

2025/2026

College Catalog



Ohio Technical College
1374 East 51st Street
Cleveland, Ohio 44103
www.ohiotech.edu

Phone: 216-881-1700
Toll Free: 800-322-7000
Fax: 216-881-9145

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215
Ohio Reg. No. 71-09-0253T

(Revised 2025)

Table of Contents

Introduction pg.3

- Mission Statement
- Philosophy
- OTC History

Accreditation and Industry Relationships pg. 3

- Accreditation
- Industry Recognition
- Certificates

Educational Resources pg.4

- OTC Training Center
- Resource System
- OTC Faculty and Staff
- Tool Room
- Campus Store

Student Services pg. 5

- Housing
- Tutoring
- Disability Services
- Career Services

Financial Aid pg. 6

- Loan Programs
- Grant Programs
- Scholarships
- Department of Veteran Affairs (VA)
- Agency Programs
- Payments

Admissions and Enrollment pg. 8

- Admission Requirements
- Affirmative Action
- On-Site Visit
- Credit for Previous Training
- Articulation Agreements
- Transfer of Credit and Transcripts
- Enrollment Procedures

Degrees, Certificates, Programs and Training pg. 9

- Associate Degree Programs
- Diploma Programs
- Certificate Programs
- Program Descriptions
- Course Descriptions

College Policies and Procedures pg.18

- Withdrawal
- Cancellation and Settlement
- Refunds
 - Addendums for Delaware, Indiana, Illinois, Kentucky, & Wisconsin Residents
- Return of Title IV Funds
- Official Withdrawal
- Refunds and Payments Due
- Readmission
- Repeating a Phase of Training
- Graduation Requirements
- Postponement of a Class Start
- Change of a Program or Start Date

Student Standards pg. 22

- Attendance

- Tardiness
- Absence
- Leave of Absence (LOA)
- Making-Up Lost Time
- Missed Weeks
- Tests/Exams
- Attendance for Students Receiving Veterans Aid
- Academic Workload
- Academic Schedule

Grading Systems pg. 23

- Grading System: Technical Programs
- Clock Hours Programs
- Grading System: Associate Program
- Applied General Education Remedial Courses Application of Grade and Credits
- Class Expectations: Associate Program
- Transfer Credits
- Associated Courses
- Remedial Courses
- Clock Hour to Credit Hour Conversion

Satisfactory Academic Progress/Student Status/Termination/Appeals pg. 25

- Satisfactory Academic Progress (SAP)
- Satisfactory Academic Progress: Associate
- Period Student Academic Progression
- Academic Probationary Students
- Alert Status
- Academic Terminated Students
- Appeals Process
- SAP Appeal for Reinstatement
- Quarterly Student Academic Standing Determination
- Terminated Students: Associate Program
- Academic Probationary Students II
- Report Cards

Family Educational Rights and Privacy Act (FERPA) Policy pg. 28

Student Code of Conduct pg. 29

- Dress Code and Appearance
- Code of Conduct
- Student Expectations
- Personal Belongings

Hazing, Harassment & Discrimination pg. 30

- Hazing/Harassment
- Sexual Harassment
- Title VI
- Title IX
- Section 504
- Collin's Law

Weapons Policy pg. 30

Rules Violation pg. 30

Student Complaint/Grievance Procedures pg. 31

Internet Usage pg.33

Copyright Policy pg. 33

Student Holiday Schedule pg. 34

Staff, Faculty, & Administration pg. 35

Tuition pg.36

Roadmap to Your Career pg. 37

Official Policy on Sexual Harassment pg. 38

Official Drug Free Policy pg. 39

Introduction

Our Mission

Ohio Technical College (OTC) provides technician training to prepare students for challenging and rewarding careers. This is accomplished by pursuing industry alliances, providing training resources, and focusing on the needs of individual students.

Our goal is to remain on the leading edge of technology and to deliver the necessary technical and professional skills to prepare our graduates for careers in a variety of technical specialties.

Philosophy

Ohio Technical College provides specialty career training for welding, automotive and diesel technicians, generator technicians, the high performance and racing industry, the powersports industry, and collision repair and refinishing.

We keep our class sizes small, which allows us to provide individualized and focused hands-on training to all of our students. These personalized and in-depth training programs, allow our graduates to maximize their future earning potential in their chosen fields.

Our technical programs set a clearly defined path, providing students with the opportunity to build confidence throughout their training. This confidence serves them during their tenure at OTC as well as post-graduation as they pursue a career in their chosen industry.

We are invested in the future of our students, and we are committed to the success of each student from the start of their training with us and beyond.

OTC History: Over 50 Years of Growth

Ohio Technical College was founded in 1969 as the Ohio Diesel Mechanics School. We have spent 50+ years in North East Ohio training technicians and welders from Ohio and the surrounding areas. The name has changed, however, our commitment to tomorrow's technicians and welders has never wavered.

Accreditation and Industry Relationships

Accreditation

Ohio Technical College obtained accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) in 1973. The curriculum and programming at OTC has also been approved through the Ohio State Board of Career Colleges and Schools.

Additionally, both Complete Automotive Technology and Diesel Equipment Technology carry accreditation through Automotive Service Excellence (ASE).

Industry Recognition

We maintain a growing number of industry relationships. These relationships provide access to additional training and certifications for our students, updated curricula, materials, and training aids:

- ASE
- AUTEL
- AWS
- Audi Training Program
- CAT: Technicians for the World
- Erie Insurance
- Ford: ACE*
- Freightliner
- GetAhead
- House of Kolor
- Hyundai Genesis
- Identifix
- Lincoln Electric/U-Linc
- NC3: National Coalition of Certification Centers
- Subaru-U*
- Toyota/Lexus: TECS*

**These programs require a student to meet a certain minimum criteria before participating*

Certificates

OTC students have access to a multitude of optional training. Some of these programs offer certification upon completion, while others offer industry recognition. OTC provides reimbursement for some certifications provided the students pass the exam and graduate from their program. Below is a list of these options broken down by program. It is also noted which of these training options can result in a certificate and which certificates OTC will reimburse (provided the criteria mentioned is met).

Collision Repair

- EPA 609 (Certification, Reimbursed)*
- I-Car Welding (Certification, Reimbursed)*
- ALLDATA Information Specialist

Complete Automotive Technology

- ASE Certification (Certification, Reimbursed)*
- ESCO EPA 609 (Certification, Reimbursed)*
- ALLDATA Information Specialist
- Audi (Certification)
- Subaru-U (Certification)
- AVI practice tests for ASE and video programs
- Hyundai Genesis
- LUK Clutches

Diesel Equipment Technology

- ASE Certification (Certification, Reimbursed)*
- ESCO 608 (Certification, Reimbursed)*
- ESCO 609 (Certification, Reimbursed)*
- ESCO High Pressure Brazing (Certification, Reimbursed)*
- ESCO Employment Ready Certifications (Certification)
- Gates Hydraulics (Certification)

- Lift Truck Operation (Certification)
- OSHA 10 Safety (Certification)**
- Bendix (Dealer/Manufacturer Training)
- CAT (Dealer/Manufacturer Training)
- Get Ahead: Freightliner, Detroit Diesel, Western Star (Dealer Manufacturer/Training)***
- Kenworth (Dealer/Manufacturer Training)
- ALLDATA Information Specialist
- AVI practice tests for ASE and video programs

Generator Power Systems

- EGSA Certification-Apprentice (Certification)**

High Performance

- ASE Certification (Certification, Reimbursed)*
- AWS Welding Certifications (Certification)**
 - GTAW Carbon Steel
 - GTAW Aluminum
 - GMAW
 - GTAW Stainless
- ALLDATA Information Specialist

PowerSport Technology

- Kawasaki (87 service/ 50 sales certs)
 - Specialist
 - Street MC Pro
 - 4Wheel Pro
 - PWC Pro
 - Team Green Pro
 - Service Advisor Pro
- Yamaha (28 service & sales certs)
 - Powersports Academy Bronze Recognition
 - 6 service certifications
- Suzuki (61 service/ 39 sales certs)
 - ServicePro Bronze Recognition
 - ServicePro Silver Recognition
 - ServicePro: Gold Recognition
 - Sales Training: Pro
 - Sales Training: Expert
 - Sale Training: Legacy
- Polaris (255 service certs)
 - Offroad (Levels 1-3)
 - Snowmobile (Levels 1-3)
 - Indian (Levels 1-3)
 - Slingshot (Levels 1-3)

Welding

- GTAW Stainless (Certification)**
- GTAW Carbon Steel (Certification)**
- GTAW Aluminum (Certification)**
- SMAW (Certification)**
- GMAW (Certification)**
- FCAW (Certification)**

***These classes have an associated cost and only one will be reimbursed*

****Required part of OTC curriculum*

For information regarding the reimbursement procedure for eligible students and certifications, please refer to page ?? of this handbook, under College Policies and Procedures.

Educational Resources

Ohio Technical College Training Center

Encompassing more than 500,000 square feet in total area, OTC's training facilities are designed to provide a perfect blend of classroom space and workshop area.

OTC maintains the philosophy that a technical student learns best by getting their hands dirty. This translates to having a shop area, which is well stocked with tools and training aids, providing students with the opportunity to actually perform the tasks they are learning about.

To facilitate this, OTC maintains classrooms for discussion, instruction, and learning theory while the shop is designated for hands-on work under the guidance of our experienced instructors. Each major division of the college has its own distinct shop area, which is kept clean and organized, with clear guidelines and safety instructions.

Our students have the opportunity to work on live, full-sized equipment as opposed to clip-cars, mock-ups, or half vehicles. The size of our shops can more than accommodate numerous full size vehicles and multiple classes simultaneously. Our shops are also fully equipped with Wi-Fi for student use.

Key Shop Areas Include:

- Automotive Arena
- Collision Repair and Refinishing Shop
- Custom Paint and Graphics Shop
- Diesel Shop
- Engine and Transmission Shop
- Generator Shop
- High Performance and Racing Shop
- HEV Shop
- (Heavy) Industrial Equipment Shop
- School of Welding
- Upholstery Shop

**These classes have an upfront cost to students, but will be reimbursed upon graduation if the student passes the test*

Resource System

The resource system here at OTC includes two libraries, a designated computer lab, and computers available to access resources such as Alldata and Identifix in the HEV shop. The libraries both include copies of the current student textbooks, lab and service manuals, copies of the liberal arts textbooks, designated study areas, and recent copies of popular magazines related to the programs we offer. In addition to the newly finished computer lab, one of the libraries is also outfitted with a computer lab providing additional space for students to utilize this resource. All OTC staff are familiar with the resource system and can assist any student with questions.

OTC Faculty and Staff

The technical and associate's faculty all possess the necessary qualifications to instruct their classes. Associate instructors hold bachelor's degrees (or above) in the appropriate area. Technical instructors are required to have a minimum of two years' industry experience and be master level certified in all relevant areas.

Our administrative staff is similarly qualified with many holding a bachelor's degree or above and years of relevant work experience achieved both at OTC and in prior employment.

All technical staff are required to take technical and professional training courses throughout the year. Key members of the administrative staff participate in ongoing professional development and training relevant to their position. This training is required by our accrediting bodies and ensures that our faculty and staff are informed of the latest developments in their field.

Technical faculty is available to help students Monday-Thursday before and after class as well as all day Friday to provide extra assistance to any student. Administrative staff is available Monday-Friday throughout the day to assist students with questions and concerns.

- Associates program
- Bursar
- Career Services
- Certificate Reimbursement
- Collegiate Housing Services (Third-party)
- Counseling (Referrals)
- Financial Aid
- Graduation
- Registrar
- Student Services
- Tutoring

Tool Room

OTC maintains a fully stocked tool room available to all students during class hours. Students are able to sign out tools to complete tasks in the shop as well as for project based learning opportunities.

Campus Store

Our campus store is filled with OTC uniforms and branded merchandise that our students can wear while on campus or give as gifts.

Student Services

Housing

Ohio Technical College is pleased to offer housing through Collegiate Housing Services. Students may stay at one of the housing complexes offered or seek housing on their own. A representative from Collegiate Housing is available at the College Monday through Thursday to assist students with housing questions.

All apartments are fully furnished with a refrigerator, dishwasher, stove, dinette set, beds, standard twin beds, nightstand, lamps, one chest of drawers per bedroom, a couch, loveseat, coffee table, and end table. In addition, some apartment complexes offer a pool, workout facilities, optional parking garage and easy access to jobs, shopping, and food.

All housing accommodation should be reserved well in advance. We recommend that you reserve your housing at least ninety (90) days prior to your scheduled start date, as space is limited.

A \$50 application fee and \$200 service fee will be required to reserve a unit. Students may be required to have their parents or guardian guarantee the housing agreement and they could be liable for the terms of the applicable agreement. Students are individually responsible and liable for all rental agreements.

Living in Collegiate Housing is an education in and of itself, affording students the opportunity to build lifelong relationships. Students who follow the rules and respect their classmates and the property will have no problem concerning their housing.

Students who wish to obtain off-campus housing on their own are completely free to do so. Students relocating to Cleveland should plan to have \$1200-\$1500 available prior to the start of classes to cover standard living expenses and any other unexpected and necessary payments.

Contingency Teach-Out Plan

In accordance with the Accrediting Commission, the Ohio Technical College has established a procedure for completing student training in the unlikely event that the school should close. This procedure is filed with the Ohio State Board of Proprietary School Registration and is meant to protect students.

Student Accident Insurance

Students are expected to carry their own health/accident insurance. In the event of a student's illness or injury during training, the school will obtain any immediate medical assistance necessary, but any expense incurred therewith will be the sole responsibility of the student and/or parent or guardian. If a student is involved in a school related injury while on campus, an Injury Report must be completed.

Tutoring

Students encountering difficulties with the curriculum may participate in voluntary, tutored sessions held on a weekly basis. If additional work is needed, the College can arrange for the student to receive personalized instruction. Employers expect the graduates of our programs to thoroughly learn the material, OTC strongly encourages students to seek out extra help whenever and as often as needed.

Disability Services

The Disability Services Program is designed to assist qualified students with disabilities in acquiring accommodation while supporting equal access to services, programs and activities at Ohio Technical College.

Students who seek accommodation should notify the Director of Student Services of their specific limitations and, if known, their specific requested accommodations. Students will be asked to complete the Accommodations for Disabilities form and supply medical documentation supporting the need for accommodation. To contact Mrs. Foose-Huffman directly, please email tfoose@ohiotech.edu or call (216) 881-1700 x168.

Classroom accommodations are effective only upon the student sharing approved accommodations with the instructor and completing the necessary paperwork, provided through the Student Services Department. Therefore, students are encouraged to request accommodation as early as possible.

OTC does not discriminate based on disability in admission or access to, or treatment or employment in, its programs or activities in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794.

Mrs. Tanya Foose-Huffman, Director of Career and Student Services coordinates OTC's responsibilities under Section 504 and can be contacted at tfoose@ohiotech.edu.

Career Services*

Ohio Technical College's department of Career Services provides students with assistance creating their resumes and works with students to explore employment opportunities during their time here, upon graduation, and, in many cases, even after graduation.

**Ohio Technical College makes no guarantee of employment to our students or graduates.*

Career Services Assistance

Prior to graduation, students participate in a mandatory meeting with the career services staff. This meeting reviews the soft skills that students have learned during their time here. These include, resume writing, professional communication, the interview process, and how to professionally follow up on an opportunity.

Part-time Jobs

If a student is interested in jumpstarting their career and would like to begin part-time employment while they are attending class at OTC, the career services department can explore opportunities

with them. There are many factors that go into career placement, including employment availability, student skill level, and their chosen field. Ohio Technical College cannot guarantee employment for any student or graduate.

On-Campus Recruiting

Twice a year, Ohio Technical College hosts a Career Fair attended by over 50 local and national industry employers. Students are coached by their instructors and career services staff regarding their resumes and soft skills as Career Fair is a premier time for them to stand out to potential employers.

Post-Graduate Placement Assistance

Career services assistance is provided to graduates for as long as needed. Additionally, should a graduate need to refresh their technical skills, they are welcome to return to OTC and retake any course in the program from which they graduated at no-charge.

Financial Aid

Ohio Technical College has been approved by the U.S. Department of Education, Office of Student Financial Assistance to participate in federal financial aid programs.

The FAFSA code for Ohio Technical College is 011745

Students who fail to meet the minimum progress requirements, both academically and attendance, are ineligible for financial aid and aid for the term in question will be cancelled.

Types of Financial Assistance

- Agency Funding
- Parent Loans
- Student Loans
- Grants
- Scholarships

Loan Programs

Educational loans are financial aid, borrowed to cover educational expenses. Some loans can be taken out by the student, while others can be taken by the students' parents. Loans must be repaid.

Types of Loans

- Direct subsidized loans
- Direct unsubsidized loans
- Direct PLUS loans

Grant Programs

Funds received through a grant, do not need to be repaid.

Types of Grants

- The Federal PELL Grant
- The Federal Supplemental Educational Opportunity Grant
- Julius A. Brenner Founder's Grant

Scholarships

Scholarships can be applied toward the cost of your program while attending OTC.

Ohio Technical College reserves the right to revoke, suspend, or limit scholarships based on the following criteria:

- Attendance
- Compliance with school policies
- Academic progress (2.5 minimum GPA)
- And other factors that may be evaluated by the college on a case by case basis

Additional Scholarship Terms

- Scholarships are applied toward programs 1200 clock hours or greater
- Scholarships cannot exceed your tuition cost
 - If a student wins scholarships from multiple sources, the total cannot exceed tuition costs
- The highest scholarship amount won per competition will be awarded
 - Previously earned amounts from regional or state levels cannot be combined with current winnings in the same calendar year
- Scholarships are the start of each academic quarter, with subsequent applications contingent upon satisfactory academic progress and attendance
- Scholarships must be redeemed no later than the fall of the year in which a student will graduate high school.

Department of Veterans Affairs (VA)

Veterans' educational benefits are available to eligible students by applying to the VA for the following:

- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill®*- Active-Duty Educational Assistance Program (Chapter 30)
- Post 911 (Chapter 33)
- Reserve Educational Assistance Program (Chapter 1607)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- VEAP (Chapter 32)
- Veterans Retraining Assistance Program (VRAP)
- Vocational Rehabilitation (Chapter 31)

For veterans attending OTC entitled to educational assistance under chapter 31 or chapter 33, the following policies apply to the portion of funds due to the institution that are paid by the VA:

- VA students may attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 - The date on which payment from the VA is made to the institution
 - 90 days after the date the institution certified tuition and fees following the receipt of the COE
- The institution 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 a covered individual borrow additional funds, on any covered individual because of the individual's inability 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.

Agency Programs

Outside agencies may sponsor eligible students with tuition assistance. Determination of individual eligibility is at the discretion of each of these agencies. Ohio Technical College can assist the student with various application processes.

Following is a list of sponsoring agencies:

- Bureau of Indian Affairs (BIA)
- Bureau of Services for the Visually Impaired (BSVI)
- Bureau of Vocational Rehabilitation (BVR)
- National Guard Scholarship Program
- Railroad Retirement Benefits
- Trade Adjustment Assistance (TAA)
- Vocational and Educational Services for Individuals with Disabilities (VESID)
- Workforce Investment Act (WIA)

Students requiring assistance with any program described in this catalog should direct inquiries to the Financial Aid Office on campus. The staff will be happy to help with the financial aid process and want to assure you that an innovative financing package can be arranged. The FA department will work diligently with you to receive the maximum amount of funding possible for your situation.

Payments

Ohio Technical College also provides an institutional loan to assist students in meeting their educational goals. All payments will be up to 12 months in length, with zero accrued interest. Additionally, payments will be allocated on the first day of class each month. In the unforeseen situation a student misses a payment, OTC will allow a 60-day grace period only if the student provides documentation of a life event or the student will be dismissed. All outstanding payments must be made before graduation.

GI-Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

Admissions

Admission Requirements

Ohio Technical College does not teach high school curriculum, nor is basic, fundamental mechanic training repeated.

High School Diploma---Proof of High School Completion

Applicants for all programs are required to provide independent documentation such as a copy of their high school transcript, a copy of their high school diploma or other documentation of equivalency. The high school diploma or transcript must meet state standards as recognized by the issuing state. Certificates of attendance, modified, or special diplomas are not acceptable. Applicants are responsible for the fees related to securing documentation. The student must provide all required documentation prior to starting classes. If the documentation is not received, the student will not be permitted to begin classes.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to the school as part of the application process. Ohio Technical College will only accept credentialed evaluations completed by a credentialed evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at <https://www.naces.org/>. If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or post-secondary) education in any language other than English, must provide evidence of English proficiency which can be demonstrated by an intermediate rating on the EFSET EXPRESS test.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education, and who have completed an associate degree or higher, may use their official postsecondary school transcript to establish proof of high school graduation / GED.

Homeschooled Students

Ohio Technical College welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to the diverse nature of homeschool requirements from state-to-state, Ohio Technical College requires the following materials in order to evaluate a student's academic history for acceptance: Transcripts from a nationally recognized and accredited homeschool program-OR-detailed homeschool transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution). Please keep in mind that to attend Ohio Technical College, each applicant must demonstrate completion of high school or the equivalent of high school. Homeschooled students need to submit documents indicating that they have followed the regulations determined by their particular state.

Affirmative Action

It is the policy of Ohio Technical College to interview and enroll students without regard to race, color, creed, age, gender, or national origin. Further, the College does not discriminate on the basis of disability in admission or access to, treatment or employment in, its programs or activities. All matters relating to training and educational opportunities will be free from any and all discriminatory practices.

On-Site Visit

Students must visit the campus within 60 days of the signed enrollment agreement date. This visit is an informative session during which the student and parents receive additional information about the programs, Housing, Financial Aid, Student Services, and Career Services along with participation in a tour of the College's facilities.

Credit for Previous Training

Technical Classes: When an applicant seeks transfer credit and matriculated at another accredited post-secondary technical / career institution, modules may be considered for transfer credit only if contact hours, credit hours, and course content and objectives are very compatible. Determination of credit can be granted. The decision shall rest with the School's Director of Training. For the granting of credit to be considered, satisfactory official documentation must be supplied. Unless otherwise determined by the Director of Training, credit transfer can be considered only for classes taken up to 5 years before application. A grade of 2.0 or "C" or 70% or higher must be achieved to be considered for transfer credit. Applicants will be informed in writing of the college's decision. This section also applies to applicants who previously attended the college but did not complete their program of study and were officially withdrawn.

General Education Classes: Transfer credit not to exceed 50% of the associate degree General Education class requirements. An official Transcript from the previous institution must be provided for consideration. Courses considered for transfer will be researched for acceptable attributes. These attributes include the credit hour/contact hour comparison. Must meet or exceed equal contact and credit hour of course being substituted. Course description must indicate compatibility with and commonality with the course being considered for substitution. General Education courses in math, science, sociology, English, and economics will be considered up to 15 years. Unless otherwise determined by the Director of Training, computer applications class credit will be considered for up to 5 years. A grade of 2.0 or "C" or 70% or higher must be achieved to be considered for transfer credit. Applicants will be informed in writing of the college's decision. This section also applies to applicants who previously attended the college but did not complete their program of study and were officially withdrawn.

Articulation Agreements

The Ohio Technical College has partnership agreements with many high schools across the country to grant financial credit to enrolled students if certain requirements are met. Information on articulation agreements can be obtained through the Admissions Office. Not all courses may qualify for articulation agreements and credit may vary.

Transfer of Credit and Transcripts

Students wishing to transfer credits from the Ohio Technical College to another institution must contact the Registrar at the receiving institution to determine which credits will be accepted. Upon written request, the Ohio Technical College will forward a student's official transcript to the student, to another school, or an employer. If the graduate desires, one free copy will be provided upon completion of the program. All subsequent requests for mailed transcripts will require a \$20.00 processing fee. Transcripts provided via email will be free. No academic transcript will be issued for a student whose financial obligation to the College has not been satisfied.

Please be advised that Ohio Technical College does not guarantee the transfer of credit(s) or the acceptance of credit(s).

Enrollment Procedures

Applicants will first be interviewed by a College Admissions Representative. During this interview, the Representative will explain the programs in detail, answer questions about the College, and discuss career opportunities. If the Representative determines that the student is a qualified applicant, he/she may submit an application.

To become enrolled as a student, each applicant must complete an Admission Application. There is a \$50 non-refundable application fee required at the time of application. If accepted, the student will then complete an Enrollment Agreement to be signed by the student, and if the student is under 18, his or her parent or legal guardian.

ACT/SAT scores are recommended, but not required. Students who take the ACT/SAT exams may use those scores in lieu of placement tests for associate degree classes. Documentation of the ACT/SAT scores as indicated must be made available and on file to officially eliminate the requirement for preliminary placement testing.

Students will be accepted based upon a review of the enrollment and application information, student entrance assessments, and other factors relating to the student's success.

Degrees, Certificates, Programs & Training

Associate Degree Programs

Students who graduate with an Associate of Applied Science degree (A.A.S.) after taking six to eight (depending on academic need) academic courses in addition to their technical program. Prior to starting the program, students are given placement tests and may be required to take a remedial English and/or Math class. An ACT score of 18 or higher in English and/or Math or an

SAT score of 450 or higher in Writing and/or Math qualifies the student to begin the program without taking a placement exam or remedial courses.

Completion takes 12 to 18 months (academic length (from 1420 clock-hours/ 90 credit hours to 2020 clock-hours/ 126.5 quarter credit hours for all programs.

Please note that course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Collision Repair and Refinishing Technology- Associate of Applied Science

60 weeks/1720 clock hours/ 109 QCH

The Associate of Applied Science degree can add to the Collision Repair Technology program by teaching our students skills that can be built upon for management and other leadership roles.

This program provides students with training in the areas of structural and non-structural repair, painting, upholstery, mechanics, electrical, welding, and custom paint and graphics.

Complete Automotive Technology- Associate of Applied Science

60 weeks/ 1720 clock hours/ 110 QCH

The Associate of Applied Science degree can add to the Complete Automotive Technology program by teaching our students skills that can be built upon for management and other leadership roles.

Providing instruction in the areas of engine repair and performance, brakes, steering and suspension, transmission and transaxles, HVAC, HEV, light duty diesel, as well as basic and advanced electrical training including ADAS; this comprehensive program is geared toward creating a well-rounded automotive technician.

Diesel Equipment Technology- Associate of Applied Science

60 weeks/ 1720 clock hours/ 109 QCH

The Associate of Applied Science degree bolsters the Diesel Equipment Technology program by teaching the student the academic skills that can make them a more competitive candidate for advancement into management positions.

This program provides comprehensive training in the areas of engines and drivetrain, HVAC: cab and reefer, brakes, steering and suspension, preventative maintenance, industrial equipment, and basic and advanced electrical.

High Performance and Racing Technology- Associate of Applied Science

72 weeks/ 2020 clock hours/ 126.5 QCH

An Associates of Applied Science degree can help to provide students with an additional skillset which can help them succeed in business and management.

The High Performance and Racing program is designed for students seeking to enter the high-performance industry. There is a strong focus on engines and engine performance, fuel systems as well as in depth training on transmissions, brakes, chassis, welding, electrical, and motorsports management. Completing this program can give students a competitive edge at any level of this industry.

PowerSport Technology- Associate of Applied Science

48 weeks/ 1420 clock hours/ 90 QCH

This program is designed for students seeking academic training to enhance their occupational degree in powersports technology. The Associates of Applied Science degree can help students gain a better understanding of business management.

The PowerSports Technology program can give students an in depth understanding of engines, chassis and suspension, fuel systems and electrical systems and provides comprehensive instruction on the importance of vehicle maintenance in the powersports industry. This training covers most major manufacturers as well as ATV's and personal watercraft.

Welding and Fabrication Technology- Associate of Applied Science

48 weeks/ 1420 clock hours/ 90 QCH

The Associate of Applied Science can add the academic skills that employers may be looking for in welders seeking management positions.

The Welding and Fabrication Technology program can give students the opportunity to develop the welding skills necessary to become entry-level combination welders, fitters, general fabricators, steel workers, and maintenance welders. This program also includes the study of welding math and symbols as well as blueprint reading.

Diploma Programs

Program Objectives

The objective of the technical diploma programs is to provide a quality technical education with sufficient scope to include both fundamental and specialized technical training so that graduates are prepared to meet both present and future needs of industry.

Students will be taught theoretical background, practical skills, and technical competence to assume entry-level positions in their respective areas of training. Additionally, Ohio Technical

College instructs students in "soft skills" which are designed to instill good work habits and strong work and social ethics. All graduates of the technical programs receive diplomas.

Please note that course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Collision Repair and Refinishing Technology

60 weeks/1500 clock hours

This program provides students with training in the areas of structural and non-structural repair, painting, upholstery, mechanics, electrical, welding, and custom paint and graphics.

Complete Automotive Technology

60 weeks/ 1500 clock hours

Providing instruction in the areas of engine repair and performance, brakes, steering and suspension, transmission and transaxles, HVAC, HEV, light duty diesel, as well as basic and advanced electrical training including ADAS; this comprehensive program is geared toward creating a well-rounded automotive technician.

Diesel Equipment Technology

60 weeks/ 1500 clock hours

This program provides comprehensive training in the areas of engines and drivetrain, HVAC: cab and reefer, brakes, steering and suspension, preventative maintenance, industrial equipment, and basic and advanced electrical.

High Performance and Racing Technology

72 weeks/ 1800 clock hours

The High Performance and Racing program is designed for students seeking to enter the high-performance industry. There is a strong focus on engines and engine performance, fuel systems as well as in depth training on transmissions, brakes, chassis, welding, electrical, and motorsports management. Completing this program can give students a competitive edge at any level of this industry.

PowerSport Technology

48 weeks/ 1200 clock hours

The PowerSports Technology program can give students an in depth understanding of engines, chassis and suspension, fuel systems and electrical systems and provides comprehensive instruction on the importance of vehicle maintenance in the powersports industry. This training covers most major manufacturers as well as ATV's and personal watercraft.

Welding and Fabrication Technology

48 weeks/ 1200 clock hours

The Welding and Fabrication Technology program can give students the opportunity to develop the welding skills necessary to become entry-level combination welders, fitters, general fabricators, steel workers, and maintenance welders. This program also includes the study of welding math and symbols as well as blueprint reading.

Certificate Programs

Program Objectives

The certificate programs offered at Ohio Technical College are designed to enhance educational and career related opportunities. Certificate programs are generally last an average of three months.

Please note that course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Generator Power Systems

12 Weeks / 300 Clock Hours

This program is designed for the technician desiring to obtain one of the highest levels of training in the Diesel Equipment and Technology industry. Enrollment status for this program requires successful completion of the Diesel Equipment Technology or Complete Automotive Technology programs. Graduates of the Generator Power Systems Program have secured careers with companies such as Cummins, Detroit Diesel, Kohler, Caterpillar and many more.

Associate Degree Courses

SOC-201 Principles of Sociology

30 clock hours/ 3 QCH

This course will discuss fundamental characteristics of culture and society; analysis of social groups, social institutions, and social processes. In addition, the nature of social change and the handling of elementary social problems will be covered.

ECO-203 Principles of Economic

40 clock hours/ 4 QCH

The purpose of this course is to use real world financial and business scenarios to teach students economics. Instruction will include both micro- and macroeconomic theory as well as how these apply to markets and economies.

ENG-205 College English & Written Communication

40 clock hours/ 4 QCH

*Prerequisite: Passing the English placement test or passing ENG-005 Foundation English**

This course is designed elevate the students ability to evaluate elements of effective and ineffective business communication, explore the impact of technology on business communications,

and develop an awareness of the importance of intercultural communication in the business setting. Students will be instructed in the skill of writing effective business communications, creating resumes, completing application letters, and effective methods of follow-up. Ethical issues related to communications are discussed as well as the development of effective visual aids for a business proposal.

MAT-206 College Mathematics

40 clock hours/ 4 QCH

Prerequisite: Passing the Mathematics placement test or passing

***MAT-006 Foundation Mathematics*

This course applies math fundamentals to business applications.

Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business-related applications.

SCI-207 Science in a Technical World

30 clock hours/ 3 QCH

The goal of this course is to provide students with awareness and understanding of the ever-changing relationship between humans and their environment. This course uses observation, research, introspection, and sharing methods of learning.

CS-208 Computer Applications

40 clock hours/ 4 QCH

This course is an introduction to computer science, covering hardware, software, the internet, and computer networks.

A Math and English placement test will be given to new students are the start of their first associates module. If passing scores are not achieved, the following courses are required:

***ENG-005 Foundation English (Credit by Exam)**

This course covers English fundamentals including grammar, correct sentence and paragraph structure, punctuation, vocabulary, and development of a thesis.

****MAT-006 Foundation Mathematics (Credit by Exam)**

This course covers the basics of mathematics, including whole numbers, fractions, decimals, ratio and proportion, percent and measurement, and an introduction to geometry, statistics, probability, and algebra.

Technical Courses

AUT-101 Engine Repair

150 clock hours/ 8.50 QCH

Students will learn the safety principles, tools, and equipment necessary to operate in a safe shop environment. Students will learn the theory, operation, disassembly, and reassembly of an internal combustion engine. Students will also be introduced to the fuel properties of many conventional and alternative fuels used in piston engine application.

AUT-104 Steering & Suspension**150 clock hours/ 8.50 QCH**

The principles of operation, inspection, diagnosis, and repair of the chassis, steering, and suspension systems are the basis for this course. Students will perform two- and four-wheel alignments, utilizing alignment equipment. Students will become proficient in the use of tire and wheel balancing equipment. Students will have an opportunity to discuss how to make suspension adjustments, as well as how to compute antiroll bar rates. They will also learn about aftermarket suspension systems upgrades.

AUT-105 Brakes**150 clock hours/ 8.50 QCH**

Students will learn how to troubleshoot, diagnose, and repair hydraulic brake systems, brake drums, disc brakes, and antilock brake components. Scan tools will be used to diagnose antilock brake system failure. Tasks will include complete brake relining using measuring tools and brake lathes. Students will also learn about aftermarket braking components and their proper applications and performance upgrades will be included.

AUT-106 Electrical/Electronic Systems**150 clock hours/ 9.00 QCH**

Students will be introduced to the fundamentals of electricity utilizing Ohm's and Watt's Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOMs and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, and repair of starting and charging systems.

AUT-108 Engine Performance I**150 clock hours/ 9.00 QCH**

Using electrical and electronic testing equipment, students will learn theory and principles of engine ignition systems including solid state component operation and test procedures. Computer operation, sensors and actuator function, component testing and diagnosis along with on board diagnostic systems will be introduced. The course will also include multiplexing electronic vehicle systems.

AUT-109 Engine Performance II**150 clock hours/ 9.00 QCH**

Students will learn proper diagnostic procedures for engine drivability related systems such as air induction, ignition, computer, and fuel injection. On board diagnostics I and on-board diagnostics II, theory and operation will be covered, followed by the diagnosis, repair, and measuring of emissions utilizing IM240 standards. The course will conclude with advanced level engine performance testing such as the logical diagnostic procedures used to inspect and test sensors and actuators and vehicle restraint system devices.

AUT-111 Body Control Systems**150 clock hours/ 9.00 QCH**

This course will familiarize the students with serial communication buses comprising the networked electronic control units which have been growing exponentially. Networked modules include integrated radio controllers, lane departure and side blind zone alert modules, remote function actuator modules, supplemental restraint controllers and body control system modules bridged through gateways communicating via an electrical or optical signal employing a well-defined protocol,

and ADAS. Students will understand the structure of a typical network for effective diagnosis of the body control system

AUT-113 Automatic and Manual Drive Train, Transmissions and Transaxles**150 clock hours/ 8.50 QCH**

Students will learn the theory and operation of manual transmissions, transaxles, clutches, and power train components. Diagnosis, disassembly, and reassembly will be included. Students will have an opportunity to become familiarized with performance clutch upgrades and current modifications being practiced for increased street performance. Students will also learn the theory involved in automatic transmission operation. They will learn how to inspect, diagnose, disassemble, and reassemble transmissions and transaxles. Students will also learn how to properly complete a work order and how to research vehicle service information and specifications.

AUT-114 Heating Air Conditioning and Welding**150 clock hours/ 8.50 QCH**

Students will learn the operating principles of heating and air conditioning systems, followed by the diagnostic and repair procedures of air conditioning systems. They will perform tasks that utilize recovery and recharging equipment and will test and repair both heating and air conditioning components including electrical control systems. Students will also explore aftermarket performance cooling system upgrades. The ESCO Refrigerant Test Certificate is offered in this course as well. This module also presents an introduction to welding equipment and techniques including Oxyacetylene and Metal Inert Gas welding

AUT-115 Hybrid Electrical Vehicles and Light Duty Diesel Vehicles**150 clock hours/ 8.50 QCH**

Students will become familiar with a comprehensive study of current trends in alternative fuel vehicle designs. They will also learn practical service, diagnosis, and repair procedures on live hybrid vehicles. Students will also study and become familiar with the design of Diesel engines and fundamental operation including emission controls that are found on passenger cars, sport utility vehicles and minivans.

DET-101 Diesel Engines I**150 clock hours/ 8.50 QCH**

Students will be introduced to the industry by learning safety procedures and guidelines, tools, and equipment. They will study the theory and operation of diesel engines, after which they will learn about cooling and lubricating systems, diagnosing engine concerns, engine disassembly and cleaning procedures, inspection and measuring of engine components, and servicing of cylinder heads and engine blocks.

DET-102 Diesel Engines II**150 clock hours/ 9.00 QCH**

Students will continue to explore the advanced electronics principles and applications of diesel engines. Students will also learn logical diagnostic procedures and review computerized bus networks through advanced level approaches. Students will be introduced to specific Cummins Training, Theory, and operation of various Cummins engines from ISB to ISX. The students will learn engine construction details, Cummins specific electrical schematic diagrams, Electronic Data Source (Quick serve online), troubleshooting and diagnostic procedures using (Insite). Continuing with PC and scan tools, and emission systems (EGR, SCR, DPF).

DET-103 Drive Train I**150 clock hours/ 8.50 QCH**

Students are introduced to the theory and operation of clutches, manual transmissions, auto-shift systems, drive shafts and assembly are accomplished through hands on experience.

DET-106 Electrical & Electronics Systems**150 clock hours/ 9.00 QCH**

Students will be introduced to the fundamentals of electricity and electronics. They will use various test equipment and schematics to diagnose and repair electrical circuits. These will include starting, charging, lighting, accessory, computer, sensor, and actuator circuits as well as electrical/electronic devices.

DET-107 Heating & Air Conditioning**150 clock hours/ 9.00 QCH**

This course affords students a comprehensive study of HVAC including cab air, and other conditioning systems. The students will also explore over the road refrigerant systems and components. Students are given the opportunity to take the ESCO Institute-EPA -609 Refrigerant Test Certification, 608 Test Certification, and Brazing & Soldering test certification.

DET-108 Preventative Maintenance & Inspection**150 clock hours/ 9.00 QCH**

Students will learn how to perform preventative maintenance and D.O.T. service and policies. Students will learn how to perform general maintenance on different engine systems and operations. Students will also explore how to adjust brakes, clutches, and suspensions. Oils, lubricants, and coolants will also be covered. Students will also be introduced to Oxyacetylene, MIG and TIG Welding Techniques Equipment and Basic Operation.

DET-109 Industrial Equipment**150 clock hours/ 9.00 QCH**

Students will be introduced to the principles of hydraulic operation. They will learn system components and types of drive systems. They will also learn diagnostic and testing procedures and learn how to under

DET-110 Diesel Electronics & Multiplexing Systems**150 clock hours/ 8.50 QCH**

Students will learn about multiplexing and how electronic control modules operate the various systems. Key content includes a brief electrical review and using various electrical diagnostic tools to diagnose multiplexed systems. Real-world case studies, working task component boards and on-vehicle diagnostic procedures are used throughout the course for enhanced learning.

DET-111 Drive Train II**150 clock hours/ 8.50 QCH**

This course covers most of the automatic transmissions from your light duty/ medium duty applications up to the heavy-duty Allison transmissions in class 8 tractors. Students will be taught the latest troubleshooting techniques using various scan tools. The laboratory component of the course includes disassembly and reassembly of various transmissions.

DET-113 Brakes, Steering and Suspension**150 clock hours/ 8.50 QCH**

Students will be trained in basic pneumatic brake theory and operation. They will learn how to diagnose and repair pneumatic brake systems and will be introduced to complete hydraulic brake systems and ABS brake systems. Students will be introduced to the principles, operation, and inspection of chassis components, followed by the diagnosis and repair of steering and suspension systems. Students will also learn wheel alignment procedures.

CRR-101-Non-Structural Analysis & Damage Repair I**150 clock hours/8.50 QCH**

This course is designed to introduce students to the basic information needed when beginning a career in the Collision Repair Industry. Students will learn basic tools and safe use, hazardous materials handling, personal safety and refinish safety, liability exposure, obligations to customer. Students will also be introduced to non-structural damage repair. They will learn how to repair, replace, adjust, fit, and align sheet metal and similar components. Through hands-on training of sheet metal replacement and aligning and fitting of these parts to industry customs, students will become knowledgeable in their understanding of a "repair plan" and its processes. Students will be trained in the removal and installation of trim and hardware according to industry standards. They will train on proper methods, processes, and the use of bonding adhesives for plastics.

CRR-102 Non-Structural Analysis & Damage Repair II**150 clock hours/8.50 QCH**

Students will learn the art of straightening steel. The students will gain practical experience repairing dents and damage to the body of vehicles using various methods. They will then review aluminum replacement and repair on vehicle exterior panels. Will learn about interval safety components including air bags, seat belts, and other related safety components. Students will learn how to troubleshoot repairs on various types of plastics and composites according to industry standards. Students will also learn about the different types of glass used in vehicles. They will gain practical experience in the removal and installation of stationary and movable glass. Students will learn how to troubleshoot repairs on various types of plastics and composites as they relate to industry standards. Tasks will include actual repairs, prepping, and priming the various plastics used on today's vehicles.

CRR-103 Welding, Structural Analysis & Damage Repair I**150 clock hours/ 8.50 QCH**

Students will be trained in the use of proper structural welding according to industry standards. They will learn about the use of MIG welding and intro to oxyacetylene heating techniques and brazing. Using the principles and practices of welding associated with I-CAR and manufacturers' standards, students will preheat, cut, and weld joints. Students will be introduced to vehicle suspension design and function. They will learn suspension system types, system parts, and steering column analysis. The course continues with an overview of electronic steering and suspension systems. Wheel alignment issues caused by a collision will be studied, as well as how to correct the damage and bring the vehicle into correct specifications

CRR-104 Structural Analysis & Damage Repair II**150 clock hours/ 8.50 QCH**

Students will learn the appropriate damage analysis and repair techniques for unibody and full frame vehicles used in the industry. Through theory and hands-on tasking, students will learn the systematic procedures in MIG welding, heating, cutting, and sectioning, as well as frame setup, measure, pulling, and repairing of vehicles to factory and insurance industry specifications.

CRR-105 Painting & Refinishing I**150 clock hours/ 8.50 QCH**

Students will be introduced to painting and refinishing techniques by learning about the necessary safety measures for professionally handling paint and solvent products according to government regulations. Students will learn the industry standards for spray booth and equipment application and maintenance. They will become familiarized with single, two-stage, and tri-coat systems. Proper management of exterior trim components will be presented. Surface preparation and masking will be practiced.

CRR-106 Painting & Refinishing II**150 clock hours/ 8.50 QCH**

Students will learn the industry standards for color tinting and blending for perfect color matching. Students will practice spot panel and overall refinishing processes, polishing, and detailing. Analysis and troubleshooting of paint defects will be explored. Students will be presented with similarities and differences regarding how solvent and waterborne coatings react in a shop environment, characteristics and benefits, environmental impact, storage and disposal procedures. Corrosion protection application will also be studied and practiced.

CRR-107 Mechanical & Electrical I**150 clock hours/ 8.50 QCH**

Students will learn how to use a digital multimeter to measure voltage drops in a circuit and for diagnosing starting and charging system electrical faults. Students will learn about various aspects of electrical and electronic components used throughout the vehicle. Driveline vibration will also be discussed. Using theory and hands-on experience, students will be trained in electrical and air conditioning systems and components as well.

CRR-108 Mechanical & Electrical II & Estimating**150 clock hours/ 8.50 QCH**

Students will learn about various aspects of mechanical components damaged in collision. Using theory and hands-on experience, students will be trained in brakes, heating and cooling, drive train. Students will be trained proper collision

damage analysis using theory and hands-on manual and computer-based estimating. The students will configure a repair plan that will include estimating and vehicle part identification to correctly develop a "bid" for repair on damaged vehicles using industry repair guidelines, Damage Analysis and Estimating software and techniques. Students will also be given an opportunity to learn how the Collision Repair Technician fits into various business models as an important part of the overall business. The students will gain an understanding of the responsibilities the position brings to the customer, management, and the company employing the individual.

GPS-101 Electrical Generating Systems**50 clock hours/ 3 QCH**

Students will be introduced to generator set systems by learning basic electrical concepts including electrical energy, structure of matter, electric current, electrical components, theory of magnetism and magnetic induction, AC current, and DC current. Students will also receive training in electromagnetism and generators, generator component testing, and electrical safety guidelines.

GPS-102 Electrical Wiring Diagrams**50 clock hours/ 3 QCH**

Students will be introduced to the identification of electrical symbols, control circuits, the interpretation of wiring and ladder diagrams, and the application to gen sets.

GPS-103 Generator Controls & Governing**50 clock hours/ 3 QCH**

Students will be introduced to generator metering, engine metering, control panel pre-alarms, and control panel shutdown alarms. Students will also learn diesel engine governing systems and diesel engine governor installation and adjustment.

GPS-104 Automatic Transfer Switches**50 clock hours/ 3 QCH**

Students will learn the operating principles of several automatic transfer switch brands including: ASCO, Generac, and Westing house as well as Russelectric operating systems. Students will also be trained in troubleshooting common complaints and transfer switch safety guidelines.

GPS-105 Paralleling Systems**25 clock hours/ 1.50 QCH**

Students will learn manual paralleling and auto stand-by paralleling systems, paralleling diagrams, gen sets installation, as well as diesel engine cooling systems, diesel engine exhaust systems, and diesel engine air intake systems. Students will also be trained in gen sets pre-start inspection and gen sets start-up procedures.

GPS-106 Installation, Preventative Maintenance, Troubleshooting, and Emergency Power System**75 clock hours/ 4 QCH**

Students will be introduced to mechanical and electrical inspection and maintenance, diesel engine tune-up procedures, and operation of resistive load banks. Students will also be trained in generator load testing and troubleshooting procedures for a diesel gen sets/

HPR-101 Electrical & Electronic System I**150 clock hours/ 9.00 QCH**

This course is designed to introduce students to the fundamentals of electricity. Students will learn how to read schematics, understanding both the terms and symbols. Proper usage of a DVOM, principles of battery composition and service, and the inspection, diagnosis and repair of starters will be covered through both hands-on and written activities. Lab projects will include the use of oscilloscopes, DVOM, load testers, training simulators, computers, and live vehicles.

HPR-102 Electrical & Electronic System II**150 clock hours/ 9.00 QCH**

This course will train students on the theory and concept of aftermarket high performance electronic systems. Students will perform hands-on and written activities on the components, installation, diagnosis, and repair of these systems. Aftermarket systems, such as electric fuel pumps, electric water pumps, ignition systems, cooling fans, electronic fuel injection, and electronic nitrous systems are covered in the module.

HPR-103 Introduction & Basic High Performance Engine**150 clock hours/ 8.50 QCH**

Students will learn safety principles, tools, and equipment, then move forward into piston engine operation, diagnosing and repairing cooling and lubricating systems, and engine failure. Students will begin the disassembly process by cleaning, inspecting, and measuring various engine components. While the engine is disassembled, students will learn proper servicing procedures for the cylinder head and block assembly.

HPR-104 Engine Building: Cylinder, Heads, & Valves**150 clock hours/ 8.50 QCH**

This course educates students on the necessary components and tactics of building a winning high performance engine. Students will gain an understanding of aftermarket engine blocks and how to increase cubic inch displacement. Students will learn the concept of high performance components, application, procedures, and configurations of today's aftermarket cylinder heads. This course will also introduce students to the high performance world of add-on computers. Students will learn the concepts, operation, installation, and testing of aftermarket systems and how they improve vehicle performance.

HPR-105 Carburetors, Intakes, & Tuning**150 clock hours/ 9.00 QCH**

This course is designed to provide students with a basic knowledge of carburetors and multi-carburetor systems. Students will learn the proper cfm to cubic inch ratio on high performance engines and how to set up these carburetors for maximum horsepower and performance. Students will also learn high performance mathematics utilizing a desk top dyno, combining hands-on activities with classroom instruction. Students will learn engine simulations, as well as how to properly document and record both horsepower and torque specifications, enabling students to match up the best combinations for both foreign and domestic cars to achieve maximum horsepower.

HPR-106 Forced Air Induction: Bolt-On**150 clock hours/ 9.00 QCH**

This course introduces students to the theories and principles behind forced air induction. Students will learn the effects of nitrous oxide, superchargers, and turbochargers as they relate to horsepower. Students will gain knowledge of proper application

to both foreign and domestic vehicles. Once students become familiar with these systems, they will apply them to troubleshooting techniques. Students will learn how to install, diagnose, and repair bolt on equipment such as turbochargers, superchargers, aftermarket ignition systems, and exhaust systems on sport compact vehicles. Students will gain an understanding of how bolt on systems increase or could decrease horsepower.

HPR-107 Automatic & Standard Transmissions: Driveline & Differential**150 clock hours/ 9.00 QCH**

This course is designed to train students on the inspection, diagnosis, and repair of torque converters. As students continue to understand hydraulics principles, they will be challenged to diagnose and repair hydraulic control components and disassemble and reassemble a transmission through both hands-on and written activities. After students learn the basics of the automatic transmission, they will learn high stall converters, transmission brakes, manual shift automatic transmissions, and high performance modifications. Students will learn the basics of manual transmission, rear axles, and drive shaft. Students will then learn how to select the best driveline components for the various types of on- and off-road applications for both foreign and domestic vehicles. Students will learn proper setup and installation of aftermarket differentials, clutches, pressure plate, and manual transmissions using mathematics for finding correct rear end ratios for racing applications.

HPR-108 Steering & Suspension**150 Clock Hours/ 8.50 QCH**

This course is designed to train students on the basics of diagnosis, troubleshooting, and conduct failure analysis of high performance steering and suspension systems through both hands-on and written activities. Students will be exposed to modifications and applications of steering and suspension in anticipation of high stress systems on both on- and off-road vehicles. Students will learn the different alignment configuration for the different types of racing environments.

HPR-109 Welding and Fabrication**150 clock hours/ 8.50 QCH**

Students will learn the safety and basics of MIG welding, TIG welding, heat forming, and plasma cutting. Students will gain an understanding of the proper methods and techniques used for building modern racing applications including tube welding and light gauge metals which are specific to motor sports.

HPR-110 Chassis Fabrication**150 clock hours/ 8.50 QCH**

This course provides the students with a detailed introduction to the fabrication of the race car chassis from the front to the rear. Students will learn blueprint reading, building multi-link suspensions, engine and suspension brackets, sheet metal and body paneling pattern development, mounting procedures, and the necessary types of metal. Students will assemble a chassis, measuring the rear end housing, and determine the proper angle of shocks. Students will also gain the basic skills to construct sheet metal and interior and body parts used for racing. Students will learn how to use a bead roller and metal brake to fabricate aluminum interior panels. Students will learn the importance of aerodynamics of wings, foils, and air dams.

HPR-111 Brakes**150 clock hours/ 8.50 QCH**

This course is designed to train students on the diagnosis, troubleshooting, and repair procedures of hydraulic systems, drum brakes, disc brakes, antilock brakes, and system failures. Hands-on and written activities will cover brake relining and brake lathe. After completing the basic brakes portion of the course, students will learn how to identify high performance braking components and applications. Students will also learn the effects of high speed braking on high performance vehicles and conclude the course by learning proper testing and diagnostic techniques utilized on high performance braking systems.

HPR-112 Motor Sports Management**150 clock hours/ 8.50 QCH**

Students will learn all aspects of motor sport management including accounting, inventory control, purchasing, sponsorships, and maintaining a team image to manage the complete operation. Students will travel to local racetracks to learn motorsport management first hand. This course is also designed to teach students how to become employable professionals, covering the development of personal employability traits, resume writing, communicating with potential employers, interviewing, and the after interview follow up. Students are coached in strategies to market themselves effectively and are encouraged to view their job search from an employer's prospective. Workplace skills, in conjunction with technical skills, will ensure students excellent career opportunities.

PSI-101 – Power Sport Fundamental Skills I**150-Clock Hours/ 9.00 QCH**

This module is designed to provide students with basic understanding through the theory of 4-stroke and 2-stroke engine operation, part/component identification, theory of Power Sport electronics and the theory of suspension components while properly utilizing his/her textbook/workbook, shop resource materials, and the Resource Center

MS-101 Honda Technology**150 Clock Hours/ 8.50 QCH**

This course focuses on the requirements to become successful as a Honda technician. This course prepares students to perform general maintenance procedures on Honda products including Honda ATV's and Motorcycles. Utilizing Honda resource materials students will perform service intervals and chassis maintenance procedures on ATV's and Motorcycles. Students will also learn to service and repair Honda engines, drive systems and electrical systems. Then move into the Honda service environment for troubleshooting of drivability issues, chassis service and suspension work and then into Honda's advanced electrical program.

MS-102 Kawasaki Technology**150 Clock Hours/ 8.50 QCH**

This manufacturer supported course prepares students to operate in a Kawasaki service environment. Students will perform general maintenance procedures on Kawasaki products including ATVs, utility vehicles and motorcycles as well as become familiar with the K-Dealer software. Utilizing Kawasaki resource materials students will perform service intervals and chassis maintenance procedures. Students will also learn to

service and repair Kawasaki engines, drive systems and electrical systems. Then move into the Kawasaki service environment for troubleshooting of drivability issues, fuel injection systems, perform brake and chassis service and suspension work and then into advanced electrical diagnosis using Kawasaki Diagnostic Software (KDS). Students are given the opportunity to utilize Kawasaki manufacturer training to earn up to 87 service and 50 sales certifications.

MS-103 Yamaha Technology**150 Clock Hours/ 8.50 QCH**

This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Yamaha service technician. Students will perform general maintenance procedures on Yamaha products including ATVs and motorcycles as well as become familiar with the Yamaha Technical Academy opportunities. Utilizing Yamaha resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into the Yamaha PowerSports Academy Bronze Recognition training and have the opportunity to earn a combined 28 service and sales certificates.

MS-104 Suzuki Technology**150 Clock Hours/ 8.50 QCH**

This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Suzuki service technician including the Suzuki ServicePro recognition certification. Students will perform general maintenance procedures on Suzuki products. Utilizing Suzuki specific resource materials, students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into more of the Suzuki ServicePro training program and will learn fuel injection systems, perform chassis service and suspension work and then into advanced electrical diagnosis. Utilizing Suzuki manufacturer training, students have the opportunity to earn up to 61 service and 39 sales certifications.

MS-105 - Off Road Technology**150 Clock Hours/ 9.00 QCH**

This manufacturer supported course provides experiences which will enable the successful student to learn Arctic Cat, Kawasaki, Polaris and other Off-Road brands chassis and suspension maintenance and repair procedures on snowmobiles as well as multiple brands of All Terrain Vehicles (ATV's) and Recreational Utility Vehicles (RUV's). Students will also have the opportunity to complete the requirements for their Arctic Cat CatMaster ATV and Snowmobile certification and the Polaris Master Service Dealer Training (MSD) recognition. Polaris manufacturer training affords students the opportunity to earn up to 255 service certifications.

AVT-101 American V-Twin (HD) Technology 1**150 Clock Hours/ 8.00 QCH**

This course consists of 150-hour regiment covering V-Twin Engine fundamentals, Fuel, Electrical, Driveline/ Suspension, Vehicle Maintenance & Assessment. This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service and repair Harley-Davidson, Victory, and S&S engines. Harley-Davidson and V-Twin electrical system testing, and troubleshooting is practiced being able to diagnose V-Twin charging, ignition, starting and lighting systems issues. Students will perform general maintenance procedures on V- Twin motorcycles, including fuel system which provides a solid understanding of motorcycle engine management systems fuel injection software operation information and diagnosis procedures.

AVT-102 American V-Twin (MSD) Technology 2**150 Clock Hours/ 8.00 QCH**

The course focuses on Victory (Indian) fuel system technology so that students will gain a solid understanding of fuel injection engine management systems operations and diagnostic procedures. Given services maintenance procedures the successful student will be able to perform maintenance service intervals procedures including changing oil, cable adjustments, and final drive adjustments on Victory motorcycles. Utilizing Victory fuel injection software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues.

MWT-101 Welding Introduction & History**150 clock hours/ 9.00 QCH**

Students will be introduced to the industry by learning about the history, the AWS Standards, the occupational opportunities, and general safety requirements of welding. An introduction to the different welding categories, major manual processes, types, parts, joints, size, strength, position, and defects will be presented. The course provides a comprehensive understanding of Oxy-Fuel Welding, which includes soldering and brazing, gases, cylinder handling, welding equipment and supplies, and operating procedures.

MWT-102 Electric Arc Cutting & Basic SMAW Processes**150 clock hours/ 8.00 QCH**

Students will explore Plasma Arc and Air Carbon Arc Cutting; the equipment and supplies required; and safety practices. This course covers the basic SMAW welding operating principles, power sources and machines, safety equipment and supplies, and the different types of current. Students will also be introduced to fabrication in this module.

MWT-103 Welding Mathematics I**150 clock hours/ 8.50 QCH**

Students will begin a comprehensive study of welding mathematic principles, such as addition, subtraction, multiplication, division, fractions, and decimals. This course covers basic principles of averaging; calculating percentages, the metric system, and the measuring of perimeters, areas, circumferences, and volumes. Students will continue skill development during lab sessions to gain experience on processes previously introduced.

MWT-104 Basic SMAW Fundamentals & Practice Plate**150 clock hours/ 8.00 QCH**

Students will train in starting and adjusting the arc welding power source. This course covers the theory and practice of different bead, joint, and fillet methods, such as welding a lap joint horizontal single pass fillet, a t-joint flat position single-pass fillet, weaved beading, and the stringer technique with weave overlay.

MWT-105 Welding Mathematics II & Blueprint Reading I**150 clock hours/ 9.00 QCH**

Students will continue learning welding mathematic principles for the purpose of being able to read blueprints. This course covers the basic principles of angle development and measurement, such as the bends and stretch outs of angular shapes. The students will develop an understanding for the purpose of basic lines, basic sketching techniques, and bill of material. Students will continue to develop their understanding of fabrication.

MWT-106 Blueprint Reading II, Symbols & Abbreviations, & SMAW Advanced**150 clock hours/ 8.50 QCH**

Students will be introduced to welding symbols and abbreviations for the purpose of blueprint reading. This course provides a more comprehensive study of blueprint reading such as detail, assembly and subassembly prints. The students will also explore more advanced theory and practical SMAW welding techniques.

MWT-107 SMAW II Advanced Plate & Pipe**150 clock hours/ 8.00 QCH**

This course affords students a more advanced comprehensive study of the theory and practice of different bead, joint, and fillet methods, such as welding a single-v butt joint; stringer beading and weave beading on a flat plate, and a single-v butt joint backing bar in an overhead position. The students will learn pipe and tube welding; they will develop an understanding of codes and standards; and will put their practical knowledge to work. This course prepares the students the opportunity to take the welding certification tests.

MWT-108 GTAW, GMAW, & FCAW Principles & Practices**150 clock hours/ 9.00 QCH**

This course covers the principles and practices of GTAW, GMAW, and FCAW welding equipment and techniques. The students will learn to weld various types of metals, including plate and pipe, in numerous welding positions.

College Policies and Procedures

Withdrawal

The Campus Director is responsible for guiding the student through the withdrawal process. Therefore, it is the responsibility of the student to contact the Director when a withdrawal is necessary. Students benefiting from federal financial assistance are required to attend an exit interview.

Cancellation and Settlement Policy

The student's enrollment agreement may be cancelled within five (5) business days after the date of signing provided that the school is notified of the cancellation in writing. Saturday is considered a business day. This provision shall not apply if the student has already started classes. A student's Application Fee is nonrefundable regardless of whether or not the student starts classes.

Refund Policy

If the student is not accepted into the training program, any monies paid by the student other than the \$50 Application Fee shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

1. An applicant not requesting cancellation by scheduled starting date will be considered a student. Cancellation must be made in written form by the student, directed to the college. The postmark on the written notification will determine the cancellation date.
2. The State Refund Policy will apply to all students.
 - a. A student who starts class and withdraws before the period is 15% completed (or during the first full calendar week for Credit Hour Programs) shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
 - b. A student withdraws after the academic term is 15% complete, but before the term is 25% completed (or during the second full week for Credit Hour Students) will be obligated for 50% of the tuition and refundable fees for that academic term plus the registration fee.
 - c. A student withdraws after the academic term is 25% complete, but before the term is 40% completed (or during the third full week for Credit Hour Students) will be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
 - d. A student who starts class and withdraws after the period is 40% completed (Or after the start of the fourth week for Credit Hour Students) will not be entitled to a refund of the tuition nor the registration fee.
3. Official withdrawal for refund purposes is the date of termination and is defined as:
 - a. The last day of attendance if the student is terminated by the college, or
 - b. The last day of attendance as reflected by the students' record card.

4. Refunds shall be returned within thirty (30) days after receipt of a written withdrawal by the student, or termination by the institution. When the student has received federal/state financial assistance, the distribution of the refund will be according to federal guidelines.

Addendum to the Refund Policy for Delaware Residents

This institution is regulated by:
 DE DOE, Private Business and Trade Schools
 John Collette Education Resource Center
 35 Commerce Way, Ste. #1
 Dover, DE 19904

The following refund policy shall apply only to Delaware residents:

In the event that the student, after expiration of the 5-day cancellation privilege, fails to enter the chosen course, withdraws, or is discontinued at any time prior to completion, the following provisions will be in effect:

1. Refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last date of attendance, if the student is terminated by the college;
 - b. The date of receipt of written notice by the student;
 - c. Ten school days following the last date of attendance.
3. If tuition is collected in advance of entrance, and if, after expiration of the 5-day cancellation privilege, the student does not enter OTC, not more than the \$50 Application Fee shall be retained by the college.
4. For the student who enters an OTC course shorter than 12 months in length and terminates or withdraws, the college may retain the \$50.00 of tuition and fees and the minimum refund of the remaining tuition will be:
 - a. After 0.01% enrollment time of the course, 80 percent of the remaining tuition;
 - b. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition;
 - c. After 10% to 14.9% enrollment time of the course, 60% of the remaining tuition;
 - d. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition;
 - e. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition;
 - f. After 50% or more enrollment time of the course, the student may be considered obligated for the full tuition.
5. Enrollment time is the time elapsed between the actual start date and the date of the student's last day of physical attendance in the college.
6. For the student who enters an OTC course longer than 12 months in length and terminates or withdraws, the refund shall be applied to each 12-month period, or part thereof, separately.

Addendum to the Refund Policy for Indiana Residents

This institution is authorized:

The Indiana Board for Proprietary Education

101 West Ohio Street, Suite 670

Indianapolis, IN 46204-1984

317.464.4400 Ext. 138

317.464.4400 Ext. 141

The following refund policy shall apply only to Indiana residents:

OTC shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:

1. A student is entitled to a full refund if one or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six business days after signing.
 - b. The student does not meet the post-secondary proprietary educational institution's minimum admission requirement.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the post-secondary proprietary educational institution.
 - d. If the student has not visited the post-secondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdraws from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one week or less, is entitled to a refund of 90% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
3. A student withdrawing from an instructional program, after attending more than one week but equal to or less than 25% of the duration of the instructional program, is entitled to a refund of 75% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
4. A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
5. A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed \$100.
6. A student withdrawing from an institutional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.

Addendum to the Refund Policy for Illinois Residents

The following refund policy shall apply only to Illinois residents:

1. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
2. All deposits or down payments shall be counted as tuition payments.
3. The Illinois State Refund Policy will apply to Illinois residents as follows:
 - a. A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
 - b. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
 - c. When notice of cancellation is given after midnight of the fifth business day following acceptance, but prior to close of business on the first day of class, the college may retain no more than the application-registration fees, which may not exceed \$150.
 - d. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee, an amount not to exceed 10% of tuition and other instructional charges or \$300, whichever is less and the cost of any books and materials which have been provided by the college.
 - e. A student who starts class and withdraws after 5% of the course of instruction, but within the first 4 weeks of classes the college shall be obligated to 20% of the tuition and refundable fees for that academic term.
 - f. A student who starts class and withdraws after 5% of the course of instruction, but before the term is 25% completed shall be obligated to 45% of the tuition and refundable fees for that academic term.
 - g. A student who starts class and withdraws after 25% of the course of instruction, but before the term is 50% completed shall be obligated to 70% of the tuition and refundable fees for that academic term.
 - h. A student who starts class and withdraws after 50% of the course of instruction shall be obligated to the full amount of tuition and refundable fees for that academic term.
4. The college shall refund all monies paid under and of the following circumstances:
 - a. The college did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog.
 - b. The college cancels or discontinues the course of instruction in which the student is enrolled.

- c. The college fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The college will send written acknowledgment of the cancellation within 15 days of receipt.

A student may give notice of cancellation to the college in writing. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance. The college may make refunds which exceed those prescribed in this document. If the college's refund policy returns more money to a student than these policies above, that policy will be on file with the Superintendent.

In addition, the college will refund any book or material fees when:

- a) The book or materials are returned to the college unmarked; and
- b) The student has provided the college with a notice of cancellation.

Addendum for Kentucky Residents

Existence of the Student Protection Fund

Pursuant to KRS 165A.450 all licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim against the Student Protection Fund

To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found on the website at www.kcpe.ky.gov.

Addendum to the Refund Policy for Wisconsin Residents (Partial refunds)

A student who withdraws or is dismissed after being in class for (3) days has passed (the period of time identified under s. EAB 8.03(1)), but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.

4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Return of Title IV Funds

Federal law specifies how a school must determine the amount of federal financial aid (PELL, FSEOG, PERKINS, SUB & UNSUB DIRECT LOANS and PLUS) that a student earns if they withdraw before completing 60% of each quarter.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the quarter, all financial aid is considered earned and no return is due to the U.S. Department of Education.

If the student leaves before completing 60% of the quarter, the student may be required to return some of the unearned financial aid received to the Department of Education.

Percentage Earned = number of clock hours completed up to the withdrawal date divided by the total clock hours in the quarter.

Percentage Unearned = 100% minus the Percent Earned.

Once the student has withdrawn from school, a financial statement will then be generated, NSLDS will be updated and if a student has received federal aid for the quarter in which they withdraw, a US Department of Education Return of Title IV Funds (R2T4) calculation worksheet will be completed for the student.

The R2T4 calculation will determine any Title IV funds earned by the student as well as any unearned funds owed to the US Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is eligible to receive, then he/she may receive a post-withdrawal disbursement of the earned aid. The school has (30) days after the withdrawal date to complete the Return of Title IV Funds calculation and notify the student. The school has (45) days after the student is withdrawn to return the Title IV funds.

Official Withdrawal:

A student is considered officially withdrawn if they submit a request in writing, or speak with the director of education and request to be withdrawn. At that time a withdrawal form is completed and signed. The documented last day of attendance on the students attendance record is considered the official withdrawal date.

Unofficial Withdrawal:

A student may be withdrawn by the school due to lack of attendance or failure to maintain satisfactory academic progress.

1. **Attendance** – If a student misses (3) consecutive days with no call to the school, the department head will make a phone call to the student. If the student does not respond, an email will be sent to the student and a phone call is made the following day. If the student fails to respond to the email and/or phone call, a letter of termination will be sent to the student and the student is given (10) days to appeal the action. If the student does not contact the school, the 10th day will be considered the official withdrawal date.
2. **Academic** – If a student does not make academic progress they are put on academic alert. Their instructor will work with the student to improve their academic performance so that they can continue their training. If the student's grades do not improve, the student is terminated, and the last day of attendance would be at the end of the quarter in which they were in when terminated.

When a student receives federal financial aid in excess of aid earned:

The college returns the lesser of: Institutional charges multiplied by the unearned percentage or Title IV funds disbursed multiplied by the unearned percentage.

The student returns: Any remaining unearned aid the college is not required to return. Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant (PELL/FSEOG) amount the student has to return is a Federal Grant Overpayment and arrangements must be made with the college or Department of Education to return the funds.

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the Department of Education. Students have (45) days from their withdrawal date to repay the college any federal grant overpayment. After the (45) days, the student must work directly with the Department of Education to resolve their overpayment and may not receive additional federal financial aid until the overpayment is resolved.

The order in which the college returns federal financial aid funds is as follows:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. PLUS loan
5. Pell Grant
6. FSEOG

The college must report to the Department of Education any student who is in an overpayment status.

Refunds and Payments Due

Any statement balance that is less than or equal to \$5.00, regarding a refund or amount owed, will not be issued or collected by the college.

Readmission

In repeating the enrollment process, we may readmit a student once removed from the college roster. At that time, credit for previous training will be re-evaluated by the Campus Director. Also at that time, a student will have his/her financial assistance reviewed. A financial assistance reinstatement process will occur if applicable.

Repeating a Phase of Training

A student wishing or needing to repeat a part of the program must submit a written request to the Director of Training who will approve or deny the repeat on a case-by-case basis. If a phase is repeated, that grade will replace the previous grade. In some cases, financial assistance may be used to pay for the repeated program or portion of a program at OTC. Pro rata charges may be assessed for repeating any phase of training which became necessary due to absences.

Graduation Requirements

A student must successfully complete the entire course curriculum to receive a certificate of graduation, diploma, or degree for the training programs offered by Ohio Technical College. Graduation requirements are subject to the College's attendance policy. A passing grade of 70% or 2.0 grade point average is required for all programs.

Postponement of a Scheduled Class Start

The Ohio Technical College may, at its sole discretion, postpone a class to its next available starting date to reach a specific class size.

A student requesting postponement must make such a request in writing. A \$50.00 administrative charge will be assessed if the Admissions Director grants the postponement.

Change of a Program or Start Date

From the time a student signs their enrollment agreement, up to the second week of training, they will have the option of changing their program of study or their start date.

Program changes after the first two weeks of training must be approved by the Director of Training or Director of Education/Accreditation and will require a \$50.00 administrative fee.

Student Standards

Ohio Technical College, adheres to high standards for the benefit of tomorrow's technicians.

Attendance

OTC may have one of the most rigid attendance requirements in the career school industry. We recognize that our responsibility goes beyond technical training to secure a position in the industry; we must also train you to retain your position once you start your job.

Each student receives a class schedule at the beginning of training and must be in attendance a minimum of 25 clock hours per week to be considered a full-time student and each student must complete a minimum of 90% of the 150 clock hours per 6-week term. Students who reach 15.1 hours missed in a 6-week module may be terminated.

Students who do not meet the 90% requirement for attendance in each 6-week term may or may not be granted the privilege to make up for their lost time. The time must be made up prior to advancing into the next term.

Make-up time may be done on the Friday immediately following the absences as well as before class begins starting at 6:00 am and after class until 3:00 pm.

Tardiness

Class starts precisely at 7:30 am (technical classes) or 2:00 pm (associate classes). Students are expected to be in class at least 5 min before start time, in uniform, and ready to participate with all their materials. Students arriving to their technical classes after 7:30 am are considered late and students arriving after 8:30 am will be sent home. Students arriving after 2:00 pm to their associate classes are considered late and students arriving after 8:45 pm may be sent home.

Current policy, which is subject to change upon notice to the student body, is that a student may be late up to two times per module without the consequence of being sent home (however, the number of minutes late will be subtracted from the student's attendance record). Students granted the privilege of entering class late, however, must do so quietly and in a manner designed to avoid disturbance to the class and there is a send-home consequence for excessive tardiness. Students arriving late to class will lose professionalism points.

Absences

Students attending the Ohio Technical College are expected to conduct themselves in an adult, mature, and professional manner. Therefore, OTC's expectation is that students will appear on time every day for their studies. Consideration may be extended to students on an individual basis regarding bereavement, medical or legal issues, and military obligations and students are required to provide documentation for these absences.

Students who are aware of an upcoming absence must make prior arrangements with their instructor and the Registrar. Students will not lose points for these absences, however, in

accordance with the rules and regulations Ohio Technical College abides by the missed time must be made up in accordance with the policy stated above.

The maximum time a student may miss before being dismissed from their program depends on the length of the program.

Program Length	Hours Missed	Days Missed
72 weeks	125	20
60 weeks	110	17
48 weeks	94	15

Leave of Absence (LOA)

Any student requesting a leave of absence must do so in writing and cite specific reasons needed for the leave of absence. They must also sign the College policy leave of absence acknowledgment form. In most cases, the leave of absence must be for at least 30 days and cannot exceed 120 days.

If the individual student who requests a leave of absence does not return in a specified time or within 120 days, the student will be assumed to have withdrawn from the College. The subsequent refund/charges calculation must then be calculated with appropriate refunds processed within 30 days from the date at which it was determined the student would not return to school.

A leave of absence student must have an exit interview prior to his/her leaving College. Questions regarding the leave of absence policy can be referred to Registrar. Students returning from a leave of absence must contact the Registrar for a return date and a revised schedule. Hours owed must be made up before the student "officially" returns.

An LOA may need to be taken if an injury results in the inability of the student to safely perform shop tasks. In rare situations, some students cannot request a leave of absence in person. In such cases, a request must be sent to records@ohiotech.edu.

Making Up Lost Time

Students may be allowed to make up for lost time with notification to the Registrar and approval of the student's department head. Make-up time may be done on the Friday immediately following the absences as well as before class begins starting at 6:00 am and after class until 3:00 pm.

Student attendance is monitored daily by the Registrar. Students who owe make up time will be advised on a weekly basis until the time is completed. If a student begins a new quarter still owing time from a prior quarter the student may be placed on a leave of absence or dismissed.

Missed Weeks

Students missing an entire week of training due to an approved absence or leave will be able to complete all tasks and tests missed, however they will be subject to the missed time provisions.

Tests/Exams

Weekly testing is done on Thursdays. If a student misses a test on Thursday, he/she must make up the test first thing on the following Monday (or first day back). The student will take a proctored test and the score will be recorded in the typical manner. This applies to students who miss a test for any reason. Students will not be allowed to make up more than two tests in any six-week module unless approved by their Department Head.

Attendance for Students Receiving Veterans Aid

Any student who is receiving funds through the Veterans Administration must not fall below the 90% minimum attendance requirement for total time earned in a program to continue to receive benefits.

If a student exceeds the 15% threshold of total time lost for the entire program, the VA will require OTC to terminate the certification which may result in a Veteran owed debt to the Veterans Affairs Administration funding.

Academic Workload

Each student must attend six hours and fifteen minutes (6:15) per day, Monday through Thursday) to be considered a full-time student. There is no part-time attendance at the Ohio Technical College. Students enrolled in the associate degree program are required to take additional general education courses. Homework may be assigned daily and will be due, as assigned. Homework not completed and turned in will result in a reduction in the student's professionalism grade for that week.

Academic Schedule

Each student will receive an electronic catalog at the time of enrollment describing the course title, and the various phases of training through which he/she must progress. The student must proceed through the entire training program to receive a diploma, degree, or certificate. Room numbers, instructors, and scheduling are covered on the first day of class. Generally, students in Diploma programs attend 300 clock hours per quarter. The maximum length of time that a normal progressing student can take to complete any program at Ohio Technical College will be the equivalent to 1.5 times the normal course length. This applies to all students except those with special needs or mitigating circumstances.

Students will be supplied with electronic copies of their technical schedule before the start of each six-week module. Students in the associate program will receive a separate associate schedule before the start of each twelve-week module.

Grading Systems

Grading System: Technical Programs

Letter Grade	Numerical Grade	Quality Points	Description
A	90-100	4.0	Superior
B	83-89.99	3.0	Good
C	76-82.99	2.0	Average
D	70-75.99	1.0	Poor
F	1-69.99	0.0	Failing

Grade reports are available to students at the completion of each module.

Course Grades are determined by:

- Attendance
- Written tests
- Shop work
- Successfully completed tasks
- Professionalism

Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. *For example, a 4.0 credit course with a grade of B would earn 12.0 quality points, credit value of course (4) times quality point value of a grade of B (3).*

The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Clock Hour Programs

Letter Grade	Numerical Percentage	Description	Quality Points
A	90-100	Superior	4.0
B	83-89.99	Good	3.0
C	76-82.99	Average	2.0
D	70-75.99	Poor	1.0
F	1-69.99	Failing	0.0
W	N/A	Withdrawn	N/A
I	N/A	Incomplete	N/A
TC	N/A	Transfer	N/A
TO	N/A	Test-Out	N/A
AU	N/A	Audit	N/A

Grading System: Associate Program

Grade/Score Range	Criteria
A (90-100)	Perfect or near perfect execution of task. All expectations met.
B (83-89.99)	Very good execution of the task. Nearly all expectations met.
C (76-82.99)	Okay execution of the task. Some expectations met.
D (70-75.99)	Poor execution of the task. Few expectations met.
F (1-69.99)	Task not executed to standard. Expectations unmet.

Letter Grade	Numerical Percentage	Description	Quality Points
A	90-100	Superior	4.0
B	83-89.99	Good	3.0
C	76-82.99	Average	2.0
D	70-75.99	Poor	1.0
F	1-69.99	Failing	0.0
W	N/A	Withdrawn	N/A
I	N/A	Incomplete	N/A
TC	N/A	Transfer	N/A
TO	N/A	Test-Out	N/A
AU	N/A	Audit	N/A

* Applied General Education Remedial Courses Application of Grades and Credits

The charts above describe the impact of each grade on a student's academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn) and F (failure) are counted as hours attempted and earned. TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

Application of Grades and Credits

The charts above describe the impact of each grade on a student's academic progress. For calculating rate of progress for students enrolled in diploma clock hour programs; grades of F (failure), W (withdrawal) and I (incomplete) are counted as hours completed. TC and TO approval are treated as clock hours earned prior to commencement of the program and the hours approved will be reduced from the overall hours necessary to graduate. Reduction in hours may reduce the amount of FSA Title IV funds available for the program enrolled.

Class Expectations: Associate Programs

Task	Criteria
Class Participation	Student is expected to regularly engage with classmates and instructor on relevant topics
Professionalism	Student is expected to comport themselves in a professional manner: No sleeping, no unauthorized cell phone usage, no smoking or vaping, no loud, inappropriate or otherwise disruptive behaviors. Eating is permissible at the instructor's discretion.
In-Class Work	Student is expected to complete all classwork in a timely fashion and in compliance with the guidelines set forth by their instructor
Presentation	Student is expected to be prepared for their scheduled presentation and should be thorough and knowledgeable on the subject

Quiz	Student is expected to achieve a passing score. Cheating will result in an automatic failure.
Test/Exam	Student is expected to achieve a passing score. Cheating will result in an automatic failure.
Homework	Student is expected to turn in homework at the scheduled intervals. Homework should be legible and thorough.

Class runs from 2:00 pm to 4:00 pm and students are expected to arrive on time and remain present for the entire class. Students may miss up to two Associate classes, a third may result in termination from the class. Students who are sent home in the morning, are still required to attend any associate classes they may have that afternoon.

Additional guidelines and expectations along with advice can be found on page 12 of the student handbook.

Transfer Credits

Transfer credits (clock hours), those courses earned at a prior institution or from a prior program at Ohio Technical College, that are applicable to the new program of study at OTC will not be calculated in the grade point average, but those transfer credits/hours will be considered as credits/hours attempted and earned in the rate of progress and maximum time frame calculation. *For example, a student transfers from program A to program B, the student is able to transfer 300 clock yours from Program A to Program B. Program B requires 1200 clock hours to graduate. Thus, the student now has 900 clock hours remaining for the program.*

Transfer credits, either from Ohio Technical College or from another institution, that are applicable to the new program of study will not be calculated in the grade point average, but those transfer credits will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation. *For example, a student transfers from program A to program B, the student is able to transfer 30 external credits, 20 transfer credits from Program A and 10 associated credits earned in Program A into Program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and a half times $(150\%) \times 180 = 270$ credits.*

The 30 external transfer credits and 20 internal transfer credits will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated; the 10 associated credits earned in Program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Associated Courses

If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing grade point average (except W grades), rate of progress, and maximum time frame. This includes courses that were failed or withdrawn.

Remedial Courses

Remedial Applied General Education courses are graded as Pass (P) or Fail (F). The grade is not included in the CGPA. The length of the Remedial Applied General Education course is included in Rate of Progress and Maximum Time Frame calculations.

To receive a grade of incomplete "I", the student must petition, by the last week of the term, for an extension to complete the required course work. The student must meet the requirements of the course at the time of petition. Incomplete grades that are not completed and resolved within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Clock Hour to Credit Hour Conversion

The non-degree programs at Ohio Technical College are measured in clock hours. The Associate Degree Programs are measured in credit hours.

A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break. If conversion becomes necessary, the College uses the following clock hour to credit hour conversion formula: *For technical classes, a quarter hour is 30 units. An in-class, didactic learning scenario earns 2 units for each hour of instruction. The formula is the contact hours times 2, divided by 30. Thus 1 hour equals 0.0667 quarter hours.*

A supervised in-shop learning situation earns 1.5 units per hour. The formula is the contact hours times 1.5, divided by 30. Thus 1 hour equals 0.0500 quarter hours.

General education courses are comprised of at least 10 hours of didactic learning and 20 hours of out-of-class work/ preparation per quarter credit hour. Thus 10 hours of class and 20 hours of homework will earn 1 quarter hour.

Satisfactory Academic Progress/Student Status/Termination/Appeals

Satisfactory Academic Progress (SAP)

All students must meet the standards of the Satisfactory Academic Progress Policy (SAP) in order to remain enrolled. Additionally, these Standards of Satisfactory Academic Progress must be maintained in order to remain eligible for Federal Student Aid and Veterans Education Benefits. Academic progress of all students will be evaluated after the completion of the required clock hours of a payment period.

The payment period is defined ½ the academic year and consists of 450 clock hours and 18 weeks in length. Partial academic years will have payment periods equal to ½ of the total clock hours and ½ the weeks in the remaining portion of the academic year.

As the student progresses through the selected training program of their choice, the class grades will be averaged on a cumulative basis.

The Satisfactory Academic Progress Policy consists of the following components:

A. Qualitative Measurement: The Qualitative Measurement is determined by measuring the student's Cumulative Grade Point Average (CGPA). A minimum of 70% or a 2.0 cumulative grade point average will be considered maintaining satisfactory academic progress. Any student failing to achieve the minimum standard of 70% or a 2.0 cumulative grade point average will be considered to be progressing unsatisfactorily. All students must achieve the minimum cumulative average for all periods to successfully complete the program and qualify for graduation.

B. Quantitative Measurement: The Quantitative Measurement is determined by measuring the student's rate of progress (ROP) based on their attendance rate of 90% minimum satisfactory rate as recorded toward the completion of their academic program.

C. Maximum Time Frame for Completion (MTF): The student must complete the program within 1.11 times (111%) of the published clock hour length of the program.

Program Length	MTF
1200 clock hours	1333 clock hours
1500 clock hours	1666
1800 clock hours	2000 clock hours

Students must meet the requirements of both components of The Standards of Satisfactory Academic Progress to remain eligible and considered to be maintaining SAP:

1. Cumulative Grade Point Average (CGPA)
2. Rate of Progress (ROP) & Maximum Time Frame for Completion (MTF)

The student's Satisfactory Academic Progress (SAP) is evaluated every term by the Financial Aid Department.

The required benchmarks are listed in the chart below

Evaluation Points Weeks & Hours	Cumulative GPA	Cumulative Rate of Progress Earned Hours
1 st (0-450) clock hours	2.0	90% of clock hours
2 nd (451-900) clock hours	2.0	90% of clock hours
3 rd & Future Terms (1/2 clock hours)	2.0	90% of clock hours

$$600 \text{ clocks in PP02} = 600/900 = 0.6666$$

$$24\text{wks}/36\text{wks} = 0.6666$$

$$\text{PELL} = \text{EFC } 0 (\$7,395) \times 0.6666 = \$4930$$

$$\$4930/2 = \$2465 \text{ each pay period}$$

Satisfactory Academic Progress (SAP) - Associate

All students must meet the standards of the Satisfactory Academic Progress Policy (SAP) in order to remain enrolled. Additionally, these Standards of Satisfactory Academic Progress must be maintained in order to remain eligible for Federal Student Aid and Veterans Education Benefits.

The Satisfactory Academic Progress Policy consists of the following components:

Qualitative Measurement: This is determined by measuring the student's Cumulative Grade Point Average (CGPA). A minimum of 70% or a 2.0 cumulative grade point average will be considered maintaining satisfactory academic

progress. Any student failing to achieve the minimum standard of 70% or a 2.0 cumulative grade point average will be considered to be progressing unsatisfactorily. All students must achieve the minimum cumulative average for all periods to successfully complete the program and qualify for graduation.

Quantitative Measurement: This is determined by measuring the student's rate of progress (ROP) credit earned over credits attempted toward completion of the academic program. (see SAP) Students have a graduated credit earning schedule for the 1st academic period only. All remaining academic periods a student must meet the $\frac{2}{3}$ completion rate percentage of (66.667%) for all remaining academic periods.

Maximum Time Frame for Completion (MTF): The student must be able to complete the program within 1.5 times the published required number of credits (150%) to complete the academic requirements of the program.

Students must meet or exceed the requirements of all three (3) components of The Standards of Satisfactory Academic Progress to remain eligible and considered to be maintaining SAP:

- Cumulative Grade Point Average (CGPA)
- Rate of Progress (ROP)
- Maximum Time Frame for Completion (MTF)

The student's Satisfactory Academic Progress (SAP) is evaluated every term by the Financial Aid Department.

Period Student Academic Progression

At the end of each 6-week period, after grades have been posted, each student's CGPA and attendance rate are reviewed to determine whether the student is progressing through the program effectively. The following terms are used to indicate each student's academic standing:

1. **Good Standing:** Students who meet or exceed the requirements of both (2) components of attendance rate and grades

2. **Academic Concern/Alert:** A concern/alert status is conferred automatically at the end of each 6-week period where if a student fails to meet the attendance and/or the cumulative GPA requirements the student will be provided an Academic Concern/Alert and requested to meet with their advisor to discuss the opportunity for additional help.

3. **Academic Warning:** A status designated for a student who after being placed on an academic concern/alert notice had successfully met with an advisor and set up an Academic Plan.

4. **Academic Probation:** A status designated for a student who has successfully appealed their termination.

5. **Terminated:** Students will be terminated (withdrawn) from OTC if any of the following circumstances are unresolved:

- A. Failure to earn a passing grade in any course attempted in the review period (18-weeks)
- B. Failure to meet the requirements of an advisor developed academic plan
- C. Failure to meet the requirements of the SAP Policy for 2 consecutive review points
- D. Failure to maintain the attendance rate of 90% for 2 consecutive periods

Academic Probationary Students

A student that successfully appealed their termination will be placed on Academic Probation and will be scheduled for the next payment period. A student on Academic Probation will be eligible for Title IV funds for the subsequent payment period. The length

of the Academic Probationary Period is equal to one payment period and any hours requiring scheduled make-up time area included in the Maximum Time Frame Calculations. During the Academic Probationary Period the student must be in compliance with the approved Academic Plan.

At the end of the Academic Probationary period, the student must meet all the components of the SAP requirements to regain Good Standing status and remain eligible for Title IV funds for subsequent payment periods. Students who withdraw from a course(s) or the active period while on Academic Probation are considered to have failed that term. If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the Institution.

Re-entering students who were terminated due to not achieving SAP when they withdrew from the program are required to submit a SAP Appeal prior to re-enrollment. Students seeking re-enrollment requiring a SAP Appeal are not subject to the seven (7) day limitation for filing the appeal, but must submit the appeal prior to the start of the term. If the SAP Appeal is approved the student will begin the re enrollment period under SAP Probation.

Students transferring from program to program within Ohio Technical College will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal from the previous program. Students who are terminated for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved and the student regains a Good Standing designation after the probationary period.

Alert Status

Students whose overall cumulative average drops to 75% or below by the end of any first six-week module in a period of enrollment will be placed on Academic Alert status. Students on Alert status will be advised and offered the opportunity for additional help. If a student's cumulative grade point drops below 70% at the end of a period of enrollment, the student may be terminated. This is the final determining factor in the standard of academic progress. A student must maintain an overall average of 70% at the end of the period of enrollment to progress to the next period of enrollment.

Please note that the College does not seek compensation for the tutoring, or probation status efforts, but merely is endeavoring to guide and motivate students experiencing difficulties.

Academic Terminated Students

Students terminated for failing to make Satisfactory Academic Progress may appeal their dismissal in writing to the college at appeals@ohiotech.edu, in accordance with the following SAP Appeal for Reinstatement. A student that is appealing dismissal will meet with academic staff and an academic plan will be developed indicating what must be accomplished to meet SAP in the ensuing term for submittal to the Academic Appeals Panel.

Appeals Process

If a student is terminated from the program, the student will receive a letter dismissing them from the College. Any student who wishes to appeal this termination must write (or email) a letter of appeal and submit the letter to the appeals committee or the records office within ten (10) days from the date of the termination letter.

This letter should:

1. Acknowledge the reason a student has been terminated
2. Outline a plan-of-action as to how and what the student will change should the appeals board recommend a possible return to OTC
3. The student's current address
4. The student's current phone number

Appeal letters are then given to the Board of Appeals, which meets for hearings on the first Friday of every month, unless other College activities require a re-scheduling of the Board meeting.

The student must be present for their appeals hearing. Failure to appear for the scheduled appeals hearing will result in no further action being taken and the College's decision to terminate will stand.

Upon an appeal being heard, the entire Board of Appeals will make a recommendation to the college administration. The Board shall be made up of instructional and administrative staff. All appeals findings are then submitted to the designated administrator of the College for final review. The Director of Training reserves the right to agree with the Board's recommendation or veto their recommendation. Individuals will then be notified in writing within ten (10) days of the hearing of the College's final decision.

In addition, if a student is terminated from their program, it is the decision of the Board of Appeals and/or the governing body to revoke any scholarship that may have been awarded due to the student's inability to meet the campuses' standards.

Satisfactory Academic Progress (SAP) Appeal for Reinstatement

A letter of appeal must be submitted to the Director of Training. The complete SAP Appeal must be received within seven (7) days of the end of the previous Quarter. The Director of Training will forward the appeal letter to the Academics Appeals Panel for review and will either approve or deny the appeal. The Academic Appeals Panel may approve the appeal if the student had a documented extenuating circumstance that affected the student's ability to meet SAP standards and the Academic Appeals Panel determines:

- A. That the student should be able to meet SAP standards after the subsequent term or
- B. The student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

Quarterly Student Academic Standing Determination

At the end of each term, after grades have been posted, each student's CGPA, Rate of Progress and Maximum Time Frame are

reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

At the end of each 6-week period, after grades have been posted, each student's CGPA and attendance rate are reviewed to determine whether the student is progressing through the program effectively. The following terms are used to indicate each student's academic standing:

1. **Good Standing:** Students who meet or exceed the requirements of both (2) components of attendance rate and grades
2. **Academic Concern/Alert:** A concern/alert status is conferred automatically at the end of each 6-week period where if a student fails to meet the attendance and/or the cumulative GPA requirements the student will be provided an Academic Concern/Alert and requested to meet with their advisor to discuss the opportunity for additional help.
3. **Academic Warning:** A status designated for a student who after being placed on an academic concern/alert notice had successfully met with an advisor and set up an Academic Plan.
4. **Academic Probation:** A status designated for a student who has successfully appealed their termination.
5. **Terminated:** Students will be terminated (withdrawn) from OTC if any of the following circumstances are unresolved:
 - A. Failure to earn a passing grade in any course attempted in the review period (18-weeks)
 - B. Failure to meet the requirements of an advisor developed academic plan
 - C. Failure to meet the requirements of the SAP Policy for 2 consecutive review points
 - D. Failure to maintain the attendance rate of 90% for 2 consecutive periods

Terminated Students: Associate Program

Students terminated for failing to make Satisfactory Academic Progress may appeal their dismissal in writing to the college Records Office, in accordance with the following SAP Appeal for Reinstatement. A student that is appealing dismissal will meet with academic staff and an academic plan will be developed indicating what must be accomplished to meet SAP in the ensuing term for submittal to the Academic Appeals Panel.

Satisfactory Academic Progress (SAP) Appeal for Reinstatement SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Training.
2. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards
3. Supporting documentation of extenuating circumstances (e.g. injury/illness, death of a relative, child care or other special circumstances), dated within the student's Academic Alert term.
4. An academic plan signed by the student and Director of Training detailing specific requirements for the student to meet SAP within the term
5. A copy of the SAP calculator spreadsheet or calculations used to develop the academic plan
6. Completed Academic Warning affidavit
7. An unofficial transcript with final grades for the most recently completed term.

At the end of each 6-week period, after grades have been posted, each student's CGPA and attendance rate are reviewed to

determine whether the student is progressing through the program effectively. The following terms are used to indicate each student's academic standing:

1. **Good Standing:** Students who meet or exceed the requirements of both (2) components of attendance rate and grades
2. **Academic Concern/Alert:** A concern/alert status is conferred automatically at the end of each 6-week period where if a student fails to meet the attendance and/or the cumulative GPA requirements the student will be provided an Academic Concern/Alert and requested to meet with their advisor to discuss the opportunity for additional help.
3. **Academic Warning:** A status designated for a student who after being placed on an academic concern/alert notice had successfully met with an advisor and set up an Academic Plan.
4. **Academic Probation:** A status designated for a student who has successfully appealed their termination.
5. **Terminated:** Students will be terminated (withdrawn) from OTC if any of the following circumstances are unresolved:
 - A. Failure to earn a passing grade in any course attempted in the review period (18-weeks)
 - B. Failure to meet the requirements of an advisor developed academic plan
 - C. Failure to meet the requirements of the SAP Policy for 2 consecutive review points
 - D. Failure to maintain the attendance rate of 90% for 2 consecutive periods.

All appeal documents must be submitted to the Director of Training. The complete SAP Appeal must be received within seven (7) days of the end of the previous term.

The Director of Training will forward the complete appeal packet to Academic Appeals Panel for review and will either approve or deny the appeal. The Academic Appeals Panel may approve the appeal if the student had a documented extenuating circumstance that affected the student's ability to meet SAP standards and the Academic Appeals Panel determines:

- A. That the student should be able to meet SAP standards after the subsequent term or
- B. The student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

Academic Probationary Students II

A. A student that successfully appealed their termination will be placed on Academic Probation and will be scheduled for the next term.

B. A student on Academic Probation will not be eligible for Title IV funds for the subsequent payment period.

C. The length of the Academic Probationary Period is included in the Maximum Time Frame Calculations.

D. When a course is repeated the higher grade will be recorded and will be counted for purposes of calculating the student's Cumulative Grade Point Average, Rate of Progress and Maximum Time Frame. The length of the program must not exceed 1.5 times (150%) of the published length of the program.

E. During the Academic Probationary Period the student must be in compliance with the approved Academic Plan.

F. At the end of the Academic Probationary period, the student must meet or exceed all three components of the SAP requirements to regain Good Standing status and re-establish eligibility for Title IV funds for subsequent payment periods.

G. Students who withdraw from a course(s) or term of Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the Institution. The Institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Re-entering students who were terminated due to not achieving SAP when they withdrew from the program are required to submit a SAP Appeal prior to re-enrollment. Students seeking re-enrollment requiring a SAP Appeal are not subject to the seven (7) day limitation for filing the appeal, but must submit the appeal prior to the start of the term.

Students transferring from program to program within Ohio Technical College will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal from the previous program. Students who are terminated for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved and the student regains Good Standing designation after the probationary period. Alert Status Students whose overall cumulative average drops to 75% or below by the end of any first six-week module in a term will be placed on Academic Alert status.

Students on Alert status will be advised and offered the opportunity for additional help. If a student's cumulative grade point drops below 70% at the end of a term, the student may be terminated. This is the final determining factor in the standard of academic progress. A student must maintain an overall average of 70% at the end of the term to progress to the next term.

Report Cards

Academic progress can be monitored through the SIS (student information system). A copy is given to the student and a copy is mailed to the student's home address when requested. The report cards are a summary of performance and test grades, as well as a cumulative attendance record.

Students maintaining an average of 90% or above for the 12-week period are placed on the Honor Roll and such distinction is included in the student's permanent record.

Family Educational Rights and Privacy Act (FERPA) Policy

In the course of a student's application, enrollment, and attendance, this College has compiled a number of important records, which include the following:

- Attendance Records
- Disciplinary Records
- Financial Records
- Grades
- Placement Records

Students may inspect and review their educational records upon request to their Department Head. If after reviewing the records it is found that they contain errors or are inaccurate or misleading, an amendment may be requested. If the College does not agree with the student's position, a hearing may be requested. If the student feels that the College has not followed the Federal rules under the Family Educational Rights and Privacy Act, they may write to the United States Department of Education.

OTC will not release any information about a student to outside individuals unless we have first received the students' permission or were required to give the information under state or federal laws or by court order.

It is considered that certain information does not violate your right of privacy. The College is permitted to routinely release this information unless the students specifically ask us not to. General information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institute attended.

Student Code of Conduct

Dress Code and Appearance

The Uniform and Dress Code Policy is designed to promote professionalism and safety. The appearance of a student at OTC is in accordance with industry standards and is designed to meet the requirements of establishing professionalism as well as the safety requirements dictated by OSHA.

Appearance is a very important part of becoming a professional technician. Many of the people who visit OTC daily may play a significant role in your future. Therefore, it is imperative that you create a favorable impression. All OTC students are issued uniforms. A uniform must be always worn when the student is on campus grounds, on a field trip, or otherwise representing the College. Once a uniform is issued, no student is permitted to enter any OTC facility without wearing his or her uniform. Students are issued cap, work shirts, and jacket.

The following professionalism standards will be enforced:

1. Students are required to maintain a professional appearance at all times, dictated by the College's professionalism standards and the policy laid out in this catalog.
2. Students are required to keep all uniforms in a clean and well-maintained manner. No holes or tears are permitted. (Replacement uniforms are available through the Campus Store.)
3. Caps or hats need not be worn, but if a student wears a cap or hat, it must be the school issued or approved (e.g. a cap containing the Name/Logo of OTC) with the bill facing forward.

Hooded sweatshirts are allowed under the student uniform. For safety purposes, hoods are not permitted to be up while working in the shop. It is also considered unprofessional for students to have their hoods up in class and they therefore must not be up during this time.

4. No shorts, sweatpants, headbands, tank tops, skullcaps, bandanas, Du-rags, or wave caps are allowed unless under an OTC hat and not visible. Pant length touching the floor is prohibited for obvious safety reasons.

5. The following are always prohibited: long necklaces, oversized rings, loose fitting or dangling bracelets, wallet chains, key chains, and hoop or dangling earrings. Students will be asked to remove other types of excessive or non-jewelry items that pose a safety related concern or cause a disruption in class.

6. Proper footwear must be always worn while in OTC facilities. Leather shoes or boots are required. No flip flops, crocs, high heeled shoes or boots, sandals, sneakers, tennis shoes, or open toed shoes are permitted. Shoes or boots with laces must be tied and always laced. It is strongly recommended that students obtain and wear industry approved steel toe shoes or boots.

7. OTC does not permit hairstyles that interfere with training or pose a safety hazard. Hairstyles that fall over the eyes and restrict vision are not allowed. Hair that falls on or over the shoulders must be tied back or contained in caps or tucked into the uniform shirt for safety reasons.

8. All hair, including facial hair, must be properly groomed at all times. "Groomed" is defined as clean and combed. Facial hair may not extend more than 4 inches from the face and must be neatly trimmed.

9. Uniforms are school issued work shirts and a school issued jacket. The optional OTC ski or baseball cap may be worn. In any instance the OTC uniform must be the outermost garment layer. Additional clothing can be purchased at the campus store; however, it cannot replace the uniform.

10. Only OTC patches may be worn on the uniforms. The only exceptions are professional patches earned in the industry and additional patches given by OTC for achievement.

11. Students may not deface, mark, color, or write upon uniforms, caps, or patches.

12. When working in the shop, safety glasses must be worn. Sunglasses or shaded safety glasses may not be worn at any time unless a doctor's request is presented to the instructor. Students with prescription glasses must wear protective side shields.

13. Students must wear ID badges in plain view at all times.

Code of Conduct

Respect for the rights of others mandates strict adherence to certain guidelines and, therefore, the following guidelines have been established and are in effect at the College:

1. Students must abide by their class schedules and stay on assigned shop tasks as directed by their instructor.
2. No student is to bring a backpack, book bag, or lunch box into the shop areas. These items must remain in the classroom.
3. Students are required to remain quiet, orderly, and attentive in class and shop.
4. Parking at the College is only permitted in designated areas. Student cars must be registered and properly identified.
5. Students may only eat, drink, vape and smoke in designated areas. Cigarettes, e-cigs and tobacco are not permitted in the shop or classrooms.

6. School issued safety goggles with side panels and protective equipment must be worn in the school.

7. Once class has started, no student may leave the building without permission, unless on a scheduled break.

8. No student may operate school equipment without permission, including: hoists, lifts, engines, or specialized equipment.

9. ALL injuries, no matter how minor, must be reported to the student's instructor. An incident/ accident report must be completed.

10. Cell phones and other portable electronic devices must be turned "OFF" during class time to minimize classroom disruptions and protect the integrity of test-taking situations. Exceptions to this policy will be made for faculty-initiated technology and for emergency personnel who are on call, such as police, fire, or EMS. These emergency personnel must notify their faculty member of their need for such devices at the beginning of the module and provide documentation verifying their occupation. In the event that a student is emergency personnel and is on-call during the test leaves the classroom and returns to the classroom, the student may not complete the examination. In these cases, the faculty member will make arrangements for re-testing. Cell phones must also be turned "OFF" in the shop areas as they could be a distraction that could impair a student's ability to perform tasks safely.

11. Students who wish to leave campus during scheduled breaks must use designated entrance/exits only, for campus safety. Students entering/exiting or assisting students by opening and closing unauthorized doors will result in immediate dismissal.

Student Expectations

Students are expected to abide by all the policies, procedures, professionalism standards and rules, whether written or implied. Students are expected to study, be on time, actively participate in the classroom and shop, listen attentively, respect visitors, instructors, and administrative staff, clean classroom, shop and eating areas, maintain the training aids in the school, and be a solid citizen. Students that fail to comply with these expectations may be placed on probation (written), suspended, or expelled.

Personal Belongings

OTC will not be responsible for any personal property that is lost, stolen or damaged. It is the student's responsibility to safeguard, repair or replace any lost, stolen or damaged personal property.

Hazing, Harassment, & Discrimination

Hazing/ Harassment

College policy prohibits hazing/ harassment of any sort. "Hazing or harassment" is defined as any action taken or situation created which regardless of location, intent, or consent of the participants:

1. Produces or is reasonably likely to produce bodily harm or mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule

2. Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, or contrary to the rules, policies, or regulations of the College, or which is known

by the compelling person to be contrary to the individual's genuine moral or religious beliefs

3. Will unreasonably or unusually impair an individual's academic efforts.

Any student or organization accused of violating this policy will be subject to disciplinary action up to and including termination. Hazing also violates Ohio law. The maximum penalty for this fourth-degree misdemeanor is 30 days in jail, a fine of up to \$250 or both. Civil actions for injuries and damages may also be taken.

Sexual Harassment

It is the policy of OTC that no member of the faculty, administration, support staff, or student body may sexually harass another.

Sexual harassment is a violation of both College policy and federal laws and will not be tolerated or condoned

Title VI

Protects individuals who may have experienced discrimination and/or harassment based on the following: Race, Color, Nationality, Religion

Title IX

Protects individuals who may have experienced discrimination and/or harassment based on the following: sexual harassment, dating violence, stalking, pregnancy

Section 504

Protects individuals who may have experienced discrimination and/or harassment and/or exclusion of access based on the following: disability

COLLIN'S LAW

Hazing or harassment is defined as any action taken or situation created which regardless of location, intent, or consent of the participants:

1-Produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule

2-Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, or contrary to the rules, policies, or regulations of the college, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs

3-Will unreasonably or unusually impair an individual's academic efforts

ANY STUDENT OR ORGANIZATION ACCUSED OF VIOLATING THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

HAZING ALSO VIOLATES OHIO LAW. THE MAXIMUM PENALTY FOR THIS FOURTH-DEGREE MISDEMEANOR IS THIRTY (30) DAYS IN JAIL, A FINE OF UP TO \$250--OR BOTH. CIVIL ACTIONS FOR INJURIES AND DAMAGES MAY ALSO BE TAKEN.

Weapons Policy

In accordance with O.R.C. SEC. 2723.1212 (A), no firearms are permitted on the premises.

Any student caught with a firearm on campus will be subject to immediate termination.

The carrying of a firearm, deadly weapon, or dangerous ordinance on these premises is strictly prohibited in accordance with O.R.C. SEC 2923.126. Violators will be charged with criminal trespass.

Rules Violations

At the College's discretion, a student in violation of the College rules may be placed on probation (written), suspended, or expelled. The decision to take any disciplinary action is made only after serious consideration of the situation as well as the student's general attitude.

Immediate dismissal from campus may result from the following acts:

1. Consumption, storage, or sale of alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia, hallucinogens, weapons, or dangerous objects on campus
2. Unauthorized engine or equipment operation.
3. Insubordination or other conduct unbecoming of a student.
4. Refusal to adhere to prescribed dress code
5. Creating a disturbance in class or inattentiveness (sleeping, cell phone usage, excessive chatter)
6. Destruction or theft of property.
7. Physical violence of any kind.
8. Excessive absenteeism or tardiness.
9. Continued academic failure
10. Failure to follow accepted industry procedures.
11. Failure to attend makeup or study details.
12. Driving under the influence of alcohol or illegal/controlled substances.
13. Hazing/harassment/discrimination of any kind.
14. Possession of deadly weapons or firearms.
15. Threats of any nature against the College, its staff or students.
16. Improper use of the Internet or social media, including but not limited to harassment, defamation or threats directed at the College, its staff or students.
17. Cell phone usage
18. Entrance/Exit

Student Complaint / Grievance Procedures

All student complaints should first be directed to the school personnel involved. If resolution is not achieved, the student must speak with their department head. If no resolution is forthcoming, the student shall respectfully bring the matter to the attention of the Director of Training.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the College, the student may direct any problem or complaint to:

(Ohio Students)
Executive Director

STATE BOARD OF CAREER COLLEGES & SCHOOLS
30 East Broad Street, Suite 2481
Columbus, Ohio, 43215
Phone 614-466-2752; toll free 877-275-4219

(Pennsylvania Students)
PENNSYLVANIA DEPARTMENT OF EDUCATION
333 Markey Street, Harrisburg PA 17126-0333

(Indiana Students)
INDIANA COMMISSION ON PROPRIETARY EDUCATION
402 West Washington Street, Room W462
Indianapolis, IN 46204-2767
phone 317-232-1320 or Toll Free 800-227-5695

(Maryland Students)
MARYLAND HIGHER EDUCATION COMMISSION
Associate Director for Private Career Schools, Planning and Academic Affairs
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

(Tennessee Students)
TENNESSEE HIGHER EDUCATION COMMISSION
Nashville, TN 37243-0830
Telephone: 615-741-5293

(Delaware Students)
Education Associate
PRIVATE BUSINESS & TRADE SCHOOLS, DELAWARE
DEPARTMENT OF EDUCATION
401 Federal Street, Suite #2
Dover, DE 19901-3639.

All complaints considered by the Associate must be in written form, with permission for a copy of the complaint to be forwarded to the school for its response.

The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone: (703) 247-4212

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the Director of Education/Accreditation. Or emailing complaints@accsc.org

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to Section VI, Rules of Process and Procedure, Standards of Accreditation.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint. Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

3. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.

4. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.

5. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.

6. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.

7. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.

8. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed. 8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint,

and a record of the complaint will be kept on file at the Commission's office.

Programs that are similar in length, content, and cost may be available throughout the United States. For a listing of these schools, which are accredited, please contact the Accrediting Commission of Career Schools and Colleges at the address above.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address:

KENTUCKY COMMISSION ON PROPRIETARY
EDUCATION

300 Sower Boulevard, 4th floor
Frankfort, Kentucky 40601

The forms can be found on the website at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund. Pursuant to KRS 165A.450

All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
300 Sower Boulevard
Frankfort, KY 40601

The form can be found on the website at www.kcpe.ky.gov.

South Carolina Commission on Higher Education

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Dept. of Education.

Grievances must be submitted to the Section 504 Coordinator within five working days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or

action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint.

The Section 504 Coordinator will maintain the files and records of OTC relating to such grievances. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Vice President of Institutional Operations (the "VP") within 15 days of receiving the Section 504 Coordinator's decision. The VP shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Minnesota Registration Disclosure

Ohio Technical College is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71.

Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Procedure for Grievance under Section 504 of the Rehabilitation Act of 1973

It is the policy of Ohio Technical College ("OTC") not to discriminate based on disability. OTC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act.

Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance.

Complaints may be filed with the Harassment and Discrimination Coordinator. Any person who believes she or he has been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for OTC to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

OTC will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process.

Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Coordinator will be responsible for such arrangements.

Internet Usage

Ohio Technical College may provide students with access to the Internet. The College will not be responsible for any damages incurred by the user stemming from their use of the Internet and will not be liable for any damages by one of its users to someone via the Internet.

Student access to the Internet will be available in the Resource Center or Computer Labs, or via student Wi-Fi.

Use of the Internet is a service provided by the College. OTC reserves the right to regulate its use and, if necessary, revoke the privileges of any user who refuses to abide by the following guidelines for Internet use:

1. Users of the Internet are forbidden to use profanity of any kind on the Internet. This includes accessing web sites containing profanity from College and remote locations.
2. Abusive or profane e-mail cannot be sent from or received by OTC.
3. Any illegal activities conducted via the Internet will be subject to disciplinary action.
4. Any person willfully damaging or causing harm to the OTC servers, software, or related equipment will have his/her privileges revoked and will be held personally responsible for the cost of repairs to the system and/or related equipment.
5. Posting of slanderous or other video/postings.

Internet Code of Conduct

Access to the Internet has been provided to faculty, staff, and students for the benefit of the organization, its customers, and contacts. Every employee and student has a responsibility to maintain and enhance the College's public image in a positive manner and to use the Internet in a productive manner. To ensure that all employees and students are responsible, productive Internet users and are protecting the College's public image, guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees and students accessing the Internet are representing the College. All communications should be for professional reasons. Employees and students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official College business and education, or to gain educational, technical, or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business or educational contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement. Solicitation of non-College business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the College network or the networks of other users. It must not interfere with productivity of employees or students.

Messages Transmitted via Internet

All messages created, sent, or retrieved over the Internet are the property of the Ohio Technical College and should be considered public information. Ohio Technical College reserves the right to access and monitor all messages and files on the computer

system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Copyright Policy

Copyrighted materials belonging to entities other than the Ohio Technical College may not be transmitted over the Internet or be copied on a college copy machine. One copy of copyrighted material may be downloaded from the Internet or copied for your own personal use in research. College users are not permitted to copy, transfer, rename, add or delete information to file or modify programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or

license agreements may result in disciplinary action from the College or legal action by the copyright owner. Software To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading or installation of software of any kind. All software downloads will be done with the authorization of the Information Technology (IT) Department. Furthermore, the unauthorized copying of software, including, but not limited to, programs and user files, is prohibited. Copying disks and software will result in disciplinary action and may be a violation of copyright laws. Recording of Classes In order to prevent disruptions and the potential theft of the College's intellectual property, no audio or video taping is permitted in campus classes or labs without the express permission of the instructor and advance administrative approval.

STUDENT HOLIDAY SCHEDULE 2025-2026

2025

November 27th & 28th: **Thanksgiving Holiday** College Closed

December 24th & 25th: **Winter Holiday** College Closed

Dec. 22nd – Jan. 4th: **Winter Break** No Class for Students
Students return Monday, Jan. 5, 2026

2026

January 1st: **New Year's Day** College Closed

Jan. 1st – 3rd: **Winter Break cont.** No Class for Students
Students return Monday, January 5th

January 19th: **Martin Luther King Day** College Closed

February 16th: **Presidents Day** College Closed

April 3rd – 6th: **Easter Weekend** College Closed

May 25th: **Memorial Day** College Closed

June 29th – July 5th: **Summer Break** No Class for Students
Students return Monday, July 6th

September 7th: **Labor Day** College Closed

November 26th & 27th: **Thanksgiving Holiday** College Closed

Dec. 24th & 25th: **Winter Holiday** College Closed

Dec. 21st – Jan. 1st: **Winter Break** No Class for Students
Students return on Monday, January 4, 2026

This schedule is subject to change. Timely notice to students and staff will be provided.

Staff, Faculty, and Administration	Position	Education
Brenner, Jordan	President	BA Cleveland State University
Brenner, Justin	Chief Operating Officer	
Brenner, Jeremy	Social Media Manager	BA Full Sail University
Comerford, David	Director of Training	ASE Master Technician/ North Olmstead High School
Ehrenreich, Sarah	Director of Education/ Accreditation	Cleveland State University
Foose-Huffman, Tanya	Director of Student and Career Services/ Title IV Coordinator	MBA University of Phoenix
Sayre, Cora	Career Services Coordinator	Studied at Cleveland State University
Bergmeier, Jennifer	Director of Financial Aid	MBA University of Phoenix
Sloan, Marissa	Financial Aid Advisor	BA South University
Marotta, Shannon	Financial Aid Assistant	
Mancini, Sarah	Registrar/ Business Office Manager	Garfield Heights High School
Beck, Karen	Bursar	Studied at Bryant and Stratton College
Hyclak, Priscilla	HR Manager	AAS Lakeland Community College
Ballard, Thomas	IT Manager	Studied at Cleveland State University
Larrison, James	Director of Admissions	BA University of Phoenix
Gubanyor, Lisa	Future Student Coordinator	BA Kent State University
Rock, Tyler	Admissions Advisor	
Jedrisak, Ariel	Admissions Advisor	
Morreale, Kevin	Field Admissions Advisor	BA Northwood University
Johnson, Jaraya	Field Admissions Advisor	
Renwick, Jeffrey	Field Admissions Advisor	Studied at Mississippi State University
Bodiford, Glen	Director of Security	Former Police/Corrections Officer/Trained in CPR and First Aid
Miller, Robert	Security Team Member	AAS Remington College
Tahsler, Clifford	Director of Maintenance	Brooklyn High School
Tahsler, Allen	Maintenance	Sanford Brown Institute of Medical Assisting
Jarrell, Lonnie	Maintenance	Lakewood High School
Oxedine, Grady	Maintenance	Greengrove High School
LaCorte, Bonnie	Executive Assistant to the President	AA University of Akron
Cullen, Demetri	AAS Instructor	MA John Carroll University
Hess, Bradley	AAS Instructor	AAS Cleveland State University
Roman, David	AAS Instructor	LaSalle Extension University LL. B
Staiger, Carol	AAS Instructor	MBA Case Western Reserve
Gendrich, John	Automotive Department Head	Ohio Diesel Tech/ASE Certified
Akens, Brian	Automotive Instructor	Studied at Tri-C/ASE Master Certified
Sunbury, Mattias	Automotive Instructor	ASE Certified
Tackett, Bobby	Automotive Instructor	ASE Certified
Post, James	Electrical Department Head	DeVry Institute/ASE Certified
Healy, Patrick	Automotive Instructor	Bolton St. College of Technology
McBride, Steven	High Performance and Racing Department Head/Collision Repair Department Head	Akron University/ Ford ASSET Certified
West, Terrence	High Performance Instructor	ASE Master Technician
Wells, Ronald	Collision Instructor	Cleveland School of Arts
Seybold, Nicholas	Collision Instructor	Studied at Lorain County Community College/ASE Certified
Hess, Delmar	Collision Instructor	ASE Certified
Martin, Thomas	Collision Instructor	DelGado Community College/I-Car Certified

Schulteis, Roman	Collision Instructor	
Eggert, Mox	Generator Department Head	Ohio Diesel Tech
Nichols, John	Diesel Department Head	Ohio Technical College/ASE Master Certified
Morris, Joel	Diesel Instructor	AAS Ohio Technical College/ ASE Certified/MCI
Hughes, Francis	Diesel Instructor	Ohio Technical College/USMC
Metz, Theodore	Diesel Instructor	U.S. Army/ASE Certified
Papp, Anthony	Diesel Instructor	
Zigante, Andrew	Diesel Instructor	ASE Master Certified
Vaughn, Bryan	PowerSports Department Head	MMI
Bleuer, Joshua	PowerSports Instructor	AAS Mott Community College
McIntyre, Bruce	Welding Department Head	
Carlisle, James	Welding Instructor	
Holcomb, Justin	Welding Instructor	Ohio Technical College
Shearer, Matthew	Welding Instructor	Perry High School
Stacer, Bryan	Welding Instructor	John Marshall High School

Tuition

Program	Length	Tuition	Fees	Books & Supplies	Total Cost
Complete Automotive					
Complete Automotive Technology	15 Months, 1500 Clock Hrs, 60 Weeks	\$33,756	\$1,250	\$1,000	\$36,006
Associate of Applied Science in Complete Automotive Technology	15 Months, 1720 Clock Hrs, 60 Weeks; 109 Credit Hrs	\$39,761	\$1,250	\$1,850	\$42,861
High Performance					
High Performance & Racing Technology	18 Months, 1800 Clock Hrs, 72 Weeks	\$38,000	\$1,500	\$720	\$40,220
Associate of Applied Science in High Performance & Racing Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	\$43,775	\$1,500	\$1,800	\$47,075
Diesel Equipment					
Diesel Equipment Technology	15 Months, 1500 Clock Hrs, 60 Weeks	\$33,590	\$1,250	\$1,150	\$35,990
Associate of Applied Science in Diesel Equipment Technology	15 Months, 1720 Clock Hrs, 60 Weeks; 109 Credit Hrs	\$39,395	\$1,250	\$2,200	\$42,845
Collision Repair & Refinishing					
Collision Repair & Refinishing Technology	15 Months, 1500 Clock Hrs, 60 Weeks	\$34,156	\$1,250	\$834	\$36,240
Associate of Applied Science in Collision Repair and Refinishing Technology	15 Months, 1720 Clock Hrs, 60 Weeks; 107 Credit Hrs	\$40,345	\$1,250	\$1,500	\$43,095
Welding					
Welding & Fabrication Technology	12 Months, 1200 Clock Hrs, 48 Weeks	\$31,171	\$1,000	\$1,000	\$33,171
Associate of Applied Science in Welding & Fabrication Technology	12 Months, 1420 Clock Hrs, 48 Weeks; 90 Credit Hrs	\$37,074	\$1,000	\$1,952	\$40,026
Powersport					
Powersport Technology	12 Months, 1200 Clock Hrs, 48 Weeks; 90 Credit Hrs	\$27,741	\$1,000	\$500	\$29,241

Associate of Applied Science in Powersport Technology	12 Months, 1420 Clock Hrs, 48 Weeks; 90 Credit Hrs	\$33,648	\$1,000	\$1,448	\$36,096
Certificate Programs					
Custom Paint and Graphics	3 Months, 295 Clock Hrs., 12 Weeks	\$7,083	\$250	\$300	\$7,383
Generator Power Systems	3 Months, 300 Clock Hrs., 12 Weeks	\$7,083	\$250	\$300	\$7,383

Fees include: Technology Fee, Graduation Fee, and All Student Activity Fees

All pricing effective as of July 1, 2025

Roadmap to Your Career

Start your path to a successful career today. OTC will help you along the way to ensure that you are well prepared for a successful career in an industry you love.

First Step: Admissions

1. Apply to OTC and Complete a Career Planning Session
2. Visit Campus to Learn About Financial Aid, Housing, your Training Program, and take an Admissions Assessment within sixty (60) Days of Application
3. Complete FAFSA within seven (7) days (Making application after October 1st)
4. Apply for Housing
5. Have High School Send Final Transcripts

Next Step: Financial Aid:

1. Apply for scholarships (Check for deadlines)
2. Apply for FSA ID (pin.ed.gov)
3. Complete FAFSA Online (fafsa.ed.gov)
4. Receive Award Package
5. Sign and Return Award Package
6. Apply for Any Loans as Needed

Final Steps to Start:

1. Attend New Student Registration (week before the start)
2. Kick Off Your Career



Ohio Technical College Policy on Sexual Harassment

It is the policy of the Ohio Technical College that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned.

Definition of Sexual Harassment

Sexual harassment may be broadly defined as unwelcome requests for sexual favors, sexual advances, or verbal or physical conduct of a sexual nature.

Specifically, sexual harassment exists when submission to such unwelcome conduct is explicitly or implicitly made a term or condition of an individual's employment or student status. It can also exist when submission to or rejection of the unwelcome conduct is used as a basis for conditions relating to employment or student status such as raises, promotions, grades or student references. Additionally, sexual harassment exists when the unwelcome conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment can take many forms ranging from jokes with sexual connotations to physical assault.

Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1974, which prohibits sex discrimination in employment, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Reporting Procedure

If you are sexually harassed, you should report it immediately to a representative of the Human Resources Department, Security Department, or a member of the Counseling staff. Every member of the college faculty, staff administration or student body has a duty and responsibility to report acts of sexual harassment.

Rules to Follow

Outlined below are several rules to follow while you are a student or employed at Ohio Technical College:

- Never sexually harass anyone at the Ohio Technical College
- If you feel you are being harassed, confront the harasser and advise him/her that you are offended and that the offensive behavior must cease.
- Keep detailed confidential records of the harassing behavior including the date, time, place and circumstances. Be sure to make note of any substantiating evidence or witnesses.
- Be sure to file a complaint with one of those mentioned in the preceding section. It is against the law for anyone to retaliate against you for filing a complaint of sexual harassment.



Ohio Technical College Drug Free Policy

I understand that the Ohio Technical College supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC provides a brief educational program on the effects of alcohol and illicit drugs and the use of either in the workplace.

DRUG FREE POLICY

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College or as part of its activities. For Conditions of this statement, the Ohio Technical College workplace includes:

- 1374 East 51st St., Cleveland, Ohio, and surrounding parking lots

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics (Opium, Heroin, Morphine and synthetic substitutes)
- Depressants (Chloralhydrate, Barbiturates and Methaqualone)
- Stimulants (Cocaine and all derivatives and Amphetamines)
- Hallucinogens (LSD, Mescaline, PCP, Peyote, Psilocybin, and MDMA)
- Cannabis (Marijuana, Hashish, and all THC products)

INSTITUTIONAL SANCTIONS

- 1) For any violation of the codes of conduct, Ohio Technical College will require appropriate sanctions on students or employees, including:
 - a) Expulsion or Termination and referral to the proper authorities for prosecution, when appropriate, or
 - b) Require such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by Federal, State or Health, Law Enforcement or other appropriate agency.
- 2) A second violation of the codes of conduct, the employee or student will be immediately terminated and referred to the proper authorities.
- 3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

Refusal to abide by institutional sanctions will result in termination of student or employee and referral to the proper authorities.

EFFECT OF ALCOHOL AND ILLICIT DRUGS

- 1) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol must be read through from the enclosed Controlled Substances Chart.

a. DOSES:

Low (Impaired judgment, which significantly decreases the ability to drive a car, making a greater likelihood to get into an accident.)

Low to Moderate (Increased aggressiveness, including spouse and child abuse.)

Moderate to High (Impairment in higher functions affecting memory and learning abilities.)

Very High (Death)

b. EFFECTS OF REPEATED USE

- (1) Suddenly Stop Drinking – May cause withdrawal symptoms, which could consist of severe anxiety, tremors, hallucinations, and convulsions.

- (2) Long Term Consumption – Could lead to permanent damage of vital organs, such as the brain and liver.

LEGAL SANCTIONS

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College grounds will be prosecuted to the fullest extent of the law.

TREATMENT

When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers.