



## Federal Compliance Filing by Institutions

Effective September 1, 2019–August 31, 2020

Institutions should answer the questions below. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. Cross-references are also provided to the Code of Federal Regulations. Because HLC may, in some cases, require more of its institutions than the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is familiar with the full and current text of those regulations, as they may from time to time be updated.

### *Submission Instructions*

This form and any required appendices should be uploaded to the Assurance System no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in the Assurance System. The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance worksheet, including all appendices, should not exceed 250 pages.

Institution name: **Columbus State Community College**

### **1. Assignment of Credits, Program Length and Tuition**

Provide web addresses to the following:

- Policy (or set of policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer after the Federal Compliance materials are received to request a sample of course and program materials. The purpose of the representative

sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution adheres to its Credit Hour policy.)

Provide the web address to relevant policy/policies:

Link:

Academic Courses and Credits – Policy 5-05

<https://www.cscce.edu/about/policies-procedures/5-05.pdf>

Degrees and Diplomas – Policy 5-04

<https://www.cscce.edu/about/policies-procedures/5-04.pdf>

Degree Program Requirements - Policy 5-06

<https://www.cscce.edu/about/policies-procedures/5-06.PDF>

Approval of Degrees and Degree Programs – Policy 5-07

<https://www.cscce.edu/about/policies-procedures/5-07.pdf>

Graduation Requirements – Policy 5-08

<https://www.cscce.edu/about/policies-procedures/5-08.pdf>

Provide the web address to relevant procedure(s):

Link:

Associate of Technical Studies Degree Program Application Process – Procedure 5-06(B)

<https://www.cscce.edu/about/policies-procedures/5-06B.pdf>

Approval of Degrees and Degree Programs - Procedure 5-07(A)

<https://www.cscce.edu/about/policies-procedures/5-07a.pdf>

Petition to Graduate – Procedure 5-08(C)

<https://www.cscce.edu/about/policies-procedures/5-08c.pdf>

Verification of Graduation Requirements – Procedure 5-08(D)

<https://www.cscce.edu/about/policies-procedures/5-08d.pdf>

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

Instructional hour to credit hour ratio is established per Policy 5-05 (see link above). Columbus State Policy No 5.05, Academic Courses and Credits establishes the standards for the awarding of one academic credit for one hour of lecture or seminar, or for two or three hours of laboratory or clinical lab assigned per week for one academic semester. Additionally, the credit to clock hours are defined for the external experience courses such as directed practice, practicum, field experience, or cooperative work, as well as for studio courses. These standards are within the generally accepted practices of higher education.

Departments utilize the Guidelines on the Assignment of Instructional Methods document when they create courses and also when they schedule sections. The guide provides the instructional ratios provided in Policy 5-05 and includes the guidance on class hours. The Guidelines on Assignment of Instructional Methods provides guidance on the application of Policy 5.05 to those creating and scheduling courses and further defines an instructional hour as a 50 minute period

as well as the ratio of credit to clock hours. Once departments create their academic schedule for the semester, the Office of Curriculum Management conducts quality reviews on sections, prior to student registration, to verify compliance of the instructional hour. Any discrepancies are reported back to the academic department so that the section schedule can be adjusted to be in compliance. The Department Chair person is responsible for the section set up and making certain that it has the correct amount of instructional time. In the online learning process, the faculty member is responsible for making certain that the rigor and relevance, along with student engagement occurs and this happens via the AQR process. The online course listing (<http://web.csc.c.edu/courselisting/fulllist.aspx?term=19AU>) provides a “Legend” document that explains each of the instructional methods and also the delivery methods.

Guidelines on Assignment of Instructional Methods is provided below:

### **Guidelines on Assignment of Instructional Methods (Credit Hr: Inst Hr)**

For each credit type, one week means the activity occurs each week during a standard 16-week semester. The Senior VP for Academic Affairs, or his designee, must approve contact to credit hour ratios that fall outside these guidelines. For assignment of contact hours other than lecture or laboratory, please consult Curriculum Management to help choose the proper instructional method. For scheduling purposes, a lecture hour and a seminar hour are considered a 50 minute period. All other instructional hours will be based upon a 60 minute period.

#### **Lecture**

A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques. One credit is awarded for each hour of lecture during a week of a standard semester. 1:1

#### **Laboratory**

A laboratory is an educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member. One credit shall be awarded for a minimum of three hours in a week total time spent in the lab for which there is little outside preparation needed; or for two in-lab hours with at least one hour of assignments on out-of-class study preparing for or following-up the laboratory experience. 1:2 or 1:3

#### **Clinical Lab**

A clinical laboratory applies only to health technology programs. A clinical is a laboratory section that meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. One credit is awarded for each three hours of clinical laboratory experience. 1:3

#### **Directed Practice**

This definition applies primarily to programs in health technologies. A directed practice hour is a sixty minute period in which the student is assigned to practice experiences under constant

supervision at an external agency. The student receives individual instruction and critique in the performance of a particular function. During a directed practice session a full-time or adjunct faculty directly supervises the student, and for delivery of part of the didactic phase of the experience. One credit shall be awarded for a minimum of five hours of directed practice. The faculty member coordinating the directed practice conducts at least once lecture session each week for participating students (usually a seminar hour). 1:5

### **Practicum**

A practicum is an on- or off-campus work experience that is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once each two weeks, provides the final grade, and teaches at least one course on the campus. One credit shall be awarded for a minimum of seven clock hours per week in a practicum; a maximum of nine semester credit hours may be earned in practicum and/or cooperative work experience and/or field experience over the course of an associate degree program. Each student who is enrolled in a practicum shall also enroll in an on-campus seminar. 1:7 max of 9 credits allowed in degree

### **Cooperative Work Experience**

A cooperative work experience is on- or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the college who visits the job site for a conference with the student and supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer. One credit shall be awarded for a minimum of ten clock hours of cooperative work experience scheduled during each week of a semester. A maximum of nine semester credit hours may be earned in cooperative work experience or any combination of cooperative work experience and practicum over an associate degree program. Each student who is enrolled in a cooperative work experience shall also enroll in an on campus seminar. 1:9 max of 9 credits allowed in degree

### **Field Experience/Internship**

Field experience/Internship is a planned, paid or non-paid work activity that relates to an individual student's occupational objectives, such as geology or archaeology, and is taken in lieu of elective or required courses in his/her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college, who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester, and assigns the course grade to the student after the appropriate consultation with the employer/supervisor. One credit shall be awarded for a minimum of twelve clock hours of field experience during a week. A maximum of nine semester credit hours may be earned in field experience and/or practicum and/or cooperative work experience over an associate degree program. 1:12 max of 9 credits in degree

### **Seminar**

A seminar is an educational experience that is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions that are directed by

a faculty member in the development and/or review of concepts that have been or are to be applied to practical situations. One credit is awarded for each hour of seminar in a week. 1:1

### **Studio**

Studio is used to describe music, performance art, and theater courses. One credit shall be awarded for a minimum of three hours in a week total time spent in the studio for which there is little outside preparation needed; or for two in-studio hours with at least one hour of assignments on out-of-class study preparing for or following-up the studio experience. 1:3

For more information see Federal Requirements 34 CFR §§602.16(a)(1)(viii), 602.24(f), 600.2, and 668.8(k) and (l).

*Related HLC Requirements: Core Component 3.A. and Assumed Practice B.1.*

## **2. Institutional Records of Student Complaints**

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Provide the web address to the institution's complaint policy.

Link:

The Columbus State Community College policies and procedures referenced in this report regarding student complaint processes are located at the Columbus State website at the following web addresses.

### **Written Complaints**

Policy 7-13, Written Student Complaints: <https://www.csccl.edu/about/policies-procedures/7-13.pdf>

Procedure 7-13(A), Written Student Complaints: <https://www.csccl.edu/about/policies-procedures/7-13a.pdf>

### **Grade Grievances**

Procedure 5-09(D), Grading and Academic Requirements: <https://www.csccl.edu/about/policies-procedures/5-09D.pdf>

### **Complaints of Sexual Misconduct/Discrimination/Harassment/Retaliation**

Policy 3-43, Discrimination/Harassment: <https://www.csccl.edu/about/policies-procedures/3-43.pdf>

Policy 3-44, Sexual Misconduct: <https://www.csccl.edu/about/policies-procedures/3-44.pdf>

Procedure 3-44(A), Sexual Misconduct: <http://legacy.csccl.edu/resources/media/about/pdf/344a.pdf>

Provide the web address to the institution's complaint procedure.

Link: See above

For more information see Federal Requirement 34 CFR §§602.16(a)(1)(ix) and 668.43(b).

*Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.*

## **3. Publication of Transfer Policies**

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A. Provide the web address to the institution's transfer policies.

Columbus State's transfer policies are published annually in our college catalog (Electronic version: <https://www.cscce.edu/academics/catalog/pdf/18-19%20catalog.pdf> – Pages 18, 20-22, and 26) concern transfer in and out of credit from Columbus State) and on our website (<https://www.cscce.edu/academics/transfer/transfer-module.shtml> ).

B. Provide the web address where the public can access a list of institutions with which the institution has established articulation agreements. Note that you do not need to provide the full articulation agreements themselves, only the list of agreements that you make public. This list should include the name and location of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Columbus State maintains its institutional and program articulation agreements within the University Transfer Center (Aquinas Hall 126). Students may access agreements, through the University Transfer Center website (<https://www.cscce.edu/academics/transfer/search-transfer-agreements.shtml> ) Pathways or sample graduation plans for each partner institution are constructed and approved by both Columbus State and the partner institution faculty and advisors for credit transfer and application to the respective bachelor's degree programs. Institutions that wish to create partnerships with Columbus State are required to sign an Institutional Articulation Agreement that governs the establishment of these pathways and the transfer of credit between institutions. The college also signs program-to-program agreements with those institutions for which we have a limited program interest in or the institution itself is limited in scope.

C. Provide the web address where current and prospective student can ascertain the institution's transfer requirements in addition to what will and will not transfer.

The college provides a step-by-step transfer guide to prospective students, as well as access to Transferology.com, a website clearinghouse with up-to-date course transfer data on how course credit earned at other institutions will apply at Columbus State. The information guide and link to Transferology.com can be found at:

Link: <https://www.cscce.edu/admissions/transfer-to-cscce.shtml>

For more information see Federal Requirements 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

*Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.*

#### 4. Practices for Verification of Student Identity

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Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

Yes

No (If no, please move on to Title IV Program Responsibilities)

How does the institution verify the identity of students enrolled in these courses?

## How to verify student enrollment in online courses

Upon enrollment, all CSCC 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 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 own online courses, information, and services, thereby maintaining student privacy in addition to verifying their identity.

Additionally, many online 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 or Reynoldsburg 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 CSCC system for a student to be permitted to take an exam.

Online 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.

Students at a distance may opt to take a proctored exam through ProctorU, an organization external to CSCC that offers online monitoring for students taking exams in Blackboard. Students must receive permission from their instructor to use ProctorU and are responsible for

creating a ProctorU account and paying for the service. Students must have a computer, webcam, a microphone, a high-speed internet connection and are required to show their photo ID.

How does the method of verification make reasonable efforts to protect student privacy?

Students are given a specific Cougar ID and password that is unique to their identity. Students can change their own password at any time. The College does not use the students social security number or any other personal identifier that would reveal the student's identity to any unauthorized party. If a student wants to change his or her password the student must answer a personal question that they established when setting up their password for the first time.

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Information is not specifically sent to students enrolled in distance or online courses. Below is the link where fees are detailed out.

Provide the web address where the public can access information regarding the additional costs.

Link: <https://www.csc.edu/academics/tuition-and-fees/other-academic-fees.shtml>

For more information see Federal Requirement 34 CFR §602.17(g).

*Related HLC Requirement: Core Component 2.A.*

## 5. Title IV Program Responsibilities

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This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

### 5.1 General Program Responsibilities

- a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

Recertified on 01/05/2015 (through September 30, 2020)

b. When was the institution's most recent Title IV program review?

Date:

June 2013

c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

Yes

No

Provide the most recent Title IV program review, or other inspection or audit report since the last comprehensive evaluation by HLC, as **Appendix A**.

d. List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as "the Department") since the last comprehensive evaluation by HLC and the reason for such actions. (Use N/A for not applicable.)

None

e. List any fines, letters of credit or heightened cash monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions. (Use N/A for not applicable.)

None

f. What response and corrective actions have the institution taken in regard to these Department actions? (Use N/A for not applicable.)

N/A

g. What are the consequences of these actions by the Department for the institution's short- and long-term financial health? (Use N/A for not applicable.)

N/A

h. What are the findings from the OMB Circular A-133 portion of the institution's three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?

The Department has not communicated any financial concerns to Columbus State.

- i. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

- Pell Grant
- Federal Family Education Loan
- Federal Direct Stafford Loan
- Direct PLUS Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Perkins Loans
- Academic Competitiveness Grant

Provide action letters issued by the Department that explain its rationale for any actions described in D, E and H (if applicable) and provide any reports issued by the institution, if available, demonstrating improvement as **Appendix B**.

As there have been no concerns from the Department of Education for subparts e-i, there is no correspondence to provide. Please refer back to Appendix A for one set of correspondence with the Department of Education.

For more information see Federal Requirement 34 CFR §668.16.

## 5.2 Financial Responsibility Requirements

- a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?

No findings due to the reviews.

- b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?

- Yes
- No

**Note:** HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine

whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

- c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? Please insert narrative below. (Use N/A for not applicable.)

N/A

Provide any action letters issued by the Department that explain its rationale for any actions it may have taken (if applicable) and evidence of institutional improvement as **Appendix C**.

N/A

For more information see Federal Requirements 34 CFR §§668.15, 668.23, 668.171, 668.173, and 668.174.

*Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.*

### 5.3 Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures

Columbus State makes available to students and the public information as required by Title IV including Campus Crime, Athletic Participation and Financial Aid, and other disclosures. The administrative offices that are responsible for ensuring that these disclosures are regularly compiled, published and are accurate are the Columbus State Police Department for Campus Crime; the Director of Equity and Compliance for Title IX; and the Executive Dean of Advising & Student Support for other disclosures. Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?
- Campus Crime statistics and reporting is handled by the Campus Police Department (<https://www.csc.edu/services/police/>).
  - The Director of Financial Aid oversees that department and contacted regarding compilation and accuracy of information provided (<https://www.csc.edu/services/financial-aid/>).
  - Title IX Reporting is handled by the Director of Equity and Compliance (<https://www.csc.edu/about/equity-compliance/>).
  - Drug and Alcohol Abuse Prevention and other institutional disclosures are handled by the Executive Dean of Advising & Student Support who should be contacted regarding compilation and accuracy of information provided (<https://www.csc.edu/services/drug-alcohol/>). Notifications are sent to students at the beginning of each term.

a. Has the institution been the subject of any federal investigation related to any of the required disclosures for Title IV responsibilities?

- Yes  
 No

If yes, does the institution have any findings from the Department regarding these disclosures?

- Yes  
 No

If yes, explain any findings related to any of the required disclosures for Title IV and corrective action plans the institution may have to remedy the findings.

b. Provide the web address where this information is made available to the public.

Link: <https://www.csc.edu/about/institutional-disclosure.shtml>

For more information see Federal Requirements 34 CFR §§668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

#### 5.4 Student Right to Know/Equity in Athletics

Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt of Pell grants and other data as well as information about the process for withdrawing as a student, cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

The Office of Institutional Effectiveness is responsible for providing the following reports:

- Completion or Graduation Rates for Student-Athletes
- Completion or Graduation and Transfer-Out Rates
- Retention Rate

The reports by the Office of Institutional Effectiveness are compiled soon after the corresponding Integrated Post-Secondary Education Data System (IPEDS) data submissions have been completed by the College.

The Department of Intercollegiate Athletics is responsible for developing the Equity in Athletics Report. Also, The Director of Intercollegiate Athletics is responsible for posting information concerning Athletic Participation and Financial Aid and this report: <https://www.csc.edu/about/pdf/athletic-participation-financial-support.pdf>.

Institutional information including cost of attendance, academic programs, accrediting agencies, procedures for withdrawing, and return of TITLE IV funds is provided by the Office of the Registrar and is presented in the College's catalog, found at <https://www.csc.edu/academics/catalog/>.

Information about study abroad, including policy on participation, is provided by the Office of Academic Affairs and can be found at <https://www.csc.edu/academics/study-abroad/index.shtml>.

Descriptions of services and facilities for disabled students are provided by the Office of Disability Services and can be found at <https://www.csc.edu/services/disability/>.

b. Has the institution been the subject of any federal investigation related to any of the required disclosures for Student Right to Know/Equity in Athletics?

Yes

No

If yes, does the institution have any findings from the Department regarding these disclosures?

Yes

No

If yes, explain any findings related to any of the required disclosures for Student Right to Know/Equity in Athletics and corrective action plans the institution may have to remedy the findings.

c. Provide the web address where this information is made available to the public.

Link:

The Institutional Disclosure – Student Right to Know can be found on the following website:  
<https://www.csc.edu/about/institutional-disclosure.shtml>

For more information see Federal Requirements 34 CFR §§668.41, 668.45, 668.48, and 668.8.

*Related HLC Requirement: Assumed Practice A.6.*

## 5.5 Satisfactory Academic Progress Policy

The institution is required to have a Satisfactory Academic Progress policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under Title IV, HEA programs.

a. Is such a policy readily available to students?

Yes

No

b. Does it satisfy federal requirements?

Yes

No

c. Does the institution have any findings from the Department regarding this policy?

Yes

No

If yes, explain any findings related to any of the required disclosures for Satisfactory Academic Progress and corrective actions that may have been required by the Department related to these findings.

N/A

d. Provide the web address where this information is made available to the public.

Class Attendance Information – 2017-18 Course Catalog (page 30)

[https://www.csc.c.edu/academics/catalog/pdf/CSCC%20Catalog17\\_18.pdf](https://www.csc.c.edu/academics/catalog/pdf/CSCC%20Catalog17_18.pdf)

Financial Aid Resources – including Satisfactory Academic Progress (SAP) 2017-18 Catalog (page 66)

[https://www.csc.c.edu/academics/catalog/pdf/CSCC%20Catalog17\\_18.pdf](https://www.csc.c.edu/academics/catalog/pdf/CSCC%20Catalog17_18.pdf)

Columbus State Community College Website (<https://www.csc.c.edu/>)

Financial Aid Webpage (<https://www.csc.c.edu/services/financial-aid/>)

Maintaining Financial Aid Eligibility webpage

(<https://www.csc.c.edu/services/financial-aid/maintaining-eligibility/index.shtml>)

## Satisfactory Academic Progress (SAP) Policy

(<https://www.csccl.edu/services/financial-aid/maintaining-eligibility/satisfactory-academic-progress.shtml>)

### Columbus State Community College Student Handbook 2017-18

(<https://www.csccl.edu/services/pdf/StudentHandbook-2017-2018.pdf>)

Class Attendance (page 21)

Financial Aid Resources (includes SAP information) (page 26)

### Award Notification Email

This email is sent to students once their financial aid awards are made available for viewing on Colleague Financial Aid Self Service – authenticated student web portal accessed through CougarWeb. The student can view their current SAP status with student specific information on how this impacts their current financial aid funding eligibility. Links are provided on Financial Aid Self Service for students to submit an Appeal Form as well.

### 2017-18 Award Notification Email



Dear Student:

Congratulations! Your 2017-18 Columbus State Community College Financial Aid Awards have been determined. We now need you to take some actions to complete the financial aid awarding process.

Please go to Financial Aid Self Service by logging in to [CougarWeb](#). Under "Complete Financial Aid Steps", click on "Financial Aid Self Service". Select an Award Year of "2017-18 Academic Year". Click on the dropdown menu on the Financial Aid tab. From there you can access the following sections.

### Financial Aid Home

Complete your Checklist:

- Click on "Review and accept your Financial Aid Award Package". For more information, click on the "Accepting/Changing Your Awards" link.
- If you accept a Direct Loan, you may have additional Checklist Items - be sure to complete them.

### **My Awards**

Once you have completed the "Review and accept your Financial Aid Award Package" on your Checklist, you can make revisions to your awards here.

### **Summer Financial Aid Information**

Please carefully review how your awards are distributed throughout the academic year. If your financial aid award is currently split only between Autumn and Spring Semesters but you plan to attend Summer Semester 2018, you may request that your Subsidized and/or Unsubsidized Direct Loans be split among Autumn, Spring, and Summer Semesters by completing a [2017-18 Award Revision Form](#). Submit the form to Student Central, Upper Level of Madison Hall on the Columbus Campus or Student Services, Moeller Hall on the Delaware Campus. NOTE: The Pell Grant must be awarded for Autumn and Spring only, however due to new Federal regulations, additional Pell funding is now available for Summer. Continue to check your Award Letter on Financial Aid Self Service for your awards.

### **Award Letter**

For a printable list of your awards, click on the "Award Letter" link at the upper left corner of the page.

### **Satisfactory Academic Progress (SAP)**

Federal financial aid is governed by regulations regarding your academic success. Your SAP status is summarized here. Click on the "CSCC SAP Policy" for complete information and requirements for you to retain your aid.

You may only receive a Subsidized Direct Loan for a limited period of time. To learn about this Federal Regulation, click on "Subsidized Direct Loan Limits".

Federal regulations require Columbus State to maintain records showing that you commenced attendance for each semester during which you received financial aid. Click on the "Attendance Requirements" for further information.

### **Additional Information about Student Loans**

If you are a first time borrower, disbursement of your Federal Direct Loan(s) will be delayed until after the semester begins, which is after the fee payment deadline. If you have been awarded a Direct Loan for only one semester, Federal Regulations require Columbus State to disburse these funds in two transactions, with the second disbursement no earlier than the midpoint of the semester.

If you accept any portion of your loans, you may also accept Advanced Funding, which can assist with tuition, mandatory fees and book/supply expenses. You must be enrolled a minimum of 6 financial aid eligible credit hours to be eligible for Federal Direct Loan funding, and therefore Advanced Funding.

To accept "Advanced Funding for Delayed Sub/Unsub Loan(s)", log in to your CougarWeb account and go to Financial Aid Self Service. The Advanced Funding will be listed in the "My Awards" section.

### **Stay Informed!**

It is important to continue to check the Financial Aid Self Service link on your CougarWeb account for further updates to your financial aid eligibility. All communications will be sent to your Columbus State student.CSCC.edu email account.

For questions, please contact the Telephone Information Center at **614-287-5353** or visit one of the Student Services areas listed below.

To learn more about Financial Aid and other financial topics, please visit our [Financial Aid TV Answers 24/7](#) video link.



**Columbus Campus Student Central**  
Madison Hall  
550 E. Spring St., Columbus, OH 43215  
(614) 287-5353 Fax: (614) 287-6112



**Delaware Campus Student Services**  
Moeller Hall  
5100 Cornerstone Dr., Delaware, OH 43015  
(740) 203-8345

For more information see Federal Requirement 34 CFR §668.34.

*Related HLC Requirements: Criterion 3.A; Assumed Practice A.5.*

## 6. Publication of Student Outcome Data

Student outcome data, as defined in federal definitions, should be made available to the public through the institution's website—for instance, linked to the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs, (both undergraduate and graduate, as applicable) including outcome data from each program level.

A. Are student outcome data published on the institution's website following the specifications above?

Yes

No

B. Provide a link to the webpage(s) that contains the student outcome data.

Link(s):

Certificate and Degrees Awarded by Academic Discipline:

<https://www.csccl.edu/about/pdf/Degrees%20and%20Certificates%20Awarded%20by%20Academic%20Year.pdf>.

Graduation and Transfer-Out Rates for All Students and Students Receiving Pell and/or Subsidized Direct Student Loans: <https://www.csc.edu/about/pdf/Graduation%20and%20Transfer%20by%20Pell%20and%20Stafford.pdf>.

Annual Retention Rates: <https://www.csc.edu/about/pdf/Retention%20Rate%20Disclosures.pdf>.

Gainful Employment Disclosures: <https://www.csc.edu/academics/gainful-employment/>.

Institutional Disclosure – Student Right to Know: <https://www.csc.edu/about/institutional-disclosure.shtml>

For more information see Federal Requirement 34 CFR §602.16(a)(1)(i).

*Related HLC Requirement: Assumed Practice A.6.*

## 7. Standing With State and Other Accrediting Agencies

List any relationships the institution has with any specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

**There are no sanctions or provisions to any Programs' Accreditation**

The direct links for our accrediting bodies are:

Program	Accrediting Body	Agency Website	Job Placement Estimate within first 6 months
(Business Programs) -Accounting, Business Management, Business Office Applications, Finance, Human Resources Management, and Marketing.	Accreditation Council for Business Schools & Programs	<a href="https://www.acbsp.org/">https://www.acbsp.org/</a>	

Automotive Technology	National Automotive Technicians Educational Foundation	<a href="https://www.automechanicschooledu.org/natef/">https://www.automechanicschooledu.org/natef/</a>	
Aviation Maintenance Technology	Federal Aviation Administration	<a href="https://www.faa.gov/">https://www.faa.gov/</a>	
Baking & Pastry Arts	American Culinary Federation Education Foundation (ACFEF)	<a href="https://www.acfchefs.org/ACF/Education/ACF/Education/">https://www.acfchefs.org/ACF/Education/ACF/Education/</a>	75%
Chemical Dependency Counselor Certification	Ohio Chemical Dependency Professionals Board	<a href="http://www.ocdp.ohio.gov">www.ocdp.ohio.gov</a>	No data reported
Construction Management	American Council for Construction Education	<a href="http://www.acce-hq.org/">http://www.acce-hq.org/</a>	
Criminal Justice	Ohio Peace Officer Training Academy	<a href="https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Ohio-Peace-Officer-Training-Commission">https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Ohio-Peace-Officer-Training-Commission</a>	Data not reported to agency
Culinary Apprenticeship	American Culinary Federation Education Foundation (ACFEF)  Accreditation Commission for Programs in Hospitality Administration	<a href="https://www.acfchefs.org/ACF/Education/ACF/Education/">https://www.acfchefs.org/ACF/Education/ACF/Education/</a>  <a href="http://www.acphacahm.org/">http://www.acphacahm.org/</a>	95%
Dental Hygiene	Commission on Dental Accreditation	<a href="https://www.ada.org/en/coda">https://www.ada.org/en/coda</a>	100%
Early Childhood Education	National Association for the Education of Young Children	<a href="https://www.naeyc.org/">https://www.naeyc.org/</a>	No data reported
Early Childhood Education (Child Development Associate)	Council for Professional Recognition	<a href="https://www.cdacouncil.org/">https://www.cdacouncil.org/</a>	100%

Electronic Engineering Technology	ABET	<a href="https://www.abet.org/">https://www.abet.org/</a>	
EMT Certificate	State of Ohio; Ohio Department of Public Safety, Division of EMS	<a href="http://www.ems.ohio.gov">www.ems.ohio.gov</a>	No data reported
Fire Science	Ohio Department of Public Safety- Division of EMS	<a href="https://www.ems.ohio.gov/">https://www.ems.ohio.gov/</a>	Data not reported to agency
Health Information Management	Commission on Accreditation for Health Informatics and Information Management Education	<a href="http://www.cahiim.org/">http://www.cahiim.org/</a>	Data is not reported
Hotel, Tourism, & Event Management	Accreditation Commission for Programs in Hospitality Administration	<a href="http://www.acpha-cahm.org/">http://www.acpha-cahm.org/</a>	80%
Landscape Design and Management	National Association of Landscape Professionals	<a href="https://www.landscapeprofessionals.org/">https://www.landscapeprofessionals.org/</a>	
Massage Therapy	State Medical Board of Ohio	<a href="http://www.med.ohio.gov/">http://www.med.ohio.gov/</a>	No data reported
Medical Assisting	The Commission on Accreditation of Allied Health Education and Medical Assisting Education Review Board	<a href="https://www.caahep.org/">https://www.caahep.org/</a> <a href="http://www.maerb.org/">http://www.maerb.org/</a>	95%
Medical Imaging	Joint Review of Committee on Education in Radiologic Technology	<a href="http://www.jrcert.org">www.jrcert.org</a>	100%
Medical Imaging /GXMO Certificate	Ohio Department of Health	<a href="http://www.odh.ohio.gov/en/odhprograms/rp/xray/lic/gxmorequirements">www.odh.ohio.gov/en/odhprograms/rp/xray/lic/gxmorequirements</a>	Data not reported
Medical Laboratory	National Accrediting Agency for Clinical Laboratory Sciences	<a href="https://www.naacls.org/">https://www.naacls.org/</a>	100%
Nurse Aide (STNA)	Ohio Department of Health	<a href="https://www.odh.ohio.gov/">https://www.odh.ohio.gov/</a>	Near 100%
Nursing	Accreditation Commission for Education in Nursing	<a href="http://www.nursing.ohio.gov/">http://www.nursing.ohio.gov/</a>	100%

	(ACEN) and the Ohio Board of Nursing	<a href="http://www.acenursing.org/">http://www.acenursing.org/</a>	
Nutrition & Dietetics	Accreditation Council for Education in Nutrition & Dietetics(ACEND)	<a href="https://www.eatrightpro.org/acend">https://www.eatrightpro.org/acend</a>	45% (most go to a 4-year institution)
Paralegal Studies	American Bar Association	<a href="https://www.americanbar.org/aba.html">https://www.americanbar.org/aba.html</a>	91%
Paramedic Certificate	Commission of Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)	<a href="http://www.caahep.org">www.caahep.org</a> <a href="http://www.coaemsp.org">www.coaemsp.org</a>	100%
Phlebotomy	National Accrediting Agency for Clinical Laboratory (NAACLS)	<a href="https://www.naacls.org/">https://www.naacls.org/</a>	Near 80% based on self-report
Practical Nursing (LPN)	Ohio Board of Nursing	<a href="http://www.nursing.ohio.gov/">http://www.nursing.ohio.gov/</a>	100%
Respiratory Care	Commission on Accreditation for Respiratory Care	<a href="https://www.coarc.com/">https://www.coarc.com/</a>	100%
Restaurant & Foodservice Management	American Culinary Federation Education Foundation (ACFEF)  Accreditation Commission for Programs in Hospitality Administration	<a href="https://www.acfchefs.org/ACF/Education/ACF/Education/">https://www.acfchefs.org/ACF/Education/ACF/Education/</a>  <a href="http://www.acpha-cahm.org/">http://www.acpha-cahm.org/</a>	90%
Skilled Trades (Welding)	American Welding Society	<a href="https://www.aws.org/">https://www.aws.org/</a>	
Social and Human Services	Council for Standards in Human Services	<a href="https://cshse.org/">https://cshse.org/</a>	No data reported
Surgical Technology	The Commission on Accreditation of Allied Health Education Programs	<a href="http://www.caahep.org">www.caahep.org</a>	90%
Veterinary Technology	American Veterinary Medical Association and Committee	<a href="http://www.avma.org">www.avma.org</a>	90%

on Veterinary Technical Education and Activities		
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Provide the web address where students and the public can find information about the institution's standing with state agencies and accrediting bodies.

Link:

Program	Accrediting Body	Sample Disclosure Language	Disclosure Website
Automotive Technology	National Automotive Technicians Educational Foundation	<b>NATEF ACCREDITATION</b> - Our programs and instructors are evaluated against industry standards of quality every five years by external evaluators from NATEF (the educational branch of ASE).	<a href="https://www.cscce.edu/academics/departments/automotive-technology/why-automotive-at-columbus-state.shtml">https://www.cscce.edu/academics/departments/automotive-technology/why-automotive-at-columbus-state.shtml</a>
Aviation Maintenance Technology	Federal Aviation Administration	The Aviation Maintenance Technology program is approved by the Federal Aviation Administration (FAA Certificate No. DL9T090R) and meets the requirements of FAA Regulation Part 147. Students successfully completing the appropriate technical studies are qualified to take the Airframe exam for the FAA Airframe Certificate rating.	<a href="https://catalog.cscce.edu/programs/Aviation%20Maintenance%20Airframe%20Certificate">https://catalog.cscce.edu/programs/Aviation%20Maintenance%20Airframe%20Certificate</a>  <a href="https://www.cscce.edu/academics/departments/aviation-maintenance/index.shtml">https://www.cscce.edu/academics/departments/aviation-maintenance/index.shtml</a>
Electronic Engineering Technology	ABET	Columbus State's Electronic Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 415 N. Charles St., Baltimore, MD 21201, (410)347-7700. For additional information, visit <a href="http://www.abet.org">www.abet.org</a> .	<a href="https://catalog.cscce.edu/programs/Electronic%20Engineering%20Technology%20AAS">https://catalog.cscce.edu/programs/Electronic%20Engineering%20Technology%20AAS</a>

<p>Construction Management</p>	<p>American Council for Construction Education</p>	<p><b>Accreditation</b></p> <p>The Construction Management program is accredited by the American Council for Construction Education (ACCE) and is one of eight fully accredited community college programs in the US and Canada.</p>  <p>American Council for Construction Education</p> <p><b>Web Page</b></p> <p>there are opportunities to earn additional credentials: ACI Grade I Tech and CSI CDT. The Construction Management program is accredited by the American Council for Construction Education and is one of eight fully accredited community college programs in the US and Canada.</p> <p><b>Tri-Fold</b></p>  <p><b>Programs of Study</b></p>	<p><a href="http://WWW.CSCC.EDU/CMGT">WWW.CSCC.EDU/CMGT</a></p>
<p>Landscape Design and Management</p>	<p>National Association of Landscape Professionals</p>	<p><b>Accreditation</b></p> <p>The Landscape Design and Management program is accredited by the National Association of Landscape Professionals.</p>  <p>NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS Accredited</p> <p><b>Web Page</b></p>	<p><a href="http://WWW.CSCC.EDU/LAND">WWW.CSCC.EDU/LAND</a></p>

		<p><b>ACCREDITED SCHOOLS</b></p> <p>Brigham Young University – Provo          Brigham Young University – Idaho          Chattahoochee Technical College/North Metro Campus          Cincinnati State Technical &amp; Community College          Clackamas Community College          College of DuPage          Colorado State University          Columbus State Community College          Cuyahoga Community College          Hawkeye Community College          Hinds Community College          Illinois Central College          Iowa State University          Joliet Junior College          Kinross Community College          Milwaukee Area Technical College          Mississippi State University          Naugatuck Valley Community College          Oklahoma State University – Stillwater          Ozarks Technical Community College          Palo Alto College          Pennsylvania College of Technology          Sandhills Community College          Spokane Community College          SUNY Cobleskill          The Niagara Parks Commission School of Horticulture          The Ohio State University – Agricultural Technical Institute          University of Maryland</p> <p> NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS Foundation</p> <p>National Association of Landscape Professionals Foundation is a nonprofit foundation dedicated to advancing professional careers in lawn landscape industry. The Foundation carries out its mission through public education to promote landscape industry careers, by supporting efforts to recruit professionals into the industry.</p> <p> Help make the WORLD a GREENER Place          A CAREER IN LANDSCAPE &amp; HORTICULTURE IS WAITING FOR YOU!          NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS Foundation          COLUMBUS STATE LANDSCAPE DESIGN AND MANAGEMENT  <a href="http://www.cscce.edu/LAND">www.cscce.edu/LAND</a> or <a href="http://www.cscce.edu/HO">www.cscce.edu/HO</a></p> <p><b>Tri-fold</b></p>	
<p>Skilled Trades (Welding)</p>	<p>American Welding Society</p>	<p>Accredited by</p> <p>The American Welding Society</p> <p> I-SENSE  <small>Schools Meeting Through National Skills Standards Education</small></p> <p>Level I: Entry Welder          Level II: Advanced Welder</p> <p><b>Web Page</b></p>	<p><a href="http://WWW.CSCC.EDU/SKTR">WWW.CSCC.EDU/SKTR</a></p>

**ATTENTION WELDING PROFESSIONALS & BUSINESS OWNERS:**

Earn your Welding Certification at one of our AWS Accredited Test Facilities on CSCC Main Campus or at Eastland Career Center.

Types of Certifications offered:

- D1.1
- API 1104
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- EMPLOYER WPS, WPQR SERVICES AVAILABLE

**For more information:**  
 Contact Scott Laslo, M.S., CWI|CWE  
 614-287-2653 • slaslo1@cscce.edu



**Tri-fold**

Accounting, Business Management, Business Office Applications, Finance, Human Resources Management, and Marketing.

Accreditation Council for Business Schools & Programs

**Accreditation**



The following programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), demonstrating they have met standards of business education that promote teaching excellence.

<https://www.csc.c.edu/academic/s/departments/business-programs/>

Veterinary Technology

American Veterinary Medical Association and Committee on Veterinary Technical Education and Activities

The Veterinary Technology curriculum was developed according to the guidelines for accreditation by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) and has been granted full accreditation status since 1974. Accreditation by the American Veterinary Medical Association permits program graduates to be eligible for registration as a veterinary technician in the state

<https://www.csc.c.edu/academic/s/departments/vet-tech/>  
<https://www.csc.c.edu/academic/s/departments/vet-tech/pdfs/vet->

		of Ohio by the Ohio Veterinary Medical Licensing Board.	<a href="#">tech-student-handbook.pdf</a>
Medical Imaging	Joint Review of Committee on Education in Radiologic Technology	<p>The Medical Imaging program is proudly JRCERT accredited. More info</p> <p><a href="#">Medical Imaging Student Handbook</a></p> <hr/> <p><b>JRCERT Accreditation Info</b></p> <hr/> <p>Joint Review Committee on Education in Radiologic Technology (JRCERT)</p> <p>20 N. Wacker Drive, Suite 2850</p> <p>Chicago, Il 60606-3182</p> <p>(312) 704-5300</p> <p>Fax: (312) 704-5304</p> <p><a href="http://www.jrcert.org">www.jrcert.org</a></p> <p><a href="mailto:mail@jrcert.org">mail@jrcert.org</a></p>	<a href="https://www.cscce.edu/academics/departments/medical-imaging/">https://www.cscce.edu/academics/departments/medical-imaging/</a>
Medical Imaging /GXMO Certificate	Ohio Department of Health	<p>The GXMO Program at Columbus State Community College is accredited by the Ohio Department of Health. More detailed information on licensure is available at; <a href="http://odh.ohio.gov/odhprograms/rlic/rlic1.aspx">odh.ohio.gov/odhprograms/rlic/rlic1.aspx</a>.</p>	<a href="https://www.cscce.edu/academics/overviews/pdf/GXMO.ICRT.pdf">https://www.cscce.edu/academics/overviews/pdf/GXMO.ICRT.pdf</a>
Surgical Technology	The Commission on Accreditation of Allied Health Education Programs	<p>The Surgical Technology Program at Columbus State Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (<a href="http://www.caahep.org">www.caahep.org</a>) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).</p>	<a href="https://www.cscce.edu/academics/departments/surgical-technology/">https://www.cscce.edu/academics/departments/surgical-technology/</a>
Culinary Apprenticeship	Accreditation Commission for Programs in Hospitality Administration	<p>The Columbus State program is accredited by the American Culinary Federation Accrediting Commission. Program graduates qualify as, at minimum, Certified Culinarians through the ACF.</p>	<a href="https://www.cscce.edu/academics/departments/hospitality/culinary-apprentice.shtml">https://www.cscce.edu/academics/departments/hospitality/culinary-apprentice.shtml</a>

	American Culinary Federation Education Foundation (ACFEF)		
Baking & Pastry Arts	American Culinary Federation Education Foundation (ACFEF)	This major is accredited by the American Culinary Federation Accrediting Commission, and graduates can qualify as a Certified Pastry Culinarian (CPC) by the American Culinary Federation.	<a href="https://www.cscce.edu/academics/departments/hospitality/baking.shtml">https://www.cscce.edu/academics/departments/hospitality/baking.shtml</a>
Nutrition & Dietetics	Accreditation Council for Education in Nutrition & Dietetics(ACEND)	The Nutrition and Dietetics Major is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.	<a href="https://www.cscce.edu/academics/departments/diet/">https://www.cscce.edu/academics/departments/diet/</a>
Restaurant & Foodservice Management	Accreditation Commission for Programs in Hospitality Administration  American Culinary Federation Education Foundation (ACFEF)	This major is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA) as well as the American Culinary Federation Education Foundation.	<a href="https://www.cscce.edu/academics/departments/hospitality/restaurant-foodservice.shtml">https://www.cscce.edu/academics/departments/hospitality/restaurant-foodservice.shtml</a>
Hotel, Tourism, & Event Management	Accreditation Commission for Programs in Hospitality Administration	Hospitality Management programs provide quality learning experiences to enhance initial management employment opportunities and to improve technical and supervisory skills for career advancement in foodservice, lodging, and tourism. Several majors leading to an Applied Science Degree in a Hospitality Management major are available for Culinary Apprenticeship, Dietetic Technician, Restaurant and Foodservice Management, Restaurant and Foodservice Management: Baking and Pastry Arts Track, and Hotel, Tourism, and Event Management. The programs are accredited by The American Culinary Federation(ACF), the Commission on Accreditation for Hospitality Management	<a href="https://www.cscce.edu/academics/departments/hospitality/index.shtml">https://www.cscce.edu/academics/departments/hospitality/index.shtml</a>

		Programs (ACPHA) and the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.	
Criminal Justice	Ohio Peace Officer Training Academy		
Fire Science	Ohio Department of Public Safety-Division of EMS	The Fire Science Program is accredited by the Ohio Department of Public Safety, Division of EMS commonly referred to as the Fire Charter (Certificate # 311).	<a href="https://catalog.cscce.edu/programs/Fire%20Science%20-%20Professional%20Track%20AAS">https://catalog.cscce.edu/programs/Fire%20Science%20-%20Professional%20Track%20AAS</a>
Paralegal Studies	American Bar Association	The <a href="#">ABA-approved</a> Paralegal Studies Program at CSCC is built around training students to be successful paralegals	<a href="https://www.cscce.edu/academics/departments/paralegal/">https://www.cscce.edu/academics/departments/paralegal/</a>
Early Childhood Education	National Association for the Education of Young Children	Our <a href="#">NAEYC-accredited</a> program provides a top-notch education that includes hands-on practicum experiences in high-quality early childhood classrooms, as well as various community settings, such as COSI, the Columbus Zoo, and the Columbus Metropolitan Library.	<a href="https://www.cscce.edu/academics/departments/early-childhood-development/">https://www.cscce.edu/academics/departments/early-childhood-development/</a>
Early Childhood Education (Child Development Associate)	Council for Professional Recognition	The Columbus State National Association for Education of Young Children accredited program provides a top-notch education that includes hands-on practicum experiences in high-quality early childhood centers as well as various community settings, such as COSI, the Columbus Zoo, and the Columbus Museum of Art.	<a href="https://www.cscce.edu/academics/departments/early-childhood-development/pdfs/child-dev-associate.pdf">https://www.cscce.edu/academics/departments/early-childhood-development/pdfs/child-dev-associate.pdf</a>
Social and Human Services	Council for Standards in Human Services	<p><b>Accrediting Organization and Licensing Boards</b></p> <p>The Social and Human Services Program is Accredited by the Council for Standards in Human Service Education. 14</p> <p>Students who complete MULT 1114: Introduction to Addiction Studies meet the 40 hour education requirement for Phase I of the Chemical Dependency Counselor Assistant (CDCA) with the Ohio Chemical Dependency Professionals Board (OCDP). MULT 2114: CDCA Phase II meets the OCDP 30 hour requirement for the CDCA Phase II. Students must complete the applications found on the OCDP website: <a href="http://www.ocdp.ohio.gov">www.ocdp.ohio.gov</a>, include an official</p>	<p><a href="https://www.cscce.edu/academics/departments/sahs/pdf/SAHS%20Student%20Handbook.pdf">https://www.cscce.edu/academics/departments/sahs/pdf/SAHS%20Student%20Handbook.pdf</a></p> <p><a href="https://www.cscce.edu/academics/departments/sahs/">https://www.cscce.edu/academics/departments/sahs/</a></p>

		<p>transcript and meet identified time-lines established by the board.</p> <p>Graduates of the Social and Human Services program are eligible to apply for a Certificate of Registration as a Social Work Assistant with the State of Ohio Counselor and Social Worker Board. Students must apply at <a href="http://cswmft.ohio.gov">cswmft.ohio.gov</a>, pay an application fee and submit a background check.</p> <p>Graduates of the program also meet the degree requirement for the License Chemical Dependency Counselor II (LCDC II). Students who take MULT 2114 as one of the required technical electives, will also meet the required 180 hours of addictions specific education hours. Please note, post-graduation there is 2000 hours of qualifying work requirement and licensure exam that individuals must take to obtain their license.</p> <p>All Social and Human Services courses are accepted by Ohio Chemical Dependency Professionals Board and the Ohio Counselor, Social Worker, Marriage &amp; Family Therapist Boards for certification and licensure renewal hours. Please note, the CSWMFT Board requires a post-program approval form to be submitted within 90 days of completing the course for certification or licensure renewal hours. (Pg.13-14 Student Handbook)</p>	
Chemical Dependency Counselor Certification	Ohio Chemical Dependency Professionals Board		
Paramedic Certificate	Commission of Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Committee of Accreditation of Educational Programs for the Emergency	The Columbus State Community College Paramedic Certificate program is accredited by the Committee on Accreditation of Allied Health Education Programs ( <a href="http://www.caahep.org">www.caahep.org</a> ) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	<a href="https://catalog.csc.edu/programs/Emergency%20Medical%20Services%20Technology%20AAS">https://catalog.csc.edu/programs/Emergency%20Medical%20Services%20Technology%20AAS</a>

	Medical Services Professions (CoAEMSP)		
EMT Certificate	State of Ohio; Ohio Department of Public Safety, Division of EMS	<i>This course follows the National EMS Education Standards and is accredited by the Ohio EMS Board ( Accreditation #311) for Emergency Medical Technician certification.</i>	<a href="https://www.cscce.edu/academics/departments/emergency-medical-services/pdf/EMT%20Fact%20Sheet.pdf">https://www.cscce.edu/academics/departments/emergency-medical-services/pdf/EMT%20Fact%20Sheet.pdf</a>
Nurse Aide (STNA)	Ohio Department of Health	The Nurse Aide Certificate class (NURC1001) is a program that qualifies students to take the state test for nurse aides in Ohio.	<a href="https://www.cscce.edu/academics/departments/nursing/nursing-certificates.shtml">https://www.cscce.edu/academics/departments/nursing/nursing-certificates.shtml</a>  <a href="https://www.cscce.edu/academics/departments/nursing/nurse-aide-stna.shtml">https://www.cscce.edu/academics/departments/nursing/nurse-aide-stna.shtml</a>
Practical Nursing (LPN)	Ohio Board of Nursing		<a href="https://www.cscce.edu/academics/departments/nursing/licensed-practical-nursing/accreditation.shtml">https://www.cscce.edu/academics/departments/nursing/licensed-practical-nursing/accreditation.shtml</a>
Nursing	Accreditation Commission for Education in Nursing (ACEN) and the Ohio Board of Nursing	The Associate Degree Nursing Program is accredited by: The Accreditation Commission for Education in Nursing (ACEN) (formerly NLNAC) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 (404-975-5000)  The Associate Degree Nursing Program is approved by: The Ohio Board of Nursing 17 S. High Street, Suite 400 Columbus, Ohio 43215-7410 (614-466-3947)	<a href="https://www.cscce.edu/academics/departments/nursing/registered-nurse/accreditation.shtml">https://www.cscce.edu/academics/departments/nursing/registered-nurse/accreditation.shtml</a>
Dental Hygiene	Commission on Dental Accreditation	The Columbus State Community College Dental Hygiene Program was established in 1998. The program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States	<a href="https://www.cscce.edu/academics/departments/dental-hygiene/accreditation.shtml">https://www.cscce.edu/academics/departments/dental-hygiene/accreditation.shtml</a>

		<p>Department of Education.</p> <p>Commission on Dental Accreditation  (312) 440-4653  211 E. Chicago Avenue,  Chicago, IL 606611-2678.</p> <p>Third party comments considered can be submitted to the American Dental Association's Commission on Dental Accreditation and must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals interested in submitting comments, requests can be made to the commission office for receiving standards and/or the Commission's Evaluation Policies and Procedures. (EEP)</p>	
Health Information Management	Commission on Accreditation for Health Informatics and Information Management Education	The HIMT degree program at Columbus State is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).	<a href="https://catalog.csc.edu/programs/Health%20Information%20Management%20Technology%20AS">https://catalog.csc.edu/programs/Health%20Information%20Management%20Technology%20AS</a>
Massage Therapy	State Medical Board of Ohio	<p>The State Medical Board of Ohio approves the core curriculum taught at Columbus State Community College. Massage Therapists in Ohio are required to be licensed by the State Medical Board of Ohio (SMBO) as a practitioner of a Limited Branch of Medicine.</p> <p>According to various sections of the Ohio Revised Code and requirements for certifying and licensing boards, persons convicted of a felony or misdemeanor may not be eligible for licensure OR may have restrictions placed on their ability to practice massage therapy. Successful completion of any of the massage therapy programs at Columbus State Community College does NOT guarantee licensure by the SMBO or any other licensing or certifying body. In Ohio, each case is handled on an individual basis by the State Medical Board of Ohio after a candidate applies for licensure.</p>	<a href="https://www.csc.edu/academics/departments/massage-therapy/">https://www.csc.edu/academics/departments/massage-therapy/</a>

Medical Assisting	The Commission on Accreditation of Allied Health Education and Medical Assisting Education Review Board	<p>“The Columbus State Community College Medical Assisting Certificate Program is accredited by The Commission on Accreditation of Allied Health Education Programs (<a href="http://www.caahep.org">www.caahep.org</a>) upon the recommendation of the Medical Assisting Education Review Board (MAERB).”</p> <p>Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North Suite 158 Clearwater, FL 33763 727-210-2350 <a href="http://www.caahep.org">www.caahep.org</a></p> <p><i>This program provides students with the knowledge to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.</i></p> <p>Graduates of the Medical Assisting Certificate Program are eligible to take the Certified Medical Assistant exam. Those students who successful complete the CMA examination are credentialed through the Certifying Board of the American Association of Medical Assistants, therefore credentialed with The Certified Medical Assistant (AAMA) or CMA (AAMA).</p>	<p><a href="https://www.csc.edu/academics/departments/medical-assisting/">https://www.csc.edu/academics/departments/medical-assisting/</a></p> <p><a href="https://catalog.csc.edu/programs/Medical%20Assisting%20Certificate">https://catalog.csc.edu/programs/Medical%20Assisting%20Certificate</a></p>
Medical Laboratory	National Accrediting Agency for Clinical Laboratory Sciences	<p><b>Accreditation</b></p> <p>The Columbus State Community College MLT program is accredited by the</p> <p>National Accrediting Agency for Clinical Laboratory Science 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119 Phone: 773-714-8880 Fax: 773-714-8886</p> <p>Accreditation was reaffirmed in 2018 for the length of 10 years.</p>	<p><a href="https://www.csc.edu/academics/departments/medical-laboratory/">https://www.csc.edu/academics/departments/medical-laboratory/</a></p>
Phlebotomy	National Accrediting Agency for Clinical Laboratory (NAACLS)	<p>The Phlebotomy program at Columbus State is approved by the National Accrediting Agency for Clinical Laboratory Sciences (<a href="http://www.naacls.org">NAACLS</a>) at 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119.847-939-3597.</p>	<p><a href="https://www.csc.edu/academics/departments/phlebotomy/">https://www.csc.edu/academics/departments/phlebotomy/</a></p>

Respiratory Care	Commission on Accreditation for Respiratory Care	<p style="text-align: center;"><b>Accreditation</b></p> <p>The respiratory care program at Columbus State is accredited by:</p> <p style="text-align: center;"><b>Commission on the Accreditation for Respiratory Care</b></p> <p>1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835 (817) 252-0773 (fax) (800) 874-5615 <a href="http://www.coarc.com">www.coarc.com</a></p> <p>Program Outcomes Data from the 2014 Annual Report of Current Status is available on the CoARC website. Follow this link directly to the Programmatic Outcomes Data page: <a href="http://www.coarc.com/47.html">http://www.coarc.com/47.html</a>. CoARC Program Number: 200216</p> <p>Graduates are eligible to sit for the Certification Examination for Entry Level Respiratory Therapists (CRT) and the Registry Examination for Advanced Respiratory Care Practitioners (RRT) offered by the National Board for Respiratory Care (<a href="http://www.nbrc.org">www.nbrc.org</a>).</p> <p>Graduates are eligible to become licensed as a Respiratory Care Practitioner by the Ohio Respiratory Care Board (<a href="http://www.state.oh.us/rsp/">http://www.state.oh.us/rsp/</a>). Licensure from the Ohio Respiratory Care Board is required for employment in Ohio.</p>	<a href="https://www.csc.edu/academics/departments/respiratory-care/accreditation.shtml">https://www.csc.edu/academics/departments/respiratory-care/accreditation.shtml</a>
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For more information see Federal Requirements 34 CFR §§602.28, 668.41 and 668.43.

*Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.*

## List of Appendixes

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Please read each section of this document carefully for instructions on the information and material to be included in these appendixes.

### Assignment of Credits, Program Length and Tuition

#### Title IV Program Responsibilities

- Appendix A..... General program responsibilities: Most recent program review or other inspection or audit reports since last comprehensive evaluation (see attachment).
- Appendix B..... General program responsibilities: Action letters issued by the Department that explain its rationale for any Department actions any reports issued by the institution, if available, demonstrating improvement.
- Appendix C ..... Financial responsibility requirements: Action letters issued by the Department that explain its rationale for any actions it may have taken (if applicable) and evidence of institutional improvement.

## Appendix J

### Updated 2/14/19

Table 4 below provides links to financial statements and auditors' reports for fiscal years 2015, 2016, and 2017. Each year's audit was accepted by the Federal Audit Clearinghouse for dissemination to federal agencies.

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.
- Unmodified 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 Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- The college was qualified as a low-risk auditee.
- Major programs included U.S. Department of Education: Student Financial Assistance Cluster (all 3 years), Investing in Innovation – CFDA 84.411 B ,Trade Adjustment Assistance Community College and Career Training – CFDA 17.282, and Education and Human Resources – CFDA 47.076 for 2017, TRIO Cluster Career and Technical Education – Basic Grants to States – CFDA 84.048 for 2016

- No federal award findings or questioned costs.

**Table 4: Links to Financial Statements and audit reports**

Years ended June 30, 2017 and 2016

<https://ohioauditor.gov/auditsearch/detail.aspx?ReportID=132295>

Years ended June 30, 2016 and 2015

<https://ohioauditor.gov/auditsearch/detail.aspx?ReportID=124911>

Years ended June 30, 2015

(Audit 2015 (does not include 2014 – new accounting standard and no comparative)

<https://ohioauditor.gov/auditsearch/detail.aspx?ReportID=118602>

Financial ratios for fiscal years 2015, 2016 and 2017 as reported by OBOR are presented in Table 5

**Table 5: Links to Financial ratio analysis**

FY2017

[https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/campus-accountability/FY2017\\_Excluding-Associated-Impacts-of-GASB68.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/campus-accountability/FY2017_Excluding-Associated-Impacts-of-GASB68.pdf)

FY2016

[https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/campus-accountability/FY2016\\_TABLE1\\_FIN-RATIOS\\_Excluding-GASB68.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/campus-accountability/FY2016_TABLE1_FIN-RATIOS_Excluding-GASB68.pdf)

FY2015

[https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/SB6/FY2015\\_Excluding-Associated-Impacts-of-GASB68.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/financial/SB6/FY2015_Excluding-Associated-Impacts-of-GASB68.pdf)

**Table 6: Links to Financial composite ratios**

See attached Spreadsheet.