and later lived in Fayetteville. Preference is given to students from northern Brown County who demonstrate financial need.

Sue Hamann Scholarship

Established by friends and family of Sue Hamann to celebrate her retirement after 52 years of teaching – 18 of them at Chatfield. This scholarship is needs-based and is intended to encourage and assist non-traditional students who have completed at least two semesters at Chatfield in good academic standing. Preference will be given to students whose goal is to help others in some way after they complete their education.

Austin E. Knowlton Memorial Scholarship

Established in honor of Austin E. Knowlton, a life-long Ohio resident who became a successful

businessman, avid sportsman, and generous philanthropist. Awarded to an academic scholar from any Ohio high school.

Sr. Xavier Ladrigan Scholarship

Established by the Board of Trustees in honor of Sr. Xavier Ladrigan, first president of Chatfield College. Awarded to full time students who are likely to serve the needs of their community through their degrees.

Rev. Damon Lynch, Jr. Scholarship

Established by New Jerusalem Baptist Church in honor of Pastor Rev. Damon Lynch, Jr.

Katharine T. Nyce Scholarship

Established by an anonymous donor in 2015 to be awarded to a female student who has an interest in math.

Lena H. Rosselot Scholarship

Established with a gift from Lena Rosselot, past board member of Chatfield College. Preference is given to students interested in accounting or business.

Mary Louise Rowe Scholarship

Established in 1982 to provide assistance to a Chatfield student at the Brown County Campus. Award is need based.

John & Judy Ruthven Scholarship

Established with gifts from and fundraising of John and Judy Ruthven. Judy was a Chatfield College Trustee and John is a renowned artist. Ruthven's wildlife paintings are on display at many museums including the Smithsonian Institution.

Marge and Charles J. Schott Scholarship

Established in 2014 by long-time supporters of Catholic education in the Cincinnati area. Need and merit based.

Hazel Mosel Smith Scholarship

Established in honor of Hazel Mosel Smith, mother of Norman Smith, PhD, past Dean of Chatfield College. Awarded to students who are degree-seeking single mothers. Preference is given to students at the Brown County campus.

Timothy Smith Scholarship

Established by National Bank & Trust (now Peoples Bank), in honor of Tim Smith, past chair of the Chatfield College Board of Trustees.

Linda Stamm Memorial Scholarship

Established in 2012 to provide assistance to a female student at the OTR campus. Student must be in at least her second semester, have a proven record of success, minimum 2.0 GPA, and no disciplinary issues. Presented on Linda's birthday - January 21.

Joseph W. Tafaro Scholarship

In memory of Joseph W. Tafaro, M.D., a life-long learner and father of Chatfield's fifth president. Awarded annually to a student interested in pursuing a career in medicine or health care.

Sr. Miriam Thompson Scholarship

Established in honor of Miriam Thompson, OSU, founding dean of Chatfield College, and founder of Hope Emergency Service. Presented to full-time or part-time students who demonstrate financial need.

Theodore C. Wagenaar Scholarship

Established by Theodore C. Wagenaar, long-time educator at Miami University. Preference is given to students pursuing education or social science. Award is need based.

Williams Family Scholarship

Established in 2012 to provide assistance to a student at the OTR campus. Award is need based.

Class of '61 Scholarship

Established by members of the Ursuline Boarding School Class of 1961. Preference is given to students at the Brown County campus.

Alumni Scholarship

Established in 2001 to provide assistance to Chatfield students. Award is need based and presented annually to one Brown County campus student and one OTR campus student.

Wanda Worley Hill Scholarship

Awarded to a second year student attending classes at the Over-The-Rhine location, having at least a 2.0 grade point average and proven good attendance.

Loans

Federal Direct Student Loans

These low-interest loans are part of the Direct Loan program from the Department of Education. These are both need and non-need based. Entrance counseling and a master promissory note must be completed at <https://studentloans.gov/myDirectLoan/index.action> in order for loans to be awarded. Direct Student loans may be subsidized or unsubsidized, or a combination of both, depending on the level of need as determined by the FAFSA. For subsidized loans, the federal government pays the interest for the student during in-school periods and grace periods. For unsubsidized loans, the borrower is responsible for all interest that accrues. Students must be enrolled in at least 6 credit hours per semester to be eligible to receive a Direct Student Loan. Repayment begins six months after the student drops below half time, withdraws, or graduates. For new students enrolling after July 1, 2013 with no previous Federal Direct Loan debt, students will lose eligibility for Subsidized Direct Loans if they do not receive their Associate Degree in three calendar years. If students enrolling after July 1, 2013 with no previous Federal Direct Loan debt do not receive their Associate Degree in three years, they will lose their interest subsidy retroactive to the original date of the loan. These students may be eligible for Unsubsidized

direct loans if they continue at Chatfield.

Federal Parent Loans (PLUS)

These loans are available to parents of dependent students. Because Chatfield's tuition is low, this loan is rarely used but is available if needed. Contact the Financial Aid Office for applications and details, or apply at <https://studentloans.gov/myDirectLoan/index.action>.

Vincent Orlando Emergency Loan

This is a short-term loan to help students maintain college attendance in spite of unanticipated and temporary inability to meet costs of books, supplies, child care, or transportation.

Work Study

Students may work part-time for an hourly wage as clerical/receptionist assistants, computer lab assistants, library assistants, building services, special projects, or other positions as needed by the College. Those who demonstrate financial need and who qualify for the Federal Work-Study are paid from federal funds allocated to the College. The Director of Financial Aid determines award amounts based on the student's need and available work. Work-Study awards are considered part of the financial aid award.

Students may work off-campus in community service under the Federal Work-Study program. The national "America Reads" initiative encourages students to serve as reading skills tutors in the primary grades of local elementary schools. Other possibilities include day care workers, elementary math tutors, adult literacy tutors, or senior citizens' program aides. Those interested in this type of work should contact the Financial Aid Office well before the beginning of the semester to allow time for arrangements to be made with local agencies.

Chatfield Work Study

Chatfield has instituted its own work study program. Students are encouraged to work on campus, reduce their debt, and become part of the overall Chatfield experience. Full time students qualify for a \$400 per semester work study award. Students will be assigned to a specific department for completion of 45 hours of scheduled duties. Part-time students qualify for a \$200 per semester award with a work requirement of 22 ½ hours. Interested students should contact the Financial Aid Office for an application and further information regarding work opportunities.

Veterans Educational Benefits

Chatfield College is approved by the State Approving Agency for Veterans Training for the education and training of veterans. Veterans are provided a Certificate of Eligibility from the Department of Veterans Affairs. This documentation must be provided to the Financial Aid Office for enrollment verification. Once enrollment is certified, the process takes approximately 45 days for VA to process payment.

Other Sources of Funding for Education

Chatfield students may also receive assistance from employer tuition reimbursement benefits,

the Ohio National Guard Educational Assistance Program, the Bureau of Vocational Rehabilitation, and other agencies that support training and education. Financial aid applicants must apply to the appropriate organization and bring documentation of these sources to the Financial Aid Office.

TRANSFERRING WITH FINANCIAL AID

Students seeking to complete a bachelor's degree at another college should be prepared for earlier deadlines and variations in procedures and policies at the new school. The FAFSA should be completed as soon as possible after January 1st to ensure maximum grant and scholarship eligibility.

Students who change schools in mid-year can transfer the unused portion of that year's Federal Pell Grant and Ohio College Opportunity Grant. However, the amounts of the awards may be different at the new school, depending upon whether the school is public or private or operates on the semester or quarter system. The new school's code must be added to the FAFSA data to allow the school to request funds in the student's name. Student loans may not be transferred. Transferring students who wish to continue borrowing must complete a new promissory note and have loan eligibility certified by the new school according to costs of attending there.

TUITION, FEES AND ENROLLMENT

Chatfield College is a non-profit institution of higher education. The tuition and fees paid by the students cover only part of the costs of providing instruction. The student activity fee is charged to provide for consumable supplies, campus ministry, special event transportation, information technology infrastructure. Funded projects and individual donations to the College help to meet the remaining portion of the costs. Chatfield strives to keep student costs as low as possible while maintaining high academic standards.

Tuition and fees for each academic year are established by the Board of Trustees. Tuition costs and fees are listed in each term's schedule of classes. Any changes in tuition and/or fee costs are ordinarily effective at the beginning of the fall semester.

Student enrollment is a four-part process that must be completed each semester.

1. Advising - meet with an advisor to select courses
2. Financial aid - if applicable, meet with the Financial Aid Counselor on campus
3. Payment Arrangements - meet with the Student Accounts Officer to review options for paying charges
4. Registration - schedule classes and submit the Registration form to the Registrar

Student Billing

Payment arrangements with the Student Accounts Office are due thirty (30) days prior to the beginning of classes. After registration is complete, the Student Accounts Office mails student statements with initial schedules and then on a monthly basis thereafter. Students are strongly encouraged to make payment arrangements early to avoid delays or problems during the first week of classes. Students registering within the thirty days prior to classes and/or the first week of classes are required to arrange payment at the time of registration - see the Student Accounts

Officer or the Financial Aid Counselor at your campus.

Chatfield College provides a variety of payment options including:

1. Payment in full upon receipt of statement or upon registration by cash, money order, check, credit card (Visa or Master Card), or other electronic banking means.
2. Payment plans arranged with the Business Office. The general policy is monthly payments during the semester for the remaining tuition and fees, with all charges paid by the end of the term.
3. Payment through federal, state, and/or institutional financial aid programs*
4. Payment through employer reimbursement**
5. Payment through outside sources.

* Financial aid awards are credited to a student's account on a term-by-term basis as they are received from the source. Grant, scholarship, and loan funds are applied directly to the student account and used to pay Chatfield charges. Students are responsible for any remaining balance that financial aid funds do not cover. When all College charges are paid, financial aid funds in excess of the college charges are mailed to the student at the address listed in the College's computer system or deposited into the student's bank account if a direct deposit request has been submitted to Financial Aid.

Students have until the end of the drop/add period each term to arrange payment. If payment arrangements are not made by the end of the drop/add period, the student is dropped from all classes. Holds are placed on grades, transcripts, and future registration for any student not making payment arrangements or not completing arrangements.

****Employer Tuition Reimbursement**

It is the student's responsibility to apply for tuition reimbursement with their employer prior to the start of the semester and to submit to the employer grades or other required documentation at the end of the term. The student must obtain a letter from the employer prior to the start of the semester that states the conditions under which the employer will pay for the student. That letter must be submitted to the Student Accounts Office. The employer reimbursement will be paid directly to the College. The student must sign prior to the first day of class an Agreement that he/she will be responsible for payment. If the employer will only pay the student, then a payment plan must be established with the student prior to the first day of class. The payment must be received by the college within 30 days after the end of the semester.

Auditing Students

Auditing students must pay in full at the time of registration. The fee is \$114 per credit hour.

Senior Citizen Discount

Chatfield College offers a 50% discount to students age 65 and older. This Discount is applied to the student's account after all Grants and Scholarships are applied. The College will not refund money to students whose Grants, Scholarships and Senior Citizen Discount create a temporary credit balance.

Home School Discount

High school students who are home-schooled may take classes at Chatfield College and will be charged at the same low rate of tuition as students enrolled in the College Credit Plus (CCP) program, (currently \$160 per credit hour). Books will be paid for by the student. Admissions, class placement and credit hour restrictions follow the same guidelines as those for other CCP students. See page 12 of the Handbook for more details.

Payment

Payments should be sent to: Student Accounts, Chatfield College, 20918 State Route 251, Fayetteville, OH 45118.

Withdrawals and Refunds

Tuition charges and financial aid awards will be adjusted for students who drop some or all of their classes prior to the end of add/drop period. Tuition and financial aid awards will not be adjusted after that time. A student who withdraws from a class must follow the procedures established by the Registrar's Office by completing a Change of Schedule form. Chatfield will consider the date of withdrawal to be the date the student begins the official withdrawal process by completing the Change of Schedule form, or the date the student otherwise notifies the Registrar of the decision to withdraw.

Full Withdrawals

Students who begin attending and then drop all classes within the official Drop-Add period are not charged tuition or fees. The Drop-Add period for a given semester will be listed on the academic calendar. Students who withdraw from one or all classes after the drop/add period are charged full tuition and fees.

Students who receive financial aid funds and who withdraw or do not complete all of the classes for which they are scheduled may be required to return federal aid funds. The point in the term referred to as the "withdrawal deadline" on the academic calendar is usually the end of the eleventh week of the semester. If the withdrawal is during the first 60% of the term, the Title IV refund calculation is required. If the withdrawal is at 61% or later in the term, a title IV refund calculation is not required. Funds are returned to the federal aid programs in the following order:

- Unsubsidized Direct Student Loans
- Subsidized Direct Student Loans
- Parent PLUS Loans Federal Pell Grants
- Pell Grants
- Federal Supplemental Educational Opportunity Grants

The Financial Aid Office is required to adjust charges and financial aid based on the date of withdrawal or non-attendance. If a student received federal (Title IV) financial assistance, some or all of the federal aid may be required to be returned to federal programs. A student is notified by the Financial Aid Office within 30 days of the end of the term if a return of the Title IV funds is

required. If funds are returned to Title IV then the Student Billing Office will produce an invoice for the student for that amount. The student becomes ineligible to register for classes until the repayment is made.

Payment of Excess Financial Aid Funds to Students

The principal use of financial aid funds is to help eligible students pay for direct college charges, which include tuition, fees, and, in some cases, books. Some types of financial aid such as Federal Direct Student Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and some outside scholarships are initially received by the College but may be applied to education-related expenses incurred by student, such as transportation, child care, and general living expenses.

In the financial interest of the College, our standard policy is to apply aid funds as they are received to first cover student's direct charges. If a student's funds accumulate over and above the total semester charges, that credit balance (i.e., excess aid) is issued to the student. Students may request, in writing, that credit balances be held for use in a subsequent term.

Consortium Cross-Registration and Withdrawal

Chatfield students who are cross-registered for a class or classes offered by another Greater Cincinnati Consortium institution must follow official withdrawal procedures at both Chatfield and the host institution. Since Chatfield is billing the student in such cases, refunds and adjustments to financial aid will be calculated according to Chatfield's procedures. If the student initiates withdrawal procedures at the two schools on different dates, the earlier of the two dates will be used as the basis for refunds.

ACADEMIC REGULATIONS

Students are responsible for acquainting themselves with the regulations of the College as outlined in the Student Handbook.

Chatfield College promulgates, subject to the control of the Board of Trustees, the academic requirements for graduation, the conditions leading to, and attendant upon, academic probation, and the requirements for student honesty and originality of expression.

CREDIT HOUR REQUIREMENTS

A total of 64 credit hours are required for the Associates Degree in Liberal Arts. Of these credit hours, 39 credit hours must consist of general education core classes. These include classes in English composition, communications, mathematics, the social and physical sciences, as well as history, philosophy and the arts. A complete listing of core classes is found on the Degree Audit Checklist, a copy of which can be found at the back of the Student Handbook on page 59. The Degree Audit is provided to each student the first time they register for classes. It is important to refer back to this document when planning your coursework with your advisor.

In addition to these 39 credit hours of General Education Core Requirements you must complete a

minimum of 25 credit hours in one of the following 4 concentration areas for a TOTAL of 64 credit hours to achieve an Associate's Degree: Liberal Studies, Early Childhood Education, Business, and Human Services. An academic concentration is a group of required courses for the Associate's Degree designed to focus knowledge in a particular area of study. Chatfield concentrations are not equivalent to the major in a baccalaureate program, but each of Chatfield's concentrations is designed to transfer easily into baccalaureate programs at colleges in our region. A listing of classes required by each concentration is listed at the back of the Student Handbook on pages 59-63.

Finally, each student is required to enroll in a cornerstone class in year one, and a capstone class as they approach graduation.

Cornerstone and Capstone

All degree-seeking students are required to successfully complete both GEN105 - Cornerstone, and GEN 205 -Capstone courses. **Cornerstone MUST be taken the first semester. If the student does not pass Cornerstone they must take it again the next semester. If Cornerstone is dropped, all classes in which the student is enrolled must be dropped. Capstone will be taken the last semester, or the next to last semester. Each course earns 1 credit hour.**

Components of this capstone include a reflective essay on personal growth and the ways in which Chatfield has changed the student's life, a short essay to be read at graduation, and a power point presentation representing the student's goals for the future. Capstone will give students an opportunity to reflect, demonstrate newly acquired skills, present themselves professionally, and celebrate their successful achievements with Chatfield. Completion of a student exit survey is an additional course requirement.

Course Sequencing

When selecting courses and planning schedules, students should pay close attention to the level of the course as indicated by the course number. Higher course numbers correspond to more advanced skill-levels and demand more intensive critical thinking. Course numbers may be characterized as follows:

090-099 Developmental Courses

Courses with numbers such as 097, 098, and 099 are designed to help students develop the basic skills necessary for success in the challenging courses that lie ahead. Although transferable credit is not awarded, this coursework enables students to build the skills and confidence needed for college-level work.

100-199 Lower-level Courses

Courses numbered in the 100's are introductory with emphasis on both content and basic skills. Some courses such as English Composition, Oral Communications, and College Study Skills should normally be taken during the first year because they are so important for success in later classes. INF 100 is a very basic course for students who have had almost no experience using a computer. Introductory classes allow students to explore various fields while meeting core requirements.

200-399 Upper-level Courses

Courses numbered 200-399 focus on specific areas within their respective disciplines. A 100-level course may be required as a prerequisite to an upper-level course. Courses numbered in the 300's are third-year courses. 200 and 300 level courses offer more advanced content. The written work required in these courses assumes that the basic skills covered in the 100-level courses have been mastered. Freshmen must be aware of this before enrolling in a course above the 200-level. The few courses offered at the 300-level are the most challenging in the curriculum. Occasionally, special topic seminars may be offered at the 300-level. These courses are open to students with over 40 credits or by permission of the Dean of the Campus. They are especially appropriate for students entering into the third year at Chatfield.

Internships and Practica

Each semester, for-credit internships or practica can be arranged with area employers at the student's request. The Practicum Instructor coordinates internships with area employers. For each college credit earned, students are expected to complete thirty (30) hours of on-site experience.

Social Work Assistant Curriculum

Chatfield College offers a series of courses approved by the Social Worker Professional Standards Committee of the Ohio Counselor, Social Work and Marriage, and Family Therapist Board. These courses provide an opportunity for graduates earning the Associates Degree to work in the Human Services fields while completing their Bachelor Degree coursework.

According to the Ohio Revised Code, A Certified Social Work Assistant registered in the State of Ohio may legally work as follows:

§ 4757.26. ORC Authorized activities of independent social worker, social worker or social work assistant. A person who receives a certificate of registration to practice as a social work assistant is not authorized to engage in the practice of social work. A social work assistant, under the direct supervision of a psychologist, psychiatrist, professional clinical counselor, professional counselor, independent social worker, social worker, or registered nurse who holds a master's degree in psychiatric nursing, may provide human, social, and community services that include intake assessment and referral, screening, crisis intervention and resolution, community support, case management and outreach, record keeping, social assessment, visual observation of an individual in the individual's environment, assistance in facilitation with groups and families, advocacy, and orientation, education, and prevention services.

Independent Study Courses

Students who wish to supplement work in their field of concentration with a special topic not offered that semester may request an Independent Study course. The student must be ready to graduate that term. Independent Study forms are available in the Registrar's Office. These forms should be completed and returned to the Registrar by the end of the Drop-Add period. The student is responsible for initiating the request and working with the Registrar and the Instructor in formulating and completing course requirements. The approval of the Academic Dean is necessary. Independent study assumes that the students will take more responsibility for their

own learning than in a regularly scheduled course, including increased reading, research and writing assignments. All registration, tuition, and credit policies apply to Independent Study courses. A student may take two Independent Study courses in the last semester before they graduate. However, Independent Studies do not always transfer to other institutions.

COURSE PLACEMENT

Placement Testing and the 099 Retest Policy

Chatfield College neither requires nor relies upon traditional college entrance exams (e.g. SAT or ACT) as part of its admissions process. Instead, students are placed in appropriate classes by use of the Accuplacer and a survey of computer skills. The Accuplacer is an online test that gauges a student's knowledge and skills in reading, writing, and math. At Chatfield, the Accuplacer battery includes the Elementary Algebra, Sentence Skills and Reading Comprehension assessments. Students who wish to re-take the Accuplacer in order to change their course placement must wait a period of two weeks before retesting. A student may only retest once per academic year, prior to the class registration deadline. The student's highest score will be used to determine their class placement for the subsequent term.

We encourage all incoming students to prepare for these Accuplacer assessments. The Accuplacer website offers practice materials and phone apps. Some are available at no cost to the student (<https://accuplacer.collegeboard.org/students>). Additional Accuplacer study materials can be accessed at <http://www.testprepreview.com/> for a nominal fee. Free, generalized review of core subjects (not specific to Accuplacer test preparation) are available at <https://www.khanacademy.org/>.

Chatfield places students into an 099 developmental class on the basis of their Accuplacer scores. These classes are designed to provide students with a solid foundation in the skills and knowledge needed to succeed in college level subjects. Successful completion of an 099 developmental class will not earn academic credits towards an associate degree at Chatfield College and will not transfer to other regionally accredited colleges. In the 2015-16 school year, students placed into an 099 developmental class will take the Accuplacer near the end of the academic term to determine their progress through the curriculum. Testing undertaken as a part of an 099 class will not revoke the student's eligibility to re-test once per academic year.

A grade of Pass or Fail is assigned for all 099 developmental classes. Students will have two attempts to pass an 099 developmental course. Students who are unable to pass an 099 developmental class on the second attempt, may register for the same class a third time only with the permission of an instructor and the approval of either the relevant department chair or the Academic Dean.

Advanced Placement

Advanced placement gives recognition to students who qualify for college-level work. Any student who passes the Advanced Placement Examination of the College Entrance Examination Board with a score of three or better will be awarded placement or credit toward graduation.

Credit by Examination

Through the College-Level Examination Program (CLEP), persons of all ages and backgrounds have an opportunity to obtain recognition for college-level achievement, regardless of where or how the knowledge was acquired. Anyone entering or currently attending Chatfield may take CLEP examinations and seek credit by submitting an official CLEP transcript to the College for evaluation. CLEP tests cannot count for more than 5 semester classes. Also, CLEP credit does not count toward the 17 hours of residency required by Chatfield College. Chatfield College will award credit for CLEP, DSST, and ECE examinations.

Transfer Credits

Students wishing to transfer credit earned at another regionally accredited academic institution to Chatfield must submit an official transcript to the Registrar's Office for evaluation. The student must have earned a grade of C or higher for a class to be considered for transfer credit. The Registrar's Office will evaluate each transcript and award credit for equivalent Chatfield courses on a case-by-case basis. Grades earned for transfer credit will be printed on a student's Chatfield transcript, but will not be calculated into the student's cumulative GPA. In order to receive a Chatfield College Associate of Arts degree, students must complete the last 17 credit hours at Chatfield College.

REGISTRATION PROCEDURE

Students are urged to make an appointment with their advisor before selecting courses for the upcoming term and may register from the time the course schedule is available until the start of the semester. Early registration is strongly encouraged and may avoid closed or cancelled classes. The enrollment process consists of five steps:

1. Completion of admissions records.
2. Selection of courses with counseling from the student's advisor.
3. Payment and/or financial arrangements with the Finance Office.
4. Completion of financial aid process, if applicable.
5. Submitting registration form to the Registrar's Office.

Students who have not completed all steps may be deleted from official class lists. Enrollment for subsequent semesters is blocked until financial obligations from the previous semester are met.

GCCCU Cross-Registration

Students wishing to cross-register for courses at any of the colleges in the Greater Cincinnati Consortium of Colleges and Universities may register with the Registrar using cross-registration forms. Individual conferences with counselors from these colleges are recommended if students plan to pursue four-year degrees there.

Repeated Courses

A student may choose to repeat any course, but the transcript will indicate that it is a repeat. The student will receive credit for the class only once. The higher of the two grades will be calculated into the cumulative GPA. Financial aid eligibility varies in such cases; please see the Student Financial Services Officers for details.

Drop-Add Period

Students who find it necessary to change schedules may do so during the Drop/Add period as stated on the Academic Calendar. A Change of Schedule form must be completed and signed by the student within this time period. Change of Schedule forms are available in the Registrar's Office and must be signed and dated by the student, their advisor, and a Financial Aid Counselor. In certain situations, the change of schedule form may be completed with the Registrar via phone. If this procedure is followed, the dropped course will not appear as an attempted course on the student's permanent academic record. The Registrar must approve all schedule changes. All students must complete the change of schedule form with their advisors prior to approval of the Registrar.

Official Withdrawals

All withdrawals from Chatfield courses must be made within the first 11 weeks of the course. The exact date can be found on the Academic Calendar. Students carry the responsibility to inform the Registrar's Office in writing when they wish to discontinue attendance in a class for any reason. They are advised to consult with the instructor as well, especially if they have been concerned about completing the class successfully. All students who receive financial aid and wish to withdraw from class are required to meet with their Financial Aid Counselor for discussion of how the withdraw impacts their financial aid. The Official Withdrawal requires signatures from the student, advisor, financial aid, and the registrar. Proper notification before the withdrawal deadline protects the grade point average. A grade of WD will be made for students who follow official withdrawal procedures after the drop-add period and before the official last day for withdrawal.

CLASS ATTENDANCE

Attendance is required. With classes scheduled once or twice per week, regular attendance is of critical importance. Any student that misses 3 classes of a 15 week course that meets once per week, or 6 classes of a course that meets twice per week for 15 weeks, or one class of a course that meets for 5 weeks, will be placed on Attendance Warning. Any student that misses 5 or more classes of a 15 week course that meets once per week, or 10 or more classes of a course that meets twice per week, or more than one class of a course that meets for 5 weeks, will be withdrawn from the course. At the end of the semester, a grade of W will be recorded

Instructors are required to take class attendance and will announce, and include in their syllabus at the beginning of each semester, their own class attendance requirements, which may be more stringent than the requirements in this policy. Students are expected to meet the attendance requirements of their instructors, including all makeup classes and field trips, as a requisite for satisfactory completion of courses. Students are expected to contact their instructors when they are unable to attend class. Instructors are required to report all absences.

Unofficial Withdrawals

In order comply with federal Title IV regulations the following procedures will be applied.

1. Students missing all classes during the first two weeks of classes will be dropped by the Registrar.
2. Any student missing all classes for two consecutive weeks (other than the first two weeks) will be contacted by the Dean's office. If the Dean's office is unable to contact the student and the student does not attend any classes within 30 calendar days they will be considered to have Unofficially Withdrawn. The Dean's office will instruct the Registrar to withdraw the student from all classes with a Withdrawal Fail (WF).
3. A WF can negatively impact a student's standing at Chatfield College as well as further Financial Aid eligibility

The procedure for returning funds to the federal government is the same as if a student officially withdraws. A return calculation will be performed and if the withdrawal is within the first 60% of the semester, funds will be returned. If a return to Title IV is required student billing will invoice the student for the charges. The student is ineligible to register for class until the outstanding balance is paid in full.

GRADING SYSTEM

The final grade assignment by the instructor is based on student performance during the semester and on the final examination, if applicable. Each grade is assigned a specific number of grade points per credit hour. The grade point average is determined by dividing the sum of grade points by the total number of credits attempted.

At the time of registration, students may request the grade of P/NP in regular courses with the Dean's approval. For courses receiving college credit, the grade of "P" is equivalent to a "C" or better. A student may change from a letter grade to P/NP during the Drop-Add period. R appears on the transcript when the student already has a grade for the same class. IP grades indicate that the student has until the beginning of the next semester, or summer term, to complete work for the class. The IP grade must be accompanied with an IP contract. Developmental classes do not receive college credit and may only be graded as P/NP. In these classes only, a "D" average on class work and attendance may be given a passing grade.

IP, WD, R, AT, and P/NP are not included in the GPA computation. Grade reports are sent to students at the end of each semester provided that all library materials have been returned to the library and all bills have been paid or arrangements have been made.

In Progress

The grade of "IP" indicates that the student has done passing work in a course but has not fulfilled all the course requirements by the end of the semester. The course requirements, as determined by the instructor, must be completed before the start of the next term or sooner. The student has a responsibility to confer with the instructor concerning completion before the end of the semester. Based on this conference, the instructor must submit to the Registrar an "IP" contract describing the work to be completed and mutually acceptable terms for getting work to the instructor for a final grade. A student who does not make up the work within the allotted time will receive an "F" unless the "IP" contract specifies otherwise.

Audit

A student wishing to enroll for a course and choosing to receive neither credit nor a letter grade is considered to be auditing the course. Any regular course offered by the College, as well as workshops, seminars, and special courses, may be audited. Reduced tuition, payable before the course begins, is charged for students who audit classes. Students changing from audit status to credit status must pay the remainder of the tuition rate for a credit course. With the permission of the instructor and the Registrar, a student may change from audit to credit, or from credit to audit. This must be done within the first 60 percent of the term.

The following table summarizes the grades awarded at Chatfield:

| | | |
|------|-----------------------|-----------------------------------|
| A | Excellent | 4 grade points per credit hour |
| B | Good | 3 grade points per credit hour |
| C | Fair | 2 grade points per credit hour |
| D | Poor | 1 grade point per credit hour |
| F | Failure | 0 grade points per credit hour |
| WD | Official Withdrawal | 0 grade points per credit hour |
| WF | Unofficial Withdrawal | 0 grade points per credit hour |
| P/NP | Pass/No Pass | |
| R | Course Repeated | |
| IP | In Progress | |
| At | Audit | If student registered as an audit |

The Dean's List

At the conclusion of the semester, the Registrar will publish a Dean's List of students who completed classes that semester with a GPA of at least 3.50. Students who are registered for a portion of their course load at another college through the Greater Cincinnati Consortium of Colleges and Universities are eligible for the Chatfield Dean's List. Students enrolled in 099 classes or who receive a grade of "P", "NP", "IP", "D" or "F" in any class are not eligible for the Dean's List.

Probation and Dismissal

Students failing to meet either of the requirements for satisfactory academic progress, cumulative GPA or rate of completion of attempted courses, will be granted the equivalent of one full-time semester in which to raise their grade point average and/or complete the required percentage of hours attempted. Students with a GPA of less than 1.0 for their first 12 credit hours may be dismissed at the discretion of the Academic Dean. Students may appeal decisions regarding probation and dismissal in writing to the Academic Dean. Part time students with a GPA of less than 1.0 for their first semester will be placed on probation.

A student who does not make the required improvement during the probationary period will be dismissed. A student that earns at least a GPA of 2.00 and completes 75 % of their attempted course during the probationary term will remain on probation for the next term as long as it is

possible to reach a GPA of 2.00 and complete 75 % of their overall completion rate by the end of the second probationary term. A student that is dismissed and who is receiving financial aid will be denied further financial aid. For this reason, it is important to contact the Office of Financial Aid when problems arise which may affect course completion.

Courses in which a "D" is earned are considered completed courses. Overall GPA must be 2.00 or above, however. Courses that are officially dropped within the Drop-Add period are not considered attempted courses. Any withdrawal that occurs after the Drop-Add period is considered to be non-completion of an attempted course.

If students who are in probationary status receive "IP" grades at the end of a probationary semester, they will be permitted to enroll the following semester if the period normally allowed for "IP" completion has not yet ended. The student will be informed of his or her continuing standing by the end of the subsequent semester. However, if the student again receives "IP"s at the close of the subsequent semester, academic progress will be calculated with the "IP"s treated as non-completed attempted hours.

When required courses are repeated for the purpose of achieving a passing grade or a transferable grade, only the higher of the two grades will be calculated into the GPA. However, for purposes of calculating rate of completion, both courses will be considered attempted courses.

Academic Progress

Academic Progress is determined by two factors: cumulative GPA and rate of completion of attempted courses.

1. To remain in good academic standing, students must maintain a 2.00 cumulative GPA ("C" average).
2. During a student's first year of study only, a student is allowed to complete fewer than 75% of credit hours attempted and still maintain good academic standing. This allows flexibility in resolving scheduling conflicts and in striking a balance between the responsibilities of school, work and family. Of the first 12 attempted credit hours, students must successfully complete at least 6 hours. Of the first 24 attempted credit hours, students must successfully complete at least 16 hours. **Please note that good academic standing may not guarantee eligibility for financial aid.**
3. Degree seeking students must complete requirements for the Associate of Arts degree within the first 82 attempted credit hours. This means that a full-time student has a maximum time frame of 6.5 semesters in which to complete their degree. Similarly, a half-time student may be allowed 13 semesters to complete their degree. **Please note that financial aid eligibility ends after 6 semesters of attendance.**
4. A degree with concentrations in two areas will be allowed additional completion time proportional to the number of additional required courses. Additional time will not be allowed toward a third concentration. **Again, please note that financial aid eligibility ends after 6 semesters of attendance.**

Re-enrollment after Dismissal for Unsatisfactory Progress

The Academic Dean may readmit students dismissed because of unsatisfactory progress after a review. The student's request should be made in writing to the Academic Dean and should demonstrate that the causes of the previous difficulty have been resolved. The Academic Dean may request input from outside sources if more information is needed for a decision. It is recommended that at least a year elapse from the time of the dismissal to the time of the application for readmission. Remittance by the Dean does not assure the availability of financial aid. The student must qualify for financial aid under the Satisfactory Academic Progress Policy.

Transcripts

Students who wish to obtain transcripts of academic work completed at Chatfield College must make a written request to the Office of the Registrar. Official transcripts are sent only to those individuals or institutions designated in writing by the student. Unofficial transcripts may be issued directly to the student by their advisor. If the student requests an official transcript sent to them, it will be marked "issued to student." A \$6 fee will be charged for each transcript. No transcripts will be issued for an applicant whose financial obligations to the College and/or Library have not been met.

Application for Graduation

A graduation ceremony is held each spring. Students who intend to graduate in the spring Commencement exercises must complete the Intent to Graduate form in January through their Capstone class or directly to the Registrar. Though students who complete their degree requirements in the fall semester can receive diplomas at the end of the semester or wait until the spring ceremony, their transcripts will indicate that they graduated at the end of the fall semester.

Students who enrolled for the spring semester must complete all academic requirements before the Commencement ceremony. A student must have a 2.0 grade point average to graduate. Students who have completed the core requirements but have six hours or less of remaining graduation requirements in their concentration may participate in the spring Commencement ceremony. However, these students will be considered graduates of the term in which they completed all requirements. Diplomas will be held until all financial and academic obligations to the College have been met.

STUDENT LIFE, SERVICES, AND POLICIES

Grievances

Any constituent of the College wishing to make a complaint or appeal regarding inappropriate college policy or academic/administrative practices is to meet with the appropriate faculty or administrative personnel to cooperatively seek a remedy. In the event that this does not prove satisfactory, the aggrieved party may appeal to a Grievance Committee appointed by the Academic Dean. Complaints must be submitted in writing to either the Academic Dean or the President who will review the complaint and work towards an appropriate resolution.

Student Activities

Chatfield College may offer a variety of student activities throughout the academic year. Many Chatfield College activities are open to family, friends, and the neighboring community. The staff and faculty are open to new ideas for programs and interested students may bring them suggestions. The Site Director must coordinate all student activities which are then posted to the events calendar on the College's website.

Americans with Disabilities Act (ADA)

In compliance with federal law, the College is prepared to make reasonable accommodations to provide people with disabilities with support services on an individual basis. Persons with disabilities are encouraged to make their needs known to the Academic Dean at the time of initial enrollment. Students may be required to provide reasonable documentation of the disability. This documentation may include information that supports the existence of the disability, its functional limitations, and the need for an accommodation so that the student may successfully engage in learning at Chatfield College.

STUDENT SERVICES

Learning Resource Centers

The mission of the learning resource centers (LRC) reinforces the mission of Chatfield College and is dedicated to supporting the academic program, developing student's research skills, and providing the College community with access to information.

LRCs are located at both the Brown County and Over-the-Rhine locations. Borrowing privileges for printed materials are extended to Chatfield students, faculty, staff and members of the local community. The Brown County LRC houses a permanent collection of over 25,000 volumes and 25 newspapers and periodicals. Students can request the delivery of these materials to either location.

Students may also request materials through interlibrary loan. Chatfield College is a member of the Serving Every Ohioan (SEO) Consortium, which provides access to over 8 million books, ebooks, videos, audios, CD's, and DVD's, and a nearly limitless number of periodical and scholarly journals. Faculty and students may place holds on these items using a Chatfield Identification Card and any computer with Internet access. In addition, students who identify resources through other online databases such as Google Scholar, World Cat, or ERIC, can submit requests for these materials to the LRC coordinators. In most cases, LRC coordinators can fill these requests in 2 weeks.

Publication searches are accessible through the LRC home page on Chatfield's website. You can receive help with any aspect of using the LRC or with locating information by contacting staff or volunteers at either the Brown County Campus, 513-872-3344 ext. 123 or the OTR campus, 513-921-9856 ext. 206.

Tutoring

Tutoring in math, English, computer, research and study skills is available through the LRCs at both Brown County and OTR. E-tutoring services are also available through the LRC home page and include supplementary instruction in math, sciences, and composition. Tutoring schedules

Revised 6/2/17

change each semester in response to need and class times. The schedule is available for review online and print versions are posted at the LRC check-out counters. These services are offered free of charge. Interested students are invited to contact LRC staff.

Academic Advising

The Academic advising department at Chatfield College is dedicated to continuing Chatfield's mission to empower students who might best succeed within our supportive, small college experience. Our mission is to encourage students to develop and implement sound educational plans that are consistent with their personal values, goals and career plans. Our purpose is to guide students to become self-directed learners and decision makers. Advisors adhere to principles espoused by the National Academic Advising Association, assisting students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution.*

Academic advisors can arrange for personal counseling upon request. Likewise, the Site Directors, and all Chatfield staff and faculty can refer students to a trained, professional counselor. Referrals can be coordinated with multiple social service agencies.

Students interested in more information or who need assistance connecting with their academic advisor can contact the Advising Coordinator at either the Brown County (513-875-3344 ext 121) or OTR locations (513-921-9856 ext 218).

POLICIES

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 (as amended), called FERPA, enumerates the rights of students and parents to access most records held by educational institutions. The law further stipulates parents or eligible students are informed of the types of records held and the officials responsible for such records.

Student records maintained at Chatfield College and officials who administer them are as follows:

Admissions – Admissions Counselors
Academic Counseling and Academic Records - Registrar
Financial Aid Records – Financial Aid Counselors
Student Accounts – Director of Finance

Upon producing proper identification, Chatfield students have the right to view, inspect, and challenge the accuracy of their official records. The law further gives students the right to attach written explanations to their records.

Student Privacy and the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students rights with respects to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

* <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-of-academic-advising.aspx>

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Chatfield College receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Chatfield College to amend a record should write the Office of the Registrar, clearly identify the part of the record the student wants changes, and specify why it should be changed.

If Chatfield College decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Chatfield College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Chatfield College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Chatfield College who performs an institutional service or function for which the school would otherwise use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for Chatfield College.

Upon request, the school also discloses education records within consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chatfield College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student to the following parties:

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosures is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education , or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State- supported education programs. Disclosures under this provision may be made, subject to the requirements §99.35, in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes.

(§99.31(a)(8))

- To comply with a judicial order of lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.3(a)(10))
- Information the school has designated as “directory information” under §99.37.(§99.31(a)(11)) This information can be released without your prior signed consent. At Chatfield College, directory information is available to the faculty and staff on a “need to know” basis and includes the following:

| | | |
|------------------|------------------------|--------------------------------|
| Name | Dates of entry | Credits earned |
| Address | Class (academic level) | Grade Point Average |
| Email address | Concentration of study | Credits attempted |
| Telephone number | Advisor name | Number of credits for the term |
| Date of birth | Degree(s) awarded | Enrollment status |

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or polices with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance of the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.3(a)(15))

Freedom of Expression and Assembly:

At Chatfield College, students enjoy the essential freedoms of scholarship, inquiry and expression. Constitutional rights of free speech, a free press, freedom of association and the right to peacefully assemble are not only taught, but are promoted here. Students are free to express their personal views and advocate for causes that pertain to either the College and our policies and practices, or on issues affecting the larger community and the world.

Students who wish to post flyers, or conduct any assembly or organized activity of any kind, including an organized demonstration of protest, must register their request with the appropriate Site Director no less than five working days prior to the date of the proposed activity. Any request shall include, at minimum, the date, time, topic, and location of the event,

the anticipated attendance, and the plans and provisions for cleanup, including signatures and contact information for the responsible party or parties. Within forty-eight hours of the receipt of such request, the Site Director will either grant or deny the request, either without condition or subject to reasonable conditions set forth to protect the safety of individuals and/or property. Any denial of a request may be appealed to the Academic Dean, in which case, the event shall not be held until a final determination has been made by the Dean. At no time, and under no circumstances, shall any such activity, assembly, statement, display, or protest, be permitted to interfere with classes, classrooms, hallways, roadways, student learning, or otherwise disrupt the normal day-to-day operations of the college.

Former students, or non-students, must follow the same guidelines as those described above for current students, except that in this case, the subject or topic of any assembly or activity shall not be in conflict with the Chatfield Mission or Catholic Doctrine.

Right of Privacy:

The student is entitled to the same safeguards of his or her rights and freedoms of citizenship as are afforded his or her peers outside the academic community. This includes, but is not limited to, the following:

1. Private communication on a one-to-one basis with faculty, administrators, counselors, and other institutional representatives.
2. Respect for his/her person, including freedom from unreasonable and unauthorized searches of his/her property/person.
3. Confidentiality of his/her academic and disciplinary records.
4. Legitimate evaluations made from his/her records.

Rights to the Curriculum

1. The student shall be graded solely on performance measured against academic and related standards. The student shall be protected against prejudicial or capricious evaluation. A student has the right to pursue any course of study available at the College providing that he/she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to have his/her own tests and written material with instructor's marks and grades, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his/her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. If a student believes that his/her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgment on the merits or demerits of his/her own academic performance, the student must follow the academic appeals procedure described below.

Academic Appeals Procedure

1. Grade appeals must take place during the three (3) month period following the end of the term in which the course was taken if a student believes that the instructor has failed to follow stated grading policy and other procedures and objectives as outlined in the syllabus, has evidenced discrimination in evaluation of individual achievement, has failed to provide student's tests or other written material within a reasonable time after grading, or in other manner demonstrated bias, whimsy, or caprice.
2. After receiving an explanation from the instructor in the course, the student may make a formal written complaint to the instructor, his/her reasons for thinking the grade was not based on the academic performance of the student. The instructor shall reply in writing within three weeks.
3. If dissatisfied with the explanation that has been given, the student may appeal to the Department Chair (or the Site Directors at either the Brown County or OTR locations) who will:
 - a. Request copies from the student of the written formal complaint to the instructor and the instructor's response.
 - b. Advise and assist the student in a further attempt to resolve the problem at a personal level.
4. If the student remains dissatisfied with the explanation that has been given, he/she may initiate a formal appeal by requesting a hearing from a special Academic Appeals Committee consisting of faculty members appointed by the Academic Dean of the College or designee.
 - a. The faculty member who is accused of bias, whimsy, or caprice and the student complainant each present to the Academic Appeals Committee their analysis of the facts of the case.
 - b. If the Academic Dean has already found no evidence of unfair grading, he/she will also have the opportunity to present the results of his/her investigation concerning the merits of the student's complaint.
 - c. The burden of proof in the Academic Appeal shall be on the complainant.
 - d. Authority for determining grades normally rests with the instructor, especially when the instructor is acting in accordance with policies that have been clearly spelled out in the course syllabus: therefore, the Academic Appeals Committee shall not substitute its academic judgment for the instructor, but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.
 - e. If it is found that the grade given was neither biased, nor whimsical, nor capricious, then the case will be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the Academic Appeals Committee shall present its recommendation to the Academic Dean. The decision of the Academic Dean shall be final and shall be communicated in writing to the student, the instructor, and to the registrar if a grade change is needed. Only the Academic Dean or designee may submit such a change. It shall be accompanied by a notation "By Appeal" and shall be included in the student's file.
5. Because the college believes that every student and faculty should be treated as an

individual, there may be times where all or part of this procedure is changed or omitted in circumstances of a very personal or sensitive nature.

Student Responsibilities

Students are responsible for supplying standard information on their own personal background and academic history for admissions purposes in a clear, concise, and accurate manner. Misrepresentation in this respect is a serious matter subject to disciplinary action.

The student is also responsible for fulfilling class work requirements. This includes making a good faith effort to contact their instructors in order to address missing or late assignments. Students should likewise contact their advisors to ensure they are registered for class on a timely basis and that they are on track to graduate.

Students shall at all times conduct themselves in a manner consistent with Chatfield's ideals and core values, including respect for oneself and one another, honesty, integrity, and dignity. Consistent with this conduct shall be the expectation that students dress appropriately for class and other school-related events. Similarly students should demonstrate social responsibility and abide by all local ordinances, state and federal statutes. Chatfield further expects students to comply with the Student Code (described below) both on and off campus.

Student Code

The Student Code details unacceptable conduct that is prohibited by Chatfield College and warrants adjudication through the College's disciplinary process. Behaviors deemed disruptive to the educational process will not be tolerated and may result in dismissal at the discretion of either the Academic Dean or the President. These include the following:

1. Disrespect to faculty or private property.
2. Lewd or indecent speech, dress, or conduct.
3. Unlawful obstruction or occupation of passageways, public areas, buildings or offices.
4. Unauthorized entrance into campus facilities.
5. Violations of the College's policy on the responsible use of information technology.
6. Unauthorized gambling or games of chance.
7. Smoking in areas designated as nonsmoking areas.
8. Unauthorized use of alcohol on campus.
9. Violations of campus safety regulations, including motor vehicle and fire drill regulations.
10. Public intoxication.
11. Forgery or alteration of the College identification card or academic records; misrepresentation of one's identification when requested by a member of the College faculty, administration, or staff.
12. Possession, use, or sale of illegal drugs or drug paraphernalia.
13. Use, possession, or sale of firearms, explosives and other dangerous weapons on College property.
14. Violation of state or federal laws classified as felonies or misdemeanors.
15. Deliberate destruction of, or damage to, misuse of, or abuse of public or private property.

16. Assault and/or battery upon another person or the threat thereof, including harassment.
17. A discriminatory act committed against anyone in the College community on the grounds of race, religion, national origin, sexual orientation, age or gender.
18. Sexual assault or harassment.[†]
19. Persistent verbal abuse, threats, stalking, menacing behavior or other conduct which threatens the safety or health of any person.
20. Academic misconduct or dishonesty, including cheating on tests and plagiarism.

Disciplinary Process

Charges of misconduct may be filed by any member of the Chatfield community including students, faculty, or staff. Complaints against a student or student organization must be submitted in writing to the Academic Dean within 30 days of the alleged offence. Not more than three days after receiving a complaint, the Academic Dean will notify all involved parties of the charges and specify whether an informal grievance resolution, formal judicial review, or academic review will be implemented. These procedures are secondary to the use of example, guidance, advising and mentoring in the development of student conduct. In many cases, Chatfield College encourages direct dialogue between concerned parties prior to the decision to file a written complaint, since this may remove the need for formal disciplinary intervention.

Informal Grievance Resolution

The informal grievance resolution procedure is intended to address misconduct that is less serious in nature and involves a first-time offense. Complaints related to items 1 through 9 of the Student Code will likely lead to informal grievance resolution provided there are no previous findings of misconduct. Following a preliminary investigation by a Site Director and/or the Office of the Academic Dean, persons party to the complaint may be invited to a mediated discussion. The Dean or Site Director will hear arguments and counterarguments from those concerned to evaluate the appropriate sanctions (see below).

Formal Judicial Review

The formal judicial review is intended to address misconduct that is serious in nature or involves a second-time offense. Complaints related to items 10 through 19 of the Student Code will likely lead to a formal judicial review as will previous findings of misconduct. The formal judicial review begins with the distribution of a letter specifying the charges against the accused. This written specification must include:

1. A description of the acts of the accused.
2. The particular section of the Student Code that has been violated.
3. A hearing date and time to take place not more than thirty calendar days from the date that a formal complaint was received by the Academic Dean.

The Academic Dean shall also notify witnesses and appointed members of the Disciplinary Panel of the date and the time of the hearing.

[†] Subject to specific disciplinary guidelines and procedures. See pages 46-48 in the Handbook.

The Disciplinary Panel shall consist of one student and at least two faculty members who will be appointed by the Academic Dean. One of the appointed faculty members will act as chairperson to guide the proceedings. The Panel conducts a hearing of evidence and issues recommendations for formal sanctions to the Office of the Academic Dean. The purpose of the disciplinary hearing is to help College authorities arrive at a decision regarding student behavior. Students considered to be in violation of written College regulations are provided a hearing to insure fairness, truth, and justice. The following guidelines shall be adhered to by the Disciplinary Panel in the hearing:

1. The hearing will be closed to the public. Exceptions to this regulation may be requested by the accused student in writing and shall be approved or rejected by the Disciplinary Panel by majority vote.
2. The chair of the Disciplinary Panel shall only allow pertinent information to be introduced at the hearing.
3. An audio tape recording of the proceedings shall be made at the hearing. In addition, one member of the panel shall make notes on the proceedings. These records will be maintained in a file in the Academic Dean's office until the accused graduates from the College.
4. The Disciplinary Panel shall hear evidence, make findings of fact, and make recommendations to the Academic Dean as to the disposition of the case, including sanctions to be imposed, if any.
5. An appeal may be lodged by the accused only.
6. Appeals shall be lodged with the Academic Dean and the chairperson of the Disciplinary Panel. The Academic Dean shall transmit the appeal and the record to the President.
7. If the President finds that the Panel grossly abused its discretion, the President may change the Panel recommendation and sanction accordingly.

Academic Misconduct Review

The academic misconduct review is intended to address misconduct related to academic integrity. Complaints related to item 20 of the Student Code will likely lead to an academic. Students are responsible for the integrity of their academic work. In this regard, cheating and plagiarism are serious violations.

Misconduct defined as cheating involves the inappropriate or unapproved use of written notes, text messages or other electronically conveyed information during an in-class test. Incidents of cheating are handled in the same way as cases of plagiarism.

A *Writer's Reference*[‡] describes three forms of plagiarism: "(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotations, and (3) failing to put summaries and paraphrases in your own words." This applies to written and spoken material, but also includes statistics, lab results and art work or any services or students offering to sell written papers for a fee. All borrowed material must be given adequate citation regardless of its source, including (but not limited to), books, journals, articles, blogs, opinion pieces, news feeds,

[‡] Hacker, Diana. (1999). *A Writer's Reference*. 4th Ed. Boston, MA, Bedford/St. Martin's. pp. 82-85.
Revised 6/2/17

on-line exhibitions, encyclopedias, wikis, or tweets. Any inappropriately borrowed and inadequately cited materials may be considered plagiarism whether the extent of borrowing is a single phrase or an entire paper.

In cases of suspected academic misconduct, the following procedure applies:

1. The instructor will check with the Academic Dean for any record of prior offences.
2. If the case is a first offense or appears unintentional, the faculty member may choose to give the student a verbal or written warning. The instructor may administer sanctions if he or she deems it appropriate. (See Sanctions below).
3. If the case is a second offense, or if the instructor deems a first offense to be a serious and intentional act of cheating or misuse of source material, then the offense will be reported in writing to the Academic Dean. The Academic Dean may elect to convene a panel of instructors who will evaluate any evidence of academic misconduct and recommend sanctions (see below).

Ignorance of the rules about cheating and plagiarism does not exempt a student from sanctions. Students who engage in these forms of academic misconduct undermine their education and their contributions to the Chatfield community.

Sanctions

Academic Misconduct Warning

In less serious cases, or first-time cases of academic misconduct, an instructor will issue a written and verbal warning to the student. A copy of this warning will be filed with the student's record in the Office of the Academic Dean

Change of Grade

In less serious cases, or first-time cases of academic misconduct, the grade awarded to an assignment may be revised. In many instances a failing grade will be given for the assignment. In more serious cases, the grade for the class may be lowered, or a failing grade may be awarded to reflect the lesser amount of work performed by the student owing to cheating or plagiarism. If the student has a record of multiple instances of academic misconduct, then additional sanctions may be issued as described below.

Disciplinary Probation

A student may be placed on probation if there are any findings of misconduct. The duration of the probation period is determined on a case-by-case basis by the College. If a student engages in additional misconduct during their period of probation, more severe sanctions will be imposed. Students on disciplinary probation may be limited in their participation in campus programming and activities and may also see the loss of other College privileges. Activities in the form of community service to the College may be imposed as an additional requirement.

Suspension

A suspension may be imposed if a student has a record of multiple instances of misconduct, or if that misconduct compromises the health, safety or academic freedom of any member of the

Chatfield community. A suspension means that a student is not allowed to return to campus for a designated period of time. The length of the suspension is determined on a case-by-case basis by the College. Additional sanctions may be imposed in addition to a suspension as recommended through the College's Disciplinary Process.

Dismissal

Dismissal is the most serious of sanctions. It means that the student must leave campus and will not be allowed to re-enroll at Chatfield College.

Sexual Harassment and Sexual Assault Policy

Chatfield College is committed to providing an environment for work and study, free from sexual harassment. Complaints of sexual harassment given to the College by the students and employees require timely and immediate response. Sexual harassment of any member of the Chatfield College community is prohibited by the Student Code and triggers associated disciplinary procedures. Additional guidelines that define sexual assault and harassment and refine disciplinary procedures are offered below.

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement, or:
2. Submission to or rejection of such conduct is used or threatened or insinuated to be used as the basis for decisions affecting employment, wages, promotion, assigned duties, or academic standing of an individual, or:
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Assault is defined as unwanted sexual contact that stops short of rape or attempted rape. This includes sexual touching and fondling.

Lawful Guidance: Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination based on sex in education programs and activities that receive federal assistance. The types of discrimination that are covered under Title IX include sexual harassment; failure to provide equal opportunity in courses and programs; and discrimination based on pregnancy. Chatfield College recognizes all forms of discrimination based on sex including: Sexual harassment and sexual assault (rape, acquaintance rape, domestic violence, dating violence and stalking).

Chatfield College staff are responsible for reporting all sexual harassment complaints to the Title IX Coordinator, even when a complainant expresses disinterest in pursuing the matter. In cases where the Academic Dean or Title IX Coordinator is directly involved in the incident, staff should report the sexual harassment complaint to the President. Reporting incidents is required except where confidentiality of client information is protected by law. In cases where the complainant

does not want the College to take action, the staff person must have the complainant state in writing their request for no action. Confidentiality shall be adhered to insofar as it does not interfere with Chatfield's legal obligation to investigate allegations of misconduct when brought to the College's attention.

College policy prohibits retaliation against any person who has filed a sexual harassment complaint. Employees or students engaging in such retaliation will be subject to disciplinary action.

Resolution of such complaints will be handled by the Title IX Coordinator in consultation with other appropriate staff of the college. In a case where the Title IX Coordinator is directly involved in the incident, resolution of the sexual harassment complaint will be handled by the Academic Dean. If the parties involved agree to attempt to resolve the sexual harassment complaint through informal procedures the following guidelines apply:

1. Complainants, College staff or others may report complaints in either oral or written form.
2. The Title IX Coordinator investigates the report, and then acts as a facilitator of resolution.
3. The Title IX Coordinator collects information from all parties involved.
4. The Title IX Coordinator meets or corresponds with respondent to apprise the respondent of the allegation of the sexual harassment complaint, to convey the existence of college policy against sexual harassment, and to convey expectations of adherence to the policy.
5. Follow-up includes written correspondence to apprise the complainant of disposition or resolution of complaint.

Note: The informal procedure does not involve, at any stage, a "finding" of guilt, nor does it mandate disciplinary action. There is no obligation on the part of the college at any stage of the informal procedure to disclose the identity of the individual who filed the complaint.

The formal procedure will be utilized in response to repeated harassment by individuals, or for grave offenses in the discharge of College responsibilities, or for committing acts or engaging in behaviors which are clearly against well-established moral principles or which may be infractions of legal statutes. Disciplinary action will result from a finding of guilt under the formal proceedings. The respondent will be provided notice of particulars of the offense that is charged, including the identity of the party against whom the offense is alleged to have been committed. Steps for the formal procedures are as follows:

1. The Title IX Coordinator conducts preliminary investigation to gather facts of complaint.
2. If the complaint involves the Title IX Coordinator or Academic Dean, a committee of the Board of Trustees would serve as the appropriate committee to hear the case.
3. The Title IX Coordinator will convene the Sexual Harassment Committee composed of the Academic Dean, who serves as Chair; the Director of the Library; the Vice President/COO and two members appointed by the Chair from the constituencies of the complainant

and the respondent. In a case where one of these committee members is directly involved in the complaint, the chair will appoint another staff member to hear the proceeding.

4. The Chair schedules preliminary meeting(s) with members of the Sexual Harassment Committee; notifies respondent of particulars of charges; schedules hearing date; notifies complainant and respondent of hearing place, time, and date.
5. Both complainant and respondent give testimony. The complainant and respondent, as well as the committee may request testimony and /or affidavits from third parties. The committee is not bound to follow the rules of evidence applied to Courts of Law and may admit evidence as it deems appropriate. Proceedings will be tape-recorded.
6. Within 30 days after the conclusion of the hearing, written findings of the Committee, including descriptions of penalties or corrective actions assessed will be sent by certified mail to the complainant and respondent.
7. The complainant and respondent may appeal the Committee's findings and recommend penalties or corrective action to the President by filing a written notice stating the grounds for the appeal with the President's office not more than 15 calendar days after the date of the mailing of the committee's findings to the parties. Presidential review will be confined to the evidence presented to the hearing committee.

Disciplinary penalties include written reprimand, formal warning, suspension, termination, or dismissal, or such other penalties as the College deems appropriate and consistent with the gravity of the offense. Record of the complaint(s) and documentation of action taken will be kept in the employee or student's file.

Responsible Use of Information Technology

College computing resources are provided to students to advance the College's mission of education and public service. Students receive an email address, user name and password at the time of enrollment. Faculty, staff, and students may use these only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities. The use of College computing resources for commercial purposes including any sort of solicitation is prohibited, without prior written permission of the appropriate College official(s). Unauthorized commercial uses of College computing resources jeopardize the College's relationships with network service providers and computer equipment and software vendors.

The College acknowledges that occasionally faculty, staff, and students use College computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the College or its computing resources, and are not otherwise prohibited by this policy or any other College policy or directive.

Chatfield College will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that email is vulnerable to

unauthorized access and modification.

Students are expected to abide by the same ethical and legal considerations as the rest of the Chatfield community. Computing and online resources may not be used for any purpose which is illegal, immoral, dishonest, or damaging to the reputation of the College. Decisions as to whether a particular use of computing resources conforms to this policy shall be made by the Academic Dean who will observe the disciplinary process and procedures set out in pages 43-46 of the Handbook. Examples of the prohibited use of computer and online resources include, but are not limited to the following:

1. Harassment, libel, or slander
2. Fraud or misrepresentation
3. Destruction of, or damage to, equipment, software, or data
4. Disruption or unauthorized monitoring of electronic communications
5. Unauthorized copying or transmission of copyright-protected material (See Copyright Infringement Policy, below)
6. Use of the College's trademarks, logos, insignia, or copyrights without prior approval
7. Violation of computer system security
8. Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
9. Use of computer labs that impede the activities of others who use these facilities
10. Development or use of unapproved mailing lists
11. Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
12. Violation of software license agreements
13. Posting, sending, or viewing obscene, pornographic, sexually explicit or offensive material
14. Posting or sending material that is contrary to the mission or values of the College
15. Intentional or negligent distribution of computer viruses
16. Use of computers by someone other than Chatfield students, Alumni, prospective students, staff and faculty

Copyright Infringement Policy

In compliance with the reauthorization of the Higher Education Opportunity Act (2008), and the Digital Millennium Copyright Act (1998), Chatfield College is providing the following information on copyright law and campus policies and federal penalties regarding its infringement.

Copyright law gives the creators of art works, authors, publishers and inventors to right to control how their work is used or distributed. This includes the right to limit how their materials are reproduced, distributed, publicly performed or displayed, or incorporated into new versions of the original work. Copyright protection is extended to both published and unpublished works. A work may no longer be subject to copyright restrictions under certain terms and conditions depending upon its initial date of creation or publication. More guidance on the terms of copyright can be accessed at <http://www.copyright.gov/circs/circ15a.pdf>.

Copyright infringement is the act of exercising, without permission or legal authority, one or

more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Fair use policies describe how copyright material may be used without violating copyright law. An index of fair use practices can be accessed at <http://copyright.gov/fair-use/more-info.html>. All other unauthorized reproduction, distribution, file-sharing, downloading, or uploading of substantive parts of a copyright work without specific permission constitutes an infringement and is subject to the following civil and criminal penalties:

- If copyright was unknowingly or mistakenly violated, you may be ordered to pay either actual or “statutory” damages between \$750 and \$30,000 per work.
- If copyright was knowingly violated (“willful infringement”) a court may award up to \$150,000 per work, and may also assess court costs and attorney fees.
- Willful copyright infringement can also result in criminal penalties including imprisonment up to five years and fines up to \$250,000 per work.

In order to combat either inadvertent or willful infringement of copyright, Chatfield College has implemented the following practices and policies that guide our students in the appropriate use of copyrighted materials:

- All members of the Chatfield College community agree to the provisions of the Computer and Network Acceptable Use Policy which describes penalties and guidelines for appropriate use of on-line resources.
- The unauthorized transfer, via peer-to-peer (p2p) or other means, of copyrighted material is subject to disciplinary procedures outlined in the student handbook.
- To discourage illegal file sharing, signage is located in student computer labs to discourage illegal file sharing. A list of Legitimate Download Services can be found at <http://www.educause.edu/>.
- Computing and Library staff are trained on the college’s position with respect to copyright issues.
- All members of the Chatfield College community agree to the provisions of the Plagiarism Policy which describes penalties and guidelines for appropriate use of source materials.
- When using copyrighted materials either in whole or in part, students and staff agree to consult the Copyright Clearance Center <http://www.copyright.com/>, to obtain appropriate permissions for republication of illustrations and other printed materials, as well as for distribution or broadcast of written, audio and visual materials within the academic setting.

Alcohol and Substance Abuse Policy

Chatfield College is committed to providing an opportunity for the individual student to recognize and achieve his/her potential and to acquire the self-discipline necessary for the realization of educational goals. Attaining these goals relies on the development of the total person, including the physical and psychological health and well-being of the student. Therefore, Chatfield College has implemented an alcohol and substance abuse policy not only to comply with the Drug-Free Schools and Communities Act Amendments of 1989, but also with the intention of safe-guarding the mission of the College and the aspirations of its students.

Students must comply fully with all federal, state, and municipal regulations regarding alcohol, drugs or controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drug is prohibited at Chatfield College. This includes the St. Martin and Findlay Market Campuses, and any venue on or off-campus that hosts the college's programs and activities. At certain sanctioned college functions, alcoholic beverages may be authorized, but will be monitored.

Any infraction of this policy by any member of the Chatfield College community will be dealt with according to the disciplinary procedures outlined in the Faculty, Staff, and Student Handbooks. Information on these policies and procedures are likewise annually distributed via email and at orientation sessions. For students, these procedures are contained in the Student Code and are re-stated below to ensure consistency and clarity.

1. Those who engage in the unlawful use or sale of alcohol, illegal drugs, or controlled substances will be subject to disciplinary action up to and including dismissal. Violations of municipal, state, and federal regulations will be subject to investigation by the appropriate authorities. Where appropriate, Chatfield College may refer an individual for criminal prosecution.
2. Members of the Chatfield College community who are under 21 years of age at the time of a reported offence will have their parents/guardians contacted.
3. Within three days of the receipt of a written complaint or incident report, the Academic Dean will notify the involved student of the complaint and any pending campus investigation.
4. Disorderly classroom conduct, possession of a controlled or an illicit substance on school grounds and under-age consumption of alcohol at a sanctioned event are considered minor offenses. The first report of a minor offense can result in written reprimand, and restriction, or loss of select campus privileges. Subsequent offenses may be subject to the disciplinary hearing process, and may result in suspension or expulsion.
5. The distribution of illicit or controlled substances on campus, or the distribution of alcohol to underage students, is considered major offenses. The first report of a major offence is immediately referred to the disciplinary hearing process and can result in suspension or expulsion.
6. To facilitate the well-being of our students, referrals will be made on as needed basis to counseling and community health resources.

Besides the penalties imposed by the college, there are significant criminal penalties under state and federal law for the unlawful possession or distribution of alcohol and illicit drugs. A complete list of federal penalties can be found at <http://www.dea.gov/druginfo/ftp3.shtml> and a complete list of Ohio state penalties can be found at <http://codes.ohio.gov/orc/2925.11>

In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the College offers information regarding the various health and safety risks associated with alcohol abuse and the use of controlled and illegal substances. Informational brochures and pamphlets are also available through the links posted below.

[Effects of alcohol and substance abuse](#)

Recreational drugs and alcohol produce a wide variety of physical and psychological effects. These can be divided into three main categories: direct, indirect, and overdose.

Direct effects are those that damage bodily tissue, exclusively from use of the particular substance. Indirect effects are added risks or health defects the individual experiences related to drug use. For instance, lack of sleep, loss of appetite, and disregard for personal health and hygiene are seen with stimulant use (i.e., cocaine, caffeine, and amphetamines). Any intravenous drug user is at risk of acquiring blood-borne diseases, such as AIDS or hepatitis. Sedative users (alcohol, valium, barbiturates) have slowed response time and motor deficiencies, which increase their risk of accidents and falls. Overdose is the most serious consequence of drug use and constitutes an immediate, often life-threatening, medical emergency. The threshold for overdose can be lowered with the combined use of one or more substances.

The dosage required to generate these effects varies widely among individuals and the nature of the substance or combination of substances. The severity of these effects is often dosage dependent. Dependency and addiction can develop over time or after only a single use and again, this can vary between individuals and the substance(s) involved. In compliance with the Drug-Free Schools and Communities act, a brief overview of a variety of controlled and illegal substances is provided below. More information can be found at <http://www.drugabuse.gov/drugs-abuse>.

Alcohol use and abuse⁵

Alcohol is the most widely used and abused drug in the United States. Alcohol acts as a central nervous system depressant and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce these effects.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and cognitive deficits. In

⁵ Consistent with other institutions of higher learning, this summary excerpted in its entirety from What Works: Schools Without Drugs, U. S. Department of Education (1992)
Revised 6/2/17

addition, research indicates that children of alcoholic parents are at increased risk of later becoming alcohol dependent.

A useful guide to the immediate and long term effects of alcohol use can be found at:
https://www.uhs.uga.edu/aod/alcohol_info.html

Cannabis / Marijuana^{**}

The short-term effects of Marijuana include problems with memory and learning, distorted perception, difficulty in thinking and problem solving and a loss of coordination. An increase in heart rate, bloodshot eyes, dry mouth and increased appetite are commonly noted.

Long-term users of marijuana suffer many of the same physical effects as tobacco smokers and have increased incidents of bronchitis and asthma as well and increased risk of being diagnosed with emphysema or cancers of the neck, lungs, and respiratory tract.

Stimulant Drugs^{††}

Stimulant drugs include cocaine, amphetamines, methamphetamines, “bath salts,” and many drugs prescribed for the treatment of attention deficit disorders including Adderall and Ritalin. Although some stimulant drugs may be prescribed by a physician, their unmonitored or excessive use constitutes drug abuse. Users of stimulants experience dilated pupils, elevated blood pressure, increased heart and respiratory rate, insomnia and loss of appetite

The long-term use of inhaled cocaine results in respiratory problems and erosion of the upper nasal cavity. Injecting cocaine with contaminated equipment is associated with an increased risk of contracting HIV, hepatitis and other diseases. “Crack,” a purified form of cocaine that is smoked, may be more addictive than other forms of the drug. Continued use of cocaine can lead to irregular heartbeat, and ischemic heart conditions including heart attack, strokes and death.

Abusers of prescription stimulants experience appetite suppression, wakefulness, increased focus and euphoria. Increased doses produce restlessness, hallucinations, delusions, and repetitive movements. “Bath salts” are a family of drugs that contain synthetic amphetamine-like stimulants. “Bath salts, amphetamines, and methamphetamines, like other stimulant drugs, can cause increased heart and respiratory rate, elevated blood pressure, dilated pupils, insomnia, decreased appetite, and physical exhaustion. Although similar to cocaine in their effects, these substances have a slower onset and prolonged stimulant effect. Chronic abuse produces a psychosis that resembles schizophrenia and is characterized by: paranoia, preoccupation with one’s own thoughts, and auditory and visual hallucinations. Violent and erratic behavior is frequently seen among chronic abusers of amphetamines and methamphetamine.

Depressant Drugs^{‡‡}

^{**} Partially excerpted from http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=68
Retrieved 7/9/2015.

^{††} Partially excerpted from <https://www.uhs.uga.edu/aod/adderall.html> Retrieved 7/9/2015.

Revised 6/2/17

Barbiturates, Rohypnol, GHB, and prescription depressants including Valium, Xanax, Ativan and Klonopin have many of the same effects as alcohol. Although some depressant drugs may be prescribed by a physician, their unmonitored or excessive use constitutes drug abuse. Small or prescribed doses can produce calmness, relaxed muscles and sleepiness, but larger doses can cause slurred speech, loss of motor coordination, nausea, vomiting, slowed breathing, amnesia and altered perception. High doses of depressants or depressants taken in combination with alcohol can slow heart rate and breathing enough to cause death.

Narcotics^{§§}

Narcotic drugs include heroin, methadone, morphine and oxycodone. Although some narcotic drugs may be prescribed by a physician, their unmonitored or excessive use constitutes drug abuse. Users of narcotics experience slowed physical activity, constriction of pupils, constipation, nausea, vomiting and slowed breathing. Withdrawal symptoms can include watery eyes, sweating, irritability, loss of appetite, increased heart rate and blood pressure, chills and excessive sweating. Rates of overdose with narcotic use are high and users may remain psychologically dependent on these drugs long after physiological addiction and withdrawal symptoms have been treated.

*Hallucinogens^{***}*

Hallucinogenic drugs contain substances that create euphoria, and alter perception, mood and self-awareness. MDMA/ecstasy, ketamine, K2/Spice, phencyclidine (PCP, angel dust), mescaline, peyote, LSD, and psilocybin (mushrooms) produce some individually varied effects, but all increase body temperature, heart rate and blood pressure, and commonly produce sweating, dilated pupils, loss of appetite, sleeplessness, tremors, confusion, paranoia, anxiety, and sometimes violent or dangerous behavior. Psychological reactions may include panic, confusion, suspicion, anxiety and loss of control. With some hallucinogenic drugs, delayed effects or flashbacks can occur even after use has ceased.

MDMA is distinctive in this category because it produces effects similar to both hallucinogens and stimulant drugs. Users of this drug may experience heightened sensitivity to touch, involuntary teeth clenching, muscle cramps, faintness, sweating, tremors and blurred vision. Chronic use of this drug reduces a person's ability to feel pleasure.

Effects of overdose with hallucinogens are variable. Overdoses of MDMA produce extremely high body temperature leading to organ failure and death. Overdoses of ketamine and PCP can result in respiratory depression, coma, convulsions, and death due to cardiac arrest. Deaths resulting from an overdose of LSD, mescaline, or peyote are extremely rare, but death may result from delusional or suicidal behaviors and activities encouraged by the drug.

Finding Help

^{##} Partially excerpted from http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=42 Retrieved 7/9/2015.

^{§§} Partially excerpted from http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=35 Retrieved 7/9/2015.

^{***} Excerpted from http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=47 Retrieved 7/9/2015.

Students are encouraged to contact their advisor at Chatfield College for information regarding treatment services and programs related to substance. They may also contact the office of the Academic Dean at 513-875-3344 ext. 118 to schedule an appointment. There are also a number of community based organizations that can offer assistance and treatment:

Recovery Health Access Center (RHAC) (513) 281-7422

<http://addictionservicescouncil.org/support/38-the-recovery-health-access-center-rhac>

Brown County Recovery Services (937) 378-4811

Life Point Solutions (513) 345-8555 <http://lifepointsolutions.org/>

Cincinnati- Hamilton County Action Agency (CAA) (513) 569-1840 <http://www.cincy-caa.org/>

The Salvation Army of Greater Cincinnati (513) 863-1445

<http://swo.salvationarmy.org/SouthwestOhio/>

Santa Maria Community Services (513) 557-2710 <https://www.santamaria-cincy.org/>

Caring Place Of Cincinnati (513) 841-1499 <http://www.thecaringplace.info/>

Safety and Security

Students are advised to take all necessary means to protect themselves and their property from injury. Prudent care of personal items and mutual concern for one another is encouraged. The entire community shares in maintaining an environment that is conducive to learning and safety. Students are encouraged to report any criminal action directed toward them or their property as promptly as possible. Please report the incident to the Site Director at either campus.

A form describing each reported incident will be kept on file. These are, in part, the basis for the annual campus security report mandated by the Federal Student Right to Know and Campus Security Act of 1990. This annual data is maintained by the Site Directors and is available to current students and employees as well as prospective students and employees.

Any crime or emergency should be reported to the Site Director at either campus. If the office is closed, contact a Chatfield Instructor. The person receiving the information will get help if needed and see that an incident report is completed. In the event that an incident involves criminal action on the part of a student or employee, disciplinary action will be taken in accordance with procedures detailed on pages ____ of the Student Handbook and in personnel policies for employees. College Administration will consult with the local law enforcement officials to determine what information is necessary and appropriate to share with the campus community to encourage awareness and to protect the personal safety of members of the College Community.

During the admissions process, all students are asked to fill out an emergency medical form. If a student becomes ill, this form will be used to identify an appropriate medical intervention. In the case of a critical medical emergency, the student's emergency information will be shared with shared with medical professionals or emergency medical response units as necessary. It is the student's responsibility to ensure that the emergency medical form is up to date.

Emergency procedures for both the Brown County and Over-the-Rhine campuses are found in red binders in administrative offices and Learning Resource Centers. Summary information on emergency guidelines is also posted as flip-charts, usually near the interior doorway of each classroom. Students should notify administration of an emergency as quickly as possible, however, in the case of an imminent threat:

1. Have one person call 911. Have another person consult and follow the appropriate procedure in the Emergency Manual in that area and contact administration.
2. Evacuate or relocate others in your area to places that provide maximum safety.
3. Emergency procedures are posted in each classroom and office near the doorway.
4. Make sure those with disabilities receive any necessary assistance.

Visitors

All visitors will report to the main office in the Welcome Center at the Brown County location or the reception desk at the Over-the-Rhine degree site and should be accompanied by a Chatfield student, instructor, or staff member. Please report any unaccompanied visitors to an instructor or administrator.

Concealed Carry Law and Policy

It is the policy of Chatfield College to comply with Ohio's Concealed Carry Law (HB 12) effective April 8, 2004, to ensure safety and security on our campuses. Handguns or other firearms are not permitted to be brought onto any college areas except if locked in a motor vehicle and not removed. The college has signs posted to indicate that handguns are not permitted on college property:

"It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on these premises. Violators will be turned over to law enforcement authorities."

ACADEMIC CALENDARS

Fall Semester 2015

| | |
|---|--|
| Registration for Fall Begins | Monday, April 6 |
| Scholarship Application Deadline | Monday, April 13 |
| Financial Aid Application Deadline | Monday, August 17 |
| Orientation | Week of August 10 |
| All Faculty Meeting | FM Campus August 8, SM Campus August 15 |
| Semester Classes Begin | Monday, August 24 |
| Last Day to Add/Drop | Saturday, September 5 |
| Labor Day Holiday, No Classes, Offices Closed | Monday, September 7 |
| Midterm Progress Reports Due | Monday, October 12 |
| Registration for Spring 2016 Begins | Monday, October 19 |
| Last Day for Official Withdrawal | Monday, November 23 |
| Thanksgiving Holiday, No Classes | Tuesday- Friday, November 24-27 |
| Offices Closed | Thursday, November 26 & Friday, November 27 |
| Classes End | Saturday, December 12 |
| Grades Due | Tuesday, December 15 |
| Christmas Holiday, Offices Closed | Thursday, December 24 |
| Offices Re-Open | Monday, January 4, 2016 |

Spring Semester 2016

| | |
|---|-------------------------------------|
| Registration for Spring Begins | Monday, October 19, 2015 |
| Scholarship Application Deadline | Monday, November 2, 2015 |
| Financial Aid Application Deadline | Monday, January 12 |
| Orientation | Week of January 11 |
| Faculty Meeting | Thursday, January 14, Both Campuses |
| Martin Luther King, Jr. Holiday, Offices Closed | Monday, January 18 |
| Classes Begin | Tuesday, January 19 |
| Last Day to Add/Drop | Tuesday, February 2 |
| Midterm Progress Reports Due | Monday, March 8 |
| Registration for Summer/Fall 2016 Begins | Monday, March 14 |
| Easter Break, No Classes | Tuesday, March 22- Friday March 25 |
| Easter Break, Offices Closed | Thursday, March 24- Friday March 25 |
| Last Day to Withdrawal | Monday, April 18 |
| Classes End | Saturday May 7 |
| Grades Due | Monday, May 9 |
| Graduation | Saturday, May 14 |

Summer Semester 2016

| | |
|--|---------------------|
| Registration for Summer Begins | Monday, March 14 |
| Scholarship Application Deadline | Friday, February 19 |
| Memorial Day, No Classes, Offices Closed | Monday, May 30 |
| Financial Aid Application Deadline | Tuesday, May 31 |

| | |
|--|--------------------|
| Classes Begin | Monday, June 6 |
| Last Day to Add/Drop | Saturday, June 11 |
| Independence Day, No classes, Offices Closed | Monday, July 4 |
| Last Day for Official Withdrawal | Saturday, July 16 |
| Classes End | Wednesday, July 27 |
| Grades Due | Monday August 1 |

CORE AND CONCENTRATION REQUIREMENTS

Degree Audit for Advising Purposes Only

Student Name _____ Current Date _____

Advisors Name _____ Enrollment Date _____

General Education Core Requirements

| Completed | 39 Cr. Hrs. | Course | Planned |
|---|-------------|--------|---------|
| _____ GEN105 Cornerstone (Effective Fall 2007) | 1 | _____ | _____ |
| _____ ENG 101 English Composition I | 3 | _____ | _____ |
| _____ ENG 102W English Composition II | 3 | _____ | _____ |
| _____ SPE 105 Oral Communications | 3 | _____ | _____ |
| _____ INF 125 Intro to Computers or INF225 | 3 | _____ | _____ |
| _____ Religious Studies Elective | 3 | _____ | _____ |
| _____ Philosophy Elective | 3 | _____ | _____ |
| _____ Political Science OR History Elective | 3 | _____ | _____ |
| _____ Art, Music, OR Theater Elective | 3 | _____ | _____ |
| _____ Sociology OR Psychology Elective | 3 | _____ | _____ |
| _____ BUS128 OR for Business concentration (BUS253 Microeconomics or BUS254 Macroeconomics) | 3 | _____ | _____ |
| _____ MAT 125 | 3 | _____ | _____ |
| _____ Science Elective | 4 | _____ | _____ |
| _____ GEN 205 Capstone (Effective Fall 2007) (Prerequisite:INF125 & SPE105 starts Spring 2011) | 1 | _____ | _____ |

In addition to these 39 credit hours of General Education Core Requirements you must complete a **minimum of 25** credit hours in one of the following 4 concentration areas for a **TOTAL of 64 credit hours** to achieve an Associate's Degree: Liberal Studies, Early Childhood Education, Business, and Human Services

LIBERAL STUDIES CONCENTRATION
Completed - hours/semester

25 Cr. Hour
Course

| <u>Completed</u> | <u>Business Concentration</u> | <u>25 Cr. Hrs.</u> | <u>Planned</u> |
|------------------|---|--------------------|----------------|
| _____ | BUS 101 Principles of Accounting I | 3 | _____ |
| _____ | BUS 102 Principles of Accounting II | 3 | _____ |
| _____ | MAT 174 Elements of Statistics | 3 | _____ |
| _____ | BUS 236 Business and Society | 3 | _____ |
| OR | | | |
| _____ | BUS382/PSY382 Organizational Theory & Behavior | 3 | _____ |
| _____ | BUS 253 Microeconomics | 3 | _____ |
| _____ | BUS 254 Macroeconomics | 3 | _____ |
| _____ | BUS 271 Principles of Management | 3 | _____ |
| _____ | BUS 275 Principles of Marketing | 3 | _____ |
| _____ | Any Elective | 1 | _____ |

| <u>Completed</u> | <u>Early Childhood Education</u> | <u>26 Cr. Hrs.</u> | <u>Planned</u> |
|------------------|---|--------------------|----------------|
| _____ | EDU 102 Foundations of Education | 4 | _____ |
| _____ | EDU/HUS 108 Health, Safety, and Nutrition | 3 | _____ |
| _____ | EDU/PSY 211 Child Development | 3 | _____ |
| _____ | EDU 215 Programs & Practices in Early Childhood | 3 | _____ |
| _____ | EDU 217 Instructional Technology | 3 | _____ |
| _____ | EDU 245 Exceptional Children | 3 | _____ |
| _____ | EDU/PSY 241 Educational Psychology | 3 | _____ |
| _____ | EDU/SOC 337 Com, School, & Family Diversity | 4 | _____ |

*Courses required for a concentration may meet a Core requirement, also, but the hours do not count twice, so another course must be taken to make up the hours.

HUMAN SERVICES CONCENTRATION

The Human Services concentration combines liberal arts study with a social services curriculum. The program prepares students for entry-level human service positions, as well as for transfer to four-year institutions to earn a baccalaureate degree in human services areas of specialization. Human Services encompasses a vast variety of educational and employment opportunities, and students are strongly encouraged to take advantage of advisors to assist in decision-making.

| Course | Current HUS Concentration | HUS Concentration New Human Service Option | HUS Concentration New Community Health Worker Option | HUS Concentration Criminal Justice Option | OPOTA Credit (Granted to holders of current OPOTA Certificate upon completion of all core |
|---|---------------------------|--|--|---|---|
| SCI 212 Human Biology (Formerly SCI 102) (4 credit) None \$100 | Required | As Required Core Science class | As Required Core Science class | As Required Core Science class | As Required Core Science class |
| PSY 101 General Psychology (3 credits) Suggested prerequisite for all other psychology None | Required | As Required Core Science class | As Required Core Science class | As Required Core Science class | As Required Core Science class |
| CHW 101 Community Health Worker I (3 credits) CHW 102 co-registered \$145 | | | Required | | |
| CHW 102 Community Health Worker II (3 credits) CHW 101 co-registered \$145 | | | Required | | |
| CHW 103 Community Health Worker III (3 credits) CHW 101 and CHW 102 passed or co-registered \$55 (\$70 Fall 2012) | | | Required | | |
| HUS 101 Intro to Social Work & Human Services (3 credits) None | Required | Required | | | |

| | | | | | |
|---|----------|----------|----------|----------|----------|
| HUS 108 Health, Safety, and Nutrition (3 credits) None \$45 | Required | Required | | | |
| HUS 206 Addiction Studies (3 credits) None | | Required | Required | Required | Granted |
| HUS 209 Issues in Physical and Sexual Abuse (3 credits) PSY 101 or SOC 101 or SOC 220 or HUS 101. None | | | | Required | Required |
| PSY 211 Early Childhood Development (3 credits) ENG101 None | | Required | Required | | |
| PSY 212 Adolescent and Adult Development (3 credits) PSY211 None | Required | Required | Required | | |
| PSY 216 Human Relations (3 credits) PSY 101, SOC 101 or HUS101 None | Required | Required | | Required | Granted |
| PSY 340 Abnormal Psychology (3 credits) PSY101 | | | | Required | Required |
| SOC 101 Introduction to Sociology (3 credits) None | Required | Required | Required | | |
| SOC 111 Introduction to Criminal Justice (3 credits) None | | | | Required | Granted |
| SOC 121 Introduction to Policing (3 credits) SOC 111 None | | | | Required | Granted |
| SOC 265 Criminology (3 | | | | Required | Granted |

| | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| credits) None None | | | | | |
| SOC 335 Social Problems (3 credits) None None | | | | Required | Granted |
| SOC 337 Community, School, and Family Diversity (4 credits) None (for CBI) | | Required | Required | Required | Required |
| Any Elective | Required | | | | |
| Total Concentration Semester Hours | 25 | 25 | 25 | 28 | 19 |