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## Gallipolis Career College

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TRAINING FOR CAREERS IN BUSINESS, COMPUTERS, AND OFFICE ADMINISTRATION

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### Educational Division of the Shirey Corporation

Robert L. Shirey  
*President*

Robert L. Shirey III  
*Vice President*

Jeanette Shirey  
*Secretary*



Dear Student

On behalf of the staff and faculty of Gallipolis Career College, I would like to welcome you to our school.

It is our sincere hope that you find your experience with us challenging, rewarding, and ultimately, self-satisfying.

The enclosed information will inform you of certain policies and procedures that will enable you to make the most of your educational experience at Gallipolis Career College.

Please stop by my office to let me know of your comments or questions. We like to know how we're doing.

Best wishes for a successful quarter!

Denny Daugherty  
Director of Education  
GALLIPOLIS CAREER COLLEGE

## *The Seven Beliefs of Successful People*

Positive beliefs will empower you to use all your emotional, intellectual, and physical potential in order to make things happen your way. People who consistently succeed are those who can commit all their resources to achieving their goals. Let's examine seven beliefs that many successful people live by.

1. **EVERYTHING HAPPENS FOR A REASON AND A PURPOSE.**  
People have both good and bad experiences. Instead of dwelling on the bad, successful people think in terms of future possibilities.
2. **THERE IS NO SUCH THING AS FAILURE.**  
Rather, there are only results. If the result is not desirable, successful people change their actions and produce new results.
3. **WHATEVER HAPPENS, TAKE RESPONSIBILITY.**  
Successful people don't blame others when something goes wrong. Taking responsibility is one of the best measures of a person's maturity.
4. **IT'S NOT NECESSARY TO UNDERSTAND EVERYTHING IN ORDER TO USE EVERYTHING.**  
Successful people don't get bogged down in every detail. They learn what they need to know and don't dwell on the rest.
5. **AFTER YOURSELF, PEOPLE ARE YOUR GREATEST RESOURCE.**  
Successful people have a tremendous respect and appreciation for other people. They understand that good relationships are one of the foundations of a successful life.
6. **WORK IS PLAY.**  
No one succeeds by doing something they hate to do. Work should be exciting, challenging, interesting. It should be fun.
7. **THERE'S NO LASTING SUCCESS WITHOUT COMMITMENT.**  
Successful people are persistent. They keep doing their best.

**Here's the challenge:**

**This is the time.**

**This is the place.**

**You are the person to do whatever it takes to succeed.**

## **Academic Appeal**

Students have the right to appeal academic decisions if they feel an action taken was in conflict with the course syllabus or school policy. Appeals should be directed first to the individual instructor. Should a conflict or questions remain, the appeal should be made to the Director of Education. Final appeal may be made to the college President. The President's decision is final.

## **Attendance Policy**

Each student is required to attend every class for which he or she is scheduled. If a student finds that he or she must be absent, he or she is expected to notify the school and indicate the reason for the absence. Regardless of the reason for the absence, it is marked as an absence by the instructor.

Absences can either be excused or unexcused. Examples of excused absences are: illness, death in the immediate family, family emergencies, or when mitigating circumstances occur as determined by the Director of Education. Excused absences should be documented by the student in an appropriate manner. Excused absences may allow the student to make up his or her work. Under no circumstances can the actual absence be made up by the student. Three or more absences in any one class may result in a student's grade being lowered by his or her instructor. **\*If a student arrives in the classroom 15 minutes late, or leaves 15 minutes early, that student will be counted 1/3 absent.**

The following circumstances will result in a student's dismissal from class:

- Missing the first three (3) class sessions in any one class.
- Missing four (4) class sessions in any one class by the sixth week of the quarter.
- Missing five (5) class sessions in any one class by finals' week.

A student's attendance is dictated by whether or not he or she attends class. It is recorded by the instructor and monitored by the Director of Education on a continual basis. When deemed appropriate by the Director of Education, a student will be required to meet with the Director of Education regarding their lack of attendance.

## **Drop/Add Policy**

**Students who qualify for financial aid please note: Student financial aid awards vary according to the student's expected family contribution (EFC).**

**4 credit hours** (one class): a student cannot receive financial aid to cover the costs of tuition/lab(s).

**8 credit hours** (two classes): a student may receive half their Pell Grant award and the total amount of their student loans.

**12 credit hours** (three classes): a student may receive their entire Pell Grant award and the total amount of student loans.

**Dropping a class is a serious decision and can have many consequences.**

At Gallipolis Career College you have two advisors: **The Director of Education and the Financial Aid Administrator**. Please contact **both of them** to determine if you should drop a class.

**What are the consequences of dropping a class now?**

Your Pell Grant, OCOG grant, Scholarships, Federal Student Loans and other awards may be adjusted. Dropping a class can affect your eligibility for certain types of financial aid including loans, scholarships, benefits received under the G.I. Bill, Union Education Trust and employee tuition benefits. You may be required to pay back money you have already received. This is particularly true if you are dropping below full-time enrollment (12 credit hours or more). To determine whether dropping a class will affect your financial status, please contact the appropriate office before you take any action:

Director of Education	740-446-4367	Denny Daugherty
Financial Aid	740-446-4367	Christina Shockey
G.I. Bill Benefits	740-446-4367	Jeanette Shirey

**You can drop or add a class on or before the second Friday of the quarter.**

**How do I officially drop a class?**

To officially drop or add a class you must fill out, sign and date an official drop/add form and it must contain the signature of the Director of Education. A **\$250.00** fee will be charged for a class(es) on a student's schedule that are not officially dropped.

**Your academic record may be affected:**

Depending on the specific week of the quarter, you could receive a notation of a "W" (withdrawal) on your academic transcript. If you have a significant number of W's (withdrawals) on your record, it may suggest a pattern of careless enrollment which could be considered in future job applications. A student's schedule is considered final when it has been submitted to all department heads and entered into our database.

Certain classes may require prerequisites in order to proceed with the next class. Some classes are only offered once a year or at irregular times. These factors can delay your progress significantly as the opportunity to retake a class might not be available for a while. Please contact the Director of Education, Wes Young, and the Financial Aid Administrator, Christina Shockey, to determine course availability and to reconsider your degree plan.

### **Employee tuition benefits may be retracted if you drop a class**

Depending on the time in the quarter, you may be required to pay back tuition benefits you received from your employer.

- On or before the second Friday, no record of your enrollment will be recorded on your transcript.
- After the second Friday, you will receive a “W” (withdrawal) on your transcript.

### **Campus Security Act**

Students, faculty and staff are urged to report criminal activity and emergency situations to the President and owner of the college by calling 446-4367, extension 16.

The President in turn can contact by telephone the Gallia County Sheriff Department, Gallipolis Fire and Police Departments and the Gallia County Emergency Medical Services.

The President communicates regularly with the entire local and state law enforcement agencies facilitating an exchange of crime related reports and statistics. This information is made available in the annual campus security report.

### ***Security and Access to Campus Facilities***

Generally, campus facilities are open for public access from 8:30 AM to 9:40 PM Monday through Thursday and 8:30 AM to 4:00 PM Friday.

### ***Security Procedures***

Security procedures are communicated to staff, faculty, and students through several on-going publications.

### ***Prevention Programs***

The following items are elements of the program designed to inform students and employees about crime prevention and crime prevention systems. Crime prevention information in the form of presentations made to staff and students, as well as distributed printed materials. Presentations on rape awareness, education, and prevention are presented in cooperation with Serenity House.

### ***Crime Statistics Policy***

Gallipolis Career College encourages accurate and prompt reporting of all crimes to the appropriate reporting agency, including a campus security authority. Campus Security Authorities are staff and faculty who are required to report information they receive about specified crimes. This could be an Admissions Representative, Director of Education or even President Shirey. It is the policy of Gallipolis Career College to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report university policy violations to the appropriate office. However, if a student chooses to remain

anonymous, that request will be honored to the extent permitted by law. The department maintains in contact with the Gallia County Sheriff's Department and the Gallipolis Post of the Ohio State Highway Patrol. This information is made available in the annual campus safety report and in the student handbook. The annual campus safety report can be picked up in print form from the Director of Education or may be accessed electronically at [www.gallipoliscareercollege.edu](http://www.gallipoliscareercollege.edu).

## Crime Statistics

### Part One: Reports of all crimes committed on campus

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Murder	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Forcible Sexual Assault	0	0	0
Non-Forcible Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Crime of Prejudice	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Part Two: Reports only those violations committed on campus which led to arrest

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Drug Violations	0	0	0
Weapons	0	0	0
Liquor Law Violations	0	0	0

### Part Three: Reports of all crimes on non-campus buildings or property

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Murder	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Forcible Sexual Assault	0	0	0
Non-Forcible Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Crime of Prejudice	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Part Four: Reports of all crimes committed on public property

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Murder	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Forcible Sexual Assault	0	0	0
Non-Forcible Sexual Assault	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Crime of Prejudice	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

***Campus Incidents***

On-campus incidents and code violations not warranting criminal actions, but which were adjudicated criminal actions through the College disciplinary process:

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Fires	0	0	0
Fire Alarm	0	0	0
Theft	0	0	0
Recovery	0	0	0
Other	0	0	0
Motor Vehicle Property Damage	0	0	0

***Sexual Assault on Campus***

Sexual Assault is a medical and legal term. Legally, it encompasses rape and sexual battery, defined by the Ohio Revised Code 2907.01 as any sexual penetration, however slight, using force or coercion against the person’s will. Because sexual assault has become a safety concern nationwide, Gallipolis Career College, like many colleges, is trying to be responsive to this concern. Any person who is a victim of sexual assault may feel secure in knowing that Gallipolis Career College staff will use all necessary resources to assist in resolving the matter. We have outlined some recommendations if you are a victim of sexual assault.

If sexually assaulted, these are important phone numbers to remember:

<i>CAMPUS SECURITY</i>	<i>740-446-4367</i>
<i>HOLZER EMERGENCY ROOM</i>	<i>740-446-5550</i>
<i>GALLIA COUNTY SHERIFF</i>	<i>740-446-1221</i>

- 1) Call a support person. (Someone, who can provide emotional support, transportation, and assistance.) Choose a counselor, nurse, staff, faculty person or a friend.
- 2) Get immediate medical attention. A health professional needs to determine the extent of injuries and necessary treatment. Expenses associated with a trip to the hospital may be covered under the Ohio Victims of Crime Program.
- 3) Do not bathe or douche and save all clothing. Evidence for a criminal case may be present on clothes. If clothes are changed, save what had been worn and place it in a paper bag.

- 4) While the College encourages the victim to report a sexual assault incident, the choice is the victim's. The incident may be reported and later it can be decided not to prosecute. Gallipolis Career College respects whichever decision is made. But, the longer you wait to report a problem, the more difficult it may be to later prosecute.
- 5) Gallipolis Career College will change a victim's academic situation after an alleged sexual offense occurs, if the student desires and these changes are reasonably available.
- 6) If a sexual assault occurs, Gallipolis Career College's disposition of individual cases does not preclude criminal prosecution in accordance with federal and state laws. Due process guaranteeing fundamental fairness, as determined by Gallipolis Career College, shall be adhered to in the treatment of these matters. Also, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and that both the accuser and the accused must be informed of the outcome of the proceeding and sanctions the institution may impose.

### **Change of Address/Telephone Number**

It is very important that the college has a current record of your mailing address and telephone number. If these items have changed since your initial enrollment, or if they should change at any time during your enrollment, please complete a *Change of Information* form at the Front Desk. Other offices will be notified at that point.

### **Children**

Our apologies, but children may not attend classes with their parents, nor may they remain in the building while their parents are in class. Gallipolis Career College encourages you to seek appropriate day care facilities or a regular babysitter while you are enrolled at the college.

### **Class Breaks**

Two ten-minute breaks are provided per class session. Students are asked to avoid overextending their break periods as this creates delay and disruption in the class which they are attending.

### **Class Hold**

If there is an unpaid obligation to the institution, missing documents, or other difficulties connected with the student's continued enrollment, the student will be prohibited from attending class until the matter is resolved.

### **Classroom Appearance**

Smoking, food, and beverages are prohibited in the classrooms. College facilities are smoke-free; therefore, all smoking must be outside the building. All students are expected to leave their areas neat and free from litter. Violations of these policies may result in warnings and eventually dismissal.

## **Computer/Internet Acceptable Use Policy**

### **1. PURPOSE**

The purpose of this section is to define the usage of the computer/internet facilities by stating the policy for access and use. Computing facilities at Gallipolis Career College are provided at no direct cost to the students, faculty and staff to fulfill the College's mission for teaching, research, and service.

- a) Computing facilities are not intended for activities unrelated to the College mission or for use by individuals external to the College.
- b) Use of any of the College's computing facilities for *personal* activities or for *personal* profit requires written approval of the President and contractual arrangements with the College *prior* to such use of the facilities. A copy of the written authorization and/or contracts shall be kept on file by the Director of Computing Services.

As in most communications media, some of the pictures, video, sound, and text on the Internet are sexually oriented. The college prohibits any transmission or reception of pornographic materials.

Some of the music files that students download and listen to are unwilling participants in the spreading of viruses and Trojan horses. Due to the danger of viruses, spyware and adware, students are not permitted to download music or any other content not directly related to class assignments from the Internet to the lab computers. This also applies to listening to music files on the computers in the labs.

### **2. SCOPE**

This policy applies to all Gallipolis Career College employees and students.

### **3. MONITORING INTERNET USAGE**

Expect your computer activities to be monitored. Any unauthorized use of the computer facilities may be subject to termination.

E-mail is like any other business correspondence. Do not e-mail anything you would not want seen by a million people.

## **Conduct**

All students are expected to display the professional and personal behaviors that are generally acceptable in the careers for which they are being trained. Unfavorable conduct can lead to a written warning or dependent upon its severity, dismissal. Unfavorable conduct is any conduct that interrupts the orderly or educational process of others, whether it occurs in the classroom, elsewhere on college premises, or on college-sponsored field trips or activities.

Examples of behavior that may lead to immediate dismissal are: 1) theft; 2) attempts to pass quizzes, tests, or other exams by improper means, e.g. cheating; 3) plagiarism; 4) sexual harassment of another person, student, or staff member on campus or on college-sponsored activities; 5) the use of alcohol or drugs on

school premises; and 6) possession of any kind of concealed weapon on school premises.

### **Credit Transfer to GCC**

Students who have attended other accredited post-secondary institutions may be eligible to apply previously taken coursework toward their program at Gallipolis Career College. A student who desires to have previous coursework evaluated for transfer should have an official transcript, complete with the registrar's seal, sent directly to the Education office at Gallipolis Career College during their first quarter of attendance. Photocopies or transcripts issued **to the student** are not acceptable.

To be considered, credits earned at another institution must carry a grade of "C" or better, and the content of the course must closely parallel a like course at GCC in terms of content, hours, and outcome expectations. If previous coursework was completed at an institution outside of our region, it may be necessary for the student to supply a college catalog or syllabus for the course(s) in question to be considered. There is no charge for evaluation of such credits, nor is the student charged for application of such credits toward his/her program. The student's Satisfactory Academic Progress/Maximum Time Frame will be recalculated to reflect the intake of transfer credits. Transfer credits are reflected by "T" on the student transcript and are not calculated into the cumulative grade point average (CGPA). Remedial or developmental coursework may not be transferred.

### **Graduate Transcript Requests**

Gallipolis Career College has the discretion to make its own policy regarding official transcript requests. Students who default on federal student loans received at Gallipolis Career College are not eligible for official transcripts.

**\*Students who leave the college with a balance on their account are not eligible for official transcripts.**

### **Curriculum Changes**

Students electing to change majors do so with the understanding that graduation may be delayed or course needs may change. Students may change majors a maximum of two (2) times.

Any student desiring a change of major must schedule an appointment with the Director of Education to discuss class and quarter hour requirements for graduation.

### **Dismissal from School**

A student may be dismissed from school for any of the following reasons:

- \* Nonpayment of tuition
- \* Excessive absences
- \* Damage/destruction of school property
- \* Falling below established academic and/or financial aid standards
- \* Conduct disruptive to class and/or school activities

## **Drug and Alcohol Policy**

As an academic institution, The Gallipolis Career College's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than punishes. However, the Gallipolis Career College is subject to the same local, state, and federal laws that govern all citizens, including those that concern the use, sale, and possession of drugs. Therefore, engaging in such illegal actions will be subject to disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by Gallipolis Career College from the possible additional legal consequences of their acts. Gallipolis Career College considers the use, possession, cultivation, sale, distribution or transfer of any unlawful drug unacceptable behavior and incompatible with the educational goals of Gallipolis Career College.

*Counseling and Treatment* – Some people are more susceptible to becoming addicted to alcohol than others. If members of Gallipolis Career College suspect that they have a problem, assistance may be obtained through the Gallipolis Career College Personnel Office.

An on-going problem with alcohol abuse may result in dismissal.

## **Immunization Policy**

This section provides information about recommended vaccinations for college students. Below you will find link to information about the vaccines and the diseases they protect against.

The Ohio Revised Code (ORC) Section 1713.55 states that beginning with the academic year that commences on or after July 1, 2005, an institution of higher education shall not permit a student to reside in on-campus housing unless the student (or the student's parent if the student is younger than 18 years of age) discloses whether the student has been vaccinated against meningococcal disease and hepatitis B by submitting a meningitis and hepatitis B vaccination status statement.

ORC Section 3701.133 states that the Ohio Department of Health (ODH) shall make available on its Web site information about meningitis and hepatitis B, the risks associated with the diseases and the availability and effectiveness of the vaccines. ODH shall also make available, on its Web site, in a format suitable for downloading, a meningitis and hepatitis B vaccination status statement form that complies with the guidelines outlined in ORC Section 3701.133, (B).

On this page you will find a link to each disease and a vaccination status statement that may be downloaded, printed and used if the institution of higher education chooses. The institution may also develop its own form, but it must comply with ORC Section 3701.133, (B).

Please note that Ohio law does not require vaccination of the student, nor does it require the institution to provide or pay for vaccines. The law requires only disclosure of vaccination status of the student.

Additional information may be found at:

**Ohio Department of Health**

**Phone: (614) 466-3543**

**Guidance/Counseling/Inappropriate Behavior**

The Director of Education serves as an advisor in student counseling and scheduling. An appointment is suggested if possible. For specific course questions and/or advice, it is suggested that students first consult their instructor. Any incidence of behavior that a student considers inappropriate and which occurs on college premises should be reported immediately to one of the following: the director, the fiscal officer, or the college president. The matter will be documented and investigated by the individuals listed above.

**Grade Point Per Credit Hour**

A cumulative grade point average of 2.0 (out of a possible 4.0) is required for graduation. For our classes, the following grading scale is used.

A= 90 -100 percent

B= 80 - 89 percent

C= 70 - 79 percent

D= 60 - 69 percent

F= 59 percent or below

## Graduation and Placement Rates

### JULY 1, 2010 – JUNE 30 2011

	<u>GRADUATION %</u>	<u>PLACEMENT %</u>
ACCOUNTING	36	100
BUSINESS ADMINISTRATION	40	75
EXECUTIVE OFFICE ADMINISTRATION	25	0
MEDICAL OFFICE ADMINISTRATION	28	64
COMPUTER APPLICATIONS TECHNOLOGY	20	66.7
TECHNICAL SUPPORT SPECIALIST	29	50
SOFTWARE APPLICATIONS	0	0
JUNIOR ACCOUNTING	67	0
MEDICAL ADMINISTRATIVE ASSISTANT	100	0
ADMINISTRATIVE ASSISTANT	100	0

### JULY 1, 2011 – JUNE 30 2012

	<u>GRADUATION %</u>	<u>PLACEMENT %</u>
ACCOUNTING	0	0
BUSINESS ADMINISTRATION	35	75
EXECUTIVE OFFICE ADMINISTRATION	63	100
MEDICAL OFFICE ADMINISTRATION	40	73
COMPUTER APPLICATIONS TECHNOLOGY	20	100
TECHNICAL SUPPORT SPECIALIST	10	100
SOFTWARE APPLICATIONS	0	0
JUNIOR ACCOUNTING	75	67.7
MEDICAL ADMINISTRATIVE ASSISTANT	38	33.3
ADMINISTRATIVE ASSISTANT	0	0

**JULY 1, 2012 – JUNE 30 2013**

	<b><u>GRADUATION %</u></b>	<b><u>PLACEMENT %</u></b>
ACCOUNTING	39	88
BUSINESS ADMINISTRATION	26	78
EXECUTIVE OFFICE ADMINISTRATION	31	75
MEDICAL OFFICE ADMINISTRATION	17	80
COMPUTER APPLICATIONS TECHNOLOGY	27	86
TECHNICAL SUPPORT SPECIALIST	27	86
SOFTWARE APPLICATIONS	20	100
JUNIOR ACCOUNTING	33	100
MEDICAL ADMINISTRATIVE ASSISTANT	33	0
ADMINISTRATIVE ASSISTANT	25	0

**Unit Credit**

The college operates on a quarter credit hour system that is equivalent to approximately 11 class sessions of instruction with appropriate homework and study. All courses at Gallipolis Career College have the numerical value of four (4) credit hours toward a degree or diploma.

**Lab Hours**

Please be advised that certain classes that are technical in nature (Typing, Word Processing, etc.) require lab times outside of regularly scheduled class sessions. These labs are required and students must attend. Your instructor will advise you of lab times and requirements.

**Late Policy**

Students entering class after the scheduled starting time for class or leaving before class is dismissed will be considered tardy. Being tardy three times to a scheduled class will be considered one absence. If a student will be late for class or needs to leave early, he/she must notify the instructor.

Any student desiring a change of major must schedule an appointment with the Director of Education to discuss class and quarter hour requirements for graduation.

**Retake Policy**

A student receives 4 credit hours for each class he/she passes. In order to be considered full time and receive your financial aid you must be taking 12 credit hours. You cannot receive another 4 credit hours for retaking a class. A student must take the retake class as a fourth (4th) class if financial aid is involved.

**Tutoring Services**

Tutoring services are available to students free of charge. The entire staff and faculty are available to the student for academic help whenever possible. Tutoring times should be arranged with your instructor in advance.

**Withdrawal**

If a student finds it necessary to withdraw from a class or classes, he/she should notify the Director of Education within the first two weeks of each quarter. After that there will be a \$250.00 charge to the student's account.

**Liability**

Gallipolis Career College is not liable for the injury or illness of any student while he or she is participating in an approved and required activity of the college, whether on or off school premises. Every effort is made to provide safe and clean conditions for the conduct of all approved and required activities.

**Lost and Found/Personal Property**

The day or night receptionist is the custodian of lost and found articles. The institution is not responsible for the loss of personal property or damage to your automobile. Please keep personal belongings with you at all times.

**Makeup Work/Incomplete Grades**

All course requirements (written work, tests, and reports) must be made up and/or submitted by finals' week. A student who fails to complete course requirements will receive, with permission of the instructor, a grade of incomplete for that class. Course requirements must then be completed within seven (7) days of the end of the quarter in order for a letter grade to be substituted for the incomplete grade. Failure to complete class requirements by the deadline will result in a grade of "F". Makeup work for individual class sessions is at the discretion of your instructor based on your reasons and/or documentation for being absent.

**Parking**

All students are asked to park in the middle and rear section of the plaza parking lot.

**Personal Calls**

Students will not be disturbed during class time unless a telephone call is of an urgent nature. The receptionist will see that students receive messages left for them.

**Placement**

Placement services are available to graduates of the college. All students preparing to graduate should register with the Director of Placement so that he/she may create a placement file to assist in obtaining employment. The school makes no guarantee of placement, but will assist in obtaining initial contact and follow-up with employers. Placement statistics are available upon request from the Admissions or Placement Office.

**Snow/Inclement Weather Policy**

In the event of inclement weather, students are advised to listen to radio stations BIGBUCKCOUNTRY - 101.5, Gallipolis, WYVK - 92.1 FM, Middleport/Pomeroy, WBYG - 99.5 FM Point Pleasant, WV or WSAZ - Channel 3 TV for updates on class cancellations. If a student has not heard or seen a media report, he/she should telephone the school to verify the status of his/her classes.

## **Visitors**

Students are not permitted to bring non-student visitors or children to classes.

Visitors must register at the front desk; the student will be notified that a visitor wishes to see him/her. If you have a sick child or are without a babysitter, please contact the school about your assignments.

## **Web and E-Mail Addresses**

Gallipolis Career College can be found on the World Wide Web at [www.gallipoliscareercollege.edu](http://www.gallipoliscareercollege.edu) or by e-mail at [gcc@gallipoliscareercollege.edu](mailto:gcc@gallipoliscareercollege.edu)

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

Students are evaluated after they have attempted four (4) quarters (including portions of a quarter). While grades, GPAs, and completion percentages are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

- 1) After completion of a student's fourth quarter, the student must have CGPA of 1.25 and a completion percentage of 50%. Anything below these amounts will result in the termination of Financial Aid eligibility.
- 2) After completion of the student's eighth quarter, he/she must have a CGPA of 2.0 and a completion percentage of 67%. Anything below these amounts will result in the termination of Financial Aid eligibility.
- 3) Starting the ninth quarter a student is enrolled they will be required to maintain a minimum CGPA of 2.0 and a minimum completion percentage of 67%.

Unless otherwise noted, Financial Aid eligibility termination can be appealed. Please see the Appeal Process below.

## **Procedures for Appealing Termination of Financial Aid Eligibility**

A student who is dismissed for not maintaining Satisfactory Academic Progress must appeal in writing to the Financial Aid Administrator. The written appeal must state the circumstances that contributed to the student's inability to meet the SAP requirements. The written appeal must be supported by appropriate documentation of the circumstances discussed. The student also needs to include a statement that explains how the circumstance has been remedied or changed to benefit the student's ability to meet the SAP requirements if the appeal is approved.

The Financial Aid Administrator will meet with the Director of Education to review each student's appeal and determine within 14 business days whether the circumstances and documentation provided warrants overturning the termination of Financial Aid eligibility. The decision of the Financial Aid Administrator and Director of Education will be final. A student who is granted an appeal is able to continue in their classes and is eligible to receive financial aid; however, the student is placed on Academic/Financial Aid probation and must meet the requirement for SAP in the next quarter. Effective July 16, 2013

## **Statement of Compliance**

### **Family Educational Rights and Privacy Act of 1974**

*(Revised, April 11, 1988)*

This federal law protects the privacy of a student's educational and financial assistance records. The law gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18. Eligible parents or eligible students have the right to inspect all of the student's education records maintained by the institution. Eligible parents and eligible students have the right to request that the institution correct records believed to be inaccurate or misleading.

Generally, Gallipolis Career College must have written permission from a student or his or her parent before releasing any information from a record. However, the law allows the institution to disclose records, without the student's consent, to the following parties:

- a) School employees who have a need to know;
- b) Other schools to which the student wishes to transfer;
- c) Parents, if the student is over 18 and still dependent;
- d) Government officials, to carry out lawful functions;
- e) Appropriate parties concerned with financial aid eligibility
- f) Organizations doing certain studies for the institution;
- g) Accrediting organizations;
- h) Individuals who have obtained court orders or subpoenas;
- i) Persons who have a need to know in cases of health and safety emergencies;
- j) State and local authorities to whom disclosure is required by State laws.

A student has the right to examine certain files, records, or documents maintained by the school that pertain to him or her. The school will permit a student to examine such records within forty-five (45) days of the submission of a written request to obtain copies of such records.

A student may request that the school amend his or her educational records on the grounds that they are inaccurate, misleading, or in violation of his or her rights of privacy. In the event the school refuses to so amend the records, a student may follow the school's grievance procedure as outlined in this catalog.

"Educational Records" are all files, records, or documents maintained by the school that contain information about a student. Examples include the student's attendance record, record of grades, placement, and financial aid files. The academic and/or business office, career service, and financial aid offices maintain such records. The only persons allowed access to these records are those who have legitimate administrative or educational need. It is the policy of the school to monitor records to insure that they do not contain information that is misleading, inaccurate, or otherwise inappropriate. The school has the right to destroy records that are no longer useful or pertinent to the student's circumstances. However, academic records are held in perpetuity.

The only information that may be unconditionally released without the consent of the student (unless the student has specifically directed in writing that the

information is not to be released) is called “directory information.” The school requires that a student give such a directive within (15) days after the start of class. Directory information is defined as the student’s name, address, telephone number, date of birth, course of study, last school attended, post-graduate employment, job title, and dates of attendance. However, it is the policy of the school not to distribute lists of its students to any third-party interests.

### **Financial Aid Information**

Students are encouraged to visit with the college's Financial Aid Administrator for detailed information, financial aid counseling, and assistance in obtaining and completing application forms for financial aid programs. Please be aware that each individual's situation is unique and that aid will differ based on need.

#### ***Notice to students/parents who qualify for Federal Financial Aid:***

Federal Financial Aid is based upon financial need, attendance, and maintaining satisfactory academic progress. In accordance with federal regulations, the Federal Pell grant is credited to a continuing student’s account during the first two weeks of the term. The Federal Pell grant is credited to a new student’s account thirty (30) days after the beginning of classes. All other Federal Title IV funds are credited to a student’s account when sixty percent of the term is completed. Excess created upon receipt of federal and state financial aid funds will be disbursed within three working days.

### **Attendance Regarding Stipend Checks**

Students earn their financial aid by attending classes. According to federal law, a student does not earn their financial aid until they complete 60% of the term. This aid includes the Pell grant, FSEOG grant and student loans.

A student must be physically present in the classroom to be considered “present”. A student’s stipend (disbursement) check will be delayed if he/she is absent in more than two classes in any one of his/her classes the first six weeks of the term.

Example: If Susan is absent in her Word Processing class three times within the first six weeks of class her stipend check will be delayed. This does not mean a total of 3 classes in all scheduled classes but in each individual class. The stipend delay will depend on the amount of classes missed.

### **Attendance/Retention Policy**

If you drop all classes after receiving your stipend check and re-enroll for another quarter you will have to wait until the end of the quarter to receive your stipend (disbursement) check. Documentation must be submitted if events are out of the students control.

### **Textbooks**

Textbooks may be purchased at the school at the option of the student. Students should plan to make these purchases before or after class. Textbooks and/or workbooks containing writing or marks are un-returnable supplies for which no refund is given. Other textbooks must be returned in good condition, allowing for reasonable wear and tear, within 14 days of a student's withdrawal to qualify for a refund.

### **Book Return Policy**

Students are responsible for reporting damage to any new book the day of purchase, otherwise the book is theirs. By signing your book sheet, you are acknowledging you received the book(s) checked on the book sheet. Books must be returned 14 days from date of purchase. If you must return our books, please note the following: book companies will not accept returned books if you or someone else has written in or on the book or damaged them in any way. We can return books as long as they are in perfect condition. Otherwise, you will be charged the full price of the book(s).

### **Veterans Administration (VA)**

Gallipolis Career College has the responsibility to report to the Veterans Administration, within 30 days, all status changes, such as dropping and adding courses, failure to maintain continuous attendance, or withdrawal. Students receiving VA educational benefits are subject to the school's attendance policy.

### **Retake Policy**

A student receives 4 credit hours for each class he/she passes. In order to be considered full time and receive your financial aid you must be taking 12 credit hours. You cannot receive another 4 credit hours for retaking a class. A student must take the retake class as a fourth (4<sup>th</sup>) class if financial aid is involved.

### **Withdrawals**

Any student who withdraws before he/she has completed 60% of the quarter may owe the college money. If a payment plan is not set up by the student in a timely manner, the account will be turned over to our collections agency, Partners Financial.

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

All federal and state financial aid recipients must meet the standards of SAP established by Gallipolis Career College. Failure to meet Satisfactory Academic Progress will result in cancellation of your financial aid award(s) and future eligibility. Read our college catalog for the complete policy.

### **Enrollment Requirements**

Your estimated financial aid is based on 3 classes (full time) each quarter. You must inform the financial aid office if you plan to enroll in more than or less than 3 classes for the quarter.

### **Ohio College Opportunity Grant (OCOG)**

This grant is estimated during your first financial aid appointment. Your grant award will become final only after we receive official notification of your eligibility from the Ohio Board of Regents. The award is subject to change by the Ohio Board of Regents.

### **Federal Direct Loan Eligibility**

Loan amounts awarded are pending for final review of your financial aid file. After completing 4 quarters (with satisfactory progress), you will be considered a second year student. Subsidized loans are increased after the student attends 4 quarters while maintaining SAP. Federal Direct Student Loan interest rates change each year. The interest rates on the subsidized loans and unsubsidized

loans can never go higher than 8.25%. The U.S. Department of Education deducts a 3% origination fee from your loan(s) for each quarter. Loans are repaid to the U.S. Department of Education.

### **Federal Direct PLUS Loans (Parent Loan)**

This loan is for parents to borrow for their child's education. The parent must apply for the loan and complete, sign and date a promissory note. Parents with an adverse credit history may be required to have a co-signer. If the parent is denied the Plus loan, then the student can apply for an additional unsubsidized loan. Loan counseling is performed during your financial aid appointment.

### **Cancellations and Revisions**

The College reserves the right to review, revise or cancel a financial aid award at any time due to:

1. Changes in your financial, residential and/or academic status or due to clerical errors.
2. Failure to comply with College policies, procedures or laws pertaining to these programs.
3. The availability of federal, state and college funds for each program.
4. Changes in the college's policies.

The College is not obligated to satisfy the total financial need of a student.

### **Crediting Your Account**

All financial aid including Federal Direct Student Loans will be credited to your student account to cover all tuition, fees, and books. Financial aid credits will be applied to other charges unless a student or parent elects otherwise and notifies the Financial Aid Office in writing of his/her decision.

### **Frequently Asked Questions about Federal and State Financial Aid**

1. How will my grants be affected if I take 1 or 2 classes but not 3 classes?  
**Answer:** If you are enrolled in 1 class, you are eligible to receive 1/3 of your Pell grant. If you are enrolled in 2 classes, you can receive 1/2 your Pell grant and all of your loans.
2. How will my loans be affected if I only enroll in 1 or 2 classes?  
**Answer:** If you enroll in only 2 classes you can still receive your federal student loans. You are ineligible for loans if you enroll in only one class.

The Government's financial aid award year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of every year. Students must reapply for grants every year.

Reminder: The U.S. Department of Education requires you to earn your financial aid by attending your classes and achieving satisfactory academic progress.

### **Refund Policy**

**Every recipient of Federal Title IV funds must attend 60% of every term to earn all their financial aid.**

Gallipolis Career College uses a state approved refund policy regarding the return of Ohio's College Opportunity Grant (OCOG). GCC uses the federal (Title IV) refund software, R2T4, regarding the return of federal financial aid. Refunds will be processed within 30 days of the student's official or unofficial withdrawal date. All students who withdraw or are withdrawn after the commencement of GCC classes are subject to the following refund policy:

First week of classes .....100%      Second week of class..... 100%  
 Third week of classes.....25%      Beginning of fourth week of classes ... 0%

State and Federal Title IV refunds are processed in this order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Direct Federal Plus Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Ohio College Opportunity Grant (OCOG)

**An example of a refund made to a student account:**

Jenny's tuition charges for the term (3 classes is full time)	\$ 2,880
Jenny's lab fees for the term (1)	\$ 115
Jenny's book costs	\$ 200
Total tuition, lab, books	\$ 3,195

Jenny is withdrawn from all classes during the fourth (4<sup>th</sup>) week. According to our refund policy Jenny will be charged the full institutional costs. She can return her purchased textbooks (undamaged) to reduce costs.

Jenny's tuition charges for the term (3 classes is full time)	\$ 2,880
Jenny's lab fees for the term (1)	\$ 115
Jenny's book costs	\$ 0.00
Total tuition, lab, books	\$ 2,995

\*Title IV refunds are calculated using Title IV refund software named R2T4. The date used for the refunds is the last date of student attendance. After refunds are processed, the student may or may not owe the college a balance. If the student owes a balance it must be paid in full by the end of the current term.

**Students are totally responsible for reading and understanding the College's Catalog.**