

# Federal Compliance Report

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## Table of Contents

<b>1. Credits, Program Length, and Tuition</b> .....	1
Credits and Program Length.....	1
AA, AS, and AAS.....	1
Career and Technical Degrees.....	1
Tuition.....	2
<b>2. Student Complaints</b> .....	4
Written Complaints.....	4
Grade Grievances.....	5
<b>3. Transfer Policies</b> .....	7
<b>4. Verification of Student Identity</b> .....	8
<b>5. Title IV Program and Related Responsibilities</b> .....	9
General Program Responsibilities.....	9
Financial Responsibility Requirements.....	9
Default Rates.....	10
Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures.....	10
Student Right to Know.....	11
Satisfactory Academic Progress and Attendance Policies.....	11
Contractual Relationships.....	12
Consortial Relationships.....	12
<b>6. Institutional Disclosures/Advertising and Recruitment Materials</b> .....	13
Institutional Disclosures.....	13
Consumer Information.....	13
Licensure.....	13
Recruitment Materials.....	14
<b>7. Relationships with Other Accreditation Agencies and with State     Regulatory Bodies</b> .....	15
Professional Accreditation.....	15
<b>8. Public Notification of Comprehensive Evaluation Visit and     Third Party Comment</b> .....	18
Notifications.....	18

## 1. Credits, Program Length, and Tuition Commission Policies: 3.10

Currently (August 2012) Columbus State Community College (Columbus State) is converting its academic calendar from quarters to semesters. Due to changes strongly encouraged by the Ohio Board of Regents (OBOR), Columbus State is one of 17 public colleges and universities in Ohio that will change from quarters to semesters starting fall 2012. Summer 2012 (6/8/12 – 8/18/12) will be the final term offered on the quarters schedule. As a result, some of the information in this section is based on projections and estimates for semesters.

### Credits and Program Length

The Ohio Board of Regents [defines Associate of Arts \(AA\), Associate of Science \(AS\), and Associate of Applied Science \(AAS\) program length](#) as a minimum of 90 **quarter** credit hours, or a minimum of 60 **semester** credit hours. Columbus State abides by the definitions set forth by OBOR. The [crosswalk](#) of coursework from quarters to semesters is available on the OBOR web site.

The college's pattern of distribution for credit hour assignments as well as credit hour policies is well documented. To fully illustrate the transition from quarters to semesters, courses by length and credit hour are provided in [Appendix A Quarters](#) and [Appendix A Semesters](#) as included in the *HLC Worksheet for Use by Institutions, Credits and Program Length*.

Additionally, the [Curriculum Handbook \(Quarters\)](#) and the [DRAFT Curriculum Handbook \(Semesters\)](#) detail the procedures and practices for curriculum development and review by the institution and the OBOR. Current College [Policy No. 5-06](#) provides for Degree Program Requirements for **quarters** and the [revised Policy No. 5-06](#) for semesters will become effective August 29, 2012.

### AA, AS and AAS

To earn the AA or AS degree under **quarters**, Columbus State students must complete at least 92 quarter credit hours of approved courses with a minimum of 45 credit hours of general education requirements as well as additional coursework as specified by degree/programs. AA and AS degree requirements are posted online at the [Associate of Arts/Associate of Science](#) site and as part of the [2011-2012 Catalog](#).

Under the upcoming **semester** system, students must complete at least 61 semester credit hours of approved courses to receive the AA or AS degree. Credit hours include 30 hours of general education requirements and 31 hours of additional coursework as specified. Semester versions of the AA and AS degree requirements are posted online as part of the [2012-13 Catalog](#) and also on the [Associate of Arts/Associate of Science web site](#).

### Career and Technical Degrees

To provide for the diverse needs of Columbus State students and community partners, the college offers a wide variety of career and technical degrees and certificates. To earn the Associate of Applied Science (AAS) degree under **quarters**, a student must complete a minimum of 90 quarter credits with 22 credits of general education studies, 21 credits of basic studies and 45+ credits of technical studies. AAS program

information and degree requirements under the quarter system are posted online in the [2011-2012 Catalog](#) and on the [AAS Degree web site](#).

Earning the Associate of Applied Science (AAS) degree under **semesters** requires a student to complete a minimum of 60 semester credits to include 15 semester credits of general education studies (three credits from each of the following groups: English Composition, Social/Behavioral Sciences, Arts/Humanities, Biological/Physical Sciences, Mathematics, Statistics/Logic); 15 semester credits of basic studies, and 30 semester credits of technical studies. The requirements for the semester system are posted as part of the [2012-13 Catalog](#) and information about the [program length and required credits](#) is available online.

A student who wants to earn an Associate of Technical Studies (ATS) degree under **quarters** must complete a minimum of 90 quarter credits with 21 credits of general education studies, 21 credits of basic studies and 45+ credits in two or more (maximum of 4) areas of technical studies. ATS program information and degree requirements under the quarter system are explained on page 80 of the [2011-2012 Catalog](#).

To earn an Associate of Technical Studies (ATS) degree under **semesters**, a student is required to complete a minimum of 60 semester credits. The breakdown of credits includes 15 semester credits of general education studies (three credits from each of the following groups: English Composition, Social/Behavioral Sciences, Arts/Humanities, Biological/Physical Sciences, Mathematics, Statistics/Logic); 15 semester credits of basic studies; and 30 semester credits of technical studies in two or more (maximum of four) areas. The requirements for the semester system are found on page 77 of the [2012-13 Catalog](#).

### **Tuition**

Columbus State strives to keep the cost of college as affordable as possible. As a result, tuition rates remained the same from 2006 through summer 2012. According to the Ohio Board of Regents' 2012 report on undergraduate tuition and fees ([Annualized Full-Time In-State Undergraduate Tuition and Fees Charged to Entering Students, FY 2003 to FY 2012](#)), the college is among the least expensive of the 24 Ohio public community and technical colleges.

Columbus State's tuition rates are standard across the college. Current tuition is \$79 per quarter credit hour for Ohio residents, \$175 for U.S. citizen non-Ohio residents and \$210 for international students. A full-time load is considered 12 credit hours on both the quarter and semester schedules. Tuition rates can be found in the [2012-13 Catalog](#), pages 23-26, and online at [Tuition & Fees](#).

Table 1 reflects the increase from quarter to semester tuition that results from the college's switch to semesters.

<b>Table 1. Tuition rates per quarter hour and semester hour</b>		
<i>Tuition Category</i>	<i>Tuition Per Quarter Credit Hour</i>	<i>Tuition Per Semester Credit Hour</i>
Ohio Resident	\$ 79.00	\$122.62
Non-Ohio Resident	\$175.00	\$271.50
International Student	\$210.00	\$325.87

In addition to tuition, students are assessed a one-time \$50 matriculation (application, records and ID) fee to cover costs of establishing and maintaining student records.

Students must also pay lab fees with their tuition. Lab fees are determined by the individual departments and cover consumable materials used by students. These include such items as lab supplies, paper and copying costs, liability insurance for students in certain health technologies courses, apprenticeship fees and so forth. Departments are required periodically to review their lab fees and make adjustments so that costs are covered and students are not overcharged. Lab fees are disclosed in the [2012-13 Catalog](#) and in the online [Course Schedules](#) site.

The college's pattern of distribution for credit hour assignments as well as credit hour policies is well documented. To fully illustrate the transition from quarters to semesters, courses by length and credit hour are provided in [Appendix A Quarters](#) and [Appendix A Semesters](#) as included in the *HLC Worksheet for Use by Institutions, Credits and Program Length*.

Additionally, the [Curriculum Handbook Quarters](#) and the [DRAFT Curriculum Handbook \(Semesters\)](#) detail the policies, procedures, and practices for curriculum development and review by the institution and the Ohio Board of Regents. (Note: Information for semesters will be available at the Accreditation site visit beginning September 18, 2012.)

## 2. Student Complaints Commission Policies 13.3

Student complaints are taken very seriously at all levels of the college. For reporting purposes, complaints fall into one of two basic policy-related categories, **written complaints** or **grade grievances**.

### **Written Complaints**

As outlined in the college's [Policy No. 7-13](#) and subsequently, in the [Student Handbook](#), page 86, students are encouraged to seek resolution to minor issues through such channels as speaking with their instructors, lead instructors (or equivalent), and Department Chairs. However, there are times when issues need to be handled via the college's formal written complaint process. As directed by policy, [formal complaints](#) must be put in writing and sent to the President's Office, a Vice President's Office, or the Provost's Office. Each of these offices logs the complaints received using a [standardized form](#) and tracks them to resolution. Complaints received by the President's Office are logged and forwarded to the relevant Vice President's Office or the Provost's Office. (Note: The Provost's Office has been renamed the Office of Academic Affairs.)

Students filing formal complaints will be notified when the complaint is resolved, or when actions are taken to address their specific complaints. The referring office will also be notified. Actions taken on formal student complaints and/or attempts to resolve formal student complaints will be logged by the office of the President, a Vice-President, or the Provost. Table 2 indicates the numbers of complaints for the past three years as received and logged by the following Vice Presidents' and the Provost's Offices:

<b>Table 2: Student complaints by area of the College</b>			
<i>Area</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>
<b>Business and Administrative Services</b>			
▪ Public Safety	1	0	5
▪ Business and Campus Services	0	1	3
▪ Facilities Services	1	1	0
▪ Child Development Center	0	1	0
<b>Human Resources</b>			
▪ Internal Process	2	4	11
▪ External Process	3	2	1
	(filed by one student against 3 departments)		
<b>Legal Office</b>			
▪ Complaints originating within the college	1	9	7
▪ Complaints originating from outside agencies	2	4	2
<b>Student Affairs</b>			
▪ Office of Student Affairs	0	41	38
<b>Academic Affairs</b>			

▪ Senior Vice President for Academic Affairs	2	0	7
▪ Arts and Sciences Division	4	1	10
▪ Career and Technical Division	11	3	8
▪ Office of Information Technology			
<b>Information Technology</b>	0	1	1

Once a formal student complaint is initiated, the office of the President, a Vice-President, or the Provost, will make a determination as to the exact nature of the complaint and forward the complaint to the appropriate college office/department or external agency for response or resolution. Descriptions of complaints received by select offices follow.

**Business and Administrative Services** receives complaints regarding Public Safety (safety and parking issues), Business and Campus Services (student account and textbook issues), Facilities Services (facilities and grounds issues), and the Child Development Center.

**Human Resources** manages student complaints regarding discrimination, harassment, sexual harassment and sexual misconduct. Complaints are handled by the department's EEO/Title IX Coordinator, and may be filed by students using either an internal process based on the college's established policies and procedures, or an external process such as the Ohio Civil Rights Commission, the U. S. Department of Education, or civil court.

**The Legal Office** receives written student complaints from any division/area within the college, as well as those originally filed with an outside regulatory agency or an Ohio court of competent jurisdiction.

**The Office of Student Affairs** handles complaints for Advising and Student Support Services (advising, testing, TRiO grant programs); Enrollment Services (admissions, financial aid, records and registration, and the student assistance center); and Student Life (athletics and recreation, career services, counseling, disability services, diversity initiatives, study abroad, student engagement and leadership, and student conduct). As Advising and Support Services is a newly (7/16/2012) created department, and Enrollment Services and Student Life previously were handled by the Provost's Office, the numbers of written complaints are given as aggregates.

**The Office of Academic Affairs** was previously known as the Provost's Office. This office is responsible for the Arts and Sciences Division, Career and Technical Division, Delaware Campus and regional learning centers, Distance Learning, and the Library. Written complaints submitted to the Office of Academic Affairs center largely on grade grievances, instructor complaints, course complaints, textbook complaints, exam issues, and prerequisites.

The **Office of Information Technology** handles all of the College's computing resources. It receives very few written complaints, logging only two in the past three years.

### **Grade Grievances**

The grade grievance is a multi-level appeals process for students who believe an error was made in the calculation or recording of their final course grades. As outlined in the College's [\*Procedure No. 5-09 \(D\)\*](#), sections 7 and 8, students may initiate a grade grievance. This process is summarized in steps as follows:

**Step 1:** The student must meet with the instructor no later than the end of the second week of the quarter following the posting of the grade. If the instructor agrees that an error in grading has occurred, the instructor must submit a grade change form to the Chair within seven calendar days of the meeting. The Chair will submit the grade change immediately.

**Step 2:** If the instructor disagrees that an error has been made, and the student remains dissatisfied, the grade grievance process will proceed with a discussion between the student and the Chair or designee within seven calendar days after the instructor’s notification to the student.

**Step 3:** If the student remains dissatisfied after the Chair’s notification, the student may submit documents for a formal grade grievance to the department Chair within seven calendar days. The documentation must include the grade grievance form, a letter explaining why the grade should be changed, and any supporting materials. This form must be filed by the end of the fourth week of the quarter. The Chair then passes this information on to the college’s Grade Grievance Committee for review. This committee will assess the student’s concern and, if it is deemed appropriate, convene a Hearing Panel. This panel will be comprised of two other faculty members from the department. A member of the Grade Grievance Committee (from a different department) will serve as the chair for the panel.

**Step 4:** The Hearing Panel must provide an opportunity for both the student and the instructor, separately, to provide written and/or verbal information regarding the grade grievance to the panel. If the Hearing Panel finds that an error has occurred, it will inform the instructor and the chairperson of its recommendation. If the instructor disagrees with the recommendation of the panel, the instructor must confer with the panel, providing reasons for not authorizing a change of grade. After considering these reasons, the Hearing Panel must submit a report of its findings to the department chairperson, within 14 calendar days of the appointment of the panel, recommending that the grade remain as assigned by the instructor or that the grade be changed. In the latter case, the department Chair would process a change of grade.

**Step 5:** The Chair of the college’s Grade Grievance Committee must inform the student, the instructor, and the department Chair of the decision within seven calendar days of determining the panel’s recommendation. The decision of the Hearing Panel is final and may not be appealed

Table 3 provides a summary of grade grievances and their outcomes for the past four years.

<b>Table 3: Grade grievances and resolution by academic year</b>				
	<i>AU 2008-SU 2009</i>	<i>AU 2009-SU 2010</i>	<i>AU 2010-SU 2011</i>	<i>AU 2011-SP 2012</i>
Grade Grievances Received Total	8	16	13	11
Grade Upheld	5	14	4	1
Grade Changed	3	2	3	1
Grievance Filed, Did Not Proceed to Hearing Phase	0	0	6	9

### 3. Transfer Policies Commission Policies: 3.11

Columbus State is exceptionally proactive in making sure students have access to information on the transfer of academic credits. In Aquinas Hall 216, the college has an in-house Transfer Center that serves as the hub for transfer information. Additionally, Columbus State publishes transfer information and policies in the [2012-13 Catalog](#) and the [Student Handbook](#) on page 17.

A dedicated [transfer website](#) provides relevant policies and information for three categories of students: those [transferring to Columbus](#) State, those [transferring from Columbus](#) State to another institution, and those students who are simply interested in [taking a course or two](#). [Resources](#) for all categories of students are also available.

One major transfer tool for students is [Transfer.org U.Select](#) which allows students to enter specific courses to determine if their Columbus State credits transfer to other colleges and universities or qualify for reverse transfer. Hundreds of colleges throughout the U.S. are represented in the database, including Columbus State. This system is regularly updated to ensure that the most current information is available to students and advisors. Students can link to this site from the college's transfer website.

In 1990, OBOR approved The [Ohio Articulation and Transfer Policy](#) to ease the transfer of college credits among Ohio's public institutions. The [Ohio Transfer Module \(OTM\)](#) and [Transfer Assurance Guides \(TAGs\)](#) provide critical information to students and their advisors.

The OTM is a set of specific general education courses guaranteed to transfer for credit to all other Ohio public colleges and universities. TAGs provide courses approved to transfer that fulfill direct, degree/program requirements at all other public Ohio colleges and universities.

Columbus State also provides specific information on the transferability of credits through established institutional relationships and educational programs:

**[Articulation Agreements](#)**. The college has AA/AS/AAS degree transfer agreements with 35 public colleges and universities, and over 200 program-specific transfer agreements with other institutions.

**[Preferred Pathways](#)**. This program guarantees Columbus State students admission into The Ohio State University upon completion of their pre-major based AA/AS/AAS degree. Some colleges within The Ohio State University are selective and require higher grade point averages for acceptance.

**[Post Secondary Enrollment Options \(PSEO\)](#)**. High school and home schooled students can take Columbus State classes for credit through this program. Courses that fall under the OBOR articulation and transfer policy are guaranteed to transfer to any public college or university in Ohio.

**[Dual Enrollment](#)**. The college works with area high schools to provide advanced juniors and seniors with college-level courses. Students must apply to Columbus State for admission into the program. As with PSEO, the courses that fall under the OBOR articulation and transfer policy are guaranteed to transfer to public colleges and universities in Ohio.

## 4. Verification of Student Identity

### Commission Policies: 3.12

Columbus State offers [distance learning in two formats](#): web courses and hybrid (blended) courses. Both types of courses make use of Blackboard Learn,<sup>®</sup> the college's comprehensive education technology platform, as well as other college-related online services.

Upon enrollment, all Columbus State students are assigned a unique 7-digit student number called the CougarID, as well as a username and password. The usernames and passwords are required to enter courses on [Blackboard](#)<sup>®</sup> and to use campus computer labs and [student email](#). [CougarWeb](#) allows students to access grades, make course registration/schedule changes, obtain financial information, and assess degree progress using the [Degree Audit Reporting System](#). Students can access only their online courses, information, and services, thereby maintaining student privacy in addition to verifying their identity.

Additionally, many distance learning courses require at least one proctored exam. Students at the college have the choice of taking these proctored exams at [Testing Centers](#) at the Columbus or Delaware campuses or the Dublin, Gahanna or Westerville regional centers. Verification of student identity occurs upon arrival at the Testing Center; students must provide their Cougar ID numbers and a valid photo identification. The name on the ID must match the name in the Columbus State system for a student to be permitted to take an exam. The college does not charge Columbus State students a fee to take exams at any of its testing sites.

Distance learning students who live outside of Central Ohio may have their [exams proctored at an out-of-city site](#). Students must first receive permission from the instructor and then locate an acceptable site such as a public library, another college or university, or a testing business or organization. Next, students complete an [Out of City Proctor Request Form](#) to identify an acceptable exam proctor. When the college's Testing Center has received this information and the exam has been submitted by the instructor, Testing Center staff mails the student's exam to the testing site. Proctored exam sites also require a photo ID to verify student identity.

## 5. Title IV Program and Related Responsibilities

### Commission Policies: 1.7; 3.2(a)1

#### **1. General Program Responsibilities**

Columbus State is compliant with Title IV guidelines and requirements. Since the last accreditation process there are no findings due to Title IV reviews, inspections, or audits. The U.S. Department of Education took no actions resulting in limitations, suspensions, or termination. In addition, the college was not subjected to any fines, letters of credit, or heightened monitoring by the U.S. Department of Education.

#### **2. Financial Responsibility Requirements**

The college is audited annually as required by the Ohio Auditor of State and the U.S. Office of Management and Budget (OMB) Circular A-133. The Ohio Auditor of State coordinates the appointment of the college's auditors which results in a three-party contract between the Ohio Auditor of State, Columbus State, and the independent public accountant. Auditors review the college's financial statements, schedule of expenditures of federal awards, internal controls over financial reporting, compliance in accordance with Government Auditing Standards, and compliance in accordance with OMB Circular A-133.

Table 4 provides links to financial statements and auditors' reports for fiscal years 2009, 2010, and 2011. Each year's audit was accepted by the Federal Audit Clearinghouse for dissemination to federal agencies.

<i>Report Date</i>	<i>Website URL</i>
Years Ended June 30, 2011 and 2010	<a href="#">Report</a>
Years Ended June 30, 2010 and 2009	<a href="#">Report</a>
Years Ended June 30, 2009 and 2008	<a href="#">Report</a>

The audits named in Table 4 included federal awards to Columbus State and the following comments were made:

- No material weaknesses were identified.
- No significant deficiencies were identified that were considered to be material weaknesses.
- Unqualified opinions were rendered in the reports on compliance for major programs.
- Audit findings did not disclose any findings required to be reported in accordance with A-133.
- The college was qualified as a low-risk auditee.
- Major programs included U.S. Department of Education: Student Financial Assistance Cluster (all 3 years), ARRA State Fiscal Stabilization – Education State Grants, Recovery Act (2010 and 2011); and U.S. Department of Labor - Workforce Investment Act Cluster (2009 only).
- No federal award findings or questioned costs.

Financial ratios for fiscal years 2009, 2010, and 2011 as reported by OBOR are presented in Table 5.

<b>Table 5. Links to financial ratio analysis</b>	
<i>Report Title</i>	<i>Website URL</i>
FY 2011 Financial Ratio Analysis	<a href="#">Report</a>
FY 2010 Financial Ratio Analysis	<a href="#">Report</a>
FY 2009 Financial Ratio Analysis	<a href="#">Report</a>

Composite ratios, also reported by OBOR, for fiscal years 2009, 2010 and 2011 are provided in Table 6.

<b>Table 6. Links to financial composite ratios</b>	
<i>Report Title</i>	<i>Website URL</i>
FY 2011 Composite Ratios	<a href="#">Ratio</a>
FY 2010 Composite Ratios	<a href="#">Ratio</a>
FY 2009 Composite Ratios	<a href="#">Ratio</a>

The U.S. Department of Education has not communicated any financial concerns to Columbus State based upon the ratios.

### **3. Default Rates**

The U.S. Department of Education reported the following default rates to Columbus State:

2009 19.6%  
 2008 13.6%  
 2007 12.4%

The college's [default rates](#) have not exceeded U.S. Department of Education thresholds and have not triggered a review or required a corrective plan to be filed with the Department. Columbus State's default rate is below the national average rate for 2-year institutions and among 2-year public institutions in the state, Columbus State has the third lowest default rate.

### **4. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures**

All information is provided through the Columbus State website by accessing [Institutional Disclosure](#). The U.S. Department of Education has issued no findings to the college regarding these disclosures.

Columbus State discloses **campus crime** information to students and the public. The [Clery Crime Report](#) includes three years of data for crimes committed on the Columbus and Delaware campuses; in certain off-campus buildings or property owned or controlled by Columbus State; and on public property within, or immediately adjacent to and accessible from, the campus. A [daily log](#) of crimes such as theft and fraud is available as well as real-time [alerts](#) that are provided through campus email and as text messages through the optional [Rave Mobile Safety](#) system.

The college's [Department of Public Safety](#) is responsible for law enforcement, parking enforcement, environmental health and safety, emergency management, crime prevention, security, and access to facilities. The department operates seven days a week, 24 hours a day. Campus Police are certified by the Ohio Attorney General's Office, Ohio Peace Officers Training Council, and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04.

The [Equity in Athletics](#) report details Columbus State’s intercollegiate **athletics programs**: varsity teams; number of participants; operating expenses; gender, status, and salary of all coaches; funds spent on athletic student; and recruiting expenditures for both men’s and women’s teams.

[Completion and graduation rates](#) for athletes are provided as cohort reports.

### **5. Student Right to Know**

Columbus State students can access institutional information on the college’s public [website](#) or in the online [2012-13 Catalog](#) on page 50. Table 7 lists resources and the respective URL; a hard copy of the catalog is available upon request. Students with disabilities can contact the college’s Disability Services Department for assistance in using the resources.

<b>Table 7. Disclosures to Students on the Columbus State website and in the Catalog</b>		
<i>Topic</i>	<i>Website URL</i>	<i>2012-13 Catalog URL and page</i>
Graduation/completion by gender, ethnicity, Pell grants, other data	<a href="http://csc.edu/resources/media/about/pdf/Graduation%20and%20Transfer%20by%20Pell%20and%20Stafford.pdf">http://csc.edu/resources/media/about/pdf/Graduation%20and%20Transfer%20by%20Pell%20and%20Stafford.pdf</a>	NA
Withdraw as a student	<a href="http://csc.edu/services/recordsandregistration/administrative-withdrawal-petition.shtml">http://csc.edu/services/recordsandregistration/administrative-withdrawal-petition.shtml</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 31</i>
Cost to attend Columbus State	<a href="http://csc.edu/academics/tuition-fees/">http://csc.edu/academics/tuition-fees/</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 24</i>
Refund and return of Title IV funds	<a href="http://csc.edu/services/financial-aid/federal/lose-eligibility.shtml">http://csc.edu/services/financial-aid/federal/lose-eligibility.shtml</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 25</i>
Academic programs and faculty	<a href="http://csc.edu/academics/programs/">http://csc.edu/academics/programs/</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 78 and Pages 334 - 342</i>
Accrediting entities	<a href="http://csc.edu/about/accreditation.shtml">http://csc.edu/about/accreditation.shtml</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Table of Contents and Pages 343-345</i>
Services for students with disabilities	<a href="http://csc.edu/services/disability/">http://csc.edu/services/disability/</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 39</i>
Study-abroad enrollment	<a href="http://csc.edu/academics/study_abroad.shtml">http://csc.edu/academics/study_abroad.shtml</a>	<a href="http://csc.edu/academics/catalog/pdf/2012catalog.pdf">http://csc.edu/academics/catalog/pdf/2012catalog.pdf</a> <i>Page 39</i>
Transfer-out rate	<a href="http://csc.edu/about/institutional-disclosure.shtml">http://csc.edu/about/institutional-disclosure.shtml</a> and <a href="http://csc.edu/hlc/pdf/Transfer%20Rate.pdf">http://csc.edu/hlc/pdf/Transfer%20Rate.pdf</a>	NA

### **6. Satisfactory Academic Progress and Attendance Policies**

Columbus State has policies for academic progress and attendance. The [Student Handbook](#) addresses

**attendance** on page 30 and **academic progress** on page 31. In the [2012-13 Catalog](#), both policies are available on page 29.

**7. Contractual Relationships**

For Apprenticeship and Journeymen Pathways in the Skilled Trades, Columbus State has contracts with third-party entities that are not accredited by a federally recognized accrediting agency. All of these contracted relationships are included in the *Institutional Update* provided annually to the Higher Learning Commission.

**a. Apprenticeship/Journeymen Pathway to AAS Degree**

The college does not have programs in which more than 50% of the curriculum is provided by a non-degree granting entity. Table 8 provides the Plans of Study for these majors that include contracted instruction.

<b>Table 8. Less than 50% of curricula taught by non-degree granting entity</b>	
<i>Program</i>	<i>Curriculum</i>
Carpentry Pathway to AAS Degree	<a href="#">Plan of Study</a>
Electrician Pathway to AAS Degree	<a href="#">Plan of Study</a>
Millwright Pathway to AAS Degree	<a href="#">Plan of Study</a>
Operating Engineer Pathway to AAS Degree	<a href="#">Plan of Study</a>
Sheet Metal Pathway to AAS Degree	<a href="#">Plan of Study</a>

**b. Associate of Technical Studies Programs**

Columbus State has five Associate of Technical Studies (ATS) degree programs: Construction Trades Major/Carpentry Minor, Construction Trades Major/Electrician Minor, Construction Trades Major/Heavy Equipment Minor, Construction Trades Major/HVAC Minor, and Construction Trades Major/Low Voltage Specialist.

Each minor represents an earned certificate. None of the programs has more than 50% of the curriculum provided by a non-degree granting entity. Table 9 provides the Plans of Study for these majors that include contracted instruction.

<b>Table 9. Less than 50% of curricula taught by non-degree granting entity</b>	
<i>Program</i>	<i>Plan of Study</i>
Construction Trades Major/Carpentry Minor	<a href="#">Plan of Study</a>
Construction Trades Major/Electrician Minor	<a href="#">Plan of Study</a>
Construction Trades Major/Heavy Equipment Minor	<a href="#">Plan of Study</a>
Construction Trades Major/HVAC Minor	<a href="#">Plan of Study</a>
Construction Trades Major/Low Voltage Specialist Minor	<a href="#">Plan of Study</a>

**8. Consortial Relationships**

Columbus State does not have consortial relationships with other entities accredited by a federally recognized accrediting agency. The college is in compliance with component #8 of the requirement.

## 6. Institutional Disclosures/Advertising and Recruitment Materials Commission Policies 12.2; 12.5

### Institutional Disclosures

Columbus State provides graduation and completion data as well as information about academic programs, cost of attendance, and administrative procedures. See *Student Right to Know*, [Institutional Disclosures](#).

### Consumer Information

**Professional accreditation** ([See next section](#))

### Licensure

In addition to earning a certificate or degree, some professions require licensure in order to be employed. Table 11 presents the profession, the licensure necessary for employment in Ohio, the awarding entity, and the college resource that provides the information to students.

<i>Profession</i>	<i>Required License</i>	<i>Awarded by</i>	<i>Columbus State Locations</i>
Aviation	Airframe and Power Plant Certificate	Federal Aviation Administration	<a href="http://cscce.edu/academics/departments/aviation-maintenance/index.shtml">http://cscce.edu/academics/departments/aviation-maintenance/index.shtml</a> <i>Catalog 2012-13, Page 91</i>
Dental Hygiene	Registered Dental Hygienist	Ohio State Dental Board	<a href="http://www.cscce.edu/academics/departments/dental-hygiene/">http://www.cscce.edu/academics/departments/dental-hygiene/</a> <i>Catalog 2012-13, Page 116</i>
Emergency Medical Services	EMT-Basic Certificate; EMT-Paramedic Certificate	Ohio Department of Public Safety	<a href="http://www.cscce.edu/academics/departments/ems-fire/ems-plan.shtml">http://www.cscce.edu/academics/departments/ems-fire/ems-plan.shtml</a> <i>Catalog 2012-13, Page 130</i> <a href="http://www.cscce.edu/academics/departments/ems-fire/ems-plan.shtml">http://www.cscce.edu/academics/departments/ems-fire/ems-plan.shtml</a> <i>Catalog 2012-13, Page 131</i>
Fire Science	Firefighter I Firefighter II	Ohio Department of Public Safety	<a href="http://cscce.edu/academics/departments/ems-fire/programs.shtml">http://cscce.edu/academics/departments/ems-fire/programs.shtml</a> <i>Catalog 2012-13, Page 140</i>
Interpreter Education	Educational Interpreting License	Ohio Department of Education	<a href="http://cscce.edu/academics/departments/interpreting/">http://cscce.edu/academics/departments/interpreting/</a> <i>Catalog 2012-13, Page 161</i>
Massage Therapy	Licensed Massage Therapist	State Medical Board of Ohio	<a href="http://www.cscce.edu/academics/departments/massage-therapy/">http://www.cscce.edu/academics/departments/massage-therapy/</a> <i>Catalog 2012-13, Page 167</i>
Nuclear Medicine	Radiation Therapist (N)	Ohio Department of Health	<a href="http://www.cscce.edu/academics/departments/nuclear-medicine/">http://www.cscce.edu/academics/departments/nuclear-medicine/</a> <i>Catalog 2012-13, Page 183</i>
Radiography	Radiation Therapist	Ohio Department of Health	<a href="http://www.cscce.edu/academics/departments/radiography/">http://www.cscce.edu/academics/departments/radiography/</a> <i>Catalog 2012-13, Page 195</i>

Radiography	General X-Ray Operator	Ohio Department of Health	<a href="http://www.cscce.edu/academics/departments/radiography/">http://www.cscce.edu/academics/departments/radiography/</a> <i>Catalog 2012-13, Page 195</i>
Nursing	Licensed Registered Nurse	Ohio Board of Nursing	<a href="http://www.cscce.edu/academics/departments/nursing/rn/">http://www.cscce.edu/academics/departments/nursing/rn/</a> <i>Catalog 2012-13, Page 185</i>
Nursing	Licensed Practical Nurse	Ohio Board of Nursing	<a href="http://www.cscce.edu/academics/departments/nursing/lpn/">http://www.cscce.edu/academics/departments/nursing/lpn/</a> <i>Catalog 2012-13, Page 188</i>
Respiratory Care	Licensed Respiratory Care Provider	Ohio Respiratory Care Board	<a href="http://www.cscce.edu/academics/departments/respiratory-care/">http://www.cscce.edu/academics/departments/respiratory-care/</a> <i>Catalog 2012-13, Page 200</i>
Veterinary Technology	Registered Veterinary Technician	Ohio Veterinary Medical Licensing Board	<a href="http://www.cscce.edu/academics/departments/vet-tech/">http://www.cscce.edu/academics/departments/vet-tech/</a> <i>Catalog 2012-13, Page 218</i>

### **Recruitment Materials**

Potential students, their parents or guardians, and the community can find information about Columbus State on its [web site home page](#). Of particular interest to students are the links to [Majors & Programs](#) and [Services for Students](#). A representative sample of print materials includes the college's [Viewbook](#), [UpNext Fall 2011](#) and [UpNext Spring 2012](#) newsletters, and a 2011 recruitment flyer, [All the Right Moves](#).

## 7. Relationships with Other Accrediting Agencies and with State Regulatory Bodies Commission Policies 9.1; 9.2(a); 9.3; 9.4

### Professional Accreditation

Columbus State maintains specialized program accreditations through several professional agencies. No accredited program accounts for more than one-third of the institution's programs or one-third of the institution's total enrollment.

The institution is in good standing with each of its [professional accrediting agencies](#). Evidence of accreditation including evaluation reports, action letters, and interim monitoring) are provided in Table 12.

<b>Table 12. Evidence of professional accreditation</b>		
<b>State of Ohio</b>	<b>Approved to</b>	<b>Documentation</b>
<b>Attorney General</b>		
▪ Peace Officer Basic Training	Yearly	<a href="#">Letter</a>
<b>Board of Nursing</b>		
▪ Nursing Associate Degree	Every 5 years	<a href="#">Letter</a>
▪ Nursing Licensed Practical Nurse	Every 5 years	<a href="#">Letter</a>
<b>Department of Education</b>		
▪ Early Childhood Development	2016	<a href="#">Letter</a>
▪ Interpreting for the Hearing Impaired	2016	<a href="#">Letter</a>
<b>Department of Health</b>		
▪ State Tested Nurse Aide	Every 2 years	<a href="#">Letter</a>
<b>Department of Public Safety</b>		
▪ Emergency Medical Services (Basic and Paramedic)	10/31/2012	<a href="#">Letter</a>
▪ Fire Science	2/15/2014	<a href="#">Letter</a>
<b>State Medical Board</b>		
▪ Massage Therapy	10/31/2012	<a href="#">Certificate</a>
<i>Other Accrediting Agencies</i>		
<b>Allied Health</b>		
American Dental Association Commission on Dental Accreditation (for Dental Hygiene)	2014	<a href="#">Letter</a>
Commission on Accreditation of Allied Health Education Programs (for Medical Assisting)	10/2016	<a href="#">Letter</a>
Commission on Accreditation for Health Informatics and Information Management Education (for Health Information Technology)	2013	<a href="#">Online Statement</a>

National Accrediting Agency for Clinical Laboratory Sciences (for Histology)	4/2018	<a href="#">Letter</a>
<i>Note: Program is inactive as of 9/2011</i>		
National Accrediting Agency for Clinical Laboratory Sciences (for Med Lab Technician)	4/30/2018	<a href="#">Letter</a>
National Accrediting Agency for Clinical Laboratory Sciences (for Phlebotomy)	10/31/2013	<a href="#">Letter</a>
Commission on Accreditation for Respiratory Care (*10-year evaluation is in process now)	1/31/2012*	<a href="#">Letter</a>
<b>Automotive Technology</b>		
National Automotive Technicians Education Foundation (General Post-Secondary)	12/2014	<a href="#">Statement</a>
National Automotive Technicians Education Foundation (Post-Secondary Ford ASSET)	12/2014	<a href="#">Statement</a>
<b>Business</b>		
Association of Collegiate Business Schools and Programs (for Accounting/Finance, Business Management, Human Resource Management, Business Office Applications)	2014	<a href="#">Statement</a>
<b>Construction Sciences/Engineering/Aviation/Landscape</b>		
American Council for Construction Education (for Construction Management)	Fall 2014	<a href="#">Letter</a>
ABET, Accreditation Board for Engineering and Technology, Inc. (for AS Electronics Engineering Technology)	9/30/2013	<a href="#">Letter</a>
Federal Aviation Administration	Indefinitely	<a href="#">Certificate</a>
Professional Landcare Network	2013	<a href="#">Letter</a>
<b>Health/Dental/Veterinary Technologies</b>		
American Veterinary Medical Association (for Veterinary Technology)	2016	<a href="#">Letter</a>
Joint Review Committee on Education in Radiologic Technology (for Radiography)	2018	<a href="#">Letter</a>
Commission on Accreditation of Allied Health Programs with peer review by Accreditation Review Committee on Education in Surgical Technology (for Surgical Technology)	2015	<a href="#">Letter</a>
<b>Hospitality/Massage Therapy/Sport and Exercise Studies</b>		
American Culinary Foundation (for AAS in Hospitality Management, Food Service – Restaurant Management Major, and Chef Apprenticeship Major)	12/31/2012	<a href="#">Letter</a>
Commission on Accreditation for Dietetics Education (for Dietetic Technician)	2013	<a href="#">Letter</a>
Dietary Managers Association (for Dietary Manager)	11/23/2014	<a href="#">Letter</a>

Commission on Accreditation of Hospitality Management Programs (for Hospitality Management)	Summer 2013	<a href="#">Letter</a>
<b>Human Services</b>		
Council for Standards in Human Service Education (for AAS in Mental Health/Chemical Dependency/Retardation)	May 2014	<a href="#">Letter</a>
National Association for the Education of Young Children (for AAS Early Childhood Development)	7/2013	<a href="#">Letter</a>
<b>Justice and Safety</b>		
American Bar Association Standing Committee on Paralegals (for Legal Assistant Program)	February 2016	<a href="#">Letter</a>
Commission on Accreditation of Allied Health Education Programs (for Emergency Medical Technician Basic and Paramedic Program)	March 2017	<a href="#">Letter</a>
<b>Nursing</b>		
National League for Nursing Accrediting Commission, Inc. (for AAS Nursing [ADN])	Fall 2015	<a href="#">Letter</a>

## 8. Public Notification of Comprehensive Evaluation Visit and Third Party Comment Commission Policies 12.6

### Notifications

The public was notified of the upcoming comprehensive evaluation visit and invited to comment. A [Public Notice](#) appeared in *The Columbus Dispatch* on June 18, 2012 and the notice was also posted on the college's [Reaffirmation of Accreditation](#) website. Additionally, the notice was [sent by email](#) to students, alumni and donors.