

# CAREER & COMMUNITY STUDIES (CCS)

## STUDENT/FAMILY INFORMATION HANDBOOK



*A four-year college experience and program of study that incorporates individualized planning, college coursework, career and community experiences, social connections and employment opportunities.*

**Kent State University**  
College of Education, Health, and Human Services  
School of Lifespan Development and Educational Sciences

Dear Student and Parents,

This is the Career and Community Studies Student/Parent Handbook that provides important policy and procedure information that is a guide for student, family, and program. It is always under construction as we continue to update and revise the handbook as situations arise, so please ensure you have the most recent edition which can be found on the CCS website: [www.kent.edu/ehhs/career-community-studies](http://www.kent.edu/ehhs/career-community-studies). It is the responsibility of student/parent to refer to the most recent handbook. In addition to the policies and procedures outlined in this handbook, students must follow those by Kent State University (see link below for KSU handbook).

The Career & Community Studies Program

<http://www.kent.edu/gsearch/university%2Bpolicy%2Bregister>

University Policy Register

General Student Handbook

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## THE PURPOSE AND BENEFIT OF A HANDBOOK

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The purpose of this handbook is to provide the student and his/her family with important information regarding program requirements, as well as outlining the key elements of the program design, policies and procedures. We hope you will familiarize yourself with this information and consider it carefully when making the decision to attend the CCS program.

### §1.0 ADMISSION CRITERIA

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- The applicant is a person with an intellectual and developmental disability, traumatic brain injury, or autism who has cognitive difficulties of such that would not allow for access to college in a traditional manner.
- The applicant is between the ages of 18-26 and has completed high school requirements.
- Practical reading and writing skills are necessary with a minimum of a 4<sup>th</sup> grade reading level.
- The applicant must have a strong desire to become an independent adult.
- The applicant must demonstrate high levels of motivation and desire to put the effort into getting the most out of a college experience.
- The applicant must possess sufficient emotional and behavioral stability and maturity to participate successfully in the program.
- The applicant must be able to safely cross streets and navigate the campus independently.
- The applicant must have basic safety skills in an unsupervised setting.
- The applicant and his/her parents must acknowledge that the ultimate outcome is developing career skills in preparation for competitive employment post-graduation.

For students who have been out of a classroom environment for more than a year, evidence of how they have maintained academic skills (e.g. reading, writing, math) will be requested.

*"My dream of going to college has  
come true!"  
Cory Rinehart*

Admission criteria, the student application and the admission process can be obtained from our web page

[www.kent.edu/ehhs/career-community-studies](http://www.kent.edu/ehhs/career-community-studies) under the FAQ

and Forms sections. All applications submitted will be reviewed. All applicants who meet the admission criteria will be granted an interview. Once admission decisions are made, letters of acceptance or regret will be sent to applicants. Due to limited space it is not possible to immediately accept all eligible students.

## **§2.0 STUDENT/FAMILY ORIENTATION**

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### **2.1 Destination Kent State**

Freshman students and their families are required to participate in Destination Kent State (DKS) scheduled in August. This is an opportunity for students to meet other Kent State University students who will be joining with them in representing the freshman class in the fall semester. At this time, you will have an opportunity to meet the President of KSU, the Dean of your college, faculty, and peer mentors. Parents will also have special events that will help them get to know other CCS families and to receive important information that will guide family involvement and participation in the program.

Destination Kent State is an orientation program designed for first-year students to familiarize them with Kent State University, and begin to provide them with the tools necessary to enjoy a successful journey to graduation. In addition to DKS, students will participate in Welcome Weekend activities such as: an ice cream social, Discover Downtown, a Campus Scavenger Hunt, movie night in the pool, and laser tag, just to name a few.

### **§2.2 First Year Experience (FYE) Orientation Course**

The First Year Experience (FYE) course (US 10097/CCS 00005) is a great class to help the CCS student to transition into college and to learn how college classes are different from high school. FYE is designed to assist students in making a successful academic transition to the university through coursework, practicing time management and organization skills, and with lots of opportunities to meet other freshman at KSU. Faculty and student instructors, academic advisors and professional staff assist students in understanding Kent State's expectations for a university community, as well as the academic requirements of the university and the CCS program.

## **§3.0 COMMUNICATION**

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We regard our students as young adults and will respectfully address all communication regarding course work and assignments directly with the students. It will be the student's responsibility to provide their families with information regarding assignments, class discussions and examples of their work. CCS staff will assist students in developing organizational skills crucial to success in coursework, therefore each student will have a Smart Phone and laptop (or iPad) so that applications will be identified that will be most helpful to the student in managing daily life skills, organizing and planning his/her schedule. Parents may also want to review this with their student as a way to discuss academic progress and assignments. Students will receive a syllabus for each course that maps the activities of the course, and a CCS instructor and/or peer mentor will guide the student in understanding how to use this document.

- CCS follows the Kent State University academic calendar. Visit <http://www.kent.edu/calendars>.

- CCS adheres to all KSU decisions on public safety. In the event of bad weather, CCS students will receive notices in their KSU email advising of class cancellations or university-wide closings. It is important for CCS students to check their emails daily for important updates.
- CCS follows the Kent State University policy and procedure handbook, in addition to the policies in this manual.
- Students are encouraged to have cell phones with them at all times while on campus and may use them freely when not in class or receiving mentor support for assignments. ALL cell phones will be turned off while students are in their classrooms receiving instruction. Should families have an emergency, please contact the CCS director or CCS instructor for assistance in locating your student.
- It is important for parents to respect student schedules and to keep texting and phone calls to a minimum during the day. It is advised that parents and students agree to a time of day that communication may best occur that would eliminate distractions during class and activity times.
- CCS staff cannot legally discuss student progress with parents unless there is a Family Education Rights to Privacy (FERPA) form on file. A student may sign a FERPA form that grants permission to CCS staff to talk with his/her parents concerning their academic progress. CCS staff will also be the contact for parents wishing information related to any KSU courses the student may be taking. This form can be found on the Kent State website <http://www.kent.edu/registrar/ferpa-forms>.

#### **§4.0 STUDENT CONDUCT**

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It is expected that a student will behave on campus and in the classroom in a responsible and respectful manner. If a student fails to demonstrate appropriate behavior, it will be discussed directly with the student, as well as an incident report will be completed and placed in the student's file. If a student's conduct continues to be disruptive or irresponsible, he/she may be asked to leave the class and the family will be contacted. Behaviors that continue to be disruptive and disrespectful or behaviors that are seen as doing harm to self or others, or interrupting the learning environment for others will lead to dismissal from the program. A student will also follow all of KSU policies and will answer to the Student Conduct Review Board if necessary.

*"Going to college  
is a miracle"*  
Victoria Swint

**§4.1 University Policy Regarding Unlawful Discrimination and Harassment (to read university policy in its entirety please see 5-16 at**

**<http://www.kent.edu/gsearch/university%2Bpolicy%2Bregister>)**

This policy applies to all students, faculty, staff, independent contractors, guests, visitors, applicants, and university recognized student organizations.

**5-16.2 It is the policy of the university to:**

1. Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.
2. Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.
3. Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.
4. Investigate alleged incidents that are reported in an appropriate and timely manner.

**5.16.3 Definitions**

1. **Protected category.** Kent State University defines a protected category to include race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, and identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.
2. **Unlawful discrimination.** An intentional or unintentional act that adversely treats or impacts an individual in a protected category in employment, or in academic or non-academic decision-making based on the protected category.
3. **Unlawful harassment.** Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University; creates a hostile or offensive working and/or learning environment; or otherwise adversely affects an individual's work or learning opportunities, and is based on an individual's race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status...
4. **Hostile environment.** A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the university's academic, student, residential, or employment programs or activities and is based on a protected class.
5. **Unlawful conduct.** Unlawful verbal or physical conduct may include, but is not limited to, comments focused on physical features, taunts, epithets/slurs, defacing property and/or items that demonstrate hostility to a person's protected class.
6. **Race/color/national origin/ancestry unlawful discrimination and harassment.**
  - 6.3.1 Race and color. State and federal law prohibit discrimination on the basis of Race and color.
  - 6.3.2 Racial harassment is defined as any verbal or physical behavior or conduct

that has the purpose or effect of:

- a. Creating an intimidating, hostile, or offensive employment, educational or university living environment.
- b. Interfering with an individual's or group's educational experience, employment, university living environment, personal safety or participation in university sponsored activity; or
- c. Threatening an individual's or multiple individual's employment or academic opportunities.

**6.3.7. Gender discrimination and harassment.**

**6.3.7(1) Gender.** State and federal law prohibits unlawful discrimination based on gender or sex. Both men and women are protected from discrimination. Gender discrimination includes, but is not limited to, discrimination based on pregnancy, childbirth and disability due to pregnancy, non-conformance to gender stereotypes, and discrimination based on gender identify, including transgender identity.

**6.3.7(2) Sexual harassment.** Sexual harassment is defined as:

- a. unfavorable or unwelcome treatment; and
- b. made without consent; and
- c. is severe or pervasive; and
- d. has the purpose or effect of unreasonably interfering with an individual's employment or academic performance; or
- e. creates an intimidating, hostile, or offensive working, academic, or university environment,
- f. Sexual harassment includes sexual exploitation and sexual misconduct, and is further defined in rule 3342-5-16.2 of the Administrative Code.

**6.3.9. Disability discrimination and harassment**

**9.1** The Americans with Disabilities Act as Amended (ADAA), sections 503 and 504 of the Rehabilitation Act, and Chapter 4112 of the Revised Code prohibit unlawful discrimination against individual with disabilities. This includes individual who:

- a. have a physical or mental impairment that substantially limits one or more of his/her major life activities;
- b. have a record of such an impairment; or
- c. are regarded as having such an impairment.

**9.2** Federal law requires making reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability unless to do so would cause an undue hardship on the operation of the business.

**Sanctions.**

If it is found that an individual's conduct violates this policy, sanctions by the university will be recommended. Action may include, but not limited to, counseling, training, oral



or written warning, no-contact orders, transfer, suspension, termination or expulsion. The degree of action may be determined based on the intent and outcome of the offense and the extent of the findings. Any processes and appropriate collective bargaining agreement, student conduct code, employee disciplinary procedure, or other appropriate university policy, and will be provided in writing to both the respondent and complainant.

**Reporting.** All reports of sexual harassment, sexual misconduct, stalking and intimate partner violence must be reported to the Title IX Coordinator, Deputy Title IX Coordinator, and/or Affirmative Action Facilitator.

## **§5.0 STUDENT ID CARDS/PURCHASE ACCOUNTS**

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Students will have a picture ID card taken at the beginning of the fall semester. This card will allow students to enter the labs and dining halls, check out library books, and attend campus events. **It is critical that students have this on their person at all times.** We will assist them in identifying ways that they can keep it safe and available to them. ID's are not easily replaced and a fee is charged for replacement which is paid by the student. Additionally, students have the **option** to deposit money (called Flash Cash) into an account that is "tied" to their ID card. This enables students to make purchases in the bookstore and dining halls, as well as, in some establishments off campus. Students and parents wishing to utilize this option may do so through the Kent web site, <http://www.kent.edu/flashcard>. Suggested amount to start is \$50-100. This money will be carried over from semester to semester and only upon leaving the university will students be able to withdraw any balance. Students can check their balance at the Student Center or on-line; in addition it is placed on every purchase receipt. A student with money on their card is also able to use the card to pay for purchases at many businesses in the surrounding Kent area that accept Flash Cash.

## **§6.0 CAREER & COMMUNITY STUDIES PROGRAM FEES**

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Students pay \$2000 per semester for academic and employment support throughout their college experience. This provides each student with support each semester as he/she learns and practices academic, independent living, social, career, and self-determined behaviors in numerous activities, courses, and environments both on and off campus. As students increase independence in one area, a new opportunity will be provided in order to continue greater and broader growth and skills development.

## **§7.0 CCS STUDENT PEER INSTRUCTORS/MENTORS**

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Peer instructors/mentors are made up of KSU students throughout the campus who are either paid or volunteer for their contributions in the CCS program. These students come from a

variety of majors and have expressed a strong desire to support the CCS students either academically, socially, or both. Instructor/mentors are the vital link that provides peer interaction, campus orientation and a “college student perspective” to course work and class discussions. Mentors participate in CCS designated classes as well as typical KSU courses. They may take the lead in small groups or support students individually with class assignments. Mentors are the foundation of our social support network and participate daily in a variety of activities with the students, from academic support to sharing lunchtime to just “hanging out.”

### **§7.1 Role of Peer Instructor/Mentors**

Instructor/mentors are provided with training and on-going support from the CCS staff. It is not possible to provide continuous one-on-one mentor support. When the student begins CCS, more individualized support is provided while the student improves the necessary skills to become more independent. Even then, it is not continuous one-to-one assistance. Many class activities and academic support labs are conducted in small groups with one mentor assisting in each group. Student progress is monitored in order to document growth in independently managing their schedules, attending classes, completing assignments, demonstrating daily living activities, acting appropriately with others, problem-solving, goal setting, and goal attainment, etc. The student is expected to constantly demonstrate motivational behaviors and a desire to learn from the opportunities provided. It is expected that during the second semester the student should be familiar with campus and able to travel independently. Additionally, the student should come ready to begin the learning experience. Being prepared includes: having the necessary materials (e.g. paper, pencil, and notebook); taking the initiative to get their computer or assistive technology ready, and having assignments ready to turn in. We do not allow dependency on the mentor by the CCS student as learned helplessness is detrimental and counter-productive to the student and to program goals. It is expected that the CCS student will develop skills to become as independent as possible, and to develop the self-awareness of their strengths and understanding of their disability in order to set realistic life goals.

### **§7.2 Familiarization of Campus**

Instructor/mentors are not mobility trainers. Their role is to help the CCS student to become familiar with all that the campus has to offer such as eateries, places to participate in recreation and leisure activities, and to determine location of buildings where classes are held. Once the student demonstrates that he/she knows the campus, it is expected that the CCS student will travel independently.

## **§8.0 HOUSING OPTIONS**

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Students in the Career and Community Services program can live on-campus in residence halls with other KSU students. On-campus housing is available for students who demonstrate abilities

to manage daily responsibilities, and have emotional and behavioral stability to learn to live more independently.

## **§9.0 SUMMER INDEPENDENT LIVING EXPERIENCE (A.K.A. THE CRUISE)**

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Students who wish to live on campus for the first time must complete an independent living assessment in order to prepare for living in the dorm. This summer experience is called “The Cruise”. This summer program consists of four days and four nights of classes and activities to prepare students for living on campus. Students will live on campus while trained staff assesses each student’s independent living abilities. Skills to be assessed include but are not limited to: time management, organization, personal care, personal-social skills, communication, money management, traveling and mobility safety, decision-making, housekeeping, personal safety, managing meals, community involvement, and handling emergency situations.

Students are expected to behave responsibly and respectfully. If a student fails to demonstrate appropriate behavior, it will be discussed directly with the student. If a student’s conduct continues to be disruptive or irresponsible, the student will be asked to leave and parents will be notified to come for their student. There is not a refund of fees should a student not complete his/her stay. Replacement of any lost or broken items belonging to the university are the responsibility of the student, see below.

**9.1 Replacement of Lost or Broken Keys:** Lost or broken key cards will result in a \$40.00 replacement fee for each lost or broken key card.

**9.2 Building Maintenance:** Students and parents are responsible for any damages incurred at the rate specified by Residence Services.

**9.3 Cleaning Costs:** It is the responsibility of students to clean their room and bathroom. Any additional cleaning in response to rooms being left exceptionally dirty will result in a charge paid by the student, the amount which is specified by Residence Services to restore the space to usable condition.

**9.4 Alcohol:** Alcohol is prohibited in all residence halls.

**9.5 Smoking:** Smoking is prohibited in all residence halls and is prohibited within 20 feet of building entrances.

**9.6 Fire Alarms:** Tampering with fire safety equipment or causing false fire alarms can result in charges of up to \$500.

**9.7 Replacement of linen or damaged linen items:** Linen service (sheets, towel, and washcloth) is provided by Residence Services. Any lost or damaged linen items will result in replacement fees for each lost/damaged linen item.

**9.8 Group Supervision Ratio:** To ensure group safety, Kent State University requires a minimum ratio of 1 adult chaperone per 5 students to be housed and to accompany group participants at all times while they explore campus living. However, to ensure that students are provided with adequate support during this event, the CCS program will have between 6-12 participating students with 3 staff members staying overnight in rooms adjacent to students during overnight hours, as well as, additional staff members during the day. Please know that staff will do everything possible to provide a safe environment, however students participate in this summer event at their own risk. Parents and students will sign a liability waiver prior to living on campus.

## **§10.0 DORM LIVING**

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At the completion of the Cruise, CCS will provide the student name to Residence Services. There is a large demand and waiting list for on-campus living with more students than there are beds. By going through this process, CCS students are guaranteed a room. Once Residence Services receives notification the student may complete the on-line application and obtain more information about dorm life by visiting <http://www.kent.edu/housing>. A student cannot apply for residential living until this confirmation process has been completed in order to ensure a room.

The first year a CCS student lives in the dorm, he/she will be housed in the College of Education, Health, and Human Services (EHHS) dorm where they are surrounded by other KSU freshman majoring in the service fields. Unless there are special circumstances or an uneven number of students, the CCS student will have another CCS student as a roommate this first year of dorm living. In the event there is an uneven pairing, a CCS student might have a random roommate. Providing the student demonstrates abilities to manage campus life on their own, the CCS student may be able to choose a different dorm to live in the second year, and have the choice to continue living with a CCS roommate, another KSU student with whom a friendship has formed, or to have a random roommate.

It is KSU policy that parents are not permitted to enter their student's room without the student being present. Please remember that the student is now an adult who shares his or her room with someone who is not a family member, so respecting privacy is important. Students living in the dorm are responsible for keeping their bedroom and bathroom clean. Should a room not be clean, dorm staff will address this with the student to give them an opportunity to clean. Should there be an excessive issue; the student may have to pay for cleaning services. This is another excellent independent living learning moment, so parents are not to step in to clean the room for the student.

Although all students have a chance to become involved on campus, students living on campus have greater opportunities to fully benefit from social involvement with other KSU students. Although there are some activities that occur during the week, they are not as rich as what is offered on the weekends. While college students are busy during the week with their studies, it is the weekends that have a wide array of events such as: football and basketball games, movie nights, comedy club, karaoke night, hiking, concerts, and much more! Students living in the dorm are highly encouraged to stay as many weekends as possible in order to take advantage of these events and most importantly, to learn from the Independent Living Mentors. How much a student remains on campus and practices the necessary skills in order to move on to a less structured and less supported environment will be heavily considered when making recommendations to Residence Services.

### **§11.0 INDEPENDENT LIVING INSTRUCTOR**

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The first year a student lives on-campus it is required that they have an independent living instructor (ILI). Responsibilities of the ILI are to help the student be active and involved evenings and especially on weekends, to learn how to navigate campus and to participate in social activities offered at the university. Campus life is rich with opportunities where the student will have no problem identify social events in which he/she will want to attend. Visit <http://www.kent.edu/campus-life> to read more of all that is available at KSU. The ILI will go with the student until he/she is ready to participate more independently. The ILI does not replace the resident assistant (RA), but works closely with the RA to ensure the living experience is satisfying and successful.

The ILI is a paid position which is a cost shared by CCS dorm students. ILIs are undergraduate students who live on or near campus and have received training from the CCS program. They receive an hourly wage and each ILI provides between 12-15 hours of support each week. Ratio of students to ILI is approximately 3 to 1. After the first year and the student demonstrates abilities to manage campus life on his/her own, it is no longer mandatory to have an ILI provided he/she continues to demonstrate the appropriate skills. After the first year and the student is demonstrating appropriate skills but he/she would still like to have continued ILI support this can be discussed with the CCS Director.

### **§12.0 STUDENT COURSES**

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Students entering their freshman year have a course schedule that has been intentionally designed to provide them with opportunities:

- To learn about the importance of self-determination and to begin to practice and apply skills of problem-solving, choice-making, decision-making, goal setting, self-regulation, goal attainment, self-advocacy, self-awareness, and self-efficacy.
- To gain confidence in the college environment
- To become orientated to the campus
- To gain organization and planning skills
- To complete various assessments to determine student skills and interest in both academic and vocational areas
- To provide integrated experiences with their peers both academically and socially
- To provide a strong foundation of independent living, personal-social, academic, and career skills that will be built upon for the remaining college experience

A semester schedule will be provided at the beginning of each term. This will include class times as well as study/elective times that student's use to access academic support or social recreation or leisure on campus. A syllabus for each course will also be provided, explaining the course objectives, course assignments, and their due dates.

Students must maintain full time status which is a minimum of 12 credits, and a minimum cumulative Grade Point Average (GPA) of 2.5. However, in order to receive a record of completion in four years which is a minimum of 122 credits, students should try to maintain fifteen credits per semester. Depending on course credits, students will have approximately five to seven classes fall and spring semesters. With the exception of a KSU Physical Education course, students typically do not have a course elective opportunity until spring of sophomore year when a career focus has been chosen. This is reviewed on an individual basis.

### **§13.0 STUDENT ASSIGNMENTS**

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In order to assist our students in becoming responsible college students, we have created the following guidelines for students to follow. It is our intention that this will assist students in understanding "best practices" in requesting the help they need and completing their assignments on time.

- *All assignments are to be completed and turned in according to the instructions provided by faculty.*
- *Students must frequently check the syllabus to keep focused on when assignments and tests are due.*
- *Students must learn to effectively use the Black Board Learn (BBL) system.*
- *Students must frequently check BBL to access guided notes and other materials to help them be more successful in their classes.*
- *Students will receive assignment support from CCS staff and mentors in designated academic support labs prior to the due date of the assignment.*

- *All assignments that have not been completed on time will become the responsibility of the student to do independently as homework. There is adequate time to complete assignments in the academic support lab, providing the student is using this time wisely.*
- *It is up to the professor to determine if late assignments are accepted.*
- *If the assignment is accepted after the due date, points will be deducted.*
- *Providing faculty allow for late assignments to be turned in; assignments will no longer be accepted one week AFTER the due date. This will be considered INCOMPLETE and receive zero points.*
- *Any student caught cheating will receive a zero for that assignment, and no participation points for that day in that class. An incident report will also be recorded in the student's file. If the student continues to cheat, he/she may not be allowed to continue attending the class and receive a failing grade for the semester.*
- *If a student's conduct is disruptive or irresponsible, he/she may be asked to leave the class that day, or for a specified amount of time determined by the faculty. Any assignments due that day will receive a zero, and no participation points will be granted.*
- *Should the student's conduct continue to be disruptive or irresponsible, he/she will not be allowed to continue to attend the class, and receive a failing grade for the semester.*
- *Students must check their KSU email daily.*
- *The Remind App is crucial to ensure the student is safe and getting the assistance needed. Students must use their Remind App to request assistance from an instructor, or to make social plans with a mentor.*
- *A student must respond when CCS staff has sent a message through email or the Remind App.*
- *Students must maintain a minimum cumulative GPA of 2.5*

*"I deserve to be here!"*

*Victoria Swint*

#### **§14.0 STUDENT ACCESSIBILITY SERVICES (SAS) – Provides Accommodations**

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The office of Student Accessibility Service (SAS) strives to ensure that qualified students with documented disabilities have equal access to post-secondary educational opportunities at Kent State University in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. SAS utilizes an interactive, case-by-case approach when determining eligibility for services and reasonable accommodations for students with disabilities. Please know that accommodations provided under these laws could look very different from those that a student may have received through the Individual Education Plan (IEP). Examples of most common accommodations include: extra test time, someone to read the test to you, or a quiet room when taking a test or quiz.

Accommodations will not be provided until the following two-step registration process is complete:

1. **Schedule an intake appointment.** During your intake appointment, you will meet with an Accessibility Specialist in SAS to discuss the nature of your disability and accommodation needs, review SAS policies and procedures, and learn about helpful resources available to you at Kent State.
2. **Provide documentation.** Students requesting accommodations from SAS will be required to provide documentation regarding their specific disability. A copy of your most recent IEP would be an example of one good document to show them. When you call to schedule an appointment please let them know that you are a student in the CCS program. Contact persons: Amy Quillin - [aquillin@kent.edu](mailto:aquillin@kent.edu) or Julie De Biasio – [jdibiasi@kent.edu](mailto:jdibiasi@kent.edu) or call (330)672-3763

**14.1 Requesting Accommodations:** Although SAS approves the types of accommodations a student is able to receive, it does not occur automatically. Students must learn how and when to request accommodations, and how to use the accommodation depending on the situation. It is expected that the student takes an active role in the learning process. For example, if a student requires a scribe it is up to the responsibility of the student to request one. The student must provide the writing tools, and communicate with the scribe what is to be written and where in the notes it is to be placed. If the student does not have the appropriate writing tools, then the scribe is not able to perform the requirements of the accommodation. This is to help the student to learn how to advocate for what is needed, and to become more independent and proactive in the educational or work environment. Accommodations do not automatically occur in adult life.

## **§15.0 CCS PROVIDES MODIFICATIONS**

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CCS is a program that helps students transition out of high school and into the adult world. This includes teaching the student how to manage daily lives with the accommodations available through the laws mentioned above. Therefore, CCS follows what the Student Accessibility Services determines to be appropriate accommodations. However, the uniqueness of the CCS program is that it provides individualized modifications to any KSU course syllabus so that the student may participate in that class to the best of his/her ability. Any specialized CCS course has been designed for the student with ID, TBI, or autism therefore, it is expected that CCS students are able to complete assignments in each course. CCS provides academic support labs for students to receive tutoring and assistance in completing course requirements for all classes.

**15.1 Motivation and Independence:** The student will learn what tools and strategies best help to complete assignments and to manage daily living activities. It is expected that once the student has learned what and how to use these tools to complete tasks, then he/she will



demonstrate motivation and independence in using them. Once the student demonstrates ability to use these tools but then chooses not to, on-going prompts will not be provided.

## **§16.0 KSU COURSES**

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Students will participate in KSU courses that are cross-referenced with CCS credits that will advance knowledge and skills in a particular career field or interest. At the beginning of the semester, the student and support staff meet with the course professor to discuss any modifications or accommodations that may be necessary. A contract is signed between professor and the student indicating understanding of the course requirements, and agreement of what modifications to the syllabus and accommodations were needed. Students receive a Satisfactory/Unsatisfactory grade in all KSU courses.

It is the desire of the CCS program that students have the opportunity to attend and receive CCS credit for participation in typical KSU courses that reflect their interests and career goals. The CCS program is designed to help students access these courses, and to provide reasonable accommodations, modifications, and supports to help them achieve optimum benefit from their participation. In order to be eligible for participation in typical KSU courses, the following criteria must be met:

- The student demonstrates ability and success in CCS core coursework as per CCS faculty evaluation and shows readiness to advance to a more rigorous academic environment.
- Is demonstrating the motivation and independence to take on the challenges of harder courses.
- The student meets with his/her academic advisor prior to taking a KSU course to gain approval to advance.
- Acceptance into the class by the KSU Faculty member teaching the course.

### **16.1 Registering for CCS Courses**

Once a student meets with his/her academic advisor, the students is able to register for CCS courses independently. Students will follow their study plan, to identify and select courses that match their plan; however, actual registration for KSU faculty taught courses must be done by CCS faculty and/or staff.

## **§17.0 PRACTICUM & INTERNSHIPS**

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Core requirements for students enrolled in the Career and Community Studies program include practicum and internship experiences. Students may satisfy these experiences and earn credits toward the CCS Record of Completion in the following ways:

### **17.1 Work Experience – 9 hours/week per semester (252-270 hours)**

In this type of experience, the student earns credits and gains practical and appropriate work skills not necessarily related to a career interest. Examples of work skills may include: arriving to work on time, attendance, appropriate interactions with employer and co-workers, appropriate work behaviors, proper dress, and increasing communication skills. Communication between the employer and program supervisor or advisor occurs to determine quality of work, number of hours actually worked, and employee evaluation. Most often the work experience will be on or near campus. This experience may or may not be paid. The student has two work experiences in the sophomore year.

### **17.2 Practicum – 12 hours/week per semester (336 – 360 hours)**

A practicum is a work experience designed to give the student moderately supervised practical experience in a specialized field of study in order to more fully explore a career interest. The practicum will be either on or off campus in the surrounding communities with the student earning credits. The experience may or may not be paid. The student has two practicum experiences in the junior year.

### **17.3 Internship – Up to 36 hours/week per semester (540 – 1008 hours)**

An internship is any period of time, which will provide practical experience for beginners in an occupation, profession, or pursuit. Typically, the student will work approximately 18 hours a week in an internship position, however depending on student and employer needs the internship could be as much as 36 hours a week. This is an undetermined number of credits dependent upon number of hours worked, type of experience, student stamina and individual ability, and employer needs. The student works with an advisor to identify an internship opportunity, as well as, to receive support from an advisor or supervisor in acquiring this position. The advisor will continue supervision throughout the experience, and will gather documentation on student progress. The internship may or may not be a paid opportunity and will most likely be off campus within surrounding communities.

In addition to coursework, students will have between 1092-1638 hours of work experience of which they receive credits toward program completion.

### **§17.4 Job Coach Support - Job Coach Responsibilities:**

A trained mentor will be assigned a job-coaching role for a CCS student who is completing a practicum experience on or near the KSU campus. These responsibilities include:

1. Work closely with CCS Career Faculty.
2. Accompany CCS students while traveling and working at their job site.
3. Implementing strategies to promote self-determination.

4. Implementing strategies to promote acquisition of work skills of CCS students to meet employer expectations.
5. Facilitate progress toward future competitive employment skills and goals.
6. Observe and document student progress.
7. Liaison between employer, CCS staff, and student employee.

As is the goal for all activities related to the CCS program, the job coach provides support and training to the student with the goal of “working ourselves out of a job.” A fading process is in place to help the student to take on more and more responsibilities until he/she is comfortable and able to complete work tasks independently and no longer needs a job coach by his/her side. The job coach will stay at a distance, and check in regularly to assure that the student continues to complete tasks, and when the student is ready, to add more tasks so that the student is constantly being challenged to learn and do more.

### **§17.5 Employment Positions on Campus at Kent State**

Kent State offers a rich training ground that provides opportunities for students to develop and practice employability skills that will serve them well when obtaining employment in their own communities post-graduation. CCS faculty and staff work diligently to ensure two things. First, a trusting relationship is developed and maintained with each employer so that employer needs are met, and so that employment opportunities continue to be available to CCS students. Secondly, faculty and staff safeguard that the student is provided with the support and feedback necessary for them to become as independent as possible in a work environment.

The work localities are developed specifically for and maintained as ongoing employment settings to train new classes of CCS students each year. For this reason, these positions are not available for continued employment for students after they graduate from the program. Furthermore, since the CCS program does not operate during the summer and cannot support both employers and students, there are no campus work opportunities or courses during this time.

Finally, if a student demonstrates readiness for competitive employment and the business offers to provide a paid position, it is with the understanding that the student no longer requires supervision by a job coach. The student will independently go to work and complete work assignments to the satisfaction of the employer. However, CCS faculty and staff will continue to check in to document for grading purposes that the student continues to be successful in the work environment. It could occur that if for any reason the employer becomes unsatisfied with the quality of work completed by the student, the employer will either terminate the student from the position, or the student will no longer receive pay and a job coach will be reinstated to strengthen the identified skills needed.

This does not mean that once student employment skills are improved that pay will be reinstated. This determination will be up to the employer and not a decision made by CCS faculty.

Regardless of whether a student is in a paid or unpaid position, he/she is still receiving practicum or internship credits toward program completion. In the event a student is terminated in either a paid or unpaid work experience, he/she will also receive a failing grade. This means that the student will have to repeat that practicum until successfully passing demonstrating readiness to move to the next more rigorous level.

### **§17.6 Employment Absences and Tardiness**

Success in any practicum/internship program requires participation in each learning experience; including both staff meetings and scheduled work experiences. Therefore, regular attendance during practicum & internship hours are expected of all students at all levels within the Career and Community Studies Program.

Personal, medical or dental appointments should **not** be scheduled during staff meetings or scheduled work experiences. The CCS student will need to manage time so that needs for study, personal, or leisure time activities do not interfere with the regularly scheduled work experiences or staff meeting attendance.

Serious sudden illness or injuries are the only excuse to miss a staff meeting or call-off work on the same day you are scheduled. However, when missing work for any reason, the student must contact both CCS faculty and the employer/supervisor at their work site to let them know.

Absence is considered excessive if the student misses two or more staff meetings, and/or work.

Tardy is considered excessive if the student arrives late two or more times to a staff meeting, and/or work.

Excessive absence or tardiness will be handled in the following way:

Step #1 - a verbal warning will be given to the student by the job coach and/or academic instructor (Director and Faculty will be notified).

Step #2 - if tardy behavior continues a written warning in the form of a consequence report will be issued to the student by the job coach and/or academic instructor. The consequence report will be reviewed with the student, signed by both student and CCS faculty, and become part of the student's permanent file.

Step #3 - if tardy behavior continues, the student will meet with faculty and/or program director to review termination from work. Termination from work will result in a failing

grade for the CCS practicum/internship course. A failing practicum/internship grade will require the student to retake the course until successfully completing before moving on to the next more rigorous level of practicum.

### **§ 17.7 Collaboration with Adult Service Providers**

If adult service providers (e.g. Vocational Rehab or Board of Developmental Disability) are not already established, it is desired that providers become more involved with both the student and CCS staff beginning in the spring semester of junior year. In preparation for the final year of the program and in helping the student to more seamlessly transition back to his/her community, CCS would like to share information with the providers. The information shared includes employment assessments, resumes, work experiences, and other work and independent living information that will be useful to case managers in possibly identifying employment and community inclusion opportunities.

It is parent/student responsibility to introduce CCS and service providers so that communication can begin to evolve. It cannot be mandated that students become connected to service providers; however, they can be beneficial in helping the student to find employment post-graduation. The purpose of the CCS college experience is to prepare the student for employment but it does not place or identify employment opportunities for the student in their community. This will be the responsibility of parents, student, and service providers if receiving services from them.

## **§18.0 CCS SATISFACTORY ACADEMIC PROGRESS (SAP) FOR STUDENT FINANCIAL ASSISTANCE ELIGIBILITY**

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The Higher Education Act of 2008, as reauthorized by the Higher Education Opportunity Act (HEOA) includes provisions related to the eligibility of students with intellectual disabilities to participate in the Federal Pell Grant, Federal Work Study, and Federal Supplemental Education Opportunity Grants programs. With the passage of this act, federal funding has been set aside to support students who are attending a Comprehensive Transition Postsecondary (CTP) college program. The Career & Community Studies program has federal status as a recognized CTP. It is required that any CTP program establish minimum standards of academic progress that students must meet to maintain eligibility for financial aid.

The KSU/CCS program has established a CCS Satisfactory Academic Progress Policy for Financial Aid eligibility. Students must maintain satisfactory academic progress to receive any type of financial aid assistance.

### **18.1 Qualitative Measure:**

The student must have the following to be in good academic standing:

- A cumulative Grade Point Average of 2.5 in CCS coursework

- Completed 75% of total courses attempted each semester
- Maintained satisfactory progress in student practicum/internships each semester

### **18.2 Quantitative Measure:**

Program time of completion is 8-12 semesters of 16 weeks per semester (in clock hours this is 192 per semester). This time is evaluated on the basis of a student's enrollment and participation in the CCS program. Under this system, students have the maximum time frame of 12 semesters (or 150%) to complete their Record of Completion. This period is regardless of whether the student is receiving Title IV funding each semester.

### **18.3 Probation Issues**

CCS students who fail to achieve sufficient academic progress will be placed on financial aid probation concurrent with the academic probation period. If at the end of a semester or upon semester review, the CCS faculty advisor determines that a student is failing SAP, the student will be placed on academic probation by the university for the following semester but will remain eligible to receive Title IV funding. During this period the student will receive academic support and monitoring from the CCS program instructors, mentors, and their advisor. At the end of the probation semester the university will determine whether the student is or is not making SAP. If the student progress is sufficient it will be documented. If the student is not making SAP then the student will be made ineligible for Title IV funding. The student has the right to appeal the decision by requesting a meeting with the university financial aid office, faculty advisor and CCS director.

During the period the student is ineligible for Title IV funding the student will be closely monitored for academic progress that shows evidence of sufficient improvement. At the end of that semester, the university will determine if the student is making SAP or not. If not, the student remains ineligible for Title IV funding and will be required to meet with their CCS advisor to determine whether the student will remain in the CCS program.

When dealing with repetitions, withdrawals and incompletes, the school will accept the highest grade for the course taken. However, when calculating the student's GPA, Kent State University will include the credits from all attempts when assessing if the student meets the quantitative SAP measures.

Failure to return to good standing within the allotted time frame will result in termination of CCS program eligibility. Assistance for subsequent enrollment periods will be terminated immediately for any student placed on academic suspension or dismissed at the end of any semester/term.

### **18.4 Reinstatement of Aid**

Student acceptance into the CCS program is not a right, it is a privilege. Re-admission is never guaranteed but is dependent upon available openings at the time and the strength of evidence offered by the expelled student. The time when the student was out of the program still counts as part of the maximum time allowed for participation in the program. Students who have been suspended/dismissed from the CCS program must present documentation of approved authorization to re-enroll when petitioning reinstatement of financial assistance. Students who have not received authorization to re-enroll remain ineligible to receive assistance or deferment of payment. They should be prepared with other resources to pay all educational expenses. Students whose appeals are approved may have their aid reinstated pending availability of funds.

All provisions of the Career & Community Studies (CCS) Satisfactory Academic Progress Policy for Financial Aid Eligibility may be appealed by written petition to the Director of Financial Services or designee.

### **§19.0 ATTENDANCE**

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Attendance is a critical component for a successful college experience. The Career and Community Studies Program has been designed to create an environment that is organized, predictable and reinforcing to best support our students and their needs.

- *Students are expected to attend class, participate in class discussions, complete assignments as scheduled, and to avoid outside conflict with class schedules if possible. Student should make every effort to make doctor's appointment and other meetings around their class schedules.*
- *Absences from class are handled between students and instructors, regarding any missed assignments or content.*
- *The CCS instructor will provide make-up opportunities for student excused absences caused by illness, injury, death in the family, observance of religious holidays, and similarly compelling/emergency personal reasons.*
- *Faculty teaching KSU courses may or may not provide make-up opportunities depending on individual faculty preferences.*
- *It is up to the choice of CCS and KSU faculty to allow make-up opportunities for student absences due to non-emergency or health reasons.*
- *Students are asked to phone or email the CCS faculty by 8 a.m. to alert instructors of their absence. The CCS faculty or Director may require documentation (obtained from a doctor in the event of an illness) to substantiate the reason for the absence.*
- *The CCS faculty may contact the student via their cell phone or home phone in the event that the student has not reported their absence.*

- *In every instance, the student has the responsibility to initiate the conversation with faculty to make arrangements for make-up work.*
- *Students who are habitually late or miss class will receive zero participation points and be unable to turn in assignments. This will greatly affect student grade and could cause the student to fail the course.*
- *For lengthy absences, make-up opportunities might not be feasible and are at the discretion of the CCS Director and course instructor.*
- *In the event that the length of absence has exceeded the possibility of making up lost work, the student will need to withdraw for that semester.*
- *Should a student stop attending class and did not formally withdraw, a SF (stopped attending – fail) grade will be given. The SF mark will count as an F (zero quality points) in computing grade point averages and will not count towards the calculation of time status (full-time, three-quarter time, etc).*
- *Should the student need to withdraw, it is up to Kent State policy to determine whether the student would receive a full or partial tuition refund. Please contact the Bursar's office to discuss this.*

## **§20.0 CCS RETENTION POLICY**

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Student progress will be closely monitored, and a review of progress toward academic and social goals will occur at mid-term and at the end of each semester. A review may occur sooner should significant concerns arise with student achievement or behaviors. A student may be dismissed from the CCS Program, if upon review; the student does not meet the following retention guidelines:

- *Maintains a minimum of a 2.5 GPA cumulative average*
- *Student regularly attends, displays active participation in, and seems to benefit from core coursework and electives.*
- *Student displays conduct consistent with the expectations of the CCS Program and KSU (follows program schedule, respectful to staff and peers, does not harass, threaten, or in any way endanger self or others, does not disrupt the learning environment for others).*
- *Student displays a high level of motivation and steady growth in independence and self-determination through active engagement in CCS program activities.*
- *The student displays an acceptable level of emotional and behavioral stability to allow for increasing independence in academic, vocational and social activities.*
- *Student is making acceptable progress toward personal and program goals and appears to benefit from program participation.*
- *Student demonstrates the desire to be challenged and wants to try new things. It is important to get out of our comfort zones as that is when we learn the most about ourselves.*



- *Along with the above guidelines, parent/guardian participation will also be taken into consideration. It is crucial for parents to take an active role in their child's progress by: supporting CCS program goals of preparing the student for competitive employment; participating in planned parent meetings; attend any family activities that may be organized; to encourage their student to meet the above guidelines; and any other activity that may arise over the next four years that would require participation from the parent/guardian.*

### **20.1 KSU/CCS Disruption of class by student.**

Class order and discipline are the responsibility of the class instructor insofar as possible. In the event of a disruption, the following procedure should be followed:

- (1) The instructor will ask the student causing the disruption to cease and desist.
- (2) The instructor should notify the disrupter of possible suspension and/or dismissal from the class and of further possible action under rule **3342-4-02** of the KSU Administrative Code (the student conduct code), or the Revised Code, or both.
- (3) If disruption does not cease, the instructor should order the disrupter out of the classroom and inform those involved that failure to do so will subject the disrupter to student conduct sanction and/or criminal arrest.
- (4) If the disruption continues, the university police should be immediately notified to resolve the problem.
- (5) The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.
- (6) The instructor should subsequently notify the chairperson and/or dean of the incident to coordinate and facilitate the student conduct referral process.

### **20.2 Dismissal Appeal**

A student who is dismissed for disruption has the right to appeal the decision. Appeals must be based on recent circumstances that were beyond the control of the student.

- (1) Appeals must be made in writing to the director of Career & Community Studies and the academic dean of the College of Education, Health, and Human Sciences.
- (2) The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, fax or e-mail from the student's kent.edu account, and must include all documentation for the appeal to be considered.
- (3) Appeal letters for dismissals must be received by the director and academic dean no later than 10 calendar days after the dismissal occurred.
- (4) Appeal letters must include the following:
  - a. A detailed plan of action for achieving appropriate classroom behaviors for any future enrollment at Kent State University and the Career & Community Studies program.

- b. The student's full name, Kent state ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent State e-mail address.
- (5) Appeals that do not meet these guidelines will not be reviewed.

### **20.3 Reinstatement**

Reinstatement after dismissal from Kent State University is neither automatic nor guaranteed. A student who has accumulated a substantial number of incident and/or disciplinary reports due to classroom or related disruptions should expect that reinstatement is not likely to be approved.

### **20.4 Operational procedures and regulations regarding withdrawal from the University**

Students who withdraw from the university any time during a term will receive a mark of "W." Final examination week is not considered part of the academic term for purposes of withdrawal. Students who wish to withdraw from the university must report to the office of their academic dean. Academic deans or their designees will interview students applying for university withdrawal and will forward a completed "Exit Application" to the registrar's office. Any variation from this rule requires approval by the appropriate academic dean. KSU Policy 3 - 01.103 Effective Date: Mar. 01, 2015

## **§21.0 RECOMMENDED TECHNOLOGY**

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**The student is responsible for all personal phones and technology items, and lost or stolen items will need to be replaced at the expense of the student. These items are necessary and the student cannot manage their college experience without them.**

**Computer labs** are very important resources. While on campus, all CCS students use the computer labs to gather information, to complete assignments, and to conduct research. It is not necessary for students to bring a computer to campus; however, it is very helpful for students to have access to a computer at home to complete unfinished work. **A jump drive** is also a useful tool for students to bring their assignments back and forth from home to campus.

**Cell phones** are a wonderful resource and all students must have one. A Smart Phone is preferred as students will be able to download various applications to manage daily schedules. The cell phone will also be used for accessing students while they are on campus and for students and mentors to confirm study plans or relaxation time together. Maintaining respectful limitations are discussed and monitored. At **no** time are cell phones to be on during class time. Parent contact can be made after class, or in case of an emergency, families can contact the CCS office to leave a message for the student.

**IPads** will be used to support academic, vocational, and social activities, as well as for the student to daily journal and self-reflect on progress. The student will download and use the *Read & Write Gold* app to complete assignments. Students are encouraged to share information with their families to keep them informed of coursework and assignments.

**Laptops** may be useful, especially in using the *Read & Write Gold* study app to complete assignments. However, CCS has a computer cart with laptops available for the student to use, so it is not necessary for the student to have their own laptops.

## **§22.0 COMPUTER/INTERNET USAGE POLICY**

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The use of any CCS or Kent State University computer which provides access to the Internet is a privilege that may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Examples of inappropriate conduct would include: the placing of unlawful information on the computer, accessing another person's files or email, the use of obscene, abusive language or images, obsessive and unwanted emailing, Facebooking, Tweeting, or use of other social media forms to others, harassment and stalking behaviors toward another, and posting pictures of persons without their permission.

The student is responsible for their own materials that are saved on their laptop or work that is done on a University computer, as well as any passwords or user accounts that belong to the student. The University is not responsible for recovering any information that may be lost due to computer or system failure.

## **§23.0 RELEASE AND EXCHANGE OF INFORMATION**

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All students have completed the Release and Exchange of Information form as part of their application. Kent State University treats and regards all written documentation obtained to verify a disability and to determine eligibility to participate in the CCS program as confidential. However, it may be necessary for our staff to exchange some information about the student with the KSU faculty and staff in order to provide educational opportunities and experiences on and off campus. This exchange is given with the understanding that only information necessary for the purposes of accommodation and academic progress will be communicated. This also applies when discussing student achievements and needs with adult services

## **§24.0 TUITION AND SUPPORT FEES**

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Tuition bills, dorm fees, and other student fees are posted on-line. Students can access their account by logging into Flashline and clicking on Student Account. This is also where a student can find their Student Banner ID number. Each semester, the student will receive an email from

the Bursar's office informing that the tuition bill has been posted. You will NOT receive a bill in the mail. Everything is done on-line. It is up to the responsibility of the student to make sure this email is shared with their parents so that the bill may be paid on time and no late fees will be charged.

Arrangements can be made with the Bursar's office to establish a payment plan if necessary.

### **§25.0 PERSONAL AIDES**

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Kent State University and the Career & Community Studies Program do not provide personal care assistants. It is the responsibility of the student to hire his/her aide to help with personal care. However, since the main goal of CCS is to maximize self-determination skills, it is mandatory that the aide go through training on self-determination so that consistency in skill building is provided to the student.

### **§26.0 ADDITIONAL INFORMATION**

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Additional information such as special events, general announcements, course descriptions and the academic calendar can be seen on the KSU website [www.kent.edu](http://www.kent.edu).