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## Student Technology Loaner Program – Policies and Guidelines

### Summary

The College's Student Technology Loaner Program is intended to help students obtain computing needs to complete course work that's part of a degree or certificate.

This document establishes a clear and fair laptop loaner program that benefits college students while ensuring the responsible use and maintenance of the provided laptops.

### Eligibility Criteria

The following are the eligibility criteria for the loaner program.

- Students who are part of CState Accelerate program

OR

- Students admitted into a program (degree or certificate) and enrolled for 7 or more credits in a semester.

If an eligible student in one semester becomes ineligible in the next semester, based on eligibility criteria, the laptop must be returned.

### Laptop Distribution

Laptops are released to students one week before the semesters starts.

If the college runs out of inventory, then all pending forms submitted will be declined. Students must then submit a new form for the next semester.

## Application Process

To apply for the laptop loaner program, use the Student Technology Loaner Program eForm for online submission. If the inventory is depleted, any outstanding requests will be kept in a pending status until the semester concludes. Should laptops become available within that timeframe, they will be assigned to pending requests in the order of submission.

At the semester's end, all pending requests will be rejected. Students needing a laptop for the following semester must reapply by submitting the form again.

## Duration of Loan

Laptops are available for loan on a semester-by-semester basis. Loans may be extended upon reapplication and based on availability.

If an eligible student in one semester becomes ineligible in the next semester, based on eligibility criteria, laptops must be returned.

## Laptop Condition

Laptops will be provided in good working condition and must be returned in the same condition. Students are responsible for any damage or loss during the loan period. Repair costs will be added to the student's bill.

## Inventory Management

This program has a *total inventory* of 1,200 laptops. At any given time, all 1,200 may be loaned out, leaving ITS with an *active inventory* of zero.

Laptops will be distributed based on *active inventory*, eligibility criteria, and then on a first-come, first-served basis.

## **Distribution and Return**

Laptops can be picked up and returned at the Clifton Campus during regular operating hours. Students must return laptops by the specified deadline at the end of the loan period.

Students will be charged \$1,000 for laptops not returned by the specified deadline.

## **Fines and Penalties**

Students are responsible for the cost of repairs or replacement for any damages or loss during the loan period, including damage to the power adaptor. Repair costs will be added to the student's bill.

Students will be charged \$1,000 for laptops not returned by the specified deadline.

## **Software and Data**

Laptops come pre-installed with standard software necessary for academic use. Students are responsible for backing up their data regularly.

## **Maintenance and Support**

Technical support is available at the Technology Help Desk during specified hours. Repairs and maintenance will be covered by Cincinnati State if the issue is due to normal wear and tear.

## **Renewal and Reapplication**

Students may apply for a renewal at the end of the loan period. Reapplications are subject to the same eligibility criteria.

## **Termination of Loan**

The laptop loan may be terminated if the student no longer meets the eligibility requirements, is placed on academic suspension, or violates program rules.

## Program Evaluation

Cincinnati State will conduct periodic evaluations of the program's effectiveness and make changes as necessary.

## Appeals Process

Students have the right to appeal fines, penalties, or eligibility decisions by contacting the **Senior Director of Student Success & Development** within thirty days of receiving a communication regarding fines, penalties, or eligibility decisions.

## Communication

For inquiries and assistance, students can contact the program administrator at [itshelpdesk@cincinnati.edu](mailto:itshelpdesk@cincinnati.edu) or call (513) 569-1234.

## Confidentiality

Cincinnati State will ensure the confidentiality of student information and data privacy in compliance with applicable laws.

## Accessibility

The program is committed to providing reasonable accommodations for students with disabilities upon request.

## Legal and Compliance

The laptop loaner program will comply with all relevant federal, state, and institutional policies and regulations.

## **Program Review**

Cincinnati State will review the program annually to assess its impact and make necessary adjustments.