Applies to: All degree or certificate seeking students

POLICY

Central Ohio Technical College (COTC) encourages academic progression to degree completion. Students must make continuous progress toward their academic goals. No degree will be granted based on graduation requirements from a Plan of Study older than five years.

PROCEDURE

1. Requirements for completion of a degree or certificate are initially based on the Plan of Study which is in force during a student's first semester (prior to Autumn 2012, first quarter) of credit enrollment at Central Ohio Technical College and / or admission to a selective enrollment program.
2. If a student completely withdraws or is academically dismissed from a selective enrollment program and re-enters following an absence of at least one academic year (three semesters) or more, the program requirements in the current Plan of Study at the time of re-entry are in effect. NOTE: Students seeking readmission to the nursing programs should review the nursing program policies found in the program policy handbook.
3. If a student changes programs, the requirements of the current Plan of Study at the time of the change are in effect.
4. Any student may elect to move to a more recent Plan of Study; however, once the new Plan of Study has been elected, a student may not revert back to any previous year's Plan of Study.
5. Students may elect to complete their coursework under a more recent Plan of Study, but must fulfill all requirements of the new Plan of Study.
6. All technical coursework must be completed within a period of ten (10) years. Some programs may have a more restrictive timeline for technical courses.
   a. Exceptions to the preceding procedures may be necessary when changes in certifications or licensure standards mandate changes in academic requirements or in College programs.
7. There is no expiration date for general education courses.
8. Students seeking reentry into a technology program, after an absence in which coursework is interrupted or where requisite skills may have been lost, will be subject to review and approval by administration will be required.
9. A student may appeal the acceptance of older than ten year technical coursework to the Academic Dean.

Responsibilities for Completion of Degree Requirements

Position, or Office	List of Responsibilities
The Gateway	• Affirm Plan of Study for which student is seeking degree. • Confirm all courses are completed within the time limit for respective Plan of Study.

Responsibilities for Appeal Process of Technical Coursework

Position, or Office	List of Responsibilities
The Gateway	• If time limit has expired, meet with student to discuss possibility of appeal. • Provide student with appeal form.
Program Administration	• Meet with student to determine appropriateness of technical coursework. • Determine need to repeat any courses. • Submit recommendation to the Vice President for Academic Affairs.
Academic Dean	• Review appeal form and supportive documentation for appropriateness of request • Consult with appropriate faculty on request • Submit recommendation to respective program administration • Review submitted material and recommendation.

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	• Issue final decision. • Submit documentation to Academic Records.
Academic Records	• Receive documentation with final decision. • Notify student of decision. • File documentation.

Contacts

Individual or Office	Office	Telephone	E-mail/URL
Eric Heiser	Office of Academic Affairs (Policy Process Sponsor)	740.366.9350	**Heiser.68@mail.cotc.edu**

History

All changes must be listed sequentially, including edits and reviews.

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