



Central Ohio Technical College
Academic and Enrollment
Policies and Procedures
2023-2024

Mission

To meet the technical education and training needs of students and employers in the area.

Vision

COTC will help our students build successful futures by engaging with our industries, communities and employers to uncover opportunities that will address workforce needs, positively influence communities and impact lives for decades to come.

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Admission Requirements

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

1. High school graduate, or
2. Completed home schooling program, or
3. Passed the General Education Development Test (GED), or
4. Completed an adult diploma program (ADP), or
5. If applicant has not met any of the 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. Application for Admission (no application fee; available online)
2. Non-U.S. citizens are required to submit documentation of their current status. Documentation can include, but is not limited to:
 - a. Permanent Resident Card
 - b. DACA – employment authorization card
 - c. Asylee or Refugee documentation
 - d. I-94 Form
 - e. Notice of Action (I-797) Form
 - f. Passport showing visa status.
 - i. Visa status may impact enrollment eligibility, including program of study and full or part-time enrollment status.
 - g. COTC is not approved by the U.S. Department of Justice, Immigration and Naturalization Services to issue I-20's or accept students seeking admission through an international student visa (F-1).
3. A current College Credit Plus student in good standing who meets graduation eligibility for a certificate or degree program can be conditionally admitted as degree or certificate-seeking in the semester in which they are eligible to graduate.
 - a. The student will revert back to CCP/non-degree or certificate seeking if they continue in the CCP program after earning a COTC certificate or degree.

An official high school transcript, GED transcript, or home school completion documentation may be required based upon program admission requirements, scholarship eligibility, financial aid verification, and/or to meet prerequisites for courses.

Determining Validity of High School Completion

Upon receipt of the high school transcript with date of graduation, the Gateway – Student Records office confirms the diploma is valid. If there is reason to believe the diploma is inauthentic or granted by an ineligible institution, further review may be necessary. Typically, validity is determined by confirming the high school's

accreditation status with the agency that has jurisdiction over the high school. If unable to validate through the accrediting agency and/or if additional information is needed, the Gateway – Student Records office performs due diligence with actions such as, contacting the high school for additional information or consulting with other post-secondary school leadership located in proximity to the high school in question.

Selective Admissions Programs

Some academic 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.

Non-Degree/Non-Certificate Status

Under certain circumstances an applicant may enroll as a non-degree/non-certificate seeking student. Non-degree/non-certificate seeking students are not eligible to receive financial aid and cannot earn a degree/certificate. Non-degree/non-certificate seeking students must adhere to all course prerequisites and cannot seek admission into a selective program. There is no restriction on the number of credit hours a non-degree/non-certificate seeker can earn. Applicants/students can switch to a degree/certificate seeking status by completing a Program Change Form or contacting the Gateway.

Felony Applicants

Applicants with felony convictions may be denied general admissions to the college, admissions to specific academic programs, and may not be eligible for federal financial aid. Applicants are required to disclose on the application for admission a prior guilty plea or conviction of a felony, or any pending felony charge. Additional information will be requested from the applicant, and the admission review board will assess the student's background for admission determination.

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 may be restricted from enrolling in the following programs:

- Criminal Justice Technology
- Diagnostic Medical Sonography Technology
- Early Childhood Technology
- Emergency Medical Services Technology
- Fire Science Technology
- Health Services Technology
- Law Enforcement Technology
- Nursing Technology
- Radiologic Science Technology

- Surgical Technology

Disciplinary Dismissal from Another College or University

Applicants who have been dismissed for disciplinary reasons 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 disciplinary dismissal on the application for admission. Examples of disciplinary dismissals include but are not limited to dismissal for academic dishonesty or student code of conduct violations or expulsion from clinical or practicum site due to policy violation. Disciplinary dismissal does not include dismissal due to low GPA.

An applicant who indicates they have been dismissed for disciplinary reasons will be required to submit documentation, including a statement outlining reason for dismissal and an authorization for COTC to contact the other institution. The admissions review board will assess the documentation to determine applicant's eligibility to enroll. Failure to disclose a disciplinary 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.

Re-Admission for Returning Students

A student who re-enters the College after an absence of at least one academic year (three semesters) will be required to submit an updated application for admissions. A student who is seeking re-entry into a selective health program 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.

Fresh Start Rule

A student who re-enrolls after an absence of three (3) or more years with a cumulative grade point average (GPA) below a 2.0 may petition the Registrar to recalculate cumulative point-hour ratio of previous coursework. If the request is approved, the course(s) and grade(s) earned shall remain on the student's academic record, however, the GPA would be adjusted under the new calculation. Grades of "C" or higher and "S" - Satisfactory will continue to count toward graduation requirements. Academic departmental guidelines regarding grade requirements will supersede this policy.

A student must apply to use this rule by the end of their first semester of re-enrollment. The course(s) in which fresh start has been applied will have a designation of "#" next to the grade on the transcript. The student resumes enrollment with no cumulative point-hour, and therefore, is subject to the conditions of warning, probation, and dismissal that govern all students. Additionally, the student is subject to the Satisfactory Academic Progress (SAP) policy.

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

Senior Citizens

Any person 60 years or older may enroll tuition free on a non-credit, space-available basis. Some courses may be subject to specialized fees, which are the responsibility of the student.

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.

College Credit Plus

A student who is currently enrolled in an Ohio middle school (7/8th 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 [College Credit Plus](#) (CCP).

Students who enroll at COTC through the College Credit Plus program are considered COTC students, admitted as non-degree, non-certificate seeking and are not eligible for state or federal financial aid. There are no tuition and fees costs to students for participation in CCP, however, the school district may seek reimbursement of costs if a student withdraws from a course after the census date or fails the course.

College Credit Plus Admission and Eligibility

Students enrolled in grades 7 through 12 who are interested in participating in COTC's College Credit Plus program must submit an online Application for Admission, an official high school transcript with unweighted GPA and a Mature Subject Matter Permission Slip signed by both the student and parent.

Students must meet one of the **CCP eligibility criteria** as established by the State of Ohio.

1. Obtains a remediation-free score on one of the standard assessment exams as set forth in paragraph (D)(2) of rule 3333-1-65.3 of the Administrative Code; or
2. Has a cumulative unweighted high school grade point average of at least 3.00; or
3. Has a cumulative unweighted high school grade point average of at least 2.75 but less than 3.00 and received an "A" or "B" grade in a relevant high school course.

Registration will be permitted after the following:

1. Completion of the online CCP Orientation course
2. Placement testing (if applicable) *
3. Completion of the Mature Subject Matter Questionnaire by the student

*CCP does not allow for enrollment in any pre-college courses.

Concurrent Enrollment

The Concurrent Enrollment program provides an opportunity for high school students who either do not meet CCP eligibility requirements or have exhausted the maximum number of credit hours allowed under CCP to enroll in courses with a tuition discount. Under the Concurrent Enrollment program, tuition and fees at one-half the regular cost, however, students are responsible for all textbook and supply costs. The maximum number of credit hours permitted under Concurrent Enrollment will be determined between the student and their academic advisor based upon the overall course load and extracurricular activities.

Concurrent Enrollment Admission Requirements (public and private school students):

1. Complete the online Application for Admission
2. Must be an Ohio resident.
3. Submit an official high school transcript with a minimum 2.5 cumulative unweighted GPA

Concurrent Enrollment Admission Requirements (homeschool students)

1. Complete the online Application for Admission
2. Must be an Ohio resident.
3. Minimum age of 14 and maximum age of 18.
4. Submit a copy of school district communication recognizing student eligibility for home school instruction as outlined in OAC 3301-34-04.
5. Submit an official high school transcript with a cumulative GPA.

* Applicant may be required to complete a placement assessment to determine appropriate course placement.

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. The Application for Residency must be submitted by 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.

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.
 - 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;
- 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.

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. 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.

Articulation Agreements

COTC recognizes that some courses completed in a career technical education program in high school or at a career center may be equivalent to college entry-level coursework. In order to avoid repetition of such courses, COTC has entered into articulation agreements with area high schools and career centers. This allows the awarding of credit for certain coursework completed at the high school or career center where articulation agreements are in place.

Articulated credit is transcribed with an “TC” grade designation. Articulated credit can be applied toward completion of a certificate or degree at COTC but may not be transferable to other institutions.

COTC will proactively collect articulation agreement forms for students who have completed the career technical program at the end of each academic year and conduct outreach to ensure potential students are aware of the credit opportunity. Students must enroll within 3 years of graduating or completing the career technical program in order to be eligible for articulated credit.

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

Enrollment

Orientation for New and Returning Students

COTC offers two online orientation courses for new and returning students. One course is for College Credit Plus (CCP) students, and the other is for adult learners.

All new students, including those participating in College Credit Plus (CCP), enrolling for the first time and returning students enrolling after an absence of one academic year (3 semesters) are required to complete an online orientation course prior to registering for classes. CCP students will be required to complete the traditional online orientation course when continuing at COTC after high school graduation.

Academic Advising

All students will work with an enrollment navigator to enroll in their first semester. Students are then assigned to an academic advisor at the start of their first semester. After accumulating 12 COTC credit hours, students in

non-health programs will be assigned to a faculty advisor in addition to an academic advisor. Students who are admitted to a selective admissions program will be assigned to a faculty advisor in addition to an academic advisor upon admission to the program. Students in Health Services will not be assigned a faculty advisor until admittance into their selective health program. Additional programs may also assign faculty advisors earlier based upon program policy.

Academic advisors assist students with academic program requirements, college policies and procedures, and campus resources. Additionally academic advisors collaborate with students on goal setting, academic planning, and course registration. Faculty advisors assist students with career planning, program specific requirements/policies, and field experience placement.

Completing an academic advising appointment during the first semester of enrollment is mandatory. This mandatory appointment is used to assist the student with goal setting and creating an academic plan in Student Planning. Failure to complete the mandatory advising appointment will result in a block on registration.

Online registration is restricted for students until they accumulate 12 credit hours. Students will work with their assigned academic advisor to create an academic plan and request course approval for registration. An advisor restriction may be placed on a student account at the discretion of their assigned academic advisor or the director of academic advising for additional interventions or requirements.

Students who change their academic program may be assigned to a new academic advisor. If a student wants to change their academic advisor, he/she can complete the [Request for Advisor Change](#).

Student Success Coaching

All students are assigned a student success coach in their first semester based on their campus, last name alphabetic split, and program. Success coaches assist students in building academic and college-life skills to prevent, prepare for and respond to common obstacles students encounter in higher education.

Students who are on academic probation or who are reinstated will be placed on a success plan requiring at minimum two meetings with a success coach in the subsequent semester. Any student whose cumulative GPA falls below a 2.0 may be placed on a success plan requiring meeting with a success coach. Any Nursing student who falls below a certain GPA or HESI score threshold is required to meet with a success coach at least once during their first semester in the program.

Students who change their primary attending campus may be assigned to a new academic advisor. If a student wants to change their success coach, he/she can request a success coach change by emailing the Student Success inbox cotcsuccess@mail.cotc.edu.

Registration

COTC opens registration windows based upon priorities. Current students will receive an email from the Registrar when their window opens.

- First priority: Active military servicemembers, veterans and students admitted and enrolled in a selective health program.
- Second Priority: Students who have earned 31.00 credit hours or more.
- Third Priority: Students who have earned 30.50 credit hours or less.

- Open Registration: Open to all new, returning, and current students; CCP students.

Students with less than 12 credit hours will require advisor approval to register online.

A student may not register for more than 18 semester credit hours per semester without permission of an Academic Advisor. No student may register for classes whose meeting times overlap.

Students are required to submit a Student Financial Responsibility Agreement each semester prior to registering for classes. Course registration may be blocked if the student has outstanding financial obligations or for other policy-related reasons.

Independent/Individual Study

Central Ohio Technical College offers the option of independent/individual study (IS) in rare circumstances where a course substitution is not available, or course enrollment is extremely low.

In cases where an independent study is approved, the faculty member must maintain the same level of rigor as that in a traditionally delivered course and is expected to give the student the attention needed to successfully complete the course. In all cases, preliminary approval must be given by the Dean before the learning plan is established.

Additionally, per HLC regulations, the faculty member must maintain at least weekly contact, preferably either physically or via Zoom, to ensure that the student is progressing to meet all Student Learning Outcomes by the end of the term.

Independent/Individual Study is not offered out of convenience. All options, including adjustments to the student's schedule and/or course substitutions, should be exhausted prior to seeking a course to be delivered as an IS. Decisions to offer IS are to be made in cases where a student must have a specific course in a specific term to stay on track for graduation.

Lab courses are generally not offered in an IS format.

Process:

1. Student meets with their Academic Advisor to review their individual situation to determine if individual study is the only viable option.
2. If it is determined that individual study is the only option, student will complete and submit the Permission for Independent/Individual Study (IS) form to their academic advisor.
 - a. Form will be marked for tracking in SIS and forwarded to the Assistant Registrar.
3. Permission for Individual Study form is routed to the appropriate Dean for review.
4. If approved, the Dean routes the form to the appropriate faculty member for review and consent to manage the study and adds it to the semester master schedule.
 - a. Faculty member agrees to manage the individual study.
 - i. Meets with student to develop individual learning plan.
 - ii. Revises course syllabus to reflect individual learning plan.
 - iii. Attaches the syllabus and the learning plan to the form and routes it to the appropriate Dean.
 - b. Faculty member payment for individual study is adjusted in accordance with Faculty Agreement.

5. Routes form with final approval to the Assistant Registrar.
 - a. Student and Academic Advisor are notified by email as to the Dean's decision.
 - b. Form is copied into the imaging system.
6. Student will connect with their Academic Advisor to register for the approved Independent Study.
 - a. Student must complete a Course Registration and Schedule Change Form.

Auditing Courses

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. Students are encouraged but not required to take the listed prerequisite and/or co-requisite requirement when auditing a course.

Course tuition and fees are the responsibility of the student, 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.

Change of Course Status

First Time Registration/Adding Courses

First time registration or course additions must be completed by the first day of the semester/term. No new course registration is permitted after the first day of the semester/term. If there are extending circumstances, permission for late additions may be granted during the first 2 weeks of the semester.

Changing Sections of a Course

A student may elect to change sections in open courses within the first four days of the semester; no section changes are permitted for term or flex courses after the first day of the course.

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.* Students will be notified of any course cancellations by the Gateway.

Dropping or Withdrawing Course Section(s)

See Withdrawal Policy 5.1.10: <https://www.cotc.edu/college-policies>

Course Prerequisite(s)

A prerequisite is a course taken prior to another course(s). Certain courses require that the student meet prerequisites in order to register for the course. Prerequisites have been established in order to ensure that the student has sufficient competency to complete the course successfully. The prerequisite(s) may be one or more courses, a minimum placement test score, or a minimum grade in a prerequisite course(s). These prerequisites

are indicated in the course descriptions. A student must have successfully completed the listed course prerequisite(s) prior to the start of the next semester in which the subsequent course begins.

A student who has satisfied a prerequisite at another educational institution will need to submit a transcript from the institution demonstrating 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 evidence to support this claim and submit the Authorization for Waiver of Prerequisite Course Form. Approval of the waiver does not grant credit for the prerequisite course. To request credit for a prerequisite course based upon prior learning or work experience, students must apply for credit using the guidelines in the Prior Learning Assessment policy.

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) or have failed the prerequisite course will be de-registered from the course.

Course Repeat Policy

A student may only repeat courses in which she/he has received a grade of "C-", "D+", "D", "D-" "F", "FN", "U", "UN", or "R". 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 a selective program should consult the academic department guidelines or policies on repeating a course. Academic department guidelines will supersede this policy.

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

A student who is unsuccessful in a COTC course will be required to establish a Student Success Plan with an academic advisor or student success coach prior to re-enrolling in the course. A Student Success Plan reviews factors that resulted in an unsuccessful grade and establishes proactive strategies to support the student being successful, such as tutoring, study skills workshops, check-ins with a success coach or academic advisor, etc.

Students who are using financial aid should refer to the [Satisfactory Academic Progress](#) policy for additional course repeat information.

Academic Probation and Dismissal

Any student who earns below a 2.00 cumulative GPA any semester will be sent an academic warning letter.

The Academic Board reserves the right to place a student on probation with limited hours and/or courses when their cumulative GPA falls below a 2.0. Students on probation will be required to complete a Student Success Plan with their academic advisor and success coach.

Probation restrictions will only be lifted once the student earns a 2.00 cumulative GPA. Credit hour restrictions may be changed at the recommendation of the academic 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.

A student will be dismissed from COTC if his/her grade point average is below the following levels:

- After attempting 12 credit hours, below 1.00 (except for first semester students; no student will be dismissed who has completed less than two semesters)
- After attempting 24 credit hours, below 1.25
- After attempting 30 credit hours, below 1.50
- After attempting 45 credit hours, below 1.75
- After attempting 60 plus credit hours, below 2.0

A student who has been dismissed from COTC for failure to maintain minimum scholastic requirements must remain out for at least one semester.

Reinstatement

A student who has been academically dismissed from COTC for failure to maintain minimum academic requirements must complete a Request for Reinstatement after remaining out for at least one semester. The Request for Reinstatement is due at least four weeks prior to the start of the semester in which the student is seeking reinstatement. The Academic Board will meet with each student individually to learn more about the circumstances surrounding their dismissal and how the student plans to be successful once reinstated. The Academic Board may place the student on probation with restrictions.

Grade Scale

The following chart is COTC's grading scheme, which is used in reporting and recording a student's academic achievement. The grade point average is obtained by dividing the total number of points earned by the total number of credit hours attempted. Students can view their grades in myCOTC or request an official grade report from the Gateway. Grades cannot be disclosed over the phone.

Grade	Legend	Value
A	Excellent	4.00
A-	A-	3.70
B+	B+	3.30
B	Good	3.00
B-	B-	2.70

C+	C+	2.30
C	Average	2.00
C-	C-	1.70
D+	D+	1.30
D	Poor	1.00
D-	D-	0.70
F	Failed	0.00
FN	Failed Never Attended	0.00
S	Satisfactory	0.0
U	Unsatisfactory	0.0

The following chart represents alternative grade/credit designations, which are not used in the calculation of the cumulative GPA.

Grade	Legend
R	Audit
W	Withdrew After 14th Day/Census Date
I (grade)	Incomplete - Alt Grade included
NG	No Grade Reported
K (grade)	Transfer credit with grade earned at original institution indicated
K	Transfer Credit
EX	Institutional Credit by Exam
HL	Higher Level International Baccalaureate
SL	Standard Level International Baccalaureate
CL	College Level Examination Program (CLEP)
PP	Portfolio PLA
PO	Other Institutional PLA
CB	Competency Based Education
OT	Other
TC	TC
AS	Advanced Standing/CLEP
AP	Advanced Placement (AP) Credit
MC	Military Credit
ATS	Applied Technical Studies (ATS)
CT	Career/Technical Credit
TG	TAG
TM	OTM
MT	Military Transfer Assurance Guide (MTAG)
AW	Statewide Apprenticeship Prog

AL	Local Apprenticeship Prog
OM	ATS Building and Industry Tech block credit
ON	ATS Business Technology block credit
OO	ATS Health & Allied Health Tech block credit
OP	ATS Information Technology
OQ	ATS Services Technology

Incomplete Grade

The grade of incomplete is given when, because of an extenuating circumstance, a student is unable to meet all course requirements.

A student must make a reasonable attempt to connect with the instructor prior to the end of the semester to request an incomplete in a course, otherwise, no credit will be given toward the final grade for the work not completed. A student will have up to 6 weeks into the next semester to complete any missing work and should work closely with the instructor to develop a plan to ensure this deadline is met.

If the student makes up missing or incomplete assignments to the satisfaction of the instructor, the instructor will submit a Grade Change Form. Upon approval, the grade of incomplete will be removed, and a new grade awarded on the student's academic record.

A grade of incomplete will be removed after the sixth Friday of the semester following the one in which the incomplete was received. The grade will either be updated to the alternative grade reported or the grade reflected on the submitted grade change form.

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 include the following:

- 1) Reason for the request
- 2) Proposed 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 signed by both the student and the instructor indicating the agreed upon timeline for completion.

An incomplete grade in a course listed as a prerequisite for a future registered course must be resolved before the start of the subsequent course.

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 Satisfactory Academic Progress.

Grade Appeals

A student may appeal the final grade (not individually graded assignments) that they received in a course if they feel 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).

A grade appeal must be formally initiated within three (3) weeks of the final grade's having been posted. In addition, the burden of proof to show the instructor's alleged mistake or bad faith is the responsibility of the student.

The steps for appealing a final grade are outlined below:

1. The student should email their instructor to give the instructor a chance to explain the basis upon which the final grade was awarded and to give the student an opportunity to present a case for a different final grade. Please allow ample time for the review. Scheduled breaks and holidays may impact response time as faculty are not obligated to check their email during scheduled time off. If no resolution can be agreed upon with the instructor, then the student may proceed to Step Two.
2. Within ten (10) calendar days of the student receiving the instructor's final decision, the student should email their academic advisor or success coach to initiate a formal grade appeal. The academic advisor or success coach will initiate an electronic Grade Appeal Form and discuss the types of documentation that needs to be included to support the grade appeal.

On the form, students should include a summary of the grade appeal and why they feel their assigned grade is incorrect. A student must upload the following when submitting the form:

- a) Documentation to support her/his appeal, including but not limited to sample work, email communication with faculty, proof of grading error, etc.
 - b) Copy of course syllabus.
3. The Grade Appeal Form will be sent to the academic dean who oversees the academic area in which the course is housed. However, the following exceptions apply:
 - a) Nursing course grade appeals will be directed to the Nursing Programs Administrator for initial review/consideration.
 - b) Social Work Assistant course grade appeals will be directed to the Program Director for Social Work Pathways for initial review/consideration.

The program administrator or academic dean will review the grade appeal with the instructor in an attempt to resolve the matter. When first reviewed by the program administrator, the grade appeal will also be sent to the academic dean for final review/decision.

- a) Within ten (10) calendar days the review, the academic dean will decide and communicate that decision, in writing, to the faculty member, the student, and the provost. The academic dean will also forward all relevant materials and correspondence to the Office of the Provost.
4. If the student disagrees with the academic dean's decision, then, within ten (10) calendar days of notification of the decision, the student may request a meeting (in-person or virtual) with the provost to appeal this decision.

- a. Within ten (10) calendar days of this meeting, the provost will render a decision and will convey the decision, in writing, to the student, the faculty member, the appropriate administrator, and The Gateway-Student Records. The decision of the provost will be considered final.
- b. If grade appeal is approved, the instructor will submit a Grade Change Form to the Gateway-Student Records, and the grade will be updated within ten days of notification.

Academic Honors

Each semester, the Dean’s and President’s Honors lists give 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@mail.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

Credits Accumulated	Rank
Less than 30.5 credits	Freshman
31-60.5 credits	Sophomore
61-90.5 credits	Junior
91+ credits	Senior

Academic Program

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 of credit enrollment at COTC 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's 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 work under a more recent Plan of Study but must fulfill all requirements of the new Plan of Study.

Technical Courses

Technical courses 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. Students can submit the Petition for Appeal of Time Limit for Completing Degree to request a review of expired coursework by the appropriate academic dean.

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 Courses

There is no expiration date for general education courses.

Change of Program

Applicants and students can change their program by submitting the Program Change Form online. New students will work with their designated admissions representative, returning students will work with their designated enrollment navigator, and current students will meet with their assigned academic advisor. Students with completed coursework will need to meet with their enrollment navigator or academic advisor to review program requirements, applicability of prior coursework to the new program, and any potential course substitutions.

Additional Program(s)

A student planning to earn one or more additional degrees, majors or certificates must meet all technical and general course requirements as outlined on each plan of study. The students must meet with their academic advisor to discuss the additional program requirements and submit a Request for Additional Program(s) Form. Students can track progress toward any active degree or certificate program in Student Planning.

Substitution of Courses

In some circumstances, an academic or faculty advisor may recommend a course substitution to allow an alternate course to count toward graduation in replacement of a required course on the plan of study. 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 academic dean usually does not affect the number of credit hours required for graduation. A Course Substitution Form must be completed

by the student and academic or faculty advisor and will be forwarded to the academic dean of the respective program for approval.

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 electronic file 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.

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 Registrar. Only the Registrar or his/her designee may release the academic records of deceased students. Please allow up to 30 days for the release of individual student records. 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

Transcripts of Grades

A student may request an official transcript online. The first two transcripts will be provided at no cost, but each subsequent transcript has a per transcript processing fee. No transcripts are released without the written approval of the student.

Any outstanding financial obligation must be satisfied with Student Financial Services before a transcript is 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: <https://studentaid.gov/>

Directory information

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
- Certificates, 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. Students who do not permit the release of directory information will not appear in the commencement 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 certificate programs in business, engineering, health, and public service technologies, bachelor of applied science in Diagnostic Medical Sonography, and the Associate of Technical Studies, the Associate of Arts and the Associate of Science degrees.

General Education Requirements

The General Education guidelines can be found here: <https://www.cotc.edu/post/general-education-philosophy>.

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:

- 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:
 - 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.
 - 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.

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:

Graduation Requirements

- a. The satisfactory completion of no fewer than 60 semester credit hours (composed of 30 non-technical and 30 technical credit hours).
- b. A cumulative grade point average of 2.00 and complete the formal petition.

Specific Graduation Requirements

- a. Completion and approval of ATS program application must include an outline of specific coursework to be taken in the intended area(s) of concentration and a detailed statement 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:
- i. 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.
 - ii. 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.

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 an academic 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 the 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 for approval and review.
- 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 (AA) or the Associate of Science Degree (AS) is awarded to those students who successfully complete the program requirements. The AA and AS degrees serve as the first two years of a bachelor's degree to provide maximum transferability of courses from the associate level to the bachelor's level.

Courses on the AA and AS degrees include courses that are part of the statewide transfer guarantee programs, such as the [Ohio Transfer 36 \(OT-36\)](#) or [Transfer Assurance Guides \(TAG\)](#).

One-Year Certificate Programs

COTC is authorized by the Ohio Department of Higher Education to offer one-year certificate programs. A certificate 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.

Short-Term Certificates

A student may earn a short-term certificate in a number of fields of study. A short-term certificate is awarded for the completion of a program of study of 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.

Short-term certificate program credits may be applicable toward a one-year certificate or associate degree requirements.

Graduation

Graduation ceremonies are available for students completing an associate degree or certificate program. Each student is responsible for the fulfillment of all graduation requirements in his/her curriculum. To ensure current degree requirements are being met, a graduation application request will not be accepted after the first day of the seventh (7th) week in the semester in which he/she intends to graduate.

A student expecting to graduate must successfully complete the prescribed curriculum, attain a cumulative grade point average of 2.00, and submit the online graduation application. *It is not necessary to be officially registered for classes in the semester in which the student applies to graduate.*

A diploma is issued to each student upon graduation from a degree program. The name printed on the diploma can either be the student's legal or chosen name at the time of graduation. On the graduation application 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 Registrar prior to the semester of graduation.

Graduation ceremonies are held in May and December with the conferring of degrees and certificates. By

attending commencement, students and guests consent to photography, audio recording, video recording, live streaming and its/their release, publication and advertising in any form. Images, photos and/or videos may be used to promote COTC. Students and guests release COTC, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, storage, or publication and use of photographs, video, and/or audio recordings.

Any outstanding financial obligations must be satisfied before COTC will release the official copy of the degree(s) or certificate(s) to the student.

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 Gateway if they do not want their degree automatically awarded after requirements are complete.

Issuing Diploma

Students will be issued a certificate or diploma after completing the requirements for a certificate or degree. COTC partners with a third-party vendor to issue digital and printed diplomas and certificates after confirming all requirements are met.

Digital diplomas and certificates will be available via text and/or your COTC student email four to five weeks after the end of the semester. Printed diplomas and certificates will be mailed out by Parchment Award® and should arrive 15 to 20 business days after that.

Students should contact the Gateway- Student Records at cotcrecords@mail.cotc.edu with any questions or concerns.

Replacement Diploma Policy

Students who need to replace a diploma or certificate will submit the Request for Diploma Reprint form and a \$20.00 replacement fee. The fee can be paid online at cotc.edu/post/student-record-forms/.

Students can request the diploma or certificate to be printed with the original name previously used, a chosen name or a different legal name. If the student's legal name has changed, they should contact the Gateway- Student Records to update their name in our student information system. The replacement diploma will carry the current titles and signatures of all college officials.

Digital diplomas and certificates will be available via text and/or your email within 5 business days and printed awards will be mailed out by Parchment Award and should arrive 15 to 20 business days after that.

Individuals with additional questions concerning this policy should call 740-366-9222 for assistance or email The Gateway Student Records office at cotcrecords@mail.cotc.edu

COTC Email Accounts

Upon application, all students are given a student COTC email account, which is the official means of communication for the college. The address format is last name-#@cotcmail.cotc.edu. Students should expect that official college correspondence will come to this e-mail account and should access the e-mail account on a regular and timely basis.

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

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 Office of Technology and Digital Innovation is responsible for directing the use of official student email.

Assignment of Student Email

A COTC email account will be created 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.).

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.

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.

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). 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.

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.

Educational Uses of Email

The 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 assume that students’ COTC email accounts are being accessed and faculty can use email for their classes accordingly.

Policy on Student Campus Account Username Changes

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

1. Complete the [Personal Data Change](#) form to change the legal name and submit a copy of the updated social security card.
2. To change your network/email account name, login to myCOTC to complete the [Student Account Username Change Request](#). Further details, instructions and procedures for your new account will be emailed to you from the Help Desk.

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 receive a new email when returning to COTC at a later time. This is done for security reasons.

Student Health: General Requirements

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. Please note that some partner clinical sites may have vaccination policies within specific disciplines.

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 contact their 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

COTC does not offer students a leave of absence.

Class Cancellations

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 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. *(For example, if class normally meets from 8:30 a.m. – 10:50 a.m., 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 reassessed 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.

Index of Additional Resources and Policies

[Academic Calendar](#)

[Assessment and Placement Policy](#)

[Code of Student Conduct](#)

[Concern and Feedback Policy](#)

[Prior Learning Assessment Policy](#)

[Privacy and Release of Student Education Records Policy](#)

[Religious Accommodations for Students](#)

[Satisfactory Academic Progress \(SAP\)](#)

[Short Message Service \(SMS\) Texting Policy](#)

[Time Limit for Completing Degree Requirements Policy](#)

[Valuing Our Veterans Policy](#)

[Withdrawal Policy](#)

All academic, enrollment and student life policies can be found online at cotc.edu/college-policies.

Academic programs may have program specific policies. Enrolled students should refer to the academic program webpage or program handbook for more information.