

# Central Ohio Technical College

## GUIDE TO STUDENT CONSUMER INFORMATION 2019-2020

Central Ohio Technical College's mission is to meet the higher education and training needs of students and employers in the area, and the college aspires to be recognized as Ohio's premier technical college focused on student success as well as for excellence in workforce development and technical education. In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is sent to enrolled students to inform them of the availability of required consumer information. This guide contains a brief description of important information about COTC, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the individual college departments (including printed copies). The Guide is available online or by requesting a paper copy from the address on the back page. COTC Consumer Information is also available on the college's website at <http://www.cotc.edu/Discover/Pages/Consumer-Information.aspx>.

### **INFORMATION ABOUT THE INSTITUTION**

Descriptions of academic programs and degree offerings (<http://www.cotc.edu/Academics/Pages/Degrees-and-Certificates.aspx>), instructional facilities and labs (<http://www.cotc.edu/Discover/Pages/Visit.aspx>), and instructional personnel (<http://www.cotc.edu/depts/Pages/Academic-Administration-and-Faculty.aspx>) are available on the website. Central Ohio Technical College is fully accredited by the Higher Learning Commission to award associate degrees and certificates. Contact the Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 or call 800-621-7440 or (312) 263-0456 for questions about the accreditation of COTC. All other queries about programs, services, or admissions should be directed to the COTC Gateway at (740) 366-9494. For more information about associations, agencies, and/or other bodies that accredit, approve, or license COTC and its programs, go to <http://www.cotc.edu/Discover/Pages/Accreditations-and-Memberships.aspx>. Information regarding requirements for admission to an academic program, the transfer student application process and the criteria the College uses regarding transfer credits earned at another institution are available in The Gateway, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9494; or at <http://www.cotc.edu/admissions>. COTC recognizes that some courses completed in high school, career technical centers, or vocational schools may be equivalent to some entry-level coursework at COTC. The college has entered into Articulation Agreements with some high schools, vocational schools, career centers and school districts allowing the awarding of credit for certain coursework completed at a school where articulation agreements are in place. The Transfer Credit policy is available at

<http://www.cotc.edu/Academics/Documents/Prior%20Learning%20Assessment%204.2%20FINAL.pdf> and Articulation policies are available at <http://www.cotc.edu/Academics/Documents/2019-20%20Policy%20Procedures%20Final.pdf>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Gateway Records Office, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055. COTC's FERPA policy is available at <http://www.cotc.edu/Communities/Documents/Board%20Rules/3357-3-6-02%20Notification%20of%20Rights%20under%20FERPA.pdf>.

### **NET PRICE CALCULATOR**

This feature provides an estimate of typical expenses and financial aid to attend Central Ohio Technical College. The estimates may be used to help students determine "net cost" and can be viewed at <http://coursecast.cotc.edu/websitemediafiles/NetPriceCalculator/npcalc.htm>. For additional information, contact the Office of Student Financial Aid, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9435; email

[finaid@cotc.edu](mailto:finaid@cotc.edu), or at  
<http://www.cotc.edu/Admissions/Pages/FA-Information.aspx>.

### **FINANCIAL AID**

Descriptions of federal, state, local, private and institutional student financial assistance; need-based and non-need based federal financial aid; terms and conditions under which students receive Federal Direct Loans; procedures and forms which students apply for assistance; explanation about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense, and the criteria for selecting recipients and determining the award amounts are available at the Office of Student Financial Aid, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9435; email [finaid@cotc.edu](mailto:finaid@cotc.edu), or at <http://www.cotc.edu/Admissions/Pages/FA-Information.aspx>.

Rights and responsibilities of students receiving financial assistance and, specifically, assistance under the Title IV, HEA programs are available at <http://www.cotc.edu/Admissions/Pages/Rights-and-Responsibilities.aspx>. Specific information regarding criteria for continued student eligibility under each program is available at <http://www.cotc.edu/Admissions/Pages/Aid-Eligibility.aspx>. Standards which a student must maintain in order to make satisfactory progress in his/her course of study for the purpose of receiving financial assistance, and the criteria by which a student who has failed to maintain satisfactory progress may re-establish his/her eligibility for financial assistance is found at <http://www.cotc.edu/Admissions/Pages/SAP.aspx>. Specific information about financial aid disbursements to student accounts and the frequency of those disbursements is located at <http://www.cotc.edu/Admissions/Pages/Disbursements-Refunds-and-Bookstore-Charges.aspx>. The terms of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule and the necessity for repaying loans is located at <http://www.cotc.edu/Admissions/Pages/Types-of-Aid.aspx>. General conditions and terms applicable to employment provided as part of the student's financial assistance package are found at <http://www.cotc.edu/Admissions/Pages/Student-Employment.aspx>. Entrance and exit counseling for borrowers under the William D. Ford Federal Direct Student Loan Program is located at <http://www.cotc.edu/Admissions/Pages/Types-of-Aid.aspx>.

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available at <http://www.cotc.edu/Admissions/Pages/Aid-Eligibility.aspx>. The Bursar's office provides program-specific

costs of tuition and fees located at <http://www.cotc.edu/Admissions/Pages/Tuition-and-Fees.aspx>.

### **FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES**

Excess financial aid (loans, grants (including Federal Pell Grant), and scholarships) will be disbursed in the fifth week of the semester and can be used for various educational expenses, including books and supplies. For additional information, contact the Office of Fees and Deposits, Hopewell Hall 136, 1179 University Drive, Newark, Ohio 43055; (740) 366-9232, or [feesanddeposits@cotc.edu](mailto:feesanddeposits@cotc.edu).

### **LOAN DISCLOSURES**

Information published by the U.S. Department of Education regarding loan availability, as well as Private Education Loan Disclosures, Self-Certification Form and the Code of Conduct for Education loans can be found at <http://www.cotc.edu/Admissions/Pages/Types-of-Aid.aspx>.

### **REFUND POLICY**

Students who change their schedule or drop classes may receive a refund of unearned tuition and fees in accordance with the Course Refund Pattern available at <http://www.cotc.edu/Admissions/Documents/Tuition%20Refund%20Policy.pdf>. Students who receive financial aid, complete registration, and subsequently reduce his/her enrollment status or withdraw are subject to the federal and state refunds and repayments regulations. The Office of Fees and Deposits determines if students who completely withdraw during a term have earned the money disbursed or owe a repayment. A summary of the Financial Aid and Refund policy is located on the Fees and Deposits website. A summary of the requirements for the return of title IV grant or loan assistance can be viewed at <http://www.cotc.edu/Admissions/Pages/Enrollment-Change-Policy.aspx>. For additional information, contact Fees and Deposits, Hopewell Hall 136, 1179 University Drive, Newark, Ohio 43055; (740) 366-9232, or [feesanddeposits@cotc.edu](mailto:feesanddeposits@cotc.edu).

### **COLLEGE WITHDRAWAL POLICY**

The requirements for dropping a course or officially withdrawing from COTC are contained in the online Academic Policies manual located at <http://www.cotc.edu/Admissions/Documents/5.1.10%20Withdrawal.pdf>. Students should contact their advisor with questions about the academic impact of their withdrawal.

### **VACCINATION POLICY**

COTC does not have an institutional immunization requirement for students. However, enrollment in most Health programs require students to document adequate immunizations to specific diseases.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Office for Disability Services provides and coordinates support services and programs to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available at the Office of Disability Services, 226 Warner Library and Student Center, 1179 University Drive, Newark, Ohio 43055; (740) 366-9441; or <http://www.cotc.edu/Life/Pages/Disability-Services.aspx>.

### **STUDENT BODY DIVERSITY**

Information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major race or ethnic group and Federal Pell Grant recipients is available at <http://www.cotc.edu/Communities/Pages/Student-Enrollment-By-Term.aspx> and <http://www.cotc.edu/Communities/Pages/Admissions-Reports.aspx>.

### **RETENTION RATES**

Retention rates of degree-seeking first-time full-time undergraduate students are located at <http://nces.ed.gov/collegenavigator/?q=Central+Ohio+Technical+College&s=OH&id=201672#retgrad> and are published by the Office of Institutional Research and Effectiveness, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9383; or <http://www.cotc.edu/Communities/Pages/Institutional-Research-and-Effectiveness.aspx>.

### **GRADUATION RATES**

Retention and graduation rates for COTC first-time full-time freshman cohorts are located at <http://www.cotc.edu/Communities/retention-and-graduation-rates> and are published by the Office of Institutional Research and Effectiveness, Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9383; or <http://www.cotc.edu/Communities/Pages/Institutional-Research-and-Effectiveness.aspx>.

### **JOB PLACEMENT INFORMATION**

Information on placement and types of employment obtained by graduates of COTC is located at <http://www.cotc.edu/Communities/retention-and-graduation-rates>. For more information, contact the Office of Career Development & Experiential Learning Services, Warner Library and Student Center, 1179 University Drive, Newark, Ohio 43055; phone (740) 366.9453, or <http://www.cotc.edu/Life/Pages/Career-Development.aspx>.

### **TEXTBOOK INFORMATION**

In accordance with the Higher Education Opportunity Act, Barnes and Noble booksellers (including our own campus bookstore), is fully compliant with textbook provisions, as ISBN number and existing retail price information are available on the bookstore website. <http://www.cotc.edu/Life/pages/textbook.aspx>

### **COPYRIGHT INFRINGEMENT**

Unauthorized distribution of intellectual property (including peer-to-peer file sharing) constitutes copyright infringement, and could be subject to college disciplinary action and civil and criminal penalties, including fines. Information related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials can be found at <http://library.cotc.edu/about-us/policies/>

### **STUDY ABROAD**

COTC does not currently offer Study Abroad Programs.

### **VOTER REGISTRATION**

Applications for voter registration for Ohio residents are available at the Office of Student Life, Warner Library and Student Center, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9441. Detailed voter information is also located at the Secretary of State web site <https://www.sos.state.oh.us/elections/voters/>

### **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

The [COTC policy for Drug Free Schools and Campuses](#) is distributed annually. COTC student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. COTC also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy.

### **FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

A student convicted of possessing or selling drugs after the FAFSA is submitted, and while receiving Federal Financial Aid, must notify the Office of Financial Aid immediately at Hopewell Hall, 1179 University Drive, Newark, Ohio 43055; phone (740) 366-9435; or email [finaid@cotc.edu](mailto:finaid@cotc.edu). In general, if convicted of a drug-related felony or misdemeanor that took place while receiving Federal Student Aid, the student will become ineligible to receive further aid for a specified period of time upon conviction. The policy is located at <http://www.cotc.edu/Admissions/Documents/DrugConvictionEligibility.pdf>.

### **CAMPUS SAFETY AND CRIME**

The primary concern of the Newark Campus Police Department is the safety and security of all members of the campus community. In compliance with federal law, the Police Department makes available the Annual Security report, Timely Warning and Emergency Notification, Emergency Response/Evacuation, Missing Student Notification Policy and

the Fire Safety Report which can be found at <https://www.cotc.edu/depts/Documents/2018%20FINAL%20COTC%20Clery.pdf>. The Daily Crime Log is available at Newark Campus Public Safety, Warner Center Room 105, 1179 University Drive, Newark, Ohio 43055. Programs to prevent dating violence, domestic violence, sexual assault, and stalking as well as procedures for institutional disciplinary action in case of alleged dating violence, domestic violence, sexual assault, or stalking are available at The Office of Student Life, Warner Center Room 226, 1179 University Drive, Newark, Ohio 43055.

### **GAINFUL EMPLOYMENT**

Information about the Gainful Employment (GE) programs offered including program cost, time to complete the program, financing options, jobs related to the program, and chances of employment following graduation can be found on each academic program webpage available at <http://www.cotc.edu/Academics/Pages/Degrees-and-Certificates.aspx>

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The Central Ohio Technical College *GUIDE TO CONSUMER INFORMATION* is produced by the COTC Consumer Information Committee.

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