



# CENTRAL OHIO TECHNICAL COLLEGE

## ACADEMIC AFFAIRS

## POLICIES & PROCEDURES

## HANDBOOK

Find us on the web at:

[www.cotc.edu](http://www.cotc.edu)

While every effort is made to provide accurate and up-to-date information, the College reserves the right to change without notice statements in this document concerning rules, policies, fees, curricula, courses, and other materials.

Revised 7/22/2020

# TABLE OF CONTENTS

## **COLLEGE OVERVIEW**

---

|                                    |   |
|------------------------------------|---|
| <a href="#">College Overview</a>   | 5 |
| <a href="#">College History</a>    | 5 |
| <a href="#">Mission</a>            | 5 |
| <a href="#">Vision</a>             | 5 |
| <a href="#">Guiding Principles</a> | 6 |
| <a href="#">College Values</a>     | 6 |
| <a href="#">Priorities</a>         | 7 |
| <a href="#">Accreditation</a>      | 8 |
| <a href="#">Memberships</a>        | 8 |

## **COTC POLICIES & PROCEDURES**

---

|   |    |
|---|----|
| <a href="#">Affirmative Action, Equal Opportunity and Non-Discrimination</a>                            | 9  |
| <a href="#">Class Cancellations: Severe Weather or Other Reasons</a>                                    | 9  |
| <a href="#">Code of Student Conduct</a>   | 10 |
| <a href="#">Drug Free Workplace</a>   | 10 |
| <a href="#">Emergencies</a>   | 10 |
| <a href="#">Employment on Campus</a>  | 10 |
| <a href="#">Equity in Athletic Disclosure Act</a>   | 11 |
| <a href="#">FERPA</a>   | 11 |
| <a href="#">Harassment</a>  | 11 |
| <a href="#">Jeanne Clery Disclosure of Campus Security Policy &amp;<br/>Campus Crime Statistics Act</a> | 11 |
| <a href="#">Student Copyright Infringement Policy</a>   | 11 |
| <a href="#">Student Health Policies</a>   | 11 |
| <a href="#">Student Leave of Absence Policy</a>   | 12 |
| <a href="#">Student Right to Know Act</a>   | 13 |
| <a href="#">Student Social Security Number Collection &amp; Usage</a>                                   | 13 |
| <a href="#">Tobacco Free Environment</a>  | 13 |
| <a href="#">Veterans and Military</a>   | 13 |
| <a href="#">Military Student Bill of Rights</a>   | 14 |
| <a href="#">Called to Active Service Duty</a>   | 15 |

## **FACILITIES**

---

|   |    |
|---|----|
| <a href="#">Facilities</a>                                    | 15 |
| <a href="#">Regional Campus Information</a>                   | 16 |
| <a href="#">Campus Information</a>                            | 16 |
| <a href="#">Building Hours</a>                                | 16 |
| <a href="#">Administrative Office Hours</a>                   | 17 |
| <a href="#">Faculty &amp; Administrative Office locations</a> | 17 |
| <a href="#">Ombudsperson</a>                                  | 18 |
| <a href="#">Classroom &amp; Lab assignments</a>               | 18 |
| <a href="#">Food &amp; Drink in Classrooms &amp; Labs</a>     | 18 |
| <a href="#">Student Housing</a>                               | 18 |
| <a href="#">Parking Regulations</a>                           | 18 |
| <a href="#">Lost and Found</a>                                | 18 |

## **FINANCIAL ASSISTANCE**

---

|                                      |    |
|--------------------------------------|----|
| <a href="#">Financial Assistance</a> | 19 |
| <a href="#">Selective Service</a>    | 19 |
| <a href="#">Trade Adjustment Act</a> | 19 |

## **ACADEMICS**

---

|   |    |
|---|----|
| <a href="#">Admission Requirements</a>                          | 20 |
| <a href="#">Felony Applicants</a>                               | 20 |
| <a href="#">Non-Academic Dismissal from another Institution</a> | 21 |
| <a href="#">Middle &amp; High School Student Options</a>        | 21 |
| <a href="#">Selective Service</a>                               | 23 |
| <a href="#">Ohio Residency Requirements</a>                     | 23 |
| <a href="#">New Student Orientation</a>                         | 25 |
| <a href="#">Re-Admission</a>                                    | 26 |
| <a href="#">Reinstatement</a>                                   | 26 |
| <a href="#">Fresh Start Rule</a>                                | 26 |
| <a href="#">Senior Citizens</a>                                 | 26 |
| <a href="#">Academic Calendar</a>                               | 27 |
| <a href="#">Academic Advising</a>                               | 27 |
| <a href="#">Articulation Agreements</a>                         | 27 |
| <a href="#">Auditing Courses</a>                                | 27 |
| <a href="#">Registering for Courses</a>                         | 28 |
| <a href="#">Catalog of Record/Plans of Study</a>                | 28 |

|   |    |
|---|----|
| <a href="#"><u>Change of Course Status</u></a>            | 28 |
| <a href="#"><u>Adding Courses</u></a>                     | 28 |
| <a href="#"><u>Cancelled Courses</u></a>                  | 29 |
| <a href="#"><u>Dropping Courses</u></a>                   | 29 |
| <a href="#"><u>Course Repeat</u></a>                      | 29 |
| <a href="#"><u>Substitution of Courses</u></a>            | 29 |
| <a href="#"><u>Change of Program</u></a>                  | 29 |
| <a href="#"><u>Course Prerequisites</u></a>               | 30 |
| <a href="#"><u>Dismissal</u></a>                          | 30 |
| <a href="#"><u>Additional Programs</u></a>                | 30 |
| <a href="#"><u>Degree Requirements</u></a>                | 30 |
| <a href="#"><u>Grades</u></a>                             | 35 |
| <a href="#"><u>Grading System</u></a>                     | 35 |
| <a href="#"><u>Grade Reports</u></a>                      | 36 |
| <a href="#"><u>Incomplete Grade</u></a>                   | 36 |
| <a href="#"><u>Grade Appeals</u></a>                      | 37 |
| <a href="#"><u>Dean’s Honors List</u></a>                 | 38 |
| <a href="#"><u>President’s List</u></a>                   | 38 |
| <a href="#"><u>Academic Class Rank</u></a>                | 38 |
| <a href="#"><u>Student Academic Records</u></a>           | 38 |
| <a href="#"><u>Transcripts</u></a>                        | 40 |
| <a href="#"><u>Graduation</u></a>                         | 40 |
| <b><u>Communication</u></b>                               |    |
| <a href="#"><u>myCOTC</u></a>                             | 41 |
| <a href="#"><u>COTC emails</u></a>                        | 41 |
| <a href="#"><u>Change of Name, Address or Phone</u></a>   | 43 |
| <a href="#"><u>Directory of Information (Student)</u></a> | 43 |
| <a href="#"><u>ID Cards</u></a>                           | 43 |

# COLLEGE OVERVIEW

## COLLEGE OVERVIEW

Central Ohio Technical College (COTC) is a public institution of higher education dedicated to providing high quality associate degree and certificate programs in response to current and emerging employment needs. COTC offers technical education and training at its campus locations in Newark, Coshocton, Knox and Pataskala.

The Newark campus is located about 40 miles east of Columbus on a shared campus with The Ohio State University at Newark. The collaborative relationship is a unique model in the state of Ohio and provides for shared services and some personnel, as well as all facilities. The campus spans 135 acres of open space and seven academic buildings. COTC and Ohio State Newark have separate governing boards of trustees, faculties, and academic programs. Students attending either COTC or Ohio State Newark enjoy the same social opportunities, including cultural activities and athletics. There are over 50 campus organizations for students.

Over 3,700 students are enrolled at COTC each year. COTC is accredited by the Higher Learning Commission and is a member of the North Central Association. The college's service district includes Licking, Knox and Coshocton Counties; however, students attending COTC represent more than 49 counties throughout central Ohio. They average 28 years of age and nearly 70 percent are attending part-time. Over 10,000 students have been graduated since the college was founded in 1971.

The faculty and administrators are continually evaluating the technical and general education curricula to ensure that COTC is meeting the employment needs of central Ohio. Technology advisory committees comprised of professionals, labor representatives, and others play an important role in this process.

Faculty members are carefully selected for their academic credentials as well as for their actual work experience in technical fields. Most faculty members hold at least a masters degree. The faculty to student ratio is 1 to 17, allowing for smaller class sizes and personal attention.

COTC's technology programs are organized within four academic areas: Arts and Sciences; Engineering, Business and Information Technologies; Health Sciences; and the Institute for Public Services and Safety. More than 40 associate degree and certificate programs are offered at COTC, and each program includes essential general education courses. These studies help each student to become a well-rounded individual with the basic skills needed to reach their full potential. Most programs offer select courses online.

COTC has established partnerships with many public and independent colleges and universities, including dual admission programs, to facilitate the transition to a bachelor's degree program.

## HISTORY OF THE COLLEGE

A history of Central Ohio Technical College may be found online at:  
<http://www.cotc.edu/Discover/Pages/History-of-the-College.aspx>

## MISSION

The mission of Central Ohio Technical College is to meet the technical education and training needs of students and employers in the area.

## VISION

The vision of Central Ohio Technical College is to be recognized as Ohio's premier technical college focused on student success as well as for excellence in workforce development and technical education.

## **GUIDING PRINCIPLES**

Guiding Principles support and guide the decision making of every workforce member, helping the institution accomplish its mission and attain its vision in an appropriate manner.

### Emphasize our commitment to technical education:

Since its founding in 1971, Central Ohio Technical College's purpose was and continues to be to provide students with technical skills and professional training designed to meet the immediate employment needs of new and existing businesses. Technical education is even more relevant today. The integration of academics and applied career preparation to enhance student learning is essential in meeting the workforce demands and economic development needs of the people, businesses and communities with a primary focus in Coshocton, Knox and Licking Counties. COTC continues to be well aligned with local employer needs and economic development goals.

### Access

Increasing access to higher education for all Ohio residents is a primary goal of the University System of Ohio. At COTC, the College seeks ways to encourage students to access higher education while maintaining affordability in COTC programs and services. COTC is committed to providing education for all those who seek it recognizing their diversity and needs.

### Student Centeredness

COTC believes in providing a learner-centered environment offering quality instruction, resources and services while presenting challenging opportunities for the continued growth, development and success of our students. The College assists students in clarifying their lifelong goals, fostering entrepreneurship, developing interpersonal skills and maximizing their potential.

### Maximize our unique partnership with The Ohio State University

Central Ohio Technical College shares its Newark campus with The Ohio State University at Newark. The two institutions have complementary missions and a collaborative relationship that benefits everyone – from students, to staff, to faculty, to the community at large. The College's co-located status significantly increases the range and quality of facilities and programs that the community and COTC students, faculty and staff can access and utilize. Given the state's scarcity of resources for support of public education, the College's ability to continue maximizing its collaborative partnership with The Ohio State University will result in the effective utilization of resources to provide quality education and services for students and the community.

## **COLLEGE VALUES**

Values reflect and reinforce the desired culture of an organization. Institutional values are the beliefs and behaviors that embody how an organization and its people are expected to operate.

### Honor and Integrity

Central Ohio Technical College expects honesty, openness and fairness in personal and professional interactions, exemplifying the highest standards in ethics and institutional governance. COTC pursues the highest level of personal, intellectual, academic, financial and operational integrity within the College community and strives to develop long-term relationships based on those high moral standards.

### Fiscal Responsibility and Accountability

Central Ohio Technical College is fiscally responsible by honoring our role as stewards of the public trust through efficient and effective use of COTC resources. COTC is accountable and responsible to our stakeholders for our actions, behaviors, and results. COTC keeps commitments.

### Excellence

Central Ohio Technical College provides an exceptional environment for our faculty, staff and students. COTC monitors and accesses our performance continuously and strives to be the best in everything that we do. COTC believes in the spirit of creativity and discovery in all college endeavors. COTC is open to innovation, adaptation and positive change for the benefit of all our constituencies.

### Sustainability

Central Ohio Technical College models social and environmental responsibility in our internal and external processes and relationships. COTC demonstrates our commitment to the environment by respecting and maintaining our physical resources and incorporating emergent technology in program content, delivery methods, and institutional administration. COTC values mutual respect and diversity by building relationships that acknowledge the essential dignity of each individual and by valuing all races, genders, cultures, backgrounds, lifestyles and abilities. COTC creates and sustains an intellectually stimulating environment for our collective growth. COTC values renewal by pursuing personal and professional development.

### Collaboration and Collegiality

Central Ohio Technical College values and seeks active involvement from faculty, staff and students in the College's decision-making, consensus-building, teamwork and open communication. COTC values collaborations with internal and external constituent groups, teamwork by respecting the talents, feelings and contributions of all, and candor by offering and welcoming constructive assessment and suggestions for improvement.

## **PRIORITIES**

Central Ohio Technical College is committed to fulfilling its mission by striving to:

**Priority 1: Enhance Student Success; Promote a learning environment dedicated to student achievement.**

Objectives:

- Provide an exceptional learning environment in which students are challenged and empowered through innovation, state-of-the-art technologies, teaching excellence, and student support programs that prepare each student with the knowledge, skills, and values to succeed in a dynamic world.
- Develop and implement a recruitment, enrollment and retention plan that grows enrollment and fosters successful student completion, job placement, or further education.
- Provide educational pathways for under-prepared students.
- Provide a comprehensive array of effective student and academic support services.

**Priority 2: Provide Job-focused, Career-driven Academic Programming – Offer a dynamic mix of programs and services to effectively meet community and employer postsecondary technical education needs for students' regional and global competitiveness.**

Objectives:

- Provide vibrant, relevant programs designed to meet workforce needs.
- Expand student engagement and enhance experiential learning.
- Design educational pathways.
- Expand access to education and training resources.
- Use authentic assessment of technical skills attainment.

**Priority 3: Strengthen Community Connections – Expand alliances to fulfill our mission.**

Objectives:

- Provide leadership in the communities we serve through collaborative partnerships with business, industry, labor and community organizations to support economic and workforce development.

- Enhance public awareness and value perception of the College.
- Build and leverage business and industry relationships for market-driven curriculum and program development.
- Engage in partnerships with other institutions of higher education and secondary schools.
- Nurture relationships with alumni.
- Engage in collaborative partnerships to expand and strengthen financial, physical and educational resources.

**Priority 4:** Achieve Performance Excellence - Promote an environment of quality, continuous improvement and sustainability to strengthen the College.

Objectives:

- Ensure the effective stewardships of institutional resources.
- Cultivate organizational talent by creating an exceptional work environment that includes growth opportunities and competitive compensation.
- Create adaptable, easy to use systems and expand efforts in continuous quality improvement.
- Demonstrate commitment to environmental sustainability.
- Continue to pursue steadfast compliance with applicable standards of accreditation agencies.
- Maintain the aesthetic beauty and supporting infrastructure of our physical campuses.
- Continue to build an environment that supports technological innovation.

## ACCREDITATION

Central Ohio Technical College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (Address: 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; Phone: 312-263-0456; Fax: 312-263-7462) and by the Ohio College Association.

A list of all the accredited programs can be found online at:  
<http://www.cotc.edu/Discover/Pages/Accreditations-and-Memberships.aspx>

## PUBLIC COMMENT ON CENTRAL OHIO TECHNICAL COLLEGE

Central Ohio Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Federal regulations implementing the 1992 Higher Education Act Amendments require that accrediting agencies allow for public comment on the qualifications of those institutions accredited. The Commission invites interested parties to submit written, signed comments on Central Ohio Technical College. The public is invited to submit comments regarding COTC to:

Public Comment on Central Ohio Technical College  
 Higher Learning Commission  
 North Central Association of Colleges and Schools  
 30 North LaSalle Street, Suite 2400  
 Chicago, IL 60602

## MEMBERSHIPS

Central Ohio Technical College is a member of the Higher Learning Commission of the North Central Association of Colleges and Schools, American Association for Higher Education, American Association of Community Colleges, American Council on Education, American Technical Education Association, Inc., National League for Nursing, Ohio Association of Two-Year Colleges, Ohio College Association, Ohio Two-Year College Placement Association, and the American Association of Collegiate Registrars and Admissions Officers.

COTC programs qualify for Veterans Administration benefits.

# COTC POLICIES & PROCEDURES

## AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Central Ohio Technical College is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The College embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited.

### Equal Employment for Individuals with Disabilities

It is the policy of Central Ohio Technical College that discrimination against qualified individuals with disabilities is prohibited. Pursuant to titles I and II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of Rehabilitation Act of 1973, the College provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities.

Complete Office of Human Resources Policies and Procedures are available on the Central Ohio Technical College website at the following link:

<http://www.cotc.edu/depts/Pages/Policies.aspx>

The Office of Human Resources may also be contacted at 740-366-9367, or the Vice President of Institutional Planning and Human Resources Development, Office of Human Resources, 1179 University Drive, Newark, OH 43055.

## CLASS CANCELLATIONS – SEVERE WEATHER OR OTHER REASONS

Classes are rarely cancelled at COTC. However, should cancellation of classes be necessary as a result of severe weather or other emergencies, announcements will be made over WCLT, WHTH, WNKO, WMVO, WQIO, WTNS, WHIZ, WOSU, WSNY, WCOL, WNCI, and WTVN-AM. Announcements are also sent to the following TV stations: WCMH-TV4, WBNS-10TV, and WSYX-TV6. Due to heavy cancellation loads in Columbus, it is advisable to listen to local-area stations first.

Campus emergency information can also be obtained by calling 740-755-7193 or by signing up for text and/or email alerts on the Campus Alert Notification System. Sign up at the following myCOTC web page:

<https://my.cotc.edu/cotcstudent/Pages/subscribe.aspx>

Individual class cancellations are posted online in the myCOTC Portal under the Class Cancellations tab at:

<https://my.cotc.edu/cotcstudent/Pages/default.aspx>

In the event that severe conditions develop that impact the Newark Campus and/or an extended campus (i.e. severe weather, power outages, etc.), current and projected conditions are assessed in determining whether or not a campus will remain open.

Weather conditions include:

1. Current weather conditions and the forecast for the next 1 – 12 hours in Newark, Coshocton, Mount Vernon and Pataskala.
2. Status of the buildings, parking lots, roadways and sidewalks of all campuses.
3. Road conditions within the Central Ohio Region specifically (*city of Newark, Licking, Knox and Coshocton Counties*).

If the decision is to close, Public Safety personnel will immediately notify the Newark and Columbus radio and TV stations by phone and will also place the closure notification on the Newark Campus emergency weather line 740- 755-7193, alert employees via the text message alert system and direct ITS personnel to place notification on our website.

During a campus delay and/or closure, it is asked that all non-essential personnel and students DO NOT to come to campus as it makes clearing of parking lots and sidewalks less problematic.

If the campus is placed on a two-hour delay and won't open until 10:00 a.m., all staff, faculty and students are expected to report to their respective locations where they would normally be at 10:00 a.m. had the school not closed. (*i.e. if class normally meets from 8:30 – 10:50, you would be expected to be in class from 10:00 a.m. – 10:50 a.m.*)

If any campus opening is delayed, conditions are re-assessed prior to re-opening to determine if the campus can be safely re-opened, the delay should be extended or if the campus should be closed.

## **CODE OF STUDENT CONDUCT**

The Code of Student Conduct is established to foster and protect the core missions of the college, to foster the scholarly and civic development of the college's students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions.

All persons are encouraged to report Code violations to a College official as soon as possible. Charges must be filed within six months of the incident or the identification of the person allegedly committing the violation, whichever occurs last.

The Code of Student Conduct can be found on the COTC website at:

[http://www.cotc.edu/Life/Documents/COTC\\_Code\\_of\\_Student\\_ConductRevisions.pdf](http://www.cotc.edu/Life/Documents/COTC_Code_of_Student_ConductRevisions.pdf)

## **DRUG-FREE WORKPLACE**

To provide for the health and safety of students, employees, and visitors, the College supports and will maintain a drug-free working and living environment. The official College Drug-Free Workplace Policy may be found online at:

<http://www.cotc.edu/depts/Pages/Policies.aspx>

## **EMERGENCIES**

If an emergency should arise on campus, dial 740-366-9237 immediately. Example emergencies include fire, injury, severe illness, accident, water leaks, and power outages. Emergency information may be found online at:

<http://www.cotc.edu/depts/Pages/Office-of-Public-Safety.aspx>

### **Fire Reporting Procedures**

Smoke and fire should be reported to 740-366-9237 from 7:30 a.m. to 10:00 p.m.

From 10:00 p.m. to 7:30 a.m. contact the local Fire Department by dialing 911. In addition, a fire alarm box should be activated to alert all building occupants.

Responses to smoke and fire should be done quietly and orderly. Evacuate the building using available escape routes away from smoke and fire.

If an emergency occurs during the class time, assemble as a group at least 500 feet from the building to account for all class members. Re-enter the building only after the "all-clear" is given.

## **EMPLOYMENT ON CAMPUS**

The purpose of the Student Employment program is to provide the COTC student with financial support while in pursuit of their academic goals and to provide opportunities for job experience.

These work experiences will help prepare for future career opportunities. The student will learn time management skills, employee responsibility, and in some cases gain leadership experience while earning a paycheck. Along with strong work habits

and job skills, the student will also develop an excellent source for future job references to enhance their resume. In addition, the convenience of working on campus will help develop ties to the campus community through new friendships and experiences.

Student employment details may be found at:

<http://www.cotc.edu/Admissions/Pages/Student-Employment.aspx>

### **EQUITY IN ATHLETIC DISCLOSURE ACT (ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA)**

COTC students do not participate in athletic programs at this time.

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

Information on rights and procedures for inspection, correction, and disclosure of information in the student's record. Each COTC student is urged to become familiar with the College's position on the Family Education Rights and Privacy Act of 1974 as amended, as it pertains to his/her rights to privacy. Copies are available at The Gateway-Student Records Office and the Newark Campus Library.

### **HARASSMENT**

The College administration, faculty, staff, student employees, and volunteers are responsible for assuring that the College maintains an environment for work and study free from harassment. Harassment is unlawful and impedes the realization of the College's mission. Harassment violates the dignity of individuals and will not be tolerated. The College community seeks to eliminate harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop harassment whenever it occurs. The College Harassment Policy may be found online at

<http://www.cotc.edu/depts/HR%20Policies/2.1.20.pdf>

### **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

Statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Central Ohio Technical College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Obtain a copy of this report by contacting the Newark Campus Public Safety Department at 740-366-9237 or by accessing the Public Safety web page at:

<http://www.cotc.edu/depts/Pages/Campus-Safety-and-Security-Resources.aspx>

### **STUDENT COPYRIGHT INFRINGEMENT POLICY**

Please see the "Code of Student Conduct" for the COTC copyright infringement policy and sanctions. The Code of Student Conduct can be found on the COTC website at:

<http://www.cotc.edu/Life/Pages/Policies-and-Procedures.aspx>

### **STUDENT HEALTH: GENERAL REQUIREMENTS**

As an integral part of the competency-based learning environment of the technical programs offered at the college, COTC is contractually obligated to affiliated healthcare and other agencies regarding assured healthcare status of students enrolled in clinical, practicum, field experience, or other on-site learning experiences.

Each COTC student enrolled in a course section requiring attendance at an affiliated agency is responsible for verifying his/her healthcare status as required by the technology/program and COTC's affiliated agencies. The student should be aware that the agency, particularly in clinical settings, may request copies of health information, such as vaccine records, to verify compliance. At the beginning of the on-site experience, or if a student experiences during the timeline of the course meeting dates/times a health alteration which has the potential to negatively impact the student's performance, the student must inform the course section faculty, or the program administrator as outlined in specific technology/program guidelines, of any disability, change in

health status and/or therapy which may affect ability to safely perform in the clinical, practicum, field experience, or other on-site learning experience. The student may be required to provide a written release from their healthcare provider, verifying that they may perform without limitations.

A student will not be permitted to go to the affiliated agency to complete his/her learning experience until all required health information is provided and all required immunization and other health requirements are complete. Individual COTC programs may have additional requirements regarding student health issues specific to that program. These additional requirements are listed in the individual program guidelines which may be found on the COTC website.

### **COTC Student Vaccinations Policy**

COTC does not have an immunization requirement for students.

### **Student Health: Pregnancy**

1. COTC supports the academic interests of students who are or may become pregnant. A student may choose to continue with the student's program during pregnancy with the understanding that she is expected to satisfactorily meet the same standards of clinical, practicum, field experience or other on-site learning experiences, as well as classroom performance as are all other students enrolled in the program. When necessary, reasonable adjustments (such as a larger desk, elevator access, frequent restroom breaks) will be provided.
2. As with any other COTC student, if the student's ability to meet expected performance standards is questioned at any time during pregnancy, the student may be required to submit a statement from the student's personal healthcare provider. This statement must indicate that the student is able to satisfactorily and safely perform in the clinical, practicum, field experience, or other on-site learning experience setting, or classroom or laboratory setting on campus, without undue detriment to the student and/or the unborn fetus or baby.
3. Without such medical assurances, the student may find it necessary to discontinue the student's program until said medical assurances have been received and accepted. That is, until the student is medically cleared. If a student's progress through the program plan of study is disrupted due to pregnancy or delivery, the appropriate Academic Dean/ Director/ Program Director/ Administrator will work with the student to arrange their return to the program in accordance with program policy.
4. The above policies do not mitigate the student's responsibility for maintaining the student's own wellbeing as well as that of responsible behavior with respect to the fetus or unborn child. If at any time the student believes she is medically unable to continue with class/clinical/practicum/field experience/other learning experiences responsibilities, the student should notify the appropriate COTC administrator immediately.
5. The student may always access the student's academic advisor or COTC's Title IX Coordinator for questions or concerns about this policy. All COTC instructors and administrators must follow federal Title IX guidelines and COTC policies with regards to pregnancy issues, which is included under the COTC sexual harassment policy. Should the student feel COTC has not protected the student from harassment regarding pregnancy issues or has not followed Title IX guidelines or COTC policies regarding pregnancy issues, she has the right to lodge a complaint with COTC's Title IX Coordinator or with the U.S. Department of Education.

Reference: Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*

### **STUDENT LEAVE OF ABSENCE POLICY**

COTC does not offer students a leave of absence.

## **STUDENTS RIGHT TO KNOW ACT - COMPLETION OR GRADUATION AND TRANSFER-OUT RATES**

HEOA Sec. 488(a)(2) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): new HEA Sec. 485(a)(4) HEOA Sec. 488(a)(3) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): added HEA Sec. 485(a)(7): Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, full-time, undergraduate students. The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by gender; major racial and ethnic subgroup [as defined in IPEDS]; recipients of a Federal Pell Grant; recipients of a subsidized Stafford Loan who did not receive a Pell Grant; and students who did not receive either a Pell Grant or a subsidized Stafford Loan (National Postsecondary Education Cooperative – NPEC – reference 25).

To obtain a copy of these reports, download the following web page:

<http://nces.ed.gov/collegenavigator/?q=Central+Ohio+Technical+College&s=OH&id=201672#retgrad>

## **STUDENT SOCIAL SECURITY NUMBER (SSN) - COLLECTION AND USAGE OF FOR ADMISSIONS, REGISTRATION AND FINANCIAL AID**

Federal law mandates that state departments of motor vehicles, tax authorities, welfare offices, and other governmental agencies request Social Security Numbers as proof the student is who he/she claims to be. However, the Privacy Act of 1974 requires that government agencies at the local, state and federal level disclose to each person whether submitting their Social Security Number is required, details of the use of this information, and what the law or authority requires its use. Please note that the Privacy Act stipulates that no one can deny a student a government service or benefit for failing to provide the SSN unless federal law specifically requires it.

With respect to admission, registration and financial aid, Central Ohio Technical College collects Social Security Numbers from its students for the following reasons:

- For use in processing admission applications for purposes of identification and verification of student records;
- For use in administering federal and state programs and loans, including verification of eligibility. These programs include, but are not limited to:
  - Financial Aid and other related loan programs;
  - Scholarship programs;
- For use in complying with IRS Reporting Requirements;
- For use in preparing Student Enrollment Reports required to be submitted to the Nation Student Loan Data System under federal law;
- For use in providing official student transcripts to authorized third parties (i.e., educational institutions and employers upon receipt of required release) for student identification purposes;
- For enrollment verification and eligibility for health insurance coverage, and other benefits, as requested by students;
- For submitting reports to federal and state agencies as required.

All COTC students and alumni are advised that Social Security Numbers are confidential and may only be released in accordance with applicable law (FTC, FERPA).

## **TOBACCO FREE ENVIRONMENT**

COTC moved to 100 percent tobacco free effective August 1, 2013, with the goals of reducing tobacco use, reducing health risks for non-smokers, cleaning up and protecting the campus environment, and becoming a healthier college. Please see the current smoking policy under the Health & Safety policies on the COTC website at:

<http://www.cotc.edu/depts/Pages/Policies.aspx>.

## **VETERANS AND MILITARY**

Central Ohio Technical College recognizes the value of and is honored to educate and serve our nation's military members, veterans and their families. COTC strives to provide responsive academic, social and administrative support to student veterans, active duty military members and their families, and is designed to help student military and veterans connect with the college that's best for their needs.

In accordance with State of Ohio legislative law (R.C. 3345.422), COTC provides a student who is either a veteran or a service member with priority for course registration.

In accordance with State of Ohio legislative law (R.C. 3345.424), COTC does not charge a student who is a veteran or a service member any fee for the evaluation of, transcription of, or application for college credit for military experience.

COTC will permit any individual who is entitled to full educational assistance under Chapter 31 Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits to attend or participate in the course of education during the period beginning on the date on which the individual provides to COTC a certificate of eligibility, and ending on the earlier of:

1. The date on which the payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

COTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the individual borrow additional funds to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

COTC endorses and adheres to the Military Student Bill of Rights, which follows.

### **Military Student Bill of Rights**

All military student populations have basic rights to satisfactory college marketing, admissions, and student services practices including the right to

1. Accurate information about a school's programs, requirements, accreditation, and its potential impact on course transferability.
2. Access basic college/university information and fees without disclosure of student personal information.
3. Educational planning and career guidance without high-pressure registration and enrollment efforts from institutions.
4. A clear and complete explanation of course/program enrollment procedures and all resulting financial obligations.
5. Explore, without coercion, all financial aid options before signing up for student loans or other financial assistance.
6. Accurate scholarship information, free of misleading 'scholarship' offers based on military tuition assistance.
7. Appropriate academic screening and course placement based on student readiness.
8. Appropriate, accessible academic and student support services.
9. Clearly defined institutional "drop/add" and withdrawal policies and procedures including information about the impact of military duties (e.g., mobilization, activation, temporary duty assignments) on their academic standing and financial responsibilities.
10. Clearly defined grievance/appeals processes.

These specific rights focus on satisfactory college marketing, admissions, and student services practices. COTC agrees to provide adequate access to the range of student services appropriate to support the programs, including admissions, financial aid, academic advising, delivery of course materials, competency testing, course placement, and counseling.

**For more information:**

**Veteran's services at COTC:**

<http://www.cotc.edu/Admissions/Pages/Veterans-and-Military-Students.aspx>

**G.I. Jobs:**

<http://www.militaryfriendlyschools.com/mfsList.aspx>

**Ohio Education Opportunities for Veterans:**

<https://www.ohiohighered.org/veterans>

## CALLED TO ACTIVE SERVICE DUTY

Should a student enrolled at COTC be called to active service duty, he/she should report such immediately to The Gateway. The Gateway will back the student out of the classes he/she is registered for and refund the student's fees 100 percent (working in conjunction with Financial Aid if appropriate).

Questions regarding this policy may be directed to The Gateway.

# FACILITIES

## FACILITIES

Facilities information may be found online at:  
<http://www.cotc.edu/depts/facilities-planning-operations>

There are seven major buildings on the Newark Campus.

**Founders Hall** houses the President's office, additional administrative offices, and an auditorium.

**Hopewell Hall** houses faculty offices, the office of the Provost, Academic Affairs Office, the Testing Center, the Office of Financial Aid, the Office of Fees and Deposits, and COTC's The Gateway Offices: a combination of the COTC Admissions Office, the COTC Student Records Office, and the COTC Advising Office where students may obtain COTC student support services in a one-stop shop.

**Adena Hall** has a gymnasium with a seating capacity of 1300, athletic dressing rooms, and an exercise facility with free weights and other equipment as well as faculty offices.

**LeFevre Hall** houses the Campus Art Gallery, the Black Box Theatre and faculty offices.

**The Reese Center** houses the campus conference center, a five hundred fifty eighty seat auditorium, eleven multi-media classrooms, a forty-station open computer lab, faculty offices, and a cyber cafe/cyber lounge for faculty, staff, and students.

**The John L. and Christine Warner Library and Student Center:** Along with the general collection, the library contains 11 group study rooms, a classroom, and a two-story fireside lounge. Campus dining (called "The Table of Contents") is also located in the building. The Warner Center open-plan concept allows food and library materials to travel anywhere within the building. The Warner Center also houses both student and academic support spaces such as The Office of Student Life, The Student Organizations Suite, The Tutoring Lab as well as the COTC Communication Resource Center.

**North Classroom Building** houses classrooms and faculty offices.

Classrooms and laboratories, located in all seven buildings on the Newark Campus, are modern and fully equipped. The laboratories are designed for learning comfort and are consistent with the working environment students may encounter upon graduation.

Outdoor facilities include lighted and paved parking areas for over 2820 cars as well as athletic fields for various sports for student use.

COTC cooperates with central Ohio businesses, industries, health agencies, and public service agencies to provide excellent clinical and practicum facilities and experiences for students

## **COTC COSHOCTON CAMPUS**

The Coshocton Campus was the first extended campus established by COTC. The campus developed as a collaborative, higher education partnership with Muskingum University. State education leaders have referred to the Coshocton Campus as a model for higher learning. In 2008, the college opened doors to a newly renovated building to provide students with one state-of-the-art location for all classes and services in the new Montgomery Hall. This facility includes 15 new classrooms, laboratory space, lecture hall, nursing lab, distance learning classroom, and community room.

Coshocton Campus  
200 North Whitewoman Street  
Coshocton, OH 43812  
740-622-1408

## **COTC KNOX CAMPUS**

After a complete renovation, classes resumed at Ariel Hall, the home of COTC's Knox Campus, in January 2012. The move back to Ariel Hall marked the culmination of a complete renovation on the 35,000 square foot building that began in 2010. In addition to classrooms, admissions and advising, and a Center for Academic Success, the high-tech facility boasts nursing, digital media design, and science labs. COTC also utilizes space in the Fredericktown area to serve Knox County students.

Knox Campus  
236 South Main Street  
Mount Vernon, OH 43050  
740-392-2526

## **COTC PATASKALA CAMPUS**

COTC opened the doors to its first permanent Pataskala facility in 2010.

Pataskala Campus  
8660 East Broad St.  
Reynoldsburg, OH 43068  
740-964-7090

## **CAMPUS INFORMATION**

For campus information please utilize the following online links:

Newark Campus  
<http://www.cotc.edu/Discover/Pages/Newark-Campus.aspx>

Coshocton Campus  
<http://www.cotc.edu/Discover/Pages/Coshocton-Campus.aspx>

Knox Campus  
<http://www.cotc.edu/Discover/Pages/Knox-Campus.aspx>

Pataskala Campus  
<http://www.cotc.edu/Discover/Pages/Pataskala-Campus-.aspx>

## **BUILDING HOURS**

In general, COTC campus buildings are open for classes from 8:00 a.m. until 10:00 p.m. weekdays. Rooms may be open early mornings, evenings, Saturdays, and Sundays if classes are scheduled. Individual campus areas should be consulted for specific hours.

## ADMINISTRATIVE OFFICE HOURS

COTC's Administrative Offices are open:

- 8 a.m. to 5 p.m. Monday through Friday during the Autumn and Spring Semesters.
- 8 a.m. to 7 p.m. Monday and 8 a.m. to 5 p.m. Tuesday through Thursday and 7:30 a.m. to 4:30 p.m. on Friday during summer semester.
- Extended campuses are 8 a.m. to 5 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. Friday.
- Check website for changes or call the Gateway. Some support offices, such as The Gateway-Records, The Gateway-Advising, or The Gateway-Admissions, may have extended hours. Appointments are not necessary, but may be made by calling the Campus at 740-366-1351 and following the phone tree information for the appropriate office.
- Extended Campuses (Coshocton, Knox and Pataskala sites) follow the same policies. Contact the Extended Campus site for specifics:
  - Coshocton: 740-622-1408
  - Knox: 740-392-2526
  - Pataskala 740-964-7090

## OFFICE LOCATIONS: FACULTY AND ADMINISTRATION

**President** - Located on the main level of Founders Hall.

**Vice President for Business and Finance** - Located on the main level of Founders Hall.

**Vice President and Chief of Staff** - Located on the main level of Founders Hall.

**Vice President of Economic Development and Workforce Solutions** – Located in the Reese Center

**Dean of Students** – Warner Center

**Provost** - Located in Hopewell Hall in the Academic Affairs suite

**Academic Program Offices** - The Academic Affairs Offices are located in Hopewell Hall South, Room 50 and 56. Located in these offices are the Provost, Dean of Technologies, Dean of General Education and Transfer programs, Director of the Institute for Public Services & Safety, Nursing Program Administrator, Associate Nursing Program Administrator, Nursing Clinical Coordinator and the Coordinator of Part Time Faculty

**General Education Program Areas:** Biological and Physical Sciences, English and Communications, Mathematics, Social and Behavioral Sciences

**Technical Studies Program Areas:** Business, Culinary, Engineering and Computer Technologies – Accounting Technology, Business Management Technology, Culinary Science Technology, Digital Media Design Technology, Information Technology, Engineering Technology.

**Health Sciences Technologies:** Diagnostic Medical Sonography Technology, Radiologic Science Technology, Nursing Technology, Surgical Technology.

**Institute for Public Services and Safety Program Areas:** Criminal Justice/Law Enforcement Technology, Emergency Medical Services Technology, Fire Science Technology, Human Services Program, Early Childhood Development Technology

**Newark Campus The Gateway** – housed in Hopewell Hall. The Gateway houses COTC's Offices of Admissions, Academic Advising, and Student Records, as well as the cost-shared Offices of Fees and Deposits and Financial Aid.

**Faculty** - Faculty offices are located throughout the buildings on the Newark Campus. A complete listing of campus personnel can be found online at:

<http://www.cotc.edu/depts/Pages/Academic-Administration-and-Faculty.aspx>

## **OMBUDSPERSON**

The College Ombudsperson attempts to resolve students' grievances within the campus community. The Ombudsperson intercedes when other attempts have failed to resolve the concern.

Possible grievances include student life, student/instructor conflict, grades, and course requirements. For Ombudsperson information, contact the Office of Academic Affairs (740-366-9285) in Hopewell Hall, Room 56, or online at:

<http://www.cotc.edu/Academics/academic-policies-and-procedures>

## **CLASSROOM/LABORATORY ASSIGNMENTS**

For the most up-to-date classroom/laboratory location information, COTC students should log onto their myCOTC accounts just prior to their first class meeting.

## **FOOD AND DRINK**

No food or drink is allowed in laboratories and/or classrooms.

## **STUDENT HOUSING**

The Newark Campus provides on-campus housing to limit the stress of starting college and to create a link between the academic, social and recreational lives of our students. It is easy to make yourself at home in our residence halls, which offer an independent style of living just steps from class. There are two styles of on-campus housing to choose from: the apartments provide fully furnished kitchens, living rooms, dining rooms, and bedrooms and McConnell Hall is a traditional style room with shared common spaces and bathrooms. Each building is air conditioned and comes complete with laundry facilities. A student must be 18 years of age at the time of enrollment to live in Newark Campus student housing.

Newark Campus Student Housing is in high demand. Housing contracts are awarded each April by lottery. Students are required to return a contract, space reservation fee, and a non-refundable housing filing fee within three weeks of receipt. Each student signs a separate contract. Room assignments are made in mid-July for Autumn Semester. Personal preferences are honored as availability allows. Students receive room and roommate information along with a billing statement in mid to late July. For additional information please review the website:

<https://housing.osu.edu/living-on-campus/regional-campuses/newark-campus/>

## **PARKING REGULATIONS**

Parking regulations for the Newark Campus may be found online at:

<http://www.cotc.edu/depts/Pages/Newark-Campus-Parking.aspx>

For parking information at extended campus locations, please contact personnel at the Gateway or the Campus Administration.

## **LOST AND FOUND**

For the Newark Campus, Lost and Found is located in the Services Center, located on the lower level of Founders Hall in Room 156. Contact the Center during regular working hours 7:30 a.m. to 5:30 p.m. to check for missing items.

For Extended Campuses, check with the specific campus' The Gateway area.

# FINANCIAL ASSISTANCE

## FINANCIAL ASSISTANCE INFORMATION

Description of student aid program, application procedures and eligibility criteria, and rights and responsibilities of students receiving financial assistance.

Contact the Financial Aid Office at 740-366-9435 or access the Financial Aid website for more information on available financial aid assistance at:

<http://www.cotc.edu/Admissions/Pages/Office-of-Financial-Aid.aspx>

## SELECTIVE SERVICE

Under the provisions of Section 3345.32 of the Ohio Revised Code, a male student born after December 31, 1959, who is at least 18 years of age and who is classified as an Ohio resident for fee purposes by the state-assisted college or university he is attending is required to be registered with the Selective Service System or be charged a tuition surcharge equal to that charged a non-resident student.

Students are exempt from registration with the Selective Service System on the basis of one of the following:

- Female;
- Under 18 years of age;
- Over 26 years of age;
- Currently on active duty in the Armed Forces of the United States. NOTE: Training in a Reserve or National Guard unit does not constitute active duty;
- A nonimmigrant alien lawfully in the United States in accordance with Section 101 (a) (15) of the Immigration and Nationality Act, U.S.C. 1101, as amended; or
- A permanent resident of the Federated States of Micronesia, the Marshall Islands, or the Republic of Palau.

Note that Selective Service System registration compliance must be met before the awarding/ disbursing of any federal or state financial aid funds, including but not limited to Federal and State grants and loans.

Males within 30 days of becoming 18 years of age must register with the Selective Service System at: [www.sss.gov](http://www.sss.gov).

## TRADE ADJUSTMENT ACT (TAA)

A student who plans to access funding through the Trade Adjustment Act will schedule an appointment with the TAA Advisor in The Gateway to start the contract process. Contracts will be accepted no later than 7 weeks prior to the beginning of a semester to allow time for the appropriate approvals to be acquired. Once approved, the student will meet with the TAA Advisor to register for the courses as outlined on the contract. All TAA students will have a registration restriction to make sure the contract is being followed.

Textbooks can be obtained by utilizing the TAA book voucher obtained from the TAA Advisor in The Gateway. The TAA book voucher will only cover required textbooks and supplies as outlined in the contract. Any unapproved items purchased on the book voucher will result in the student owing a balance to the Newark Campus Bookstore.

TAA students are required to submit Attendance Verification forms throughout each semester and may be required to submit a Benchmark form each semester. Attendance Verification forms and Benchmark forms must be submitted to the TAA Advisor in a timely manner so that the forms can be completed and returned to Ohio Means Jobs by the deadline.

The student is required to meet with the TAA Advisor every semester to review the contract and progress toward degree or certificate. The student is required to notify the TAA Advisor of any changes in schedule or plans so that a contract modification can be submitted in a timely manner. A modification may be required if cost of program changes, student fails a course or drops below the required number of credits, student is academically dismissed, or funds are not available to cover cost of upcoming semester.

# ACADEMICS

## ADMISSION REQUIREMENTS

Regular admission as an associate degree or certificate seeking student to Central Ohio Technical College is based upon meeting one of the following requirements:

1. High school graduate, or
2. Completed home schooling at the secondary level, or
3. Passed the General Education Development Test (GED), or
4. If applicant has not met 1, 2, or 3 above, must be 18 or older.

Before an applicant can be admitted as a regular degree or certificate seeking student, the following must be submitted:

1. A COTC Application for Admission (submitted with the application fee). Applications are kept on file for three years from date of receipt (the first semester/year for which admission was requested). After that, records are destroyed and prospective students must re-apply at no cost.
2. Non-U.S. citizens are required to submit documentation of current status such as a copy of their permanent resident card.

An official high school transcript, proof of GED, or proof of home school completion must also be sent if required for a student's program of study, scholarships, financial aid verification, and/or to meet prerequisites for courses or admissions to certain programs. Students should send transcripts to:

Central Ohio Technical College  
The Gateway – Student Records  
1179 University Drive  
Newark, OH 43055

The college reserves the right to require any of these documents from any applicant. Several COTC programs have additional specific admission requirements which may include but not be limited to age limitations. Admission to some programs is limited. Applicants to some programs must complete all admission requirements specific to their program and submit a separate application for that program (before the published deadline) to be considered for admission.

Current high school and home school students may be eligible to enroll and take college level coursework while still enrolled in secondary education. Please refer to the “Middle and High School Options” policies for further information.

Under certain circumstances an applicant may enroll as a non-degree/non-certificate seeking (Special Status) student in order to take a particular course or courses consistent with his or her education and experience. Special Status students are not assessed the College Acceptance Fee, are not eligible to receive financial aid, and cannot earn a degree/certificate. Please refer to “Non-Degree/Non-Certificate Students” policy for more information. Any person 60 years or older may enroll tuition free on a non-credit, space-available basis. Please refer to the “Senior Citizens” section of this document for more information.

## FELONY APPLICANTS

Applicants convicted of a felony crime may be denied admissions to the College or admissions to specific academic programs and may not be eligible for federal financial aid. Applicants are required to disclose on the Application for Admission (or Reactivation Form) a prior guilty plea or conviction of a felony, or any pending felony charge. Additional information will be requested at the time of application to determine eligibility to enroll. Admitted students may have to meet additional conditions prior to enrolling or for continued enrollment after being approved for general admissions. Failure to disclose felony information may result in the cancellation of admission. Students are required to notify the College of any felony arrest or conviction while enrolled. All documentation must be submitted at least two weeks prior to the start of the semester in which the applicant intends to enroll.

Students with a prior felony conviction will not be accepted into the following programs:

Criminal Justice Technology  
Diagnostic Medical Sonography Technology  
Early Childhood Technology  
Emergency Medical Services Technology  
Fire Science Technology

Forensic Science Technology  
Health Services Technology  
Law Enforcement Technology  
Nursing Technology  
Radiologic Science Technology  
Surgical Technology

## **NON-ACADEMIC DISMISSAL FROM ANOTHER INSTITUTION**

Applicants who have been dismissed from any college, university or other post-secondary institution or have any such action from any institution currently pending may be denied admissions to the College or admissions to specific academic programs. Applicants are required to disclose non-academic dismissal on the Application for Admission (or Reactivation Form). Additional information will be requested at the time of application to determine eligibility to enroll. In review of the provided information, communication with an applicant's previous institution(s) may be warranted. Failure to disclose a non-academic dismissal from another institution may result in cancellation of admission. All documentation must be submitted at least two weeks prior to the start of the semester in which the applicant intends to enroll.

## **MIDDLE AND HIGH SCHOOL STUDENTS OPTIONS**

A student who is currently enrolled in an Ohio middle school (7/8<sup>th</sup> grades) or high school or an Ohio resident enrolled in a home school program may be eligible to enroll in courses or earn college credit through a state-wide program called College Credit Plus (CCP) or a COTC-specific program known as Concurrent Enrollment Options. College Credit Plus was implemented in the 2015-2016 academic year.

Students who enroll at COTC through the College Credit Plus program are considered COTC students, admitted as Special Status and classified as non-degree, non-certificate seeking and are not eligible for state or federal financial aid. There is no cost to the student to participate in College Credit Plus.

Students who are admitted to COTC through College Credit Plus have registration restrictions and must obtain approval from an Academic Advisor or Admissions Representative for course registration. College Credit Plus students are eligible to register for courses during general registration and are not given priority registration.

Every College Credit Plus student is assigned a COTC username and password to access a COTC email account, *COTCconnect*, *mycotc* and the Course Learning Management System. A student is required to check COTC email regularly as it is the official means of communication for the college. Important announcements and program/policy changes may be provided through email as well as communication from faculty members to students.

All grades earned through the College Credit Plus program are recorded on a COTC transcript, calculated into the student's COTC cumulative GPA, and become a permanent part of the student's academic record. Final grades are available online through *COTCconnect* or *mycotc* at the end of the semester. A student can request official transcripts through *COTCconnect* or through *mycotc*.

All students are required to abide by all COTC policies and procedures, meet the minimum academic standards, and abide by the COTC Code of Student Conduct. A student who fails to maintain minimum academic standards may face academic dismissal from the college and may be charged tuition by the school district. A student who violates the Code of Student Conduct may face judiciary action or dismissal from the college.

COTC abides by the Federal Education Rights and Privacy Act of 1974 (FERPA). FERPA protects the student's academic college record and prohibits COTC staff from discussing information about the student without prior written consent. **A Confidential Information Release Form must be on file in order for parents or guardians to request information regarding any College Credit Plus student's education information.** Contact The Gateway for the Confidential Information Release Form.

### **College Credit Plus**

Students enrolled in grades 7 through 12 who are interested in participating in COTC's College Credit Plus program must submit an online COTC application to be accepted into the program – <http://www.cotc.edu/Admissions/college-credit-plus>

Registration into College Credit Plus courses will be completed after the following is submitted:

1. Official High School transcript (if high school) or official Middle School transcript (if still in middle school).
2. Intent to Participate form submitted to the high school or middle school guidance counselor.
3. Course-specific testing and pre-requisites are completed.

Students must place out of remedial course work as College Credit Plus does not include pre-college courses. Students must also meet the course pre-requisites to register and attend.

Students can participate in College Credit Plus in a variety of ways:

1. At the high school in classes taught by credentialed teachers within the school district or by COTC faculty teaching on the high school campus.
2. Attend classes at one of COTC's four campuses.
3. Attend classes online.

***There are no costs to students to participate in College Credit Plus.\****

*\*A cost could be incurred by the student that withdrawals from a course after established dates or fails the course. Under these circumstances, the student's school district has the authority to charge the student for the course per the state guidelines established in College Credit Plus legislation.*

### **CONCURRENT ENROLLMENT OPTIONS PROGRAM**

A student enrolling in the COTC Concurrent Enrollment Options Program is assessed COTC tuition and fees at one-half the regular cost and is responsible for all textbook costs. The maximum number of credit hours for the Concurrent Enrollment student will be determined by The Gateway Advisor based upon the student's school course load and extra-curricular activities. Each student must take the COMPASS assessment to determine course eligibility.

A student may elect to earn high school credit for coursework completed through the Concurrent Enrollment Options Program. The student must discuss high school credit with his or her guidance counselor. The student must request a final grade report to be sent back to his or her school after each semester. COTC is not permitted to release this information without a written request.

#### **Concurrent Enrollment Options Program Admission Requirements:**

1. Complete Concurrent Enrollment Application.
2. Must be currently enrolled in an Ohio high school.
3. Submit the COTC Recommendation Form signed by the high school guidance counselor, principal or appropriate administrator.
4. Submit an official high school transcript and meet the following:
  - a. cumulative GPA
  - b. Freshman must establish a high school GPA prior to being eligible to participate by either completing a full semester of high school coursework or completing high school coursework prior to freshman year that is recorded on a high school transcript.
5. Complete the COMPASS assessment prior to enrolling to determine course placement.
6. Application Deadlines:
  - a. All application material for a student planning to attend courses on campus or line must be submitted at least two weeks prior to the start of the semester in which the student plans to enroll.
  - b. COTC's Official Academic Calendars can be found online at:  
<http://www.cotc.edu/Academics/Pages/Academic-Calendar.aspx>

#### **Concurrent Enrollment Options Program Admission Requirements – Home School Students**

1. Complete Concurrent Enrollment Application
2. Must be an Ohio resident
3. Submit a copy of school district communication recognizing student eligibility for home school instruction as outlined in OAC 3301-34-04.
4. Must be a minimum of 14 years of age and a maximum of 18 years of age.
5. Complete the COMPASS assessment prior to enrolling to determine course placement.

6. Application Deadline:
  - a. All application material must be submitted at least two weeks prior to the start of the semester in which the student plans to enroll.
  - b. COTC's Official Academic Calendars can be found online at:  
<http://www.cotc.edu/Academics/Pages/Academic-Calendar.aspx>

## **SELECTIVE SERVICE**

The College Credit Plus student enrolled at COTC is required to be in compliance with federal Selective Service requirements (see Selective Service section of this document). Males within 30 days of becoming 18 years of age should contact their guidance counselor's office at the school to begin the Selective Service registration process.

## **OHIO RESIDENCY REQUIREMENTS**

In accordance with the policy, definitions and rules adopted by The Ohio Department of Higher Education, the following information shall be the policy of Central Ohio Technical College in regard to determination of Ohio residency. Residency Requirement Petitions must be submitted PRIOR to the first day of the semester.

1. Intent and authority
  - a. It is the intent of the Ohio Department of Higher Education in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
  - b. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Department of Higher Education by section 3333.31 of the Revised Code.
2. Definitions
  - a. For purposes of this rule: A "resident of Ohio for all other legal purposes" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state welfare benefits, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes."
  - b. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient.
  - c. An "institution of higher education" as used in this rule shall mean any university, community college, technical institute or college, general and technical college, medical college or private medical or dental college which receives a direct subsidy from the state of Ohio.
  - d. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, "domicile" is a person's permanent place of abode; there must exist a demonstrated intent to live permanently in Ohio, and a legal ability under federal and state law to reside permanently in the state. For the purpose of this policy, only one domicile may be maintained at a given time.
  - e. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.
3. Residency for subsidy and tuition surcharge purposes
  - a. The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

- b. A dependent student, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
  - c. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
  - d. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates.
    - i. Documentation of full-time employment and domicile shall include both of the following documents:
      - a) Sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.
      - b) A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the State; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.
    - e. A (Forever Buckeye) public or private Ohio high school graduate who leaves Ohio but returns to enroll in an undergraduate or graduate program at an Ohio college and also establishes residency in Ohio.
4. Additional criteria which may be considered in determining residency for the purpose may include but are not limited to the following:
- a. Criteria evidencing residency:
    - i. If a person is subject to tax liability under section 5747.02 of the Revised Code;
    - ii. If a person is qualified to vote in Ohio;
    - iii. If a person is eligible to receive state welfare benefits;
    - iv. If a person has an Ohio driver's license and/or Motor Vehicle registration.
  - b. Criteria evidencing lack of residency:
    - i. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
    - ii. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits (see paragraph (D) (2) (a) of this rule).
5. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:
- a. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
  - b. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

- c. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
  - d. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of the person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for a least the tax year preceding enrollment.
  - e. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
6. Procedures
- a. A dependent person classified as a resident of Ohio for these purposes UNDER THE PROVISIONS OF PARAGRAPH (C) (1) OF THIS RULE and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
  - b. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C) (1) or (C) (2) of this rule.
  - c. For students who qualify for residency status under paragraph (C) (3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
  - d. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.
    - i. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.
  - e. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
  - f. Any institution of higher education charged with reporting student enrollment to the Ohio Department of Higher Education for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

## **NEW STUDENT ORIENTATION**

Prior to the beginning of each semester Central Ohio Technical College offers a mandatory orientation program for new students. A student who re-enrolls in COTC after an absence of three or more years will be required to complete the mandatory orientation before enrolling. This program allows students the opportunity to learn more about the College's student resources. Students are also able to obtain a Student ID, parking passes, and to register for classes for the upcoming semester. Contact The Gateway for more information.

## **RE-ADMISSION**

A student whose coursework has been interrupted should contact The Gateway prior to the beginning of the semester for which re-admission is desired. A student who re-enters the College after an absence of at least one academic year (three semesters) will be required to submit a Reactivation Form to The Gateway-Student Records. A student who is seeking re-entry into a Health Technology should refer to the program handbook for re-admission policies. In situations in which coursework is interrupted or where requisite skills may have been lost, courses submitted for acceptance for program requirements will be subject to review and approval by the Academic Dean.

*Technical coursework older than ten years at time of planned graduation will need to be repeated and should be discussed with the student's advisor. A student may appeal the acceptance of older than ten-year technical coursework to Academic Affairs. Please see appeal process for further information.*

This procedure is also applicable when transfer credit has been awarded. A student who plans to transfer credit during their last semester at COTC from another institution to meet graduation requirements must have the written approval of The Gateway Manager-Student Records prior to the semester of graduation. Course(s) which the student expects to transfer must be clearly indicated on the Petition to Graduate form. For further information regarding transfer credit, see the Prior Learning Assessment Policy 4.2

<http://www.cotc.edu/Academics/Documents/Prior%20Learning%20Assessment%204.2%20FINAL.pdf>

## **REINSTATEMENT**

A student who has been dismissed from the College for failure to maintain minimum scholastic requirements must:

1. Remain out of COTC for at least one semester  
(Excluding Summer Semester, unless Summer Semester is required in the major area of study).
2. Complete a petition (available at The Gateway) for consideration of reinstatement to the Academic Board at least four weeks prior to the beginning of the semester in which the student wishes reinstatement. \
3. The student must also appear before the Academic Board to personally present his/her request for reinstatement.

## **FRESH START RULE**

A student who re-enrolls in COTC after an absence of three or more years who has a cumulative grade point average below a 2.00 may petition The Gateway Manager-Student Records Management to recalculate the cumulative point-hour ratio of her or his previous coursework. If the petition is approved, the course(s) and grade(s) earned shall remain on the student's permanent record. Those with marks of "C" or higher, "K", or "S" will count toward credit hours for graduation. Divisional guidelines regarding grade requirements will supersede this policy.

A student must apply to use this rule before re-enrollment. The course or courses in which Fresh Start has been applied will bear the symbol "#" to the right of the grade on official and advising transcripts. The student resumes her or his academic program with no cumulative point-hour, and thereafter is subject to the conditions of warning, probation, and dismissal that govern all Central Ohio Technical College students.

Under the provisions of this rule, a student, before graduation, must be re-enrolled for a minimum of 30 semester credit hours and two academic semesters. The Fresh Start Rule may be used only once.

## **SENIOR CITIZENS**

Any person 60 years or older may enroll tuition free on a non-credit, space-available basis. Although a senior applicant is not assessed an Application Fee, he/she is subject to some specialized course fees where applicable.

Senior citizens enrolled on a non-credit basis are not held responsible for the regular class work and preparation of assignments. Courses do not apply toward the fulfillment of degree requirements.

A senior citizen wishing to receive college credit for coursework must enroll as a regular student and pay all appropriate fees and tuition. For more information about this program, contact The Gateway.

## **ACADEMIC CALENDAR**

Beginning in the Autumn of 2012, COTC began operating under the semester system. From September, 1971 to August 17, 2012, COTC operated under the quarter system.

The official Central Ohio Technical College Academic Calendar is published on the COTC web page:  
<http://www.cotc.edu/Academics/Pages/Academic-Calendar.aspx>

## **ACADEMIC ADVISING**

All students are assigned to a The Gateway Advisor upon enrollment. After accumulating 24 COTC credit hours, students will be assigned to a Faculty Advisor in addition to a The Gateway Advisor. Students who are admitted to a Selective Admissions Program will be assigned to a Faculty Advisor in addition to a The Gateway Advisor upon admission to the program.

The Gateway Advisors provide guidance to students in the development, implementation and achievement of their educational goals. The Gateway Advisors work closely with new students to assist in their transition to COTC and assist students with any aspect of their college experience. Advisors are available to help the student develop academic and career goals, create an individual academic plan based upon their chosen program of study, monitor progress toward certificate/degree completion, and provide referrals to campus resources.

New students will be required to meet with their The Gateway Advisor during their first semester prior to registering for future semesters, with the exception of students admitted to a Selective Admissions Program.

An Advisor Hold to restrict registration will be placed on all new students and will be ended once a student has completed any required precollege coursework and the first subsequent college-level course or after the accumulation of 12 credit hours if no precollege coursework is required. An Advisor Hold may be placed on any student at any time at the discretion of The Gateway Advisor for additional interventions.

Faculty Advisors assist students in attaining maximum educational benefits through proper course selection, advising on academic problems and requirements, referrals to appropriate College resources and support services, and assisting with student career development and placement.

## **ARTICULATION AGREEMENTS**

COTC recognizes that some courses completed in high school, career technical center, or vocational school may be equivalent to some entry-level coursework at COTC. In order to avoid repetition of such courses and to encourage advanced study in the respective disciplines, COTC has entered into Articulation Agreements with some high schools, vocational schools, career centers and school districts. This allows the awarding of credit for certain coursework completed at the high school where articulation agreements are in place. Such credit waives the student's college course requirement. In some cases, a more advanced class must be completed prior to transcribing the articulation credit.

Please contact The Gateway for information concerning eligibility for Articulation credit.

### Academic Regulations

A student must complete the Proficiency Examination prior to the first day of the semester in which they plan to enroll in the course. A student who has enrolled in a course and attended class is not eligible for proficiency exam credit for the course.

## **AUDITING COURSES**

Subject to the approval of the Dean of the respective area, a student may register for and attend a course(s) as an auditor on a space-available basis, with priority given to credit students. The student is not held responsible for the regular class work and preparation of assignments and receives no credit for the course. All regular fees, as well as other applicable fees, are required and the course is considered part of the student's total course load. Audited courses will not apply toward the fulfillment of graduation requirements. Financial aid cannot be applied toward an audited course.

A change to audit status cannot be made after the last date to drop classes in the semester, term, or flexibly scheduled class section.

## **REGISTRATION (COURSES)**

Information concerning course registration is available on the COTC Web page at:  
<http://www.cotc.edu/Academics/Pages/COTC-Registration-Dates.aspx>

A student may not register for more than 18 semester credit hours per semester without written permission of her/his Academic Advisor or the Dean of the respective program. No student may register for classes whose meeting times overlap.

In accordance with State of Ohio legislative law (R.C. 3345.422), COTC provides a student who is either a veteran or a service member with priority for course registration.

*Note: Course registration might be blocked if the student has outstanding financial or library obligations to the College or for other policy-related reasons. Additional information concerning registration is available at The Gateway*

## **CATALOG OF RECORD**

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 program.

If a student completely withdraws or is academically dismissed from the 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.

If a student changes programs, the requirements of the current Plan of Study at the time of the change are in effect.

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 Plan of Study.

No degree will be granted based on graduation requirements from a Plan of Study older than five years. Students may elect to complete their work under a more recent Plan of Study, but must fulfill all requirements of the new Plan of Study.

### Technical Course Work

Technical course work older than ten years will not count toward the degree or certificate completion. A student should be aware that some programs may have more restrictive timelines for technical courses. Specific cases may be reviewed by the Dean of the respective program.

Exceptions to the preceding procedures may be necessary when changes in certifications or licensure standards mandate changes in academic requirements or in College programs.

### General Education Course Work

There is no expiration date for general education courses.

## **CHANGE OF COURSE STATUS**

### **Adding Courses**

During the first five days of the semester (three days for term courses) a student may add a course(s) provided the course section has not been closed and the course prerequisites have been met. Course additions must be made online or at a The Gateway. Flexibly Scheduled Courses may be added through the first class meeting day of the course only. Additional fees, if applicable, will be due at the time the change is made. Failure to properly complete the form will result in the change not being processed.

### **Cancelled Courses**

All courses are subject to a minimum enrollment. *The College reserves the right to cancel scheduled classes that do not have the minimum number of enrollees.*

### **Changing Sections of a Course**

A student may elect to change sections in open courses within the first five days of the semester (three days for term courses). The student must complete a Schedule Change Form, obtain appropriate signatures, and return the form to The Gateway.

### **Dropping or Withdrawing Course Section(s)**

See Withdrawal Policy 5.1.10 for details.

<http://www.cotc.edu/Admissions/Documents/5.1.10%20Withdrawal.pdf>

### **Course Repeat Policy**

A student may repeat courses in which she/he has received a grade of "C-", "D+", "D", "D-" "F", "FN", "U", "NP", or "audit". All courses will remain on the student's permanent record, but only the best grade and corresponding credit hours will be counted in computing the grade point average or will count toward credit hours for graduation.

A student is not permitted to repeat a course for which they have previously successfully completed with a "C" grade (2.00) or better (student may enroll in such courses for audit). Exceptions to this statement are the ten-year rule for technical coursework, credentialing courses, or clinical courses.

A student enrolled in or seeking enrollment in selective programs should consult the "Divisional Guidelines" for rules on repeating a course. Divisional guidelines will supersede this policy.

A student who receives transfer credit for a course may not then take the course for credit. The student may take a course in which transfer credit was awarded for audit.

A student who unsuccessfully completes a pre-college course and need to repeat the course will be placed on mandatory advisor intervention. A student who needs to repeat a college-level course more than one time will be placed on mandatory advisor intervention. Intervention items may include but are not limited to the following:

- Scheduled meetings with the student throughout the semester;
- Aiding the student in tutor request/registration;
- Referring the student to Learning Support Services;
- Consultation with the course instructor.
- Other college resources as necessary

*Note: This policy applies only to COTC courses replacing COTC courses.*

### **Substitution of Courses**

In particular circumstances, The Gateway or Faculty Advisor may recommend course substitutions. Course substitutions must be within a related category, such as an Arts and Humanities course may substitute for another required Arts and Humanities course or a technical course may substitute for another required technical course within the same discipline. Approval of a course substitution by the Dean usually does not affect the number of credit hours required for graduation. A Course Substitution Form must be completed by the student and The Gateway or Faculty Advisor and forwarded to the Dean of the respective program for approval.

## **CHANGE OF PROGRAM**

1. If a student wishes to change programs and has not completed COTC coursework, they must have either a The Gateway Advisor or Admissions Representative sign the Change of Program form and forward it to The Gateway – Student Records.

2. If a student wishes to change programs or change their major/option within their program and has completed COTC coursework, they must meet with a The Gateway Advisor to review the new program requirements and previous coursework applicability. The Change of Program form must be signed by a The Gateway Advisor and forward it to The Gateway – Student Records.

## **COURSE PREREQUISITES**

Some course descriptions contain language referring to a course (or a group of courses) that constitute a prerequisite to the course being described. Prior to being allowed to register for the course, a student must have successfully completed the listed course prerequisite(s). Prerequisites have been established in order to ensure that the student has sufficient background to complete the course successfully.

Each student is responsible for the successful completion of prerequisites. A student who has satisfied a prerequisite at another educational institution will need to submit a transcript from the other educational institution indicating that they have satisfied the prerequisite of the course under consideration. An unofficial transcript may be used for purposes of registration; however, if the official transcript is not received prior to the following semester, the student will not be permitted to register.

A student who feels that they already possess the knowledge and skills covered in the prerequisite course will need to provide convincing evidence to support this claim. A student pursuing this option will provide such evidence in accordance with one or more of the Non-traditional Credit Options listed in this document.

A Non-Degree/ Non-Certificate seeking student who wishes to enroll in a course for which there is a prerequisite must demonstrate that she/he has met the prerequisite; otherwise, she/he may audit but will not receive credit for the course.

Prerequisites for each course offered at COTC will be enforced. A student who registers for a course for which they have not met the course prerequisite(s) will be un-registered from the course by The Gateway.

## **DISMISSAL**

A student will be dismissed from the College if his/her grade point average is below the following levels: After attempting 12 semester credit hours, 1.00 (except first semester students; no student will be dismissed who has completed less than two semesters); and after attempting 24 semester credit hours, 1.25; after attempting 30 semester credit hours, 1.50; after attempting 45 semester credit hours, 1.75; after attempting 60 plus semester credit hours, 2.00.

Any student who achieves below a 2.00 cumulative grade point average any semester will be sent an academic warning letter. A student who has been dismissed from COTC for failure to maintain minimum scholastic requirements must remain out of COTC for at least one semester (excluding Summer Semester unless the Summer Semester is required in the major area of study). See also the Reinstatement section of this document.

The Academic Board reserves the right to place a student on probation with limited hours and/or courses. Students on probation will be placed on Advisor intervention and will be required to meet with their Gateway Advisor.

Probation restrictions will only be lifted once the student achieves a 2.00 cumulative GPA. Credit hour restrictions may be changed at the recommendation of the Gateway Advisor once a student has demonstrated academic success. A VA recipient can only be on probation for a max of two terms before being dismissed for failure to meet SAP.

## **ADDITIONAL PROGRAM(S)**

A COTC student wishing to earn one or more additional degrees, majors or certificates must meet all technical, general, and basic course requirements for each. The students must also complete a Request for Additional Program(s). This request must be submitted to the student's advisor along with Plans of Study for the first degree or certificate and the additional degree(s) and/or certificate(s). Indicate on the additional plan(s) of study any courses that will be completed under the primary program.

## **DEGREE REQUIREMENTS**

Central Ohio Technical College is a state-assisted post-secondary institution of higher education and as such, is authorized by the Ohio Department of Higher Education to offer two-year associate degree and one-year certificate programs in business, engineering, health, and public service technologies, as well as the Associate of Technical Studies, the Associate of Arts and the Associate of Science degrees.

## **General Education Requirements at COTC**

The General Education guidelines can be found here:

<http://www.cotc.edu/Discover/Documents/General%20Education%20Outcomes%200815%20a.pdf>

### **Associate of Applied Science Degree, Associate of Applied Business Degree, and Associate of Technical Studies Degree**

Applied associate degrees (Associate of Applied Business, Associate of Applied Science, or Associate of Technical Studies), must include at least 30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., “basic”) courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours.

A minimum of six semester hours must be found in the following two categories:

- One course (three semester credit hours) in the English Composition and Oral Communication area (e.g., First Writing, Second Writing, Public Speaking)
- One course (three semester credit hours) in the Mathematics, Statistics and Logic area (e.g., Algebra, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)

A minimum of six semester hours must come from the following three categories, and at least two of the three categories must be represented.

- One course (three semester credit hours) in the Arts and Humanities area (e.g., Art History, Ethics, History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- One course (three semester credit hours) in the Social and Behavioral Sciences area (e.g., Communication, History, Economics, Political Science, Psychology, Sociology)
- One course (three semester credit hours) in the Natural Sciences area (e.g., Anatomy, Biology, Chemistry, Environmental Science, Physics, Physiology)

### **Associate of Arts Degree and Associate of Science Degree**

The general education requirements for the Associate of Arts and Associate of Science degrees are listed on the plans of study for these degrees.

#### **One-Year Certificate Programs**

- Skills in written and spoken communication
- One college-level mathematics course
- Other general education competencies should be embedded in the curriculum as appropriate.

#### **COTC Short-Term Technical or General Certificates**

Certificates and programs requiring less than one year of study need not require courses in general education (except when such a requirement is deemed integral to the program), but certificate program developers at COTC are encouraged to provide exposure to general education concepts throughout the delivery of the technology.

### **Associate of Applied Business and Associate of Applied Science Degrees**

The Associate of Applied Business Degree is awarded to those students who successfully complete the two-year planned programs of instruction in Business Technologies. The Associate of Applied Science Degree is awarded to those students who successfully complete two-year planned programs of instruction in Engineering, Health or Public Service Technologies.

The Associate of Applied Business or the Associate of Applied Science degree is awarded to those students who successfully complete the two-year planned program of instruction as outlined in the Ohio Department of Higher Education “Guidelines & Procedures for Academic Program Review” document (published May, 2015):

- Technical Studies: 30 semester credits in completed courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency. Most courses classified as technical should include laboratory experience. Generally, technical courses should be distributed more or less evenly among four semesters of the degree program.
- Non-Technical Studies: 30 semester credits in Non-technical studies, including:
  - a. General Education requirements consisting of 15 semester credit hours of completed courses in written communication and oral communication, and mathematics as well as completion of two of the following three category courses: social and behavioral science, arts and humanities and natural and physical laboratory science.
  - b. 15 semester credit hours of completed courses basic to the technical field and closely related to the technical specialty.

### **Associate of Technical Study Degree**

The Associate of Technical Study Degree is awarded to those students who successfully complete the two-year planned program of instruction as outlined in the Ohio Department of Higher Education “Guidelines & Procedures for Academic Program Review” document (published May, 2015):

The Associate of Technical Study is awarded for successful completion of a minimum of 60 semester credit hours of an individually planned technical education program designed to respond to needs for specialized technical education not currently available in the formal degree programs at COTC.

An Associate of Technical Study Degree will be granted to the student completing the following requirements:

#### **1. Graduation Requirements**

- a. An approved ATS Program Application including an outline of specific coursework to be taken in the intended area(s) of concentration.
- b. The satisfactory completion of no fewer than 60 semester credit hours (composed of 30 Non-technical and 30 Technical credit hours).
- c. A cumulative grade point average of 2.00 and complete the formal petition.

#### **2. Specific Graduation Requirements**

- a. Completion and approval of ATS program application must include a detailed statement from the student of the academic and career goals of what is planned to be accomplished by pursuing the ATS degree.
- b. No fewer than 15 of the 60 overall semester credit hours must be completed at Central Ohio Technical College.
- c. Completion of a minimum of 30 semester non-technical credit hours of coursework.

The 30 semester non-technical credit hours must include the following:

- 3 credit hour English Composition and oral communication course
- 3 credit hour Mathematics course

Completion of the 30 semester non-technical credit hours must also include completion of at least of the 3 categories below:

- 3 credit hours course in Arts & Humanities
  - 3 credit hours course in Social & Behavioral Sciences
  - 3 credit hours course in Natural Sciences
- d. Completion of a minimum of 30 semester credit hours in technical studies which are clearly identifiable with a career objective and are composed of a combination of technical courses drawn from two or more technical programs currently offered by the College. The completed 30 technical credit hours must come from an area of concentration from either of the following:
- 30 semester credit hours in technical studies which are clearly identifiable with a career objective and are composed of a combination of technical courses drawn from two or more technical programs currently offered by the College.
  - Courses completed or training received by a student at other institutions of higher education, vocational centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit, to a maximum of thirty credit hours.

### **3. Application Process - Associate of Technical Study Degree**

The Associate of Technical Study is awarded for successful completion of a minimum of 60 semester credit hours of an individually planned technical education program designed to respond to needs for specialized technical education not currently available in the formal degree programs at COTC.

Associate of Technical Study application must identify the area of concentration and designate the courses to be taken to complete the ATS degree.

Students interested in pursuing an Associate of Technical Studies (ATS) degree program must follow the outlined procedure:

- a. Student must meet with a Faculty Advisor or with a The Gateway Advisor to determine if an ATS degree is the appropriate program to reach the student's academic and career goals. If deemed an appropriate program, the student must fill out the application for "Associates of Technical Studies" for approval.
- b. The application must include all the courses that the student will take to complete the ATS Degree, along with a detailed statement from student that includes the academic and career goals and what is being planned to be accomplished by the ATS degree.
- c. The application will then be forwarded to the appropriate Academic Dean/ Director for initial approval and review. After the initial approval and review it will be forwarded to the Dean of the respective program for final review and approval.
- d. If approved, the degree awarded must contain the name of the student's area of concentration. Additionally, the final ATS application will be forwarded to The Gateway (Records) office to be kept in the student's record file.

*Following approval of the application, each candidate will be required to complete no less than twenty semester credit hours of course work under the supervision of the institution granting the degree.*

### **Associate of Arts/ Associate of Science Degrees**

The Associate of Arts Degree or the Associate of Science Degree is awarded to those students who successfully complete the two-year planned program of instruction as outlined in the Ohio Department of Higher Education "Guidelines & Procedures for Academic Program Review" document (published May, 2015):

Consistent with the belief that the AA and AS degrees serve as the first two years of a bachelor's degree and to provide

maximum transferability of courses from the associate level to the bachelor's level, the general education component of the AA and the AS degrees at Ohio's public institutions must fulfill the institution's Ohio Transfer Module (OTM).

The Ohio Transfer Module contains 36-40 semester hours of coursework in general education. It is a subset or the complete set of general education requirements at each college or university. In order for general education courses to be a part of an institution's transfer module, all coursework is subject to a review by the statewide transfer module panels against the Ohio Transfer Module Guidelines and learning outcomes.

Each transfer module must include a minimum of 24 semester hours of approved OTM courses as outlined below:

- At least three semester credit hours in English Composition and Oral Communication (e.g., first Writing, Second Writing, Public Speaking)
- At least three semester credit hours in Mathematics, Statistics and Logic (e.g. College Algebra, Pre-Calculus, Trigonometry, Calculus, Statistics, formal/Symbolic Logic.)
- At least six semester credit hours in Arts and Humanities (e.g. Art History, Ethics, American History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least six semester credit hours in Social and Behavioral Sciences (e.g., Anthropology, Economics, Geography, Political Science, Psychology, Sociology)
- At least six semester credit hours in Natural Sciences (e.g. Astronomy, Biology, Chemistry, Environmental Sciences, Geology, Physical Geography, Physics.)

The additional 12-16 semester credit hours needed to complete the OTM are distributed among the same five categories but may be distributed differently in the Associate of Arts and the Associate of Science degrees. Typically, an Associate of Arts degree would include more credit hours in the oral and written communication and arts and humanities areas, while an Associate of Science degree would include more credit hours in the mathematics and science areas.

Plans of Study for the OBR approved Associate of Arts or Associate of Science programs offered by COTC are available online at <http://www.cotc.edu/Academics/degrees-and-certificates> or from The Gateway.

### **One-Year Certificate Programs**

COTC is authorized by the Ohio Department of Higher Education to offer one-year certificate programs. As outlined in the Ohio Department of Higher Education "Guidelines & Procedures for Academic Program Review" document (published May, 2015), a Certificate of Completion will be awarded to those individuals who successfully complete the one-year planned program of instruction, as outlined by specific technology programs. While the certificates are designed to have value apart from a degree, these certificates serve as building blocks to an associate degree. The technical certificate is designed for an occupation or specific employment opportunity. These certificates prepare the student for a valid occupational license or third-party industry certification, if available, related to the field of study.

Plans of Study for each OBR approved one-year Certificate program offered by COTC are available from The Gateway or online at:

<http://www.cotc.edu/Academics/degrees-and-certificates>

### **COTC (Short-Term) Technical and General Certificates**

A student may earn a COTC Certificate in a number of fields of study. As outlined in the Ohio Department of Higher Education "Guidelines & Procedures for Academic Program Review" document (published May, 2015), COTC certificates are awarded for the completion of an organized program of study in less than 30 semester credit hours that is designed for an occupation or specific employment opportunity. These certificates prepare the student for a valid occupational license or third-party industry certification, if available, related to the field of study.

All courses in a COTC Certificate program carry credit and are applicable toward associate degree requirements at COTC.

Plans of Study for each COTC Certificate program offered at COTC are available from The Gateway or online at: <http://www.cotc.edu/Academics/degrees-and-certificates>

### Non-Degree/Non-Certificate Seeking Students

Non-Degree/ Non-Certificate seeking students are those who do not have the goal of obtaining a formal Certificate or Degree from the College.

These individuals are not required to take placement tests (unless enrolling in a course that requires the placement exam) to register for classes at COTC, but they must adhere to all course prerequisites. There is no restriction on the number of hours a non-degree seeker may earn at COTC.

NOTE: Non-degree students are not eligible for Financial Aid. Students who decide to switch to a degree option should notify The Gateway and have their transcript(s) evaluated.

**Central Ohio Technical College degree and certificate programs can be found at:**

<http://www.cotc.edu/Academics/Pages/Degrees-and-Certificates.aspx>

## GRADES

### Grading System

The following system of grades is used in reporting and recording a student's academic achievement: The point average is obtained by dividing the total number of points earned by the total number of credit hours attempted, excluding courses for which the grades of "W", "K", "R", "S", "U", "UN", "X", or "AP" are recorded;

| Grade | Meaning   | Points Awarded |
|-------|---|----------------|
| A     |   | 4.00 points    |
| A-    |   | 3.70 points    |
| B+    |   | 3.30 points    |
| B     |   | 3.00 points    |
| B-    |   | 2.70 points    |
| C+    |   | 2.30 points    |
| C     |   | 2.00 points    |
| C-    |   | 1.70 points    |
| D+    |   | 1.30 points    |
| D     |   | 1.00 points    |
| D-    |   | 0.70 points    |
| E     | (replaced by F grade in the Semester system)  | 0.00 points    |
| EN    | E (Student did not attend a class session during the entire course meeting dates or attended only the final exam session for the class.); Used in the Quarter system  | 0.00 points    |
| F     | (replaces E grade in the Quarter system)  | 0.00 points    |
| FN    | F (student did not attend a class session during the entire course meeting dates or attended only the final exam session for the class); Used in the Semester system  | 0.00 points    |
| S     | Satisfactory  | 0.00 points    |
| U     | Unsatisfactory  | 0.00 points    |
| UN    | Unsatisfactory (Student did not attend a class session during the entire term or attended only the final exam session for the class.) (Effective Summer Quarter 2011) | 0.00 points    |
| PA    | Pass  | 0.00 points    |
| NP    | Non-Pass  | 0.00 points    |
| I     | Incomplete  | 0 points until |

|    |   |                         |
|----|---|-------------------------|
|    |   | removed;                |
| IP | In Progress   | 0 points until removed; |
| AA | Articulation Agreement Credit   | 0.00 points             |
| AS | Advanced Standing (through standardized AP/CLEP testing)                                      | 0.00 points             |
| CE | Credit Equivalency for Training   | 0.00 points             |
| K  | Transfer Credit   | 0.00 points             |
| LE | Portfolio Evaluation - Life Experience  | 0.00 points             |
| X  | Examination/Proficiency Credit  | 0.00 points             |
| R  | Audit   | 0.00 points             |
| NG | No grade submitted by instructor (temporarily assigned)                                       | 0 points until removed  |
| W  | Withdrawal after 14th Day of the semester   | 0.00 points             |
| AP | Advanced Placement  | 0.00 points             |
| #  | Denotes a course or courses involved in recalculation of averages (refer to Fresh Start Rule) | 0.00 points             |

### Grade Reports

Student grades are not mailed to students on a routine basis. A student may access grades via myCOTC. The student will need to know their Student Password to log in. If a student has trouble logging in, the student should contact the ITS Helpdesk via email: [helpdesk@cotc.edu](mailto:helpdesk@cotc.edu), or phone: 740-366-9244.

Official copies of grades may be requested from The Gateway. Grades will not be disclosed over the telephone. Questions concerning the correctness of grades must be brought to the attention of The Gateway within ten days after the end of the semester. A Grade Appeal procedure is in place for a student who wishes to appeal a grade. Contact The Gateway Records Office for more information on the Grade Appeal procedure.

Program changes, dismissals, or reinstatements do not change a student's cumulative grade point average at Central Ohio Technical College.

The evaluation period for grades falls within the academic semester. The academic semester calendar is located on the COTC website at: <http://www.cotc.edu/Academics/Pages/Academic-Calendar.aspx>

### Incomplete Grade

The grade of Incomplete is given when, because of an acceptable emergency situation, a student is unable to meet all course requirements.

A student wishing to receive an Incomplete in a course must make a reasonable attempt to contact the instructor prior to the end of the semester, otherwise, no credit will be given toward the final grade for the work not completed.

The grade of Incomplete might be removed and another grade substituted if the student makes up the course deficiencies to the satisfaction of the instructor. A grade of Incomplete must be removed no later than noon of the sixth Friday of the semester following the one in which the Incomplete was received. If the Incomplete is not removed within the time limit, the alternate letter grade assigned by the instructor is automatically substituted. If no alternate grade has been assigned, the grade of "F" will be substituted.

The instructor may for good reason allow a student additional time in which to complete the work. A written request for an extension of an Incomplete must be submitted to the instructor and must 1) state the reason for the request and 2) propose the new date of completion (generally, no longer than the end of the semester in which the missing work is due). In addition, the instructor will need to submit the "Extension of Incomplete Timeline" form to The Gateway. Both the student and the instructor will need to sign this form or otherwise have their approval indicated on the form.

Following approval or disapproval by the instructor, the request is forwarded to The Gateway. A student receiving a grade of Incomplete enrolls in subsequent semesters of work at her/his own risk.

*Note: A student receiving financial aid who wishes to receive a grade of Incomplete should first consult with a financial aid advisor, since receiving a grade of Incomplete could adversely impact the student's financial aid situation.*

## **Grade Appeals**

A student may appeal the final grade (not individually graded assignments) that she or he received in a course if she/he feels that the final grade was awarded unfairly.

A grade appeal *must* be based on one or both of the following criteria: mistake (for example, the instructor did not calculate the student's course point total accurately) or bad faith (for example, the syllabus notes that a lack of class participation will not affect final grade calculations, but the instructor lowers the student's final grade expressly because the student had failed to participate in class).

The steps for appealing a final grade are outlined below.

*Note: This process must be formally initiated within three (3) weeks of the final grade's having been posted. In addition, students should understand that the burden of proof regarding an instructor's alleged mistake or bad faith will be theirs to demonstrate.*

### **STEP ONE**

The student should consult with his/her instructor in order to give the instructor a chance to explain the basis upon which the final grade was conferred and to give the student an opportunity to present a case for a different final grade. If no resolution can be agreed upon by the end of this meeting, then the student may proceed to Step Two.

### **STEP TWO**

Within ten (10) calendar days of the student having met with the instructor, the student will need to meet with the Appropriate Administrator, who is generally defined as the Academic Dean who oversees the academic area in which the course in question is housed. However, the following exceptions apply: The student will need to meet with the Nursing Programs Administrator if the appeal involves a grade in a Nursing course; or with the Program Director for Human Services if the appeal involves a grade in a Human Services course; or with the Director of the Institute for Public Safety if the appeal involves a grade in a course that is housed in a program under the umbrella of the Institute.

Prior to this meeting, the student will need to submit a written summary or letter explaining the reason(s) for and providing evidence to support her/his appeal. (This summary or letter must be received by the Appropriate Administrator at least forty-eight [48] hours prior to the meeting.) The Appropriate Administrator will then meet with the student and faculty member in an attempt to resolve the matter. Within ten (10) calendar days of this meeting, the Appropriate Administrator will render a decision and will communicate that decision, in writing, to the faculty member, the student, and the Chief Academic Officer. The Appropriate Administrator will also forward all relevant materials and correspondence to the Chief Academic Officer.

### **STEP THREE**

If the student disagrees with the Appropriate Administrator's decision, then, within ten (10) calendar days of the meeting, the student may meet (face-to-face or by phone) with the Chief Academic Officer (the Vice President for Academic Affairs) to appeal this decision. Within ten (10) calendar days of this meeting, the Vice President will render a decision and will convey her or his decision, in writing, to the student, the faculty member, the Appropriate Administrator, The Gateway, and the Director for Student Life. *The decision of the Chief Academic Officer will be considered final.*

## ACADEMIC HONORS

Each semester, the Dean's and President's Honors lists gives recognition to those students who demonstrate outstanding academic achievement. COTC publishes the Dean's and President's Honors List each semester and only includes the students who have not withheld publishing of directory information. Additionally, students will receive a letter of recognition from the Office of the Provost. Students should contact The Gateway – Student Records at [cotcrecords@cotc.edu](mailto:cotcrecords@cotc.edu) if they have questions related to honors or their directory information status.

### **Dean's Honors List**

Students who have a grade point average (GPA) of 3.5 or higher and have completed 6 or more credit hours (excluding satisfactory/unsatisfactory courses) in a semester are recognized for academic achievement by being named to the Dean's Honors List.

### **President's Honors List**

Students who have a grade point average (GPA) of 4.0 and have completed 6 or more credit hours (excluding satisfactory/unsatisfactory courses) in a semester are recognized for academic achievement by being named to the President's Honors List.

## ACADEMIC CLASS RANK

At Central Ohio Technical College, a student who has accumulated less than 30.5 semester credit hours will be considered a first year (or freshman) student. A student who has accumulated 31 or more semester credit hours will be considered a second year (or sophomore) student.

## STUDENT ACADEMIC RECORDS

Student academic records include all official records, files, and data directly related to a student who has attended classes at COTC.

These include all material that is incorporated into the student's cumulative file folder, and intended for college use or to be available to authorized parties outside the college, and specifically including, but not necessarily limited to, identifying data, academic work completed, and level of achievement (grades, standardized achievement test scores).

All transcripts from other institutions, including high school and colleges, are a part of the student's permanent record and will not be released back to the student. If a copy of these transcripts is needed by the student, the copy should be requested from the original institution.

### **Procedure to Inspect and Review Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student may request, in writing, the opportunity to inspect and review his/her records upon presentation of appropriate college identification. The request should be made to The Gateway Manager-Student Records and must specify records to be inspected and reviewed. A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed thirty days after the request has been made.

Records will be inspected and reviewed by the student in the presence of The Gateway Manager-Student Records Management or his/her designee. Records may not be changed or deleted during the process of inspection and review. The student shall be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her college record.

2. The right to request amendment of the student's education records that the student believes to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

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

3. The right to provide written consent before the College discloses personally identifiable information from the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, vendor, volunteer or other party to whom the College has outsourced institutional services or functions); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or are assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

### **Hearing to Challenge Content of Records**

A student shall have an opportunity to challenge the content of his/her college records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

### **Release of Student Records to External Agencies**

Information will not be released from a student's record or file to external agencies or persons without the expressed written consent of the student except as required by law.

### **Records of Deceased Students**

Academic records of deceased students are kept confidential. Academic records of deceased former students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. The request should be addressed to the Manager, The Gateway Student Records Management. Only the Manager or his/her designee may release the academic records of deceased students. FERPA no longer applies and the disposition of records becomes a matter of institutional policy.

The petitioner must provide as much of the following information as possible within his/her written request:

1. Student's name (and former name, if applicable)
2. Student's Social Security Number
3. Student's date of birth
4. The dates that the deceased student attended COTC
5. Death Certificate (a photocopy is acceptable)

The Petitioner must also provide the following personal information within his/her written request:

1. Name
2. Address
3. Phone Number
4. Evidence that he or she is qualified to receive the records based on the above criteria or, in the absence of evidence, a statement certifying same
5. Signature
6. Date of request

### **TRANSCRIPT OF GRADES**

A student may request an official copy of his/her transcript without charge by contacting The Gateway in writing. No transcripts are released without the written approval of the student.

Transcripts are issued within seven working days except during peak periods. On-demand transcripts are available for a fee per transcript.

Any outstanding financial obligation must be cleared with the Fees and Deposits Office before a transcript will be released.

Students graduating or withdrawing from COTC who borrowed federal student loans must complete Exit Counseling before a transcript will be released. This can be done at: [www.studentloans.gov](http://www.studentloans.gov)

### **GRADUATION**

Each student is responsible for the fulfillment of all graduation requirements in his/her curriculum. To ensure current degree requirements are being met, a petition for graduation request will not be accepted after the first day of the seventh (7<sup>th</sup>) week in the semester in which he/she intends to graduate.

A student expecting to graduate/complete must successfully complete the prescribed curriculum, attain a cumulative grade point average of 2.00, and complete the formal petition. *It is not necessary to be officially registered for classes in the semester in which the student petitions to graduate.*

A diploma is issued to each student upon graduation from a degree program. On the Petition to Graduate form the student has the opportunity to indicate how they wish their name to appear on the diploma. *The name printed on the diploma will be the student's legal name at the time of graduation.* On the Petition to Graduate form the student may choose to have the first or middle name as an initial rather than spelled out, but may not choose to add other names (nicknames, slang words, etc.).

Example: student's legal name is "John Paul Jones". Request on diploma might be "John P. Jones" or "J. Paul Jones".

A student who plans to transfer credit to COTC during their last semester at COTC from another institution to meet graduation/completion requirements must inform The Gateway Student Records Manager prior to the semester of graduation. Course(s) which the student expects to transfer must be clearly indicated on the Petition to Graduate form.

Prior to participating in a COTC graduation ceremony, the student must clear any outstanding financial obligations with the Fees and Deposits Office.

Graduation ceremonies are held in May and December with the conferring of degrees and certificates. Any outstanding financial obligations must be satisfied prior to participating in either ceremony.

More complete information on COTC Commencement ceremonies may be obtained at:  
<https://my.cotc.edu/cotcstudent/gateway/Pages/Graduation-and-Commencement.aspx>

Graduation ceremonies are available for students completing an associate degree or a one-year certificate program (short-term certificate completers do not participate).

The college has the right to auto award a student's degree or certificate that is complete on behalf of the student. The student has the right to opt out of this option at any time and should contact the COTC Gateway if they do not want their degree automatically awarded after requirements are complete.

### **Replacement Diploma Policy**

1. A replacement diploma will be issued if a notarized statement is sent to The Gateway attesting that the original diploma was lost, destroyed, or never received, or if the student had a legal name change.
2. The name printed on the replacement diploma will be the same as the name printed on the original diploma unless there is a legal name change. If there is a legal name change, the original diploma must be returned.
3. The replacement diploma will carry the current titles and signatures of all college officials.
4. The notation "Official Replacement" will appear at the bottom of the replacement diploma.
5. The cost of the replacement diploma is \$20.00. Check or money order should be made payable to Central Ohio Technical College. Please allow approximately four to six weeks for delivery of the replacement diploma. Individuals with additional questions concerning this policy should call 740-366-9208 for assistance or email The Gateway at [cotcrecords@mail.cotc.edu](mailto:cotcrecords@mail.cotc.edu)

## COMMUNICATION

### **myCOTC**

myCOTC (COTC's student portal) is used to access a student's academic records and services. This includes an individual's final grades, class schedules, unofficial transcripts, request for official transcripts, online fee payment and financial aid information.

Each COTC student, upon application for admission, will be issued a student myCOTC account. To access, the student will need to go to [www.cotc.edu](http://www.cotc.edu) and click on the myCOTC link and then log in. Usernames may be retrieved online and passwords can be reset by contacting the IT Help Desk, 740- 366-9244.

### **COTC EMAIL ACCOUNTS - OFFICIAL MEANS OF COMMUNICATION AT COTC**

Official college email accounts are required for all Central Ohio Technical College (COTC) students. The address format is: last name-#@cotcmail.cotc.edu. Upon application, all students are given a student COTC email account. Students may anticipate that official college correspondence will come to them through this e-mail account and should access COTC e-mail on a regular and timely basis. Additionally, all students should recognize that COTC's web-based, student account interface, commonly known as "COTCconnect" is currently the tool used to access various college academic services. Students need to access their "COTCconnect" information via the student web portal myCOTC. Students are required to use the portal tools to access services such as grade reports, class schedules, and announcements.

Students experiencing problems with their COTC email account should contact the ITS Help Desk at 740-366-9244.

#### **1. College Use of Email**

Email is a mechanism for official communication within COTC. The college expects that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As stewards of the process, the Information Technology and Services department is responsible for directing the use of official student email.

2. **Assignment of Student Email**

A COTC email account will be created by the Information Technology and Services Department upon the student's application to the college. The student will receive information with access information in person via email or U.S. mail.

The student COTC email account will be used from that point forward to communicate with the student (registration, coursework, etc.). At the present time, it takes the ITS department approximately two business days to create a new email account.

3. **Expectations about Student Use of Email**

Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-sensitive. Infrequent checking is not an excuse for missing official college communications sent to the student's COTC email account. Additionally, no student is permitted to share his or her COTC email password with any other individual.

4. **Re-directing of Email**

Re-directing email from COTC addresses to another email address is not a service that is currently offered. Please be aware that if you do arrange to have your email forwarded to another provider (e.g. Yahoo, Gmail, Roadrunner, AOL) the College is not involved in the action, and is not responsible for misdirected or undelivered mail. Since COTC email provides students with important messages regarding enrollment and studies, it is strongly suggested that students use COTC email from the COTC webmail site. In addition, please realize the internet email accounts such as yahoo, Gmail etc., are not secure and the college cannot be responsible for any problems related to delivery or security of this information.

5. **Authenticating for Confidential Information**

The COTC Code of Student Conduct lists "dishonest conduct" as a violation. "Dishonest conduct" includes, but is not limited to, behavior such as "submission of information known by the subscriber to be false". To minimize this risk of fraud, some confidential information may be made available only through web-accessed programs which are password protected. In these cases, students will receive an email correspondence directing them to the web page, where they can access the confidential information only by authenticating (logging in). The confidential information will not be available in the email message. Again, because password protection is a key component of COTC security, students are not permitted to share their passwords.

6. **Privacy**

E-mail is not a secure form of communication. Those sending email should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

7. **Educational Uses of Email**

Faculty will determine how electronic forms of communication (e.g. email) will be used in their classes, and must specify their requirements in the course syllabus. The "Email as Official Means of Communication Policy" will help ensure that students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' COTC email accounts are being accessed and faculty can use email for their classes accordingly.

8. **Policy on Student Campus Account Username Changes**

A student at COTC who desires to change their campus account user name after marriage, divorce, etc., must do the following:

- a. Report to COTC Student Records in The Gateway in the Hopewell Mall to change their name in official college records by filling out the Personal Data Form.
- b. To change your network/email account name, login to myCOTC Portal. Click on *Campus Life* in the lower middle part of the screen, then *IT Support, Get Services*. This will take you to the COTC User Name Change Request Form. Click on the form, fill it out and then bring the form to the ITS Department located on the Newark Campus in Founders Hall Room 196. Further details, instructions and procedures for your new account will be provided to you from the Help Desk.

9. **Inactive Student Email Accounts**

Student email accounts are only for active students who are regularly attending the college. If a student does not attend classes for one calendar year, the student's account will be deleted from the campus email system and the student will need to receive a new email if returning to COTC as a student after that time. This is done for security reasons.

**CHANGE OF NAME/ADDRESS/PHONE NUMBER**

Any change in a student's name, address or phone number must be reported to The Gateway. Name changes require submission of a U.S. Social Security Card. It is the responsibility of the student to notify the college of any changes by completing a Personal Data Form available from The Gateway. Each student is responsible for complying with any official communication sent to the last reported address.

**DIRECTORY INFORMATION (STUDENT)**

Central Ohio Technical College has designated the following categories of information about each student as public information:

- Student Name
- Major Field of Study
- Dates of enrollment
- Degrees and awards received (to include honors list)
- Hometown (if different from current residence)
- Veteran/ Military Status

A student has the right to have this directory information withheld from the public if he/she so desires. During the semester, a student may request directory information be withheld or released by completing the Change of Directory Information section of the Personal Data Change form available from The Gateway. At least five days should be allowed for processing of these requests.

**IDENTIFICATION CARDS FOR FACULTY AND STUDENTS**

Faculty and student identification cards consist of a plastic-enclosed photograph with identifying information. ID pictures are taken in the Security Office, located in the Warner Center, Newark Campus; or at The Gateway on the Extended Campuses. ID cards will be used for entrance into campus social and sporting events, use of the Newark Campus Library, campus gymnasium, use of the OSU Library in Columbus, and recreational facilities.