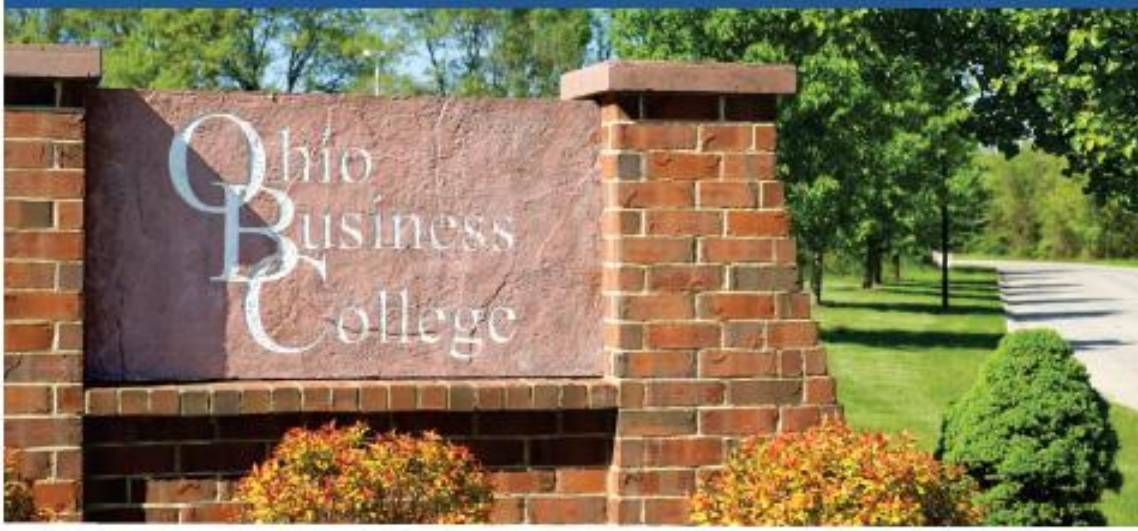
College Catalog



OHIO BUSINESS COLLEGE

OBC.EDU

MISSION

At Ohio Business College, we measure our success by the accomplishments of our students. Together, our faculty and staff work collectively to create a learning environment that builds confidence, pride, and respect. We enrich students' lives by providing progressive career training, along with the critical thinking skills necessary to be successful in various high demand professions within our communities.

VALUE STATEMENTS

Student Success
Ohio Business College provides career focused education in high demand fields. The College offers multiple support services to students throughout their tenure and beyond. Emphasis is placed on professionalism which promotes student success and employability.

Excellence
Ohio Business College delivers quality education through knowledgeable and caring faculty in an ethical and respectful environment. We celebrate achievements while encouraging each employee and student to rise to their full potential.

Inclusion
Ohio Business College offers a welcoming and accepting environment which promotes the free exchange of ideas. We recognize the valuable contribution of a diverse employee and student population.

Innovation
Ohio Business College encourages open communication and maintains flexibility in its response to students, service members, faculty and business leaders. We provide technology and hands-on instruction which is reflective of the ever-changing healthcare and trades environment.

COLLEGE OBJECTIVES

To offer a curriculum which is a contemporary blend of theory and practical application and which reflects Ohio Business College's mission and vision.

To recognize that the student is central to our efforts and provide a supportive learning environment both in and outside the classroom.

To recruit, develop and support a faculty which embodies the values of Ohio Business College and supports its mission and goals.

To maintain active involvement with the healthcare and trades communities to enhance all aspects of the programs.

To continually put forth an effort to identify appropriate goals and objectives; formulate and implement strategies to achieve those goals; and develop processes to measure actual performance against goals.

To utilize a variety of assessment methods to ensure graduates and students are evaluated fairly.

OHIO BUSINESS COLLEGE

2026 - 2027
Volume 26.3
Nursing Code 24, 25
Trades Code 23, 25

Ohio Business College (Affiliate Campus) - Dayton 5450 Salem Avenue Dayton, Ohio 45426 Registration Number 2138 **Phone:** 937.529.7510 Toll Free 800.860.7364	**Sheffield Village (Main Campus)** 5095 Waterford Drive Sheffield Village, Ohio 44035 Registration Number 1481 **Phone:** 440.934.3101 Toll Free 888.514.3126 Fax 440.934.3105	**Ohio Business College (Affiliate Campus) - Columbus** 1590 Alum Creek Drive Columbus, OH 43209 Registration Number 2223 **Phone:** 614.670.8051
Trades Academy (Extension) - Lorain 5075 Pearl Road Lorain, OH 44055		**OBC Trades Academy (Extension) - Elyria** 1555 West River Road N. Elyria, OH 44035 **Phone:** 440.657.5030

Date of Publication: October 2026

Ohio Business College - Columbus (Affiliate Campus)

Ohio Business College - Dayton (Affiliate Campus)

Sheffield Village (Main Campus)

Trades Academy (Extension)

OBC Trades Academy (Extension)

TABLE OF CONTENTS

GENERAL INFORMATION *3*
ABOUT OHIO BUSINESS COLLEGE 3
CATALOG, CATALOG CHANGES, AND REVISIONS 3
WELCOME! FROM THE OFFICE OF THE CAMPUS DIRECTORS 3
HISTORY 3
FACILITIES AND EQUIPMENT 4
ACCREDITATION, APPROVALS, AND MEMBERSHIPS 4
ADMISSIONS 5
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY 6
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS 6
GRADING CRITERIA 6
SATISFACTORY ACADEMIC PROGRESS 7
EARNING CREDIT 11
TRANSFER OF CREDIT 11
WITHDRAWAL POLICY 11
ATTENDANCE POLICY 13
STUDENT CODE OF CONDUCT AND DISMISSAL FROM SCHOOL 15
TRANSCRIPTS 15
GRADUATION REQUIREMENTS FOR ALL PROGRAMS 16
DRUG AND ALCOHOL POLICY 16
DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES 17
TITLE IX COORDINATOR 17
GRIEVANCE PROCEDURE 17
CAMPUS SECURITY AND CRIME STATISTICS 17
RIGHT TO KNOW ACT 18
STUDENT SERVICES 18
ARTICULATION AGREEMENTS 19
STUDENT RECORDS POLICY (FERPA) 19
TUITION, FEES, PAYMENT AND REFUND POLICY 20
FINANCIAL AID INFORMATION 20
PROFESSIONAL JUDGMENT POLICY 22
CONSUMER INFORMATION REQUIREMENTS 26
ORGANIZATION AND STRUCTURE 26
NURSING ACADEMY *27*
ACADEMIC CALENDAR FOR NURSING PROGRAMS 28
STUDENT ATTENDANCE 31
LAB AND CLINICAL ATTENDANCE 31
DRESS CODE POLICY 32
PRACTICAL NURSING 34
LPN TO RN PROGRAM 37
TRADES ACADEMY *41*
ACADEMIC CALENDAR FOR TRADES PROGRAMS 42
HVAC APPLICATIONS 43
ELECTRICAL APPLICATIONS 45
TUITION AND FEES SCHEDULE *47*
FACULTY/STAFF LISTINGS *48*
SHEFFIELD VILLAGE (MAIN CAMPUS) 48
OBC TRADES ACADEMY (EXTENSION) - Elyria 50
TRADES ACADEMY (Extension) - Lorain 50
DAYTON (AFFILIATE CAMPUS) 51
COLUMBUS (AFFILIATE CAMPUS) 52

GENERAL INFORMATION

ABOUT OHIO BUSINESS COLLEGE

Ohio Business College is a private, specialized college dedicated to thorough training for successful healthcare and trades careers.

Ohio Business College is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898 or 800.917.2081
http://www.council.org/

Ohio Business College holds a Certificate of Registration and Program Authorization and is authorized to grant Associate Degrees from:

State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
Phone: 614.466.2752 or 877.275.4219
Website: http://www.state.oh.us/scr/

Ohio Business College is a proprietary, taxpaying institution owned by:

Tri-State Educational Systems, Inc.
6690 Germantown Road
Middletown, OH 45042-1299
Phone: 513. 424.1237 or 800.860.7364

Ohio Business College has full approval for the Practical Nursing program and conditional approval for the LPN to RN program from:

Ohio Board of Nursing.
17 South High Street, Suite 660
Columbus, Ohio 43215-7410
Phone: 614.466.3947
https://nursing.ohio.gov/

CATALOG, CATALOG CHANGES, AND REVISIONS

The statements in this catalog are for information only. The provision of this publication does not form a contract between the student and the college. Ohio Business College retains the right to revise programs of study, hours of classes, the school calendar, and any other information listed in this publication or herein attached or inserted. Changing conditions and requirements may dictate such changes at any time.

NOTE: This catalog consists of a general section followed by program sections in the categories of: Nursing Programs and Trades Programs.

WELCOME! FROM THE OFFICE OF THE CAMPUS DIRECTORS

Throughout life, it is important to be well prepared with basic practical skills and knowledge to ensure our future. These tools help provide us with employment opportunities which enable us to rise with confidence to our desired social and economic goals. At Ohio Business College, we provide training in the healthcare and trades professions. Our emphasis is on serving the needs of our community while providing a caring, respectful and exhilarating learning environment for our students. We foresee the increasing importance of our course offerings in meeting the employment needs of the future. Our triumph is in our students as they graduate and find meaningful employment in their area of study. As a partner in helping our students reach their goals, we take great pride in the many successes we have seen and look forward to a future of guiding each individual student as they walk on their path to achievement.

HISTORY

SHEFFIELD VILLAGE (MAIN CAMPUS)

Ohio Business College, originally known as Lorain Business College, is a private, co-educational institution of higher business education. Founded in 1903, the college was originally located in downtown Lorain on the corner of Sixth Street and Broadway Avenue. The college was under the same management from 1913 until 1980, when the Julia Corporation acquired it. The management of the Julia Corporation then relocated the college to 1907 North Ridge Road in Lorain. In October 1997, Tri-State Educational Systems, Inc. purchased the college, which at the time was known as Southeastern Business College. The name was officially changed to Ohio Business College in April 1998. In March 2008 the college was relocated to its present location at 5095 Waterford Drive in Sheffield Village. The campus is easily accessible from I-90 and its location in the Waterford Development can be reached via entrances from both Abbe Road (Rt. 301) and Detroit Road (Rt. 254).

TRADES ACADEMY (EXTENSION)

In January 2019, Ohio Business College expanded its program offerings to include trades programs that include, HVAC/R. To accommodate the expansion into trades, the college secured a campus extension located at 5075 Pearl Road, Lorain, Ohio. This facility is a 10,248 square foot standalone building with five classrooms, open lab with residential and commercial heating, air conditioning, refrigeration equipment, library, administrative offices, and student break room. The trades program that is offered at this facility is the HVAC Applications diploma program.

DAYTON (AFFILIATE CAMPUS)

In June 2019, Ohio Business College – Driving Academy moved from Middletown, Ohio to a new location in Dayton, Ohio. The facility is a single floor building with OBC occupying 22,421 square feet. This facility is located at 5450 Salem Avenue, Dayton, Ohio 45426 and is approximately 4 miles south of Interstate 70 and 7 miles west of Interstate 75. This campus offers an Electrical Applications and an HVAC Applications program.

COLUMBUS (AFFILIATE CAMPUS)

Ohio Business College opened a branch campus located at 1590 Alum Creek Drive, Columbus, Ohio. This location is minutes from Route 70 and conveniently provides access to major freeways. With having success in the trade's programs at other locations, the decision was made to offer the Electrical

Applications training in Columbus, Ohio. In the future, other trades programs will be considered at this campus. This facility offers offices, classrooms, and educational labs used in the trade programs. Additionally, there is ample parking available.

OBC TRADES ACADEMY (EXTENSION)

In March 2025, Ohio Business College relocated its Electrical Applications program from the main campus to a new facility at 1555 West River Road N., Elyria, Ohio. This campus is easily accessible from Interstate 90 at exit 145, Elyria/Lorain. The campus provides 25,200 square feet of offices, classrooms, and hands on labs and with ample parking. The labs are built out to the specifications of the Electrical Applications program for the hands-on lab work in the program. The future plan is to expand the trades programs to provide the community with much needed skilled trades professionals and bring the HVAC Applications program to this location.

FACILITIES AND EQUIPMENT

FACILITIES

The campuses have ample classrooms with central heating and air conditioning. The interiors have diffused lighting, acoustical ceilings, and carpeted or tiled floors. The colleges enjoy a smoke-free environment. Smoking is prohibited in all areas of the building (permitted outside in designated smoking areas only). The colleges are handicap accessible.

Under no circumstances are children allowed in the classrooms or break rooms during scheduled class times.

The student lounge provides for student relaxation before and after class and during class breaks. Coffee, soft drinks, and light snacks may be purchased at this time. All students are expected to leave their areas neat and free from trash. Food and beverages are not permitted in the classrooms.

To help ensure academic honesty, audio and visual monitoring of the classrooms and testing rooms may be performed.

Reference materials are made available in the classroom or the department head's office. Electronic reference materials are also available for student use and can be accessed through the computers found in computer labs. The excellent facilities of local public libraries are also freely available to all students, regardless of residency.

EQUIPMENT

Each school uses modern and appropriate training equipment for its students. In addition, audio-visual equipment is utilized in the classrooms to enhance instructors' presentation of course material.

The nursing programs at the Sheffield Campus has skills labs that are equipped with hospital beds, IV poles, patient mannequins, venipuncture practice arms, blood pressure cuffs, and a multitude of additional hospital equipment and numerous supplies. The simulation lab is equipped with high-fidelity as well as moderate-fidelity patient mannequins.

The electrical and HVAC programs have open labs that are equipped with appropriate equipment, supplies, and tools for students learn to install, diagnose, and repair electrical and HVAC systems.

INDEMNIFICATION/MODIFICATION

The student releases and indemnifies Ohio Business College, its agents, employees, and its representatives from and against all liabilities, damage, and other expenses which may be imposed upon, incurred by, or asserted against them by reason of bodily injury or property damage which may be suffered from any cause while enrolled and attending Ohio Business College. Each student is responsible for his or her own equipment and personal property.

In keeping with the Ohio Business College philosophy of immediate response to the needs of students and prospective employers, and to carry out the purposes and objectives of the school, we reserve the right to make modifications in course content, curriculum structure, administration, faculty, tuition and fees, or any other school activity or policy at any time deemed necessary and appropriate by the executive staff and management team. Students will be notified of any changes that occur after publication of this catalog. Such updates supersede this catalog.

LOSS AND LIABILITY

The school is not responsible for loss of personal property whether the loss is incurred by theft, fire, or other causes. Students are cautioned to keep personal possessions either in sight or in their possession. The release of liability policy is in effect as stated on the Enrollment Agreement.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

ACCREDITATION

Ohio Business College is accredited by:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898 or 800.917.2081
http://www.council.org/

APPROVALS AND LICENSES

- Ohio State Board of Career Colleges and Schools
- Ohio Board of Nursing
- Ohio State Approving Agency for Training Veterans, Veteran's Widows, and Orphans
- Ohio State Approving Agency for Training of Students under Vocational Rehabilitation and Disabled Veterans
- Ohio Academic Scholarship
- Ohio National Guard Scholarship
- VA Educational Benefits

Ohio Business College is an eligible institution authorized by the U.S. Department of Education to participate in federal student financial aid programs.

Ohio Business College has available, upon request, a copy of the documents describing the licensing, accreditation, or approvals granted to the school. These can be obtained from the Campus Director.

MEMBERSHIPS

- National Association of Student Financial Aid Administrators
- Ohio Association of Student Financial Aid Administrators

- Ohio-Michigan Association of Career Colleges and Schools
- Council of Higher Education Accreditation

ADMISSIONS

ADMISSION REQUIREMENTS

Admissions Requirements for practical nursing programs, and trades:

- Ohio Business College requires an applicant for regular enrollment in a diploma program either to be a high school graduate or to have a GED certificate. As proof, an applicant must provide acceptable documentation in the form of:
  - an official high school transcript
  - an official GED transcript
  - or, an official proof of completion of a state approved home schooled program
  - foreign country transcripts must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES). *See not below.
- This documentation must be received by the college within 30 days from the start of the quarter the student enrolled. If the appropriate documentation is not received within the 30 days, the student will be withdrawn from school and financial aid will not be awarded

NOTE: Applicant may provide OBC with an official copy of his/her transcript prior to enrollment or applicant may authorize OBC to order his/her transcript on their behalf and will pay the charges at the time of enrollment. If OBC requests the transcript and the student does not begin classes, they will be charged for the transcript fee.

- Ohio Business College will evaluate the validity of a student's high school completion if the school has reason to believe that the high school diploma is not valid. Ohio Business College has established and follows a process to evaluate the validity of a student's high school completion that includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

  NOTE: The high school diploma or transcript requirement can also be from a foreign school if the evaluation indicates it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States. Applicants are responsible for all translation and equivalency fees.
  - Students attending high school may be admitted to Ohio Business College provided written permission is obtained from their parents and principal or guidance counselor. Although not eligible for financial aid until they have actually graduated, high school juniors and seniors will be accepted for enrollment contingent upon their completion of their high school diploma. These students may be enrolled under special standing only.
  - A personal interview is conducted with all interested applicants during which an admissions representative will discuss the school's programs in relation to the applicant's career goals, individual motivation, and potential for success in both training and in subsequent employment.
  - Sign the enrollment agreement and pay the high school transcript fee (if applicable). (If a check is returned to Ohio Business College for insufficient funds, a $30 return check fee will be charged to the applicant.)
  - Applicants interested in taking special interest courses, who do not declare a program of study, will be enrolled as special students. Special students are not eligible for Federal Financial Aid.
  - Ohio Business College is open to all applicants, without discrimination on the basis of race, religion, national origin, age, sex, or disability.
  - Prospective students, who have earned their high school diploma through home schooling, will be required to provide the following information: proof of the completion of a state approved program including date of completion of all requirements for graduation; provide a transcript created by the state approved program OR the parent who performed the home-schooling instruction along with course descriptions. If the prospective student cannot provide all the information as listed above, the prospective student must complete the GED test and request a transcript before they can be enrolled at the college.

Ohio Business College offers open enrollment, but the College does reserve the right to deny admission to applicants who are deemed to not have the minimum academic ability to successfully complete course requirements or who may put the College, its employees or students at risk.

For additional admission requirements that are program specific, refer to the Admissions Requirements section of the Practical Nursing and the LPN to RN Program

LATE REGISTRATION

Late Registration for Trades students is permitted only during the first eight (8) schooldays of the quarter with Campus Director approval. Late registration does not apply for Practical Nursing due to the placement of clinicals.

CANCELLATION OF ENROLLMENT

A full refund of all monies paid, except for the non-refundable registration fee, will be made if an applicant cancels enrollment within five (5) calendar days, provided the applicant has not entered class or began training.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Ohio Business College does not discriminate in its educational programs and activities (which extends to employment and admission) on the basis of race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition (as defined under Ohio law), military or veteran status, family care status, sexual orientation, sex (which includes gender identity and expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily-protected leave, or any other basis protected by law.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

UNITS OF CREDIT

One clock hour consists of fifty (50) minutes of instruction and a ten (10) minute break.

One-quarter credit hour is awarded for each ten (10) hours of lecture, one-quarter credit hour is awarded for each twenty (20) hours of supervised laboratory instruction, and one-quarter credit hour is awarded for each thirty (30) hours of clinical. A student carrying 12 quarter credit hours or more is considered to be a full-time student.

The OBC Academic Year Definition: 9 months/36 weeks. The Practical Nursing program is conducted on a quarter credit hour basis with 10-week quarters. The week following a 10-week quarter (week 11) is for makeup classes. The Trades programs are conducted on a quarter credit hour basis in 12-week quarters with finals given during week 12.

Out of class student work is a necessary extension of the school day and an important part of the educational process. Out of class student work is meant to increase student understanding of the subject matter and assist students in keeping up with material presented in class through critical thinking, concept formation, and information processing. Out of class student work activities, assigned by the instructor, may consist of: preparing for a new lesson, strengthening skills already taught, reading, answering questions, research for projects, writing assignments, preparing presentations, and observations. Generally, for every one hour of classroom lecture requires two hours of out of class student work.

GRADING CRITERIA

A student at Ohio Business College generally receives grades on classroom participation, laboratory and project work, written examinations, and homework.

All final grades are given at the end of each quarter in all subjects taken by the student. Grade cards are distributed to students either through the learning management system of Canvas or hand delivered.

Grade Challenge: If a student feels he or she has been awarded an incorrect grade the student should first attempt to resolve the matter with the instructor. If this fails to result in a satisfactory agreement, the student must immediately submit a letter to the Registrar challenging the grade and contain all documents to support the challenge. If a student challenges a grade of F in a course that is a prerequisite to a course in the following sequence/quarter and the challenge is not successful, that student may not progress in that course until the student repeats the original challenged course. This may affect the student's full-time status the following quarter. If a student chooses to challenge a grade of "B-D" it must be resolved the first week of the next quarter (this does not apply to Nursing Students).

GRADING SYSTEM

A 2.0 cumulative grade point average/qualitative measure is required for graduation from all programs. For all classes in the trades' programs, the following grading scale is used. Refer to the Practical Nursing and LPN to RN programs grading scale.

Letter Grade	Definition	Quality points
A+	98-100%	4.25
A	93-97%	4.00
A-	90-92%	3.75
B+	87-89%	3.25
B	83-86%	3.00
B-	80-82%	2.75
C+	77-79%	2.25
C	70-76%	2.00
D	60-69%	1.00
F or WF	Below 60% = Failing	0.00

		APPLIES TO:	
		CGPA	PACE
AU	AUDIT or GRADUATE REFRESHER (No grades are assigned)	NO	NO
AD	AUDIT/REFRESHER DROP	NO	NO
FR	FAILED REPEAT	Highest Grade	Both initial and new
SR	SATISFACTORY REPEAT	Highest Grade	Both initial and new
- or I	INCOMPLETE or IN PROGRESS	YES	YES
PT	PROFICIENCY TEST	NO	YES
CC	CERTIFICATION CREDIT	NO	YES
T(Transfer)	TRANSFER CREDIT (must have a grade of C or higher)	NO	YES
CF (Carried Forward Grade)	CARRIED FORWARD (Any credit carried forward due to a program change initiated by the institution)	YES	YES
WD	NO START OR WITHDRAWN DROP/ADD (see catalog for specifics)	NO	NO
W	WITHDRAWN (see catalog for specifics)	NO	YES
WF	WITHDRAWN FAILED	YES	YES
S	SATISFACTORY	NO	NO
U	UNSATISFACTORY	NO	NO
COV	GRADE EXCLUDED (in SAP calculation due to COVID)	NO	NO

NOTE: Refer to the Practical Nursing and LPN to RN section of this catalog for the Grading System specific to that program.

NURSING STUDENTS GRADING SCALE

Letter Grade	Definition	Quality points
A	93-100%	4.00
B	85-92.99%	3.00
C	78-84.99%	2.00
F or WF	77.99 or below	0.00

Numerical grades are not rounded and extra credit is not available. Students must earn a grade of C (78%) in each course, and successfully pass all clinical and laboratory components in order to progress to the next nursing course. If a 78% is not earned in the course the student must repeat that nursing course and earn a grade of 78% or higher to progress and to graduate.

NOTE: The passing grade of 78% is higher than the 70% for a passing grade for other OBC programs.

Courses with Theory, Nursing Skills Laboratory, and Clinical Laboratory Experiences

Students must successfully pass each of the components of the course: theory, skills laboratory, and clinical experiences to pass a course that has some or all of the 3 components. Failure of any one or combination of the components will result in failure of the course.

SKILLS LABORATORY

A pass/fail grade is issued for skills lab. Students must earn a satisfactory grade on all skill check-offs to successfully complete the laboratory portion of the class. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if a failing grade is earned in the skills laboratory, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

CLINICAL LABORATORY

A pass/fail grade is issued for clinical. Students must achieve a satisfactory score on all areas of the clinical evaluation tool. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if a failing grade is earned in clinical, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

SATISFACTORY ACADEMIC PROGRESS

To maintain satisfactory academic progress (SAP) a student must satisfy the academic requirements and specific program requirements as well as make satisfactory academic progress, as required by federal law. For students receiving financial aid assistance, who cease attendance in a program, SAP standards are applied consistent with guidance provided by the US Department of Education. Students who do not meet the SAP standards will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds.

Students are expected to meet specific standards of satisfactory academic progress (SAP) while working toward a diploma at Ohio Business College. Students who meet the SAP standards are considered in "good standing." A regular student is defined as one who is enrolled for the purpose of receiving a diploma.

Students must demonstrate satisfactory academic progress toward completing their academic program by meeting Ohio Business College's established SAP standards in at least two specific measurable areas: cumulative grade point averages (CGPA) and pace of completion (PACE). Ohio Business College's academic year is 36 weeks and SAP evaluation points are at the end of each payment period (quarter).

MEETING STANDARDS OF SATISFACTORY PROGRESS

The SAP is measured by two standards:

a. **Qualitative Measurement** – a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0/4.25 scale at the end of each quarter/payment period. CGPA is calculated at the end of each quarter.

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points earned by total completed credits per course. CGPA is computed each quarter for all hours attempted. CGPA and PACE (PACE) will be affected by failure to resolve I's and F's. The college strongly recommends that any class in which a D is earned be retaken, if possible, so that a higher grade may replace the D. When a grade is replaced, only the highest grade earned will be counted in the CGPA but hours attempted for PACE will include both the original and the repeated hours. Example of GPA and CGPA calculation below.

	Course	CR	GR	PT	Quality Points
Quarter 1	TDS 101	10	B	3	10 x 3 = 30
	HVA 105A	6	C	2	6 x 2 = 12
TOTAL		16			42/16 = 2.63 GPA
Quarter 2	HVA 106A	2	F	0	2 x 0 = 0
	HVA 107A	7	D	1	7 x 1 = 7
	HVA 108A	7	B	3	7 x 3 = 21
TOTAL		16			28/16 = 175 GPA
CGPA		**32**			**70/32 = 2.19 CGPA**

b. **Quantitative Measurement (PACE).** PACE is the calculation of how students are satisfactorily progressing through their program. For credit hour programs, PACE is calculated by dividing the number of credit hours the student has successfully completed by the number of credit hours they have attempted. Students must maintain a minimum of 67% PACE calculation at the end of each quarter. A student must complete his/her program within a timeframe not to exceed 150% of the published length of the program. Examples of PACE calculation below.

46 CREDIT HOUR PROGRAM	Credits Attempted	Credits Completed	PACE Calculation
Quarter 1	16	16	100%
Cumulative PACE	**16**	**16**	**100% Good standing**
Quarter 2	12	8	67%
Cumulative PACE	**28**	**24**	**86% Good standing**
Quarter 3	18	10	56%
Cumulative PACE	**46**	**34**	**74% Good standing**
Quarter 4 (Repeat class)	4	4	100%
Cumulative PACE	**50**	**38**	**76% Good standing**

64 CREDIT HOUR PROGRAM	Credits Attempted	Credits Completed	PACE Calculation
***quarter 4 repeat classes **good standing**			
Quarter 1	18	14*	78%
Cumulative PACE	**18**	**14**	**78% Good standing**
Quarter 2	12	4*	33%
Cumulative PACE	**30**	**18**	**60% Placed on warning**
Quarter 3	16	8	50%
Cumulative PACE	**46**	**26**	**57% Placed on probation**
Financial Aid terminated. Can submit appeal. Appeal accepted, student returns on Financial Aid/Academic Warning.			
Quarter 4 (Repeat classes)	12	12	100%
Cumulative PACE	**58**	**38**	**66% Student terminated**

Required PACE	
Normal Completion Time of Program	**Maximum Clock Hours a Student May Attempt (150%)**
Diploma 720 Clock Hours	1080 Clock Hours
Diploma 1070 Clock Hours	1605 Clock Hours
Diploma 1012 Clock Hours	1518 Clock Hours

Financial Aid/Academic Warning. If a student fails to earn a 2.0 CGPA and/or have a minimum of 67% rate at the end of each quarter, that student will be placed on Financial Aid/Academic Warning, without appeal, for one quarter. The student will be notified by mail of this status and will continue to receive Title IV financial aid and will be required to participate in academic advising with the Campus Director or Department Head the following quarter. As part of academic advising, the student will be given an Individual Academic Plan (IAP), which will focus on what steps the student must take to reestablish his or her good academic standing and related eligibility for Title IV financial aid.

If the student meets both CGPA and PACE at the end of the Financial Aid/Academic Warning quarter, the student will regain good academic standing and will be removed from financial aid/academic warning.

If the student does not meet both the CGPA and PACE at the end of the Financial Aid/Academic Warning quarter, the student will lose their financial aid eligibility from their financial aid funding source(s). The student will be notified that he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal. If that is the case, the student is placed on Financial Aid/Academic Probation.

Financial Aid/Academic Probation. When a student was placed on Financial Aid/Academic Warning and did not come into SAP compliance for CGPA and/or PACE after one quarter, the student loses his or her Title IV eligibility and is dismissed. The student will be notified by mail that he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal.

If the appeal is successful, he or she will be placed on Financial Aid/Academic Probation and will continue with the Individual Academic Plan in place that will outline what needs to be done to come back into SAP compliance and reestablish their financial aid eligibility. This means that the student's eligibility to receive Financial Aid has been reinstated for one quarter.

If the student does not file an appeal or an appeal is not successful, the student may continue in school without receiving Title IV financial aid funds for one quarter provided the student has made arrangements to pay tuition/fees.

NOTE: If at any point it becomes mathematically impossible for a student to meet the SAP standards by the end of his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.

Individual Academic Plan. When a student is placed on Financial Aid/Academic Warning or Financial Aid/Academic Probation, the student will work with the Campus Director and Department Head to establish an Individual Academic Plan (IAP) focusing on steps the student needs to take in order to return to good academic standing. The IAP may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Financial Aid/Academic Appeal Procedures. After being on Financial Aid/Academic Warning and not meeting the SAP standards, the student is notified of loss of financial aid eligibility. The student has seven calendar days to appeal the decision. The college has an Academic Appeal Committee, whose purpose is to review documentation submitted by a student for an academic appeal. **An appeal will only be considered for students who have a reasonable likelihood of achieving both a 2.0 cumulative grade point average and a 67% PACE percentage at the end of their program.**

The following procedures are to be followed:

a. The student must submit a written appeal letter to the Campus Director or Department Head stating why the student was not able to meet the SAP standards. The letter must include what has changed in his or her situation that

would allow him or her to be successful and come into compliance with the SAP standards. If there were any mitigating circumstances that caused not meeting the SAP standards, the student must include appropriate documentation. Mitigating circumstances could include (but not limited to): serious illness, severe injury, accident, or death in the family during the quarter. Appropriate documentation could include (but not limited to): a physician statement, medical records, police report, or a death certificate.

b. The Academic Appeals Committee will meet within ten days after receiving the appeal letter to determine whether the information from the letter and the documentation provided is sufficient and the student has the desire and academic ability to progress satisfactorily to come into SAP compliance.

NOTE: Students will not progress to the next level until the appeal is accepted which may cause students to sit out a quarter. The student will be notified by letter and emailed to the student's school email address. The outcome of the appeal will be one of the following:

i. The Appeals Committee determined that mitigating circumstances did exist with appropriate documentation and the appeal is granted. The student will continue enrollment for one quarter on a Financial Aid/Academic Probation status with no loss of Title IV eligibility. An Individual Academic Plan will be developed for the student to follow which include (but not limited to): mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew. If at the end of the following quarter the student is able to come into compliance with the SAP standards (2.0 CGPA and 67% completion), the student will be placed in good standing and will continue with Title IV eligibility. If at the end of the following quarter the student is not able to come into compliance with the SAP standards (2.0 CGPA and 67% completion), the student will be dismissed from school.

ii. If the Appeals Committee determines there was a lack of mitigating circumstances therefore, the appeals was denied and the student will remain ineligible for Title IV federal aid funds. A student may continue in school for one quarter without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed form school.

NOTE: Appeal can be approved for up to two quarters if mathematically the student is able to come into SAP compliance and with the following conditions:

1. Meet with Director or Department Head and complete IAP for first term.
2. Meet/get approval with/from campus Financial Aid to confirm financial aid eligibility.
3. Student must meet all conditions of the first term IAP.
4. Upon successful completion of first term, meet with Director or Department Head and complete IAP for second term.
5. Meet/get approval with/from campus Financial Aid to confirm continued financial aid eligibility.
6. Student must meet all conditions of the second term IAP.

NOTE: Failure to meet all conditions will result in being terminated from your program.

Reestablishing Financial Aid Eligibility. A student can regain financial aid eligibility only by coming into SAP compliance by having at least a 2.0 CGPA, having at least 67% completion rate, and does not exceed 150% of the program length.

REPEAT CLASSES AND INCOMPLETE GRADES

Grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D" indicate the student successfully completed that particular course. The policy on repeating courses is as follows:

- Students who received a grade of "F," "W," or "WF" must successfully repeat that course prior to:
  a) Taking any course to which, the failed course is a prerequisite; and
  b) Graduation.
- Students who received a grade of "F" or "WF," once the course is repeated, the highest grade earned will be counted in the CGPA calculation.
- When a failed course is repeated the previous grade will become an FR on the transcript.
- When a previously passed course is repeated the lowest grade becomes an SR on the transcript.
- All attempted courses, including repeats, will be included in the PACE measurement calculation.
- Students will be able to repeat a previously failed course no more than two times unless approved by the Campus Director or Department Head.
- The full tuition rate will be charged for retakes of the same course.
- Students may repeat previously passed courses once while receiving Title IV financial aid. Students wishing to repeat successfully passed courses must check with the Financial Aid Department to determine availability of funding. Some funding sources may not allow successfully passed courses to be repeated.
- Students repeating a class(es) in which they received a "D", "F", "W," or "WF" will be provided with an Academic Advisement Plan during the quarter(s) they repeat the course.

OHIO BUSINESS COLLEGE

Below is an example of how a student's financial aid is affected by repeating a class for all programs except PN and LPN to RN:

Course	1st Attempt	2nd Attempt	Eligible for a 3rd attempt
TRD 100	F	C	Yes (student passed course one time, eligible for 3rd attempt).
TRD 100	D	C	No (student passed course twice, not eligible for 3rd attempt).
TRD 100	D	F	No (student passed course first attempt, on the second attempt they failed, no longer eligible for federal financial aid on 3rd attempt).
TRD 100	W	F	Yes (student has not yet passed course, the 3rd attempt is eligible for federal financial aid).
TRD 100	F	F	Yes (student has not yet passed course, the 3rd and final attempt is eligible for federal financial aid).

Below is an example of how a student's financial aid is affected by repeating a class for PN and LPN to RN:

Course	1st Attempt	2nd Attempt	Eligible for a 3rd attempt
PN 130	F	C	No (Nursing courses are only allowed 2 attempts).
PN 130	D	C	No (Nursing courses are only allowed 2 attempts).
PN 130	D	F	No (Nursing courses are only allowed 2 attempts).
PN 130	W	F	Yes (student has not yet passed course, the 2nd attempt is eligible for federal financial aid).
PN 130	F	F	No (Nursing courses are only allowed 2 attempts).

Passing Grade for PN and LPN to RN = 78%

Students who receive an "I" (Incomplete) for a course will have seven (7) days after the later of the last scheduled class for the quarter end or makeup/exam date to complete the course. Should the student not complete the required work the "I" reverts to an "F."

NOTE: Repeating a course may affect a student's status (full time, half time, part time, less than half time) which may affect the Financial Aid availability. The student must see the Financial Aid Department for more information.

REMEDIAL COURSEWORK – NON-PUNITIVE GRADES

The college does not offer remedial courses or courses that have a non-punitive grade.

READMISSION/REENTRY

Prior to a student reentering school, the Campus Director or Department Head will review the student's status when they left to determine if mathematically the student will be able to meet the SAP standards (CGPA and PACE) and complete the program within 150% of the program length.

A student who has withdrawn from school for more than one quarter must reapply and register for classes under the current curriculum. A student who reenters (under the same program enrolled in when they left) will return under the same SAP status (ex. Good Standing, Financial Aid/Academic Warning, Financial Aid/Academic Probation).

A student terminated for academic reasons (not maintaining SAP), may re-enter under extended enrollment or approved academic appeal.

A student dismissed for reasons other than academic (See Student Code of Conduct and Dismissal from School under Academic Policies) must apply for reentry in writing to the Campus Director and show just cause for readmission to Ohio Business College. This does not apply to Practical Nursing and LPN to RN programs.

The Campus Director, Department Head, Student Accounts Specialist, Registrar, and Financial Aid Administrator must approve all applicants for readmission.

A student may only be enrolled in one program at a time. Any graduate desiring to earn an additional credential the Campus Director or Department Head will review previous courses taken to determine if any courses will transfer in the new program. All grades earned will be applied and used in determining SAP compliance.

CHANGE OF CURRICULUM

A student electing to change curriculum must do so with the understanding that graduation may be delayed. Furthermore, curriculum changes may result in a student's inability to continue on a full-time basis. Any student desiring a change of curriculum must schedule an appointment with the Registrar to discuss the effects of a change in curriculum. A curriculum change will require a new enrollment agreement/addendum and financial aid repackaging. All coursework previously attempted and part of the new curriculum will be applied and used in determining SAP compliance. This includes those courses in which a student received a grade of A-F, FR, CC, CF, PT, T, SR, W, or WF (see Grading System for further definitions). The SAP standards will be recalculated under the new curriculum.

A student who is placed on Academic Probation/Financial Aid Warning must meet with the Registrar and Director to determine eligibility to make a curriculum change due to SAP standards.

NOTE: A change of curriculum may have an effect on a student's SAP status.

EARNING CREDIT

A student can earn credit by the traditional process of enrolling in and completing a course through the completion of coursework. Additionally, students may earn credit by transfer of credit from another institution.

MILITARY PRIORITY REGISTRATION

Ohio Business College has established a Priority Registration for Veterans Policy. This policy allows veterans to register for courses before general registration begins. This will afford the veteran the opportunity to be first in securing a seat in classes.

TRANSFER OF CREDIT

The term "transfer credits" refers to credits from an accredited university, business or junior college recognized by the US Department of Education or Council for Higher Education Accreditation. Transfer credit will be accepted on the basis of a valid transcript and the credits must be earned. Transfer credits must be similar in nature to courses offered by Ohio Business College. The College will accept PSEO (post-secondary enrollment option) transfer of credit as long as the courses fit into the College's current curriculum and can be verified as college level courses. Should the program be a competency-based program, prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied. Please contact the Campus Director or Department Head for transfer of credit.

Generally, credits that were earned more than seven years prior to the current year will not be considered for transfer. Awarded transfer credits that are applied consist of a minimum of three semester or four quarter credit hours and a grade of C or better must have been earned. Transfer credits will appear as a "T" on the student's transcript and will be included in the credits attempted and completed.

NOTE: Those wishing to transfer credits must provide an official transcript by no later than the end of the first quarter of enrollment at Ohio Business College. Transfer of credit to another institution is strictly at the discretion of the receiving institution.

MILITARY TRANSFER CREDIT POLICY

In addition to our regular Transfer of Credit, Ohio Business College may accept Military Transfer Credit for students that have served in the U.S. Military and who desire to have their military training and experience considered for credit. Students have the option of transferring no more than the equivalent of 36 quarter credits into an associate degree and no more than 8 quarter credits into a business and trades diploma (may be a combination of college credit transfer and military transfer).

Eligibility for Military Transfer Credits

- Military transfer credit will be awarded utilizing ACE (American Council on Education) Guidelines. Military training and experience with a credit recommendation at the lower-division baccalaureate/associate degree category level is evaluated.
- An official Joint Services Transcript (JST) or Sailor-Marine American Council on Education Registry Transcript (SMART) must be sent to the Campus Director for review.
- A copy of the student's DD214 indicating an honorable discharge.
- Acceptance of Military Credit toward student's degree program may affect financial aid eligibility.
- Transfer credits:
  - Must be similar in nature to courses offered by the College.
  - Do not include any required prerequisites.
  - Will appear as a "T" on the student's transcript and will be included in the credits attempted and completed
  - For competency-based program prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied.

PROGRAM REVISION

As industries change, Ohio Business College revises its curriculum and implements new courses. Students have the opportunity to change their programs to the new curriculum. In certain circumstances, the education department will accept prior passed courses to be substituted for courses under the new curriculum. The new course will be marked on a student's records with the designation of CF (carry forward) and the grade from the previously passed course will be used in the calculation of a student's CGPA.

WITHDRAWAL POLICY

Should a student wish to withdraw from a course or completely withdraw from school, they must see the Campus Director or Department Head. Upon completing appropriate paperwork with the Registrar, the student may be required to be advised by the Financial Aid Administrator and Campus Director.

The college will withdraw students due to excessive absences. Refer to the Attendance Policy for further information.

Following are the withdrawal guidelines:

Add Period

- **For all students**. The normal add period is the first seven days of a quarter. During this period, a student's charges and financial aid will be adjusted according to the number of classes added.

Drop Period – grade of WD (*refer to table)

- **For continuing students** (those who had attendance in the previous quarter); the drop period is normally the first seven days of a quarter. During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first week of the quarter and is not included in the calculation of CGPA and PACE.
- **For new students** (those who are brand new to OBC or those who have been out of school 2 or more quarters); the normal drop period is the first 14 days of their first quarter (or first quarter back). During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or

charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first 14 days of the quarter and is not included in the calculation of CGPA and PACE.

Drop/Withdraw Period – grade of W and grade of WF (*refer to table)

- **Grade of W for continuing students** (those who had attendance in the previous quarter) who drop during weeks two through five (business and nursing students), weeks two through seven (allied health and trades), a W will be recorded on the student's permanent record. A grade of W is averaged in the student's PACE calculation.
- **Grade of W for new students** (those who are brand new to OBC or those who have been out of school two or more quarters) and drop weeks three through five (business and nursing students), weeks three through seven (allied health and trades), a W will be recorded on the student's permanent record. The W will be averaged in the student's PACE.
- **Grade of WF for all students.** When the last date of attendance is during six through ten (business and nursing students), weeks eight through twelve (allied health and trades), a WF will be recorded on the student's permanent record and will be averaged in the student's CGPA and PACE.
  Please note that grades of W and WF will have a negative impact on satisfactory progress.

***New or Readmission / Reentry Students**

	WD	W	WF
Practical Nursing, and LPN to RN	Weeks 1-2	Weeks 3-5	Weeks 6-10
Trades	Weeks 1-2	Weeks 3-7	Weeks 8-12

***Continuing Students**

	WD	W	WF
Practical Nursing, and LPN to RN	Week 1	Weeks 2-5	Weeks 6 10
Trades	Week 1	Weeks 2-7	Weeks 8-12

NOTE: Under certain conditions, a student may wish to be withdrawn from school for one term only, due to mitigating circumstances. The student will still be considered a drop with the appropriate protocols implemented. The school may want to fill out an Enrollment Change Form, check the Leave of Absence box and record the reason for the leave. The anticipated date of return will also be documented. This process is merely for OBC internal purposes to track a student's progress while withdrawn from school and yet give the student a tangible copy of a reminder of expected return to classes.

"OFFICIAL" VOLUNTARY WITHDRAWAL

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- Date student provided official notification of intent to withdraw, in writing.

or

- The date the student began the withdrawal from the school's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the school will complete the following:

- Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
- Perform two calculations
  - The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - Calculate the school's refund requirement (see school refund calculation).
- The student's grade record will be updated to reflect his/her final grade.
- The school will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
- If applicable, the school will provide the student with a letter explaining the Title IV, HEA requirements. To include:
  - The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return
- Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the

original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

- The education department will make three attempts to notify the student regarding his/her enrollment status.
- Determine and record the student's last date of academic attendance as the last recorded date of academic attendance on the attendance record.
- The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).
- Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
- The school calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- Calculate the school's refund requirement (see school refund calculation).
- The school's Business Manager/Bookkeeper will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
- If applicable, the school will provide the student with a refund letter explaining Title IV requirements:
  - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
- Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
- A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

MILITARY WITHDRAWAL POLICY

Ohio Business College supports students who are members of the United States armed forces and reserve units. A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Withdrawal from the college.

A student who is required to withdraw under the Military Withdrawal Policy must complete an application for withdrawal from the current quarter with the Registrar's office and provide the college with a copy of the military orders. If the student receives financial aid, they are responsible for contacting the Financial Aid Office.

Students withdraw under the Military Withdrawal Policy have the following options:

- Weeks 1-8 (Practical Nursing and LPN to RN Programs) / Weeks 1-10 (Trades Programs):

  Total withdrawal from all classes, receive a full refund (R2T4) of tuition and fees less any financial aid the student has already received, and receive no credit for courses.

- Weeks 6-10 (Practical Nursing and LPN to RN Programs) / Weeks 8-12 (Trades Programs):

  May take an incomplete grade "I" for all classes with a right to complete all coursework at a future date without future payment of tuition and fees for those courses. A returning student is responsible for any textbooks. If courses are no longer available students will be given a refund to apply to new courses required. Upon returning to school, the student will have two quarters to complete prior coursework in which an "I" was assigned. If a student withdraws during the returning quarters, any coursework previously assigned with an "I" that is not completed will revert to a grade of WF. In addition, all students not returning to school within the anticipated grace period will receive a grade of WF for coursework marked as "I".

- Weeks 8-10 (Practical Nursing and LPN to RN Programs) / Weeks 10-12 (Trades Programs):

  Weeks 8-10 only - A grade for each course in which sufficient coursework has been completed with instructor approval will be assigned.

MILITARY RE-ENTRY POLICY

Students who withdrew under the Military Withdrawal Policy need not apply for readmission or pay readmission fees within a one-year grace period of the discharge date.

- Students who withdrew under the Military Withdrawal Policy shall be guaranteed a place in a class at the beginning of the quarter in which they seek to re-enter.
- If a student elected to take an incomplete (see Military Withdrawal Policy) in a course or courses, the student will have two quarters to complete prior coursework in which an "I" was assigned.

ATTENDANCE POLICY

At Ohio Business College, attendance is taken each class meeting. Students are expected to attend all classes. Ohio Business College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence, including any scheduled make up classes.

For diploma programs, attendance is an important part of the PACE calculation in maintaining Satisfactory Academic Progress (SAP). When a student's PACE calculation goes below 67%, the student's graduation status may be in jeopardy.

NOTE: students who are absent, from all classes, two consecutive weeks are considered to be withdrawn from school.

Trades: Required class attendance is 75 percent. Attendance is taken each day and reviewed at the end of each quarter. Verbal warnings will be given to those students who are close

to not maintaining the 75 percent attendance requirement. Students who have less than 75 percent cumulative attendance at the end of any quarter, will be place on Attendance Probation. Students on Attendance Probation will be placed on an Individual Academic Plan outlining what the student must do to come into attendance compliance. Those students on Attendance Probation have one quarter to regain an acceptable attendance percentage. Students failing to meet the attendance standard by the end of the probationary period, will be terminated.

Attendance Probation: Students placed on Attendance Probation for not maintaining 75 percent cumulative attendance have one quarter to regain an acceptable attendance percentage. Students failing to meet the attendance standard by the end of the probationary quarter, will be terminated. If a student was on attendance probation one quarter but has progressed towards coming into compliance but not quite there, they will remain on attendance probation one more quarter. Students failing to meet the attendance standard by the end of the probationary quarter, will be terminated. If a student is terminated due to not meeting attendance percentage but had mitigating circumstances, they have the opportunity to appeal.

NOTE: Attendance is calculated at the end of each quarter and the cumulative percent is what determines if a student is placed on attendance probation. Students must maintain 75% cumulative attendance in order to graduate.

Practical Nursing and LPN to RN Programs: Required class attendance is set at a minimum of 80 percent of clock hours per quarter. Attendance is recorded daily and reviewed at the end of each quarter. A warning will be issued if a student is below 85%, but above the 80% requirement. Students who have less than 80% cumulative attendance at the end of a quarter will be placed on probation. Students placed on probation at the end of the quarter have one quarter to regain an acceptable attendance percentage. Students failing to meet attendance standards by the end of the probationary period will be terminated.

Lab and Clinical Attendance: All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to contact the instructor to schedule makeup hours. Missed clinical time will require completion of a written assignment and the make-up of hours with an alternate clinical experience or assignment of similar scope and quality as the missed clinical learning activity. Makeup clinical hours must be completed within 2 weeks of the missed clinical experience.

NOTE: For further attendance requirements for the Practical Nursing and LPN to RN programs, see that section of this catalog.

The attendance record becomes part of every student's permanent record.

TARDY POLICY

A student arriving late (tardy) for class or leaving before class is dismissed will be considered partially absent (rounding to the closest 15 minutes).

MAKE UP DAYS

Classes canceled due to, inclement weather, or other cancellation causes will need to be made up. The make-up dates will be determined by the instructor.

ATTENDANCE APPEAL

Students who had excessive absences and were withdrawn from a class or classes due to mitigating circumstances, including but not limited to: a serious illness, severe injury to them or an immediate family member, or death in the family may appeal to be reinstated. To be considered for reinstatement, the following steps will be taken:

- Student will meet with the Registrar to complete the Student Reinstatement Form.
- Student will provide acceptable documentation, as determined by the Campus Director, regarding the absences.
- The appropriate faculty member will determine if the student is able to complete all the required missing assignments.
- The Campus Director will review all documentation and make a final determination for reinstatement.

The Campus Director will make their decision within three (3) days of receiving the Student Reinstatement Form and all documentation.

PREGNANCY POLICY AND OTHER RELATED ISSUES

Title IX prohibits and protects students from discrimination based on sex discrimination including pregnancy, childbirth, recovery from pregnancy, termination of pregnancy, lactation, or other related medical conditions. Pregnant individuals have the rights and the responsibility for decisions concerning their pregnancy. No one acting on behalf of Ohio Business College may discriminate against a student based on pregnancy or any health-related issue. A student that is pregnant is expected to complete all the requirements of the program. A pregnant student should consider the risks of attending school while being pregnant and the physical responsibilities they may encounter performing hands-on activities. The student should discuss with their healthcare team in making an informed decision on whether to continue in the program.

Any OBC employee who is informed of a student's pregnancy or other related health issues must inform the Campus Director, who, in turn, will notify the student of the Title IX Coordinator. The Title IX Coordinator will ask for a medical release document from her healthcare team that includes a list of reasonable accommodations or a statement that there are no restrictions necessary for the student to perform the hands-on activities. The Title IX Coordinator may ask for an updated document from her healthcare team throughout her tenure at the school. If the student does not provide OBC with a medical release document, the instructor may use their professional judgment to assign an alternative assignment that does not require hands-on activities to allow the student to progress through their program. The Title IX Coordinator will provide the student with a list of reasonable accommodations (according to the student's program) that are in place so the student has equal access to OBC's education program or activity. The student has discretion to accept or decline each reasonable accommodation offered by OBC. If the student accepts OBC's offered reasonable accommodation, it must be

implemented. Reasonable modifications may include (but are not limited to):

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking or using the restroom;
- Intermittent absences to attend medical appointments with appropriate documentation;
- Changes in schedule or course sequence;
- Extensions of time for coursework and rescheduling of tests and examinations;
- Allowing a student to sit or stand, or carry or keep water nearby;
- Changes in physical space or supplies (for example, access to a larger desk or a footrest);

All information related to a student's pregnancy or related health issues will remain confidential with Ohio Business College. Only sharing information to those who need to know that help with the accommodations. Ohio Business College will assist students in developing a schedule that can be reasonably implemented for the student and is satisfactory with their healthcare provider.

Ohio Business College is committed to providing a safe and secure educational environment, OBC cannot be held responsible for injury to the mother, fetus, or child during pregnancy.

NOTE: For nursing students, see the Nursing Handbook for more details pertaining to the nursing programs.

STUDENT CODE OF CONDUCT AND DISMISSAL FROM SCHOOL

Failure to comply with policy and procedure statements as outlined in this and other college publications may result in a student's dismissal from school. Each student who attends Ohio Business College is an adult and is expected to behave accordingly. Recommendations for employment through Career Services are based on scholastic records, attendance, and conduct.

Ohio Business College reserves the right to permanently dismiss any student for any of the following reasons or any other reason as determined by the Campus Director to protect the interest of all students, faculty, staff, and property:

- Academic dishonesty including, but not limited to, plagiarism and academic cheating.
- All acts of hazing, bullying, and cyberbullying are prohibited.
- Forgery, alteration, or misuse of college documents, records, or identification, including, but not limited to signing in our out on attendance sheet for another student's class attendance.
- Knowingly furnishing false information to Ohio Business College.
- Obstruction or disruption of college-authorized activities on college property.
- Physical or violent verbal abuse of any person on college property, or at functions sponsored or supervised by Ohio Business College.
- Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. This specifically includes offense of domestic violence, dating violence, sexual assault, and physical and cyber stalking.
- Conduct that threatens or endangers the health or safety of any person, including oneself, on college property or at functions sponsored or supervised by Ohio Business College.
- Theft or intentional damage to private property on premises owned or controlled by Ohio Business College.
- Unauthorized entry to college facilities or property.
- Unauthorized use or misuse of college property including, but not limited to, attempting to leave the library with library materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of college telephones.
- Speech that is intended to insult or stigmatize an individual or a small number of individuals on any basis including but not limited to their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin.
- Smoking in college buildings.
- Violation of college regulations or campus policies.
- Use, possession, sale, or distribution of marijuana, alcohol, narcotics, or dangerous drugs, except as expressly permitted by law, on college property at any time. Drug testing, at the college's expense, will be required whenever a college personnel suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication.
- Drunken or disorderly behavior on college property or at functions sponsored or supervised by Ohio Business College. Intimidating behavior, including the use of social media, directed toward any student, faculty member, staff member, or administrator.
- Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on college property or at functions sponsored or supervised by Ohio Business College.
- The illegal use or possession of, or tampering with, safety equipment on college property.
- Giving false testimony or evidence at any official college hearing.
- Conduct deemed unlawful by the criminal statutes of the State of Ohio or the United States of America and conduct that endangers or threatens the security of Ohio Business College or the community.
- Nonpayment of school charges.
- Cell phones: Students may not receive or place cell phone calls, text messages, or pages during class time, or in classrooms. Students may only use cell phones in the break room or outside the building.

NOTE: Refer to the Nursing Student Handbook for additional Student Code of Conduct pertaining to the Nursing student in the classroom/lab and at clinical sites.

TRANSCRIPTS

Ohio Business College maintains an individual progress record for each student. Transcripts, official and unofficial, are available to current students at any time. Upon graduation, each

graduate receives one official and one unofficial copy of his or her transcript at no charge. Additional official transcripts are available upon written request at a charge of $5.00 each. Beginning July 1, 2024, OBC must provide a student with an official transcript if they received Title IV, HEA funds for a payment period and all charges have been paid for the period the transcript is being requested. OBC is not required to include credits on the transcript for periods where the student received non-Title IV funds unless the student has fully paid OBC the charges or does not have a signed agreement to pay. Academic transcripts are retained permanently.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The successful candidate for a diploma program must meet the following requirements:

1. Provide documentation of graduation from high school with a regular diploma or high school graduation equivalency.
2. Successfully complete all program requirements for the diploma.
3. Meet SAP (Satisfactory Academic Progress) standards of CGPA (cumulative grade point average) of at least 2.00 and PACE (Pace of Progression) of at least 67% of hours scheduled compared to hours completed. Students not earning a cumulative grade point average of at least 2.00 and/or a PACE percentage of at least 67% will earn a Certificate of Completion.
4. Have maintained 75% cumulative attendance.
5. Complete and submit, an Application for Graduation and Exit Interview during the final quarter before graduation.
6. Be free from all indebtedness to Ohio Business College. Students who have an outstanding balance owed to Ohio Business College will have their diplomas held until the unpaid balance is satisfied.

ADDITIONAL GRADUATION REQUIREMENTS FOR PRACTICAL NURSING and LPN to RN PROGRAMS:

- Practical Nursing students must maintain a minimum average of 78% in all nursing courses including earning a passing grade for work in the skills laboratory and in the clinical agencies to progress to graduation.

GRADUATION WITH HONORS

Students who meet the requirements for graduation in any program and whose cumulative grade point average/qualitative measure meets the following criteria will graduate with the honors indicated.

HONOR	MINIMUM GRADE POINT AVERAGE
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	4.00

ACADEMIC HONORS

For students in all programs, the Dean's and President's Lists are formal recognition of superior academic achievement. Students who earn a quarterly grade point average of 3.25 to 3.75 are named to the Dean's List and will receive a Dean's List Certificate. Students who earn a grade point average from 3.76 to 4.25 are named to the President's List and will receive a President's List Certificate. Only full-time students may qualify for these honors. (See Units of Credit under Grading System). Part-time students enrolled in any program will receive a Certificate of Merit for a minimum grade point average of 3.25. Please note that special students are not eligible for honors awards.

DRUG AND ALCOHOL POLICY

This policy is in accordance with the "Drug Free Workplace Act" of 1988 and the "Drug-Free Schools and Communities Act" which requires any organization receiving federal contracts, grants, or awards of more than $25,000 to meet certain anti-drug standards. This policy must be distributed to each employee and each student every year. These anti-drug standards include the following:

- Publishing and enforcing a policy that prohibits the illegal use, sale, or possession of controlled substances in the workplaces.
- Notifying the government when employees are convicted of illegal drug activities on the job.
- Posting a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- Posting a description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- Posting a description of the health risks associated with the use of illicit drugs and alcohol.
- Taking personal action against convicted employees.

The law does not require drug screening. Additionally, the "Drug-Free Schools and Communities Act" requires schools, colleges, and universities to meet similar standards to prevent on-campus alcohol and drug abuse.

The use of controlled substances and alcohol as well as the unlawful manufacture, distribution, dispensation, or possession of such substances is prohibited on college premises. Any employee or student found to have violated this prohibition will be subject to disciplinary action, up to and including immediate discharge or expulsion, in addition to criminal penalties that may be imposed by appropriate authorities. The 1988 Drug-Free Workplace Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace shall notify Ohio Business College not later than five days after such conviction. Notification should be given to the Campus Director and the Office of Human Resources. Any employee subject to this requirement who fails to notify the appropriate offices shall be subject to appropriate discipline, up to and including immediate discharge. Any employee or student who has questions or concerns regarding his or her obligations under this Drug-Free Campus Policy should contact the Campus Director or the Office of Human Resources. Compliance with this policy in all respects shall be a condition of employment with the school for an employee and a condition of continued enrollment for a student. Students or employees

who are chemically dependent are urged to seek help for an alcohol or drug problem before it interferes with their job, performance, or grades.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES

It is the policy of Ohio Business College to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, gender, sexual orientation, national origin, handicap, or age. Ohio Business College also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Student complaints of discrimination are investigated by the Corporate Director of Education.

Procedures for filing a complaint are as follows:

1. **Determination That a Complaint Exists:** A complaint is a written statement alleging a violation of the rights of one or more persons and includes a request that institutional action be taken. All complaints must be written and filed by mail to: Tri-State Educational Systems, Inc., 6690 Germantown Road, Middletown, OH 45042, Attn: Corporate Director of Education.
2. **Acknowledgement of a Complaint**: Receipt of a complaint will be acknowledged in writing and the complainant will be informed of the steps to be taken to evaluate and resolve the complaint.
3. **Determination of Sufficient Information to Proceed**: A determination will be made as to whether the complaint includes sufficient information to support the facts included in the complaint. The complaint should include contact information for the complainant, a written explanation of what happened, the injured person or group, and who committed the alleged discrimination. Missing information will be requested by phone or in writing and must be provided by the complainant within 20 calendar days of the request. If not provided within 20 calendar days, the complaint will be considered closed. Assistance with preparation of a complaint will be provided for individuals with disabilities.
4. **Timeliness of Complaint:** A complaint must be filed within 180 calendar days of the date of the last alleged act of discrimination in order to be considered timely. The filing date of the complaint is considered the earlier of the postmark date or the date the complaint was received by the Corporate Director of Education. A waiver of these requirements may be granted under conditions of documented incapacitation within the 180-day period. If a waiver is granted, the complaint must be filed within 60 days after the end of the period of incapacitation; if a waiver is not requested or requested but not granted, the complaint will be closed and the complainant will be notified.
5. **Declining to Proceed Further**: An investigation will be closed if the complaint is so weak, or unsubstantiated, or lacking in detail that it is without merit, or so incoherent that it cannot be considered to be grounded in fact; the complainant decides to withdraw the complaint; or the complainant or injured party dies. The complainant will be notified of this decision.
6. **Resolution**: Complaints will be investigated by interviewing witnessing and involved parties, reviewing written policies and procedures and file documents containing facts pertinent to the complaint. A notice of resolution will be issued to involved parties on conclusion of the investigation.

TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. As a recipient of federal funding, Ohio Business College is required to operate in a nondiscriminatory manner. The Title IX Coordinator for Ohio Business College is:

Jackie Marshall, Corporate Director of Education
5095 Waterford Drive
Sheffield Village, OH 44035
440-934-3101 or 888-514-3126
jmarshall@ohiobusinesscollege.edu

GRIEVANCE PROCEDURE

To ensure due process and enable a good faith dispute resolution environment, if a student has any problems or concerns regarding his or her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should discuss the issue with their Department Head. If the issue is still unresolved, then the student should make an appointment with the Campus Director for further assistance, if required. The reason for the grievance policy is to resolve any complaints at the campus level. Should these conferences come to an impasse, the student may contact the Corporate Director of Education through the corporate office. A student who feels his or her problems and concerns are not able to be resolved within the organizational structure of Ohio Business College should contact the Executive Director of State Board of Career Colleges and Schools. The address is 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. The telephone number is (614) 466-2752 or (877) 275-4219 or at https://scr.ohio.gov/information-for-students. A student may also contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone number (770) 396-3898 or (800) 917-2081 or at www.council.org. For Practical Nursing students may contact Ohio Board of Nursing, 17 S. High Street, Suite 660, Columbus, OH 43215. Telephone number (614) 466-3947 or at www.nursing.ohio.gov.

CAMPUS SECURITY AND CRIME STATISTICS

The safety of all individuals, including employees, students, and visitors, on our campus is of utmost concern. Even though our campus has proven to be relatively crime free, each individual must take full responsibility for being aware of his or her own environment in order to reduce the chance of becoming a crime victim. While visiting our campus and surrounding areas, individuals should be aware of their personal security and safety along with the security and safety of their personal belongings.

When visiting our campus, it is expected that employees, students, and visitors will behave in a law-abiding manner, but the school cannot take responsibility for guaranteeing this. If a crime is witnessed or experienced, an accurate and prompt report should be made to the Registrar, the Campus Director, or any other school official. A written record of the crime and who reported it will be taken, and local law enforcement officials will be contacted. School officials will cooperate fully with local law enforcement, and appropriate legal action will be taken where warranted.

Examples of prohibited behaviors would include:

- Any act deemed illegal by local, state, or federal statutes and laws
- Rape, acquaintance rape, and other forcible and non-forcible sex offenses
- The possession, use, or sale of alcoholic beverages or illegal drugs
- Any violation of state underage drinking laws
- Unauthorized removal or possession of items belonging to others

The Annual Security Report for the years 2023, 2024, and 2025 may be obtained from the Campus Director's office. The report will list, if any of the following crimes occurred on the Sheffield, Dayton or Columbus Campus or on non-campus or public property adjacent to or used by Ohio Business College: murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession or any forms of "prejudice" crimes that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.

This listing is not intended to be a comprehensive listing of all illegal actions. These and any other illegal actions will be promptly responded to up to and including the immediate dismissal and removal from campus of any and all individuals involved. In the case of sexual assaults, employees and students are encouraged to contact local rape counseling and crisis centers and become aware of rape, acquaintance rape, and other forcible and non-forcible sex offenses. In addition, the school may provide brochures or pamphlets produced by specialists in sex offenses. If a sex offense occurs on or around campus, a school official should be immediately contacted and a written report made. Individuals are encouraged to preserve all evidence of these crimes until law enforcement officials have been notified and have responded. To obtain information concerning sexual offenders who may be enrolled here or living in the vicinity, interested individuals may go to www.nsopw.gov. On the victim's request, school officials will assist in notifying local authorities. The Registrar, on request, will provide a listing of the telephone numbers and addresses of local off-campus counseling, mental health, or other services for victims of sex offenses. After an alleged sex offense, the school will respect a victim's requests for special consideration that are possible and reasonable. Both the accuser and the accused (1) are entitled to the same opportunities to have others present during a disciplinary proceeding, and (2) will be informed of the final determination of any school disciplinary proceeding with respect to the alleged sex offense and concerning any sanction that is imposed against the accused.

RIGHT TO KNOW ACT

The United States Department of Education requires that all postsecondary institutions report completion and graduation rates to all prospective and current students.

By July 1, 2026 of the 104 full-time, first-time degree or diploma seeking students who began at Ohio Business College in the Fall of 2023, 85.6% have completed or graduated, it is not known of any transferring to another institution, and 0.0% are still enrolled. For placement information, please review the CPL on the Ohio Business College website.

STUDENT SERVICES

CAREER SERVICES

Career Services will readily supply information regarding present and future employment opportunities. Information on job requests from businesses and industries will be made available to students who qualify. Ohio Business College makes no guarantee of placement, but will assist in obtaining initial contact with employers. Placement statistics are provided by the Admissions Department or Career Services Office.

GUIDANCE

The Campus Director, Department Heads, and Faculty serve as educational and career counseling advisors. Personal counseling that requires the services of a professional is referred to appropriate outside licensed agencies.

TUTORING

Students who are struggling with course material and have maintained satisfactory attendance have the opportunity to participate in free tutoring. Faculty members are available to the student for academic help whenever possible. Appointments should be made in advance with either the instructor or Registrar.

STUDENTS WITH SPECIAL NEEDS

Special classroom needs must be submitted in writing to the Campus Director eight weeks prior to the start of the quarter.

Students with special needs are responsible for making these needs known to the college upon enrollment and acceptance. Students with special needs that might interfere with their performance should contact the school at the beginning of the course with the appropriate documentation.

Reasonable/equitable efforts will be made to accommodate such students, and in all cases prior arrangements must be made to ensure that any special needs can be met in an economical and timely fashion.

RESOURCE CENTER

All campuses have a learning resource space to provide a quiet area for study. Ohio Business College also offers library services to enhance your educational experience. We subscribe to the Aquinas Online Library (OLIB), a digital resource platform that provides access to a broad collection of materials including books, magazines, scientific journals, and access to an online librarian for research assistance. We also provide:

- Faculty, instruction, & curriculum support
- Assistance with evaluating and citing sources

- Print resources
- Additional online resources

Additionally, there are program resources available in the classrooms or the Department Heads office.

ARTICULATION AGREEMENTS

Ohio Business College has articulation agreements in place for those graduates who wish to continue their education. In order for students to receive the full benefits of any articulation agreement, they must contact the receiving college's representative, who holds the transferability of credit information. The colleges in which Ohio Business College has articulation agreements with: DeVry University, University of Phoenix, National American University, and Franklin University. These college's representatives can be obtained from the Career Services Director.

STUDENT RECORDS POLICY (FERPA)

Student educational records are official documents protected by the Family Educational Rights and Privacy Act (FERPA). FERPA affords a student, certain rights with respect to educational records. Copies of educational records or personally identifiable information concerning student records will not be released to anyone outside Ohio Business College, except as required or allowed by law, without the student's written consent. No provisions have been made for providing electronic signatures. Disclosures to school officials with legitimate educational interests are permitted without consent. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent; or a student serving on an official committee or assisting another school official in performing his or her tasks.

Risks to security and confidentiality of information are assessed periodically and adjusted as deemed necessary and appropriate. According to FERPA, students have the right to inspect and review their educational records. To do so, a student must submit a written request to the Registrar, specifying the records desired and their location. The request will be granted as soon as practicable, but in no case more than 45 days after the request is received by the Registrar.

Definition of Terms

Restricted access to directory or public information – Students have the right to restrict access to directory or public information. This request must be done in the Registrar's office. When a student restricts their directory or public information, that information will only be used to meet the direct educational needs of the student.

If a student requests restriction to their directory or public information, the college will respond to inquiries as follows: "We are not permitted under FERPA regulations to give out any information without the student's consent."

If a student signs a consent form to release specific information, the college will only release information after verification of a picture identification.

Education record – any record maintained by the institution that is directly related to a student or students; any record that contains a student's name(s) or information from which an individual student can be personally (individually) identified; these records include: files, documents, and materials in whatever medium (handwriting, print, tapes, disks, film, microfilm, microfiche) which contain information directly related to students and from which students can be personally (individually) identified. The contents of an education record may appear in a variety of forms, such as: handwritten document, computer file, computer screen, printout, verbal exchange. Student information must be handled with care regardless of the form it is presented.

School official – a person employed by the college in an administrative, supervisory, academic research, or support staff position (including law enforcement and health staff personnel); a person elected to the Board of Trustees; a company employed by or under contract to the college to perform a special task such as the attorney, auditor, or collection agency; a student serving as an official. Campus Directors are designated as responsible for safeguarding all student records.

Directory or public information – Ohio Business College has designated the following information as Directory or Public Information:

- The following Directory information may be released by telephone:
  - Student's dates of attendance
  - Date of graduation and degree or diploma earned
- The following Directory Information will be released only in response to a written request:
  - Student's address
  - Telephone listing
  - Program of study
  - Awards received
  - Most recent previous education agency or previous institution attended
  - Photo
  - Honors received

Personally identifiable information – personally identifiable information includes, but is not limited to: student number; grades/exam scores; grade point average; social security number; parent address; parent phone; detail of registration information (i.e., courses, times); race; ethnicity; nationality; gender; date of birth; total credits; academic advisement; number of credits enrolled in a quarter; emergency contact; personal characteristics or other information which would make the student's identify easily traceable, bank and credit card account numbers, income and credit.

Sole possession notes – a record you never share with anyone else and that is maintained solely by you.

The right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and other documents of a confidential nature. If, after inspecting the records, a student wishes to alter, correct, or delete inaccurate or misleading information that is believed to violate privacy or other rights, the student may request a correction or deletion in writing. If this request is denied, the student will be given a copy of the questioned records and may request a hearing in writing. The student will submit the request to the Campus Director specifying the portion of the record being questioned, the

reason, and the desired change. A review of this request will be conducted within a reasonable time, and a written decision will be issued. If the student is not satisfied with the review results, he or she may submit written comments, which will be maintained with the questioned records.

TUITION, FEES, PAYMENT AND REFUND POLICY

TUITION AND FEES

Please refer to the current Tuition and Fees Schedule. Students are required to pay the cost of tuition, books, and fees quarterly in advance; any other arrangements must be made through the Financial Aid Office or the Student Accounts Office prior to the start of the quarter.

Tuition, fees, and book charges are subject to change. Ohio Business College will provide a 60-day notice of any increases of tuition and/or fees to all currently enrolled students.

FINANCIAL AID INFORMATION

GENERAL **INFORMATION**

Financial assistance in the form of loans, grants, and scholarships is available to qualified students. Ohio Business College makes every possible effort to aid those students who need financial assistance in order to complete their education. A prospective student and his or her family are encouraged to visit the Financial Aid Office at Ohio Business College for detailed information, forms, and assistance in completing application forms for financial aid programs. Regardless of any estimated financial assistance the student does or does not actually receive, the student remains responsible for all costs.

It is a fundamental principle of financial aid that the student's first resource must be his or her own earning capacity, followed by the income and assets of his or her immediate family. When those resources are not adequate to meet the cost of a student's education, Ohio Business College administers several assistance programs to help the student finance his or her education. The actual amount of aid a student may receive depends on his or her financial need, full-time or half-time status, length of enrollment during the academic year, cost of education, and availability of funds. Changes in program eligibility requirements may also impact actual receipt of funds. In general, to receive federal or state aid, a student must meet the following criteria:

1. Have financial need, except for some loan programs;
2. Have a high school diploma or a General Educational Development (GED) certificate;
3. Be enrolled as a regular student working toward a degree or diploma in an eligible program and attending school; students enrolled as special students are not eligible for financial aid;
4. Be a U.S. citizen or eligible non-citizen;
5. Have a valid Social Security Number;
6. Maintain satisfactory progress in the course of study being pursued;
7. Not be in default on any Federal Educational Loan or owe a refund or repayment on a Federal Pell or Federal Supplemental Educational Opportunity Grant received for attendance at any college;
8. Be registered with the Selective Service, if required.

NOTE: Ohio Business College honors the Veterans Benefits and Transition Act of 2018, Title I – Education, Section 104 which states to allow individuals to stay enrolled in courses of education pending receipt of educational assistance from the Department of Veterans Affairs. OBC will not have any adverse action against a student due to a late payment of tuition and/or fees from VA.

GRANTS, LOANS, AND SCHOLARSHIPS

Grants and Scholarships are a source of funding for school that does not have to be paid back. Loans are a source of funding for school that is required to repay at a later date.

The following financial aid is available to those who qualify:

Grants (do not require repayment)

- **Federal Pell Grant (Pell)**
  - The Federal Pell Grant Program provides need-based grants to eligible students. Grant amounts are dependent on: the student's family financial situation; the cost of attendance as determined by the institution; the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
  - The FSEOG Program provides need-based grants for undergraduate students with exceptional financial need who are also Federal Pell Grant recipients.

Student Eligibility Requirements:

To receive a FSEOG award, a student must:

- Have Financial Need;
- Meet the General Eligibility Requirements (outlined below);
- Be enrolled or accepted for enrollment as an Undergraduate Student, and;
- Not have previously earned a Bachelor's or First Professional Degree.

Ohio Business College must make FSEOG funds reasonably available (to the extent of available funds) to all eligible students. Ohio Business College follows all federal regulations in determining which students meet the FSEOG eligibility requirements. No eligible student is excluded from consideration in awarding FSEOG, but deadlines, selection groups, categories, and SAI rankings are used in prioritizing grant recipients.

A student's eligibility for FSEOG is determined by the FSEOG Program Administrator and the appropriate Financial Aid staff during the Title IV review and packaging process. The standard amount is established based on available funds and eligible applicants; the award is $100.00 per term/payment period. Any amount over the award amount listed must be approved by the Regional Director of Financial Services in writing. At the end of the awarding process for any given award year, all students are reviewed by selection group and additional awards can be given up to the maximum allowed by Federal Regulations of $4000 to offset a student's financial need, as long as the student remains eligible for this fund source. All students in the First

Selection Group would be assessed before moving into the Second and Third Selection Groups.

Priority Order by SAI and OPEID

Per Federal Regulation Guidelines, Ohio Business College is allowed to establish categories of students to be considered for FSEOG as a means of administering its packaging policies. Categories may be based on class standing, enrollment status, program, date of enrollment, or a combination of factors. By establishing these categories, Ohio Business College is attempting to ensure that the students in each category have an opportunity to be awarded FSEOG funds. There is no requirement to reserve funds for late applicants although the school is not precluded from doing so.

In determining the priority order in which students will be awarded FSEOG funds in any given award year, Ohio Business College must first choose those students with exceptional financial need—that is, those with the lowest Expected Family Contribution (SAI) who will also receive Federal Pell Grant in that award year. This group of students is categorized as the "First Selection Group."

If Ohio Business College has FSEOG funds remaining after awarding FSEOG funds to the entire First Selection Group for the current student population within the OPEID., Ohio Business College must next select students with the lowest EFCs who are not receiving Pell Grants in that Award Year due to reaching their 600.000% Pell LEU. This group of students is categorized as the "Second Selection Group."

If Ohio Business College has FSEOG funds remaining after awarding FSEOG funds to the entire First and Second Selection Groups, the school must next award FSEOG funds to those Pell Eligible Students with an SAI above 1, prioritizing those exhibiting the most extensive need until FSEOG funds have been exhausted for that Award Year. This group of students is categorized as the "Third Selection Group."

The College has established Three Selection Groups:
Selection Group 1: Zero SAI Pell eligible students

Selection Group 2: Zero SAI Students who have reached their 600.000% Pell LEU

Selection Group 3: All other Pell eligible students- Please use the current Pell Chart to determine next SAI grouping to award.

Students who meet applicable deadlines are assigned to the appropriate selection group. Students' SAI are ordered by rank within each Selection Group. Students who fail to meet published deadlines are eligible for FSEOG, to the extent that funds are available, only after all students who met the published deadlines are awarded. Students who fail to meet the deadline are assigned to the applicable selection group, as necessary, for awarding purposes.

All Pell Eligible Students with a Zero SAI, within Ohio Business College OPEID must be awarded before moving to the next Selection Group. Please check with the FSEOG Program Administrator before awarding Second and Third Selection Groups.

Fund Allocation at Campus Level

The annual FSEOG allocation is divided among campuses, if necessary, based on enrollment information for the most recently completed, current, and future award years using historical, current, and projected enrollment information. The allocation for each location is divided between new and continuing students.

For new students, the allocation is divided among start dates, based on enrollment information for the most recently completed, current, and future award years using historical, current, and projected enrollment information.

Availability throughout the Award Year:

Ohio Business College must ensure that FSEOG recipients are selected for each class start over the entire Award Year. FSEOG funds are reserved for use throughout the corresponding Award Year (on the basis of institutional experiences from previous periods), and selection practices can be applied in a manner that would assure a reasonable consistency over the entire Award Year.

For New Students, Ohio Business College divides the allocation set aside for first-time students proportional to past and anticipated enrollment data. For example, if 35% of new students start in June, then 35% of the allocation for first-time students should be awarded to June starts.

For continuing students, FSEOG is awarded based on published deadlines until funds are exhausted.

Awarding/Packaging

Ohio Business College is required to develop policies and procedures to ensure the fair and equitable treatment of students when awarding FSEOG. Federal regulations set certain parameters for awarding FSEOG. Within those guidelines, an institution must establish policies that best meet the needs of its students. All Pell Eligible Students with a Zero SAI, within Ohio Business College OPEID must be awarded before moving to the next Selection Group. Please check with the FSEOG Program Administrator before awarding Second and Third Selection Groups.

New Student Packaging

1) Financial Aid Representatives will tentatively award FSEOG to Zero SAI-Only applicants during the estimate and packaging appointment.
2) FSEOG will be awarded for the entire academic year with a portion paid during each payment period.

Continuing Student Packaging

1) FSEOG is awarded by Term/Payment Period to continuing students in order by the First, Second and Third Selection Groups until the allocated funds are exhausted.

Re-claimed FSEOG Packaging

1) Ohio Business College defines re-claimed FSEOG funds as awarded funds that become available again as a result of a student's loss of eligibility, e.g., due to withdrawal.
2) Re-claimed funds will be re-awarded to new and continuing students in either the current term or subsequent terms. Funds will be awarded by the Selection Groups and Financial Need.
3) Re-claimed funds will be awarded until exhausted.

- **Ohio College Opportunity Grant (OCOG)**
  - The Ohio Board of Regents administers the Ohio College Opportunity Grant (OCOG) program, which provides grant money to Ohio residents who demonstrate financial need.

Loans (require repayment)

- **Federal student loans** are loans that are funded by the federal government and must be repaid with interest.
  - **Federal Direct Student Loan-Subsidized** –are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school. Student is not charged interest on the loan while in school and during deferment periods.
  - **Federal Direct Student Loan-Unsubsidized** – are loans made to eligible undergraduate students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. Student is responsible for interest during all periods.
  - **Federal Direct Loan-Plus –** are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Parent is responsible for interest during all periods.
- **Other Loan Programs –** A private student loan is a nonfederal loan issued by a lender such as a bank or credit union.

Scholarships (do not require repayment)

- LEADS!
  Leadership, Excellence, and Dedication Scholarship for High School Seniors. Each year the institution donates scholarship monies to the LEADS Scholarship (formerly the Legislative Scholarship) Program sponsored by the Ohio-Michigan Association of Career Colleges and Schools (OMACCS). The Association requires the applicants to be a current high school senior, with a "C" or better grade point average, who has been nominated by a civic or community leader or a member of the State legislature. The scholarship applications and requirements are published each fall by the Ohio-Michigan Association of Career Colleges and Schools and mailed by the Association to guidance counselors. The institutions high school representative also publicizes the scholarship by mailing copies of the applications to high school seniors who have shown previous interest in our college. This representative informs high school seniors of the scholarship while at college fairs, school visits, and other public events. A board representing the Association, which does not include any of our staff or faculty, chooses the recipient.

  Books, lab charges, and student general fees are to be paid by the student.

  Applications are available at High School Guidance Departments or at Ohio Business College. Deadlines are determined by OMACCS on an annual basis. Further information can be obtained from the Association by contacting them at 285 N. State Street, Suite 200, Westerville, OH 43081 or by telephone at 614-487-8180.

- Ohio Business College Community Scholarship
  The institution offers the Ohio Business College Community Scholarship. A board representing those program officials, which do not include any of our staff or faculty, chooses the recipient. The requirements include being a high school graduate, apply within twelve months or sooner, of high school graduation, have a high school GPA of 2.5 or higher, letter explaining why applying for the scholarship, and a letter of recommendation.

PROFESSIONAL JUDGMENT POLICY

PROFESSIONAL JUDGEMENT (PJ) AUTHORITY & INDIVIDUALS WHO MAY EXERCISE IT

The Financial Aid Office has been authorized by the Federal Government to alter data elements used to calculate the SAI or the Cost of Attendance when a student has Special or Unusual circumstances on a case-by-case basis. An adjustment made by the Financial Aid Office is valid only at Ohio Business College; any adjustments made at other institutions are valid only at those institutions.

All students interested in applying for a Professional Judgment (PJ) must first complete verification of their FAFSA Data to ensure accuracy before Ohio Business College can consider a PJ adjustment.

Professional Judgment cannot be used to alter the formula used to calculate the SAI nor the tables used in the calculation. All data elements that are adjusted must relate to the student's special or unusual circumstances.

Any educational expenses incurred post-enrollment cannot be included in the cost of attendance.

CIRCUMSTANCES WHERE PROFESSIONAL JUDGEMENT MAY BE USED & POSSIBLE ACTIONS

There are a number of circumstances that may result in the Financial Aid Office using its discretion by adjusting a student's SAI or Cost of Attendance. These decisions are made on a case-by-case basis and are not applicable to an entire group of the student population. Below are examples of circumstances that may warrant a PJ and where an adjustment can be made. This list is not exhaustive, nor is a PJ required or granted in every instance.

- Special Circumstances refer to the financial situations that justify an aid administrator adjusting data elements in the COA or in the SAI Calculation.

- Change in employment status, income, or assets
- Change in housing status (e.g., homelessness)
- Tuition expenses at an elementary or secondary school
- Medical, dental, or nursing home expenses not covered by insurance
- Child or dependent care expenses
- Severe disability of the student or other member of the student's household
- Other changes or adjustments that impact the student's costs or ability to pay for college

- Ineligible Circumstances for SAI or Cost of Attendance Adjustment
  - Vacation expenses
  - Tithing Expenses
  - Standard Living Expenses (e.g., Utilities, Credit Card Expenses, Children's Allowances, etc.)
- Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation. Keep in mind, a Dependency Override may only adjust a student from Dependent to Independent.
  - Dependency Overrides
    - Parental Abandonment or Estrangement
    - Student or Parental Incarceration
    - Unaccompanied Homeless Youth
    - Legally Granted Refugee or Asylum Status
    - Human Trafficking, as described in the Trafficking Victims Protection Act of 2000
- Ineligible Circumstances for Dependency Override
  - Student demonstrates total self-sufficiency
  - Parent refuse to contribute to the student's education
  - Parents will not provide information for the FAFSA or verification
  - Parents do not claim the student as a dependent for income tax purposes
- Note: Any student who has obtained an adjustment for unusual circumstances and a final determination of independence is granted, it will apply to all subsequent Award Years at Ohio Business College unless:
  - The student informs Ohio Business College that their circumstances have changed
  - Ohio Business College has conflicting information about the student's independence

PROFESSIONAL JUDGMENT REVIEW PROCESS

- The Financial Aid Administrator will conduct a documented interview to determine the student's circumstances and what documentation will be necessary for a Professional Judgment Review
- The student is responsible for submitting all required documentation for their Professional Judgment Review
- Once the Financial Aid Administrator has collected all needed documentation, it will be submitted to the Director of Financial Aid for an official Professional Judgment Review
- Upon submission of all supporting documentation to the Director of Financial Aid, a final determination will be made no later than 10 Business Days after the date of submission
- After the Professional Judgment Review is complete, all students will be provided with a final determination in writing and will be documented in the student's file

Decisions made by the Financial Aid Office are final and cannot be appealed to the Department of Education.

FEDERAL WORK STUDY PROGRAM

Ohio Business College participates in the Federal Work Study Program. This program allows eligible students to work part-time both on campus and off. The Federal Work Study is part of the Federal Financial Aid program so the student must complete the FAFSA in order to determine eligibility.

To be eligible, a student must:

- demonstrate financial need
- be enrolled as a regular degree/certificate seeking students
- be a US citizen or eligible non-citizen
- have a social security number
- may not be in default on any student loans

If you are interested in the Federal Work Study Program, make sure you check that on your FAFSA and see you Financial Aid Administrator for complete eligibility and regulations.

REFUND POLICY

Trades and nursing students are charged tuition and fees on a quarterly basis during which they attend classes. This refund policy is intended for those students who withdraw from all classes at the college. For those who withdraw (drop) an individual course but remain in other courses, their financial aid may need to be reevaluated to determine a possible refund. If this is the case, see the Financial Aid Department.

Ohio Business College uses the Council on Occupational Education's refund policy. The refund policy is based on credit and clock hour programs. Refunds are to be made within 45 days after the school has determined that a student has withdrawn or been notified of the student's cancellation. The date of determination of an unofficial withdrawal is defined as the last date of physical attendance and participation in an academic activity at the college.

All refunds are calculated based on tuition and fees. The refund policy for students attending Ohio Business College who incur a financial obligation for a period of 12 months or less is as follows:

- All prospective students are required to attend a personal interview prior to enrollment in to the program.
- Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.
- During the drop period (receiving a grade of WD) of financial obligation, the institution refunds 100% of the tuition.
- During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;

- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

A student withdrawing from school during the first week of classes may return unmarked textbooks that were purchased from Ohio Business College to the Student Accounts Office to receive a refund credit on their account. For a full refund, books must be returned within the first 14 days of the quarter. A student is responsible for returns through the Student Accounts Office. Please note: lab and supply fees are charged in addition to the tuition and are refunded on a pro-rated basis.

If a student withdraws from school, the amount of monies disbursed for non-institutional educational expenses will be based on the expenses incurred by the student up to the time of withdrawal, based on established budgets. No overpayment will result after half of the payment period has been completed.

NOTE: Should OBC cancel a course offering, students will automatically receive a 100% refund of any tuition and fees paid for that course.

VETERANS REFUND POLICY

Students using VA Educational Benefits or their eligible persons sponsored as students fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length.

Refunds will be made within 45 days of date of determination (normally last date of attendance).

RETURN OF TITLE IV FUNDS POLICY

This policy applies to students' who withdraw officially, unofficially or are dismissed from enrollment at the school. It is separate and distinct from the school refund policy. The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The Federal Department of Education specifies how Ohio Business College must determine the amount of Federal Student Aid (FSA) assistance a student earns if they withdraw from school. The FSA programs available at OBC that are covered by this law are: Federal Pell Grants, Stafford Loans, and PLUS Loans. For state grant aid, the amount earned when a student withdraws is equal to the % of tuition and fees earned according to OBC's institutional refund policy. When a student withdraws or is terminated, the funds returned to Title IV programs will take place in the following order:

- Federal Direct Student Loan-Unsubsidized
- Federal Direct Student Loan-Subsidized
- Federal Direct Plus Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Iraq-Afghanistan Service Grant
- Other grants or loan assistance

Because Ohio Business College is a school that is required to take attendance, the law specifies that OBC must routinely monitor attendance records to determine in a timely manner when a student has withdrawn. This determination must be made no later than 14 days after the last date of attendance according to the school's attendance records. Even though OBC has a policy that states a student who is absent more than 30% of the scheduled class meetings before dismissal is a consideration, the date of withdrawal determination will never be more than 14 days after the last date of attendance. If a student provides notification of official withdrawal earlier than the 14 days after the last date of attendance, and there is no class or activity participation after that notification, the withdrawal determination date will be the date the student provided notification. Although, the last date of attendance is always used to determine refund amounts. All refunds will be calculated and made by 45 days after the withdrawal determination date.

When a student withdraws or their enrollment is otherwise terminated, the amount of Federal Title IV Financial Aid that has not been earned must be returned to the Federal Student Aid Programs. This process is referred to as "Return to Title IV" (R2T4).

R2T4 CALCULATION INFORMATION

Title IV funds are earned in a prorated manner based upon scheduled class hours that have occurred as of the student's Last Date of Attendance (LDA). Although an R2T4 calculation is required regardless of percentage of the period completed, after the 60 percent point in the payment period, a student is considered to have earned 100 percent of the Federal Student Aid funds they were eligible to receive.

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned.

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn. The school will make this determination within 14 days of the students Last Day of Attendance. The return calculations must be completed within 30 days of the Date of Determination, all funds will be returned within 45 days of the Date of Determination.

TREATMENT OF R2T4 TITLE IV CREDIT BALANCES

If the R2T4 Calculation results in a credit balance on the student's account, it is handled as follows:

- Any Title IV credit balance must first be allocated to repay any grant overpayment owed according to the R2T4 calculation as a result of the current withdrawal. OBC will return such funds to the Title IV grant account within 14 days of the date the R2T4 calculation is performed.
- With the student or parents written authorization, the Title IV credit balance will first be applied to any unpaid, authorized charges,

- Any credit balance remaining after overpayments and unpaid, authorized charges have been satisfied, the school will issue a refund directly to the student or parent as soon as possible and no later 14 days of the date the R2T4 calculation is completed
- If OBC is unable to locate the student and/or parent to whom the Title IV credit balance is due, the credit balance will be returned to the Title IV programs in the order outlined in the "Return of Title IV Policy".

POST-WITHDRAWAL DISBURSEMENT

The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student's withdrawal/termination, but for which the student remains eligible under the R2T4 calculation within 45 days. In the case of borrower's loan funds, the school will calculate the borrower's eligibility for a "post-withdrawal disbursement".

POST-WITHDRAWAL DISBURSEMENT PROCEDURE:

- The Financial Aid Office will advise the borrower in writing of the loan amount(s) available within 30 days of the date of determination,
- The notification requesting confirmation will identify the loan type, amount and current account balance. The student is required to respond by 14 days explaining that (1) they accept all funds available, (2) accept only enough funds available to satisfy any outstanding balance, or (3) decline all funding.
- If a response is not received from the borrower within 14 days, or the student declines the funds, the school will not request the funds.
- If the post-withdrawal disbursement is accepted, the funds will be applied to direct costs before any refund/stipend will be granted to the borrower.

NOTE: The student is obligated to repay any loan funds disbursed directly to the student's loan servicer.

OVERPAYMENTS

Any amount of unearned federal grant funds that a student must return is referred to as an "overpayment". The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potential other actions by the Department of Education.

OHIO BUSINESS COLLEGE

CONSUMER INFORMATION REQUIREMENTS

Federal regulations require higher education institutions to provide basic information about the institution and about financial aid to enrolled and prospective students. The chart below reflects the information we are required to provide and where students may find this information. Students may obtain these documents from any school employee.

	WHERE OBTAINED:
Types of federal financial aid available to students	Financial Aid Office (FAO)
Types of agencies and private aid	FAO
Types of state and local aid, school, and information private aid	FAO
Enrollment procedures and eligibility determinations	FAO
How aid is applied/distributed	FAO
Student rights and responsibilities in regard to aid	FAO
For loans: terms, repayment schedules, exit counseling	FAO/Registrar
Satisfactory Academic Progress policies	School Catalog
Drug and alcohol abuse prevention methods	FAO
Terms for deferment of education loans for community service	FAO
Accreditation, approval, licensure information	School Catalog
Special facilities and services available to disabled students	Registrar
Cost of attendance	Enrollment agreement/FAO
Refund requirements for aid programs when a student withdraws	FAO
Programs offered	School catalog
Descriptions of the educational facilities	School catalog
Listings of faculty and other instructional personnel	School catalog
Campus Crime Statistics	School catalog
Completion and graduation rates	School catalog
Local, state, and federal laws relating to drugs and alcohol	FAO
Health risks associated with the use of illicit drugs and alcohol	FAO
School sanctions imposed on student or employees for conduct	School catalog
Family Rights and Privacy Act (FERPA) info	School catalog

ORGANIZATION AND STRUCTURE

TRI-STATE educational systems, inc.

TRI-STATE EDUCATIONAL SYSTEMS, INC.
CORPORATE STRUCTURE

Ohio Business College, is a wholly owned subsidiary of
Tri-State Educational Systems, Inc.
6690 Germantown Road
Middletown, Ohio 45042
Phone: (513) 424-1237
Fax: (513) 424-6261

CORPORATE

Mr. David Gleason, President

Ms. Melissa Warner, Executive Vice President

Ms. Jackie Marshall, Vice President Education

Mr. Greg Schultz, Vice President, Director of Education Systems and Operations

CAMPUS DIRECTORS

Dr. Donna Stevens, Director of Nursing, Campus Director Sheffield (Main Campus)

Ms. DeAnne Bowersock, Elyria and Lorain (Extensions)

Ms. Lisa Perdomo, Dayton and Columbus (Affiliate Campuses)

OHIO BUSINESS COLLEGE

NURSING ACADEMY

ACADEMIC CALENDAR FOR NURSING PROGRAMS

FALL 2026 – FALL 2027

FALL QUARTER — SEPTEMBER 28, 2026 TO DECEMBER 4, 2026

September 28	Fall Quarter Starts
October 30	Last day to withdraw from class(es) without grade penalty
November 26-27	Thanksgiving Break (No Classes)
December 4	Fall Quarter Ends
December 7-11	Exams and Makeup

WINTER QUARTER — JANUARY 11, 2027 TO MARCH 19, 2027

January 11	Winter Quarter Starts
January 18	Martin Luther King Day (Classes Held)
February 12	Last day to withdraw from class(es) without grade penalty
March 19	Winter Quarter Ends
March 22-26	Exams and Makeup Classes

SPRING QUARTER — APRIL 5, 2027 TO JUNE 11, 2027

April 5	Spring Quarter Starts
May 7	Last day to withdraw from class(es) without grade penalty
May 31	Memorial Day (No Classes)
June 11	Spring Quarter Ends
June 14-18	Exams and Makeup Classes

SUMMER QUARTER — JUNE 28, 2027 TO SEPTEMBER 3, 2027

June 28	Summer Quarter Starts
July 5	Fourth of July observed
July 30	Last day to withdraw from class(es) without grade penalty
September 3	Summer Quarter Ends
September 6	Labor Day (No Classes)
September 7-10	Exams and Makeup Classes

FALL QUARTER — SEPTEMBER 27, 2027 TO DECEMBER 3, 2027

September 27	Fall Quarter Starts
October 29	Last day to withdraw from class(es) without grade penalty
November 25-26	Thanksgiving Break (No Classes)
December 3	Fall Quarter Ends
December 6-10	Exams and Makeup Classes

ADMISSION TO THE NURSING PROGRAMS

Prior to applying to the OBC Practical Nursing Program or the LPN to RN Program the student should consider the list of disqualifying offenses to obtaining a Nursing license in the state of Ohio. Visit this URL: List of Disqualifying Offenses for a list of those offenses and additional information. Students are responsible for ascertaining their status in regard to the information contained in the Ohio Board of Nursing fact sheet at the URL listed. If you plan to take the NCLEX-PN® or RN in a state other than Ohio, you must determine what the disqualifying offenses are for that state prior to applying to the Nursing program. Any questions about eligibility to obtain a nursing license, should be directed to the Ohio Board of Nursing prior to applying to the Nursing Program.

Students interested in enrolling in the Nursing Program at Ohio Business College must first apply for admission to the College. The student may complete the application online at https://ohiobusinesscollege.edu/admissions/enrollment-checklist/

At the above URL you will find a checklist that is helpful to many students. The checklist of tasks for applying to the College is as follows:

- Schedule a visit to the campus of your choice
- Meet with an Admissions representative
- Complete the entrance assessment for your program (see below)
- Send Ohio Business College your high school transcripts, GED certification and any previous college transcripts.
- Meet with a Financial Aid administrator
- Schedule classes
- Order textbooks
- Attend orientation
- Begin classes

In addition to the Ohio Business College admission requirements, the Practical Nursing and the LPN to RN Nursing Program has additional admission requirements. These additional requirements are as follows:

PRACTICAL NURSING AND THE LPN TO RN PROGRAM ADMISSION REQUIREMENTS

1. Must be 18 years of age at time of enrollment
2. Complete an informational session with the Admissions Department
3. Complete an online State of Ohio Disclosure Course (info/link provided by admissions dept.)
4. Submit a copy of High School or GED transcript. High School transcripts must have students full name, graduation date, and school official signature (if possible). Foreign transcripts must be evaluated prior to enrollment by an accredited agency.
5. Provide a copy of valid Government Identification and Social Security Card (BOTH must be students legal name)
6. If applicable; Citizenship requirements include 194 card with date of entry, current passport, and proof of alien registration number.
7. Valid and Current BLS Healthcare Provider CPR prior to the first clinical date. (NO ONLINE COURSES are accepted)
8. Complete an Ohio Business College Pre-Admissions Health Form that is signed and dated by physician or qualified medical representative without limitation, restrictions, and free of communicable disease.
9. All students enrolling into a nursing program (PN and LPN to RN) must complete and pass a drug screen, completed at Ohio Business College. Should a prospective student test positive they can schedule an appointment to come back to retest at Ohio Business College, the appointment must be at least 24 hours from the original test. If the person tests positive again they will be ineligible to enroll in the upcoming program's start date and will need to wait until the next scheduled program's start date and restart the enrollment process if they choose.
10. Complete a BCI and FBI criminal background check and fingerprinting at Ohio Business College. The background checks are subject to approval and/or consultation with a director.
11. Provide immunizations records, which include:
    a) Current 2 Step PPD within (1) year of start date or an initial 2 step PPD with documented proof of annual (1) step PPD. -OR- CXR within (1) year of start date, or QuantiFERON-TB-Gold.
    b) 2-MMR, 1-Varicella, 3-Hepatitis B series/waiver and/or Titers verifying immunity, and current Tetanus within the last 10 years.
    c) Students will be responsible for completing any immunizations/boosters required by clinical sites. (Examples: Flu vaccine, Pneumococcal, Coronavirus vaccine)
    d) ALL health records must be turned in before a student can enroll into the program with the exception of the Hepatitis B series, students must have at least started the series prior to enrollment.
12. Complete an individual meeting with a financial aid administrator for funding/payment arrangements
13. Complete an Application for Enrollment
14. Sign a Program Enrollment Agreement
15. Attend student orientation prior to start of program

NOTE: If at any time during the admissions/enrollment process a prospective student becomes belligerent, deceptive, or mistreats any staff, faculty, Ohio Business College has the right to refuse enrollment into the nursing program(s) for violation of the code of conduct.

PRACTICAL NURSING PROGRAM ADDITIONAL ADMISSION REQUIREMENTS

In addition to the OBC admission requirements, the Practical Nursing Program has additional admission requirements. These additional requirements for entrance into the Practical Nursing Program are as follows:

1. All high school and previous college transcripts must be submitted.
2. Meet or exceed the current required score on the entrance assessment.
3. Complete the following health requirements: Physical exam, proof of immunization and immune status against communicable diseases and provide a drug screen, as required by the clinical agencies. A positive drug screen may prevent admission into the program.
4. Pass a criminal record check. A criminal background check that reveals conviction for any of the Ohio Board of Nursing disqualifying offenses may prevent admission into the program. For any offense identified on the criminal background check, the student must consult their own legal representation. The Practical Nursing Program will follow the procedures and guidelines of the clinical agency, which may prohibit the student from attending learning experiences in that agency.

LPN TO RN PROGRAM ADDITIONAL ADMISSION REQUIREMENTS

1. Submit a copy of official Practical Nurse Transcript for evaluation/review
2. Must have an active, valid unencumbered Ohio Practical Nursing License or an Unencumbered Multi-State Practical Nursing License issued by the state Board of Nursing in which the student permanently resides. Licensure will be verified by Director of Nursing Education

Upon completion of all of the above admission requirements, students will be admitted into the Practical Nursing program or the LPN to RN Program and are eligible to begin classes.

STUDENT AVAILABILITY POLICY

Students enrolled in nursing programs are expected to be available Monday through Friday from 6:00am until 5pm. Students may have to complete necessary clinicals in the evening hours and/or weekends. Every attempt will be made to avoid disruptions of program hours but sometimes it is unavoidable. All students will be given as much advanced notice as possible of any hour changes.

ESSENTIAL ABILITIES REQUIRED FOR THE PRACTICAL NURSING PROGRAM

The study of Practical Nursing requires academic, cognitive, and physical abilities. The below list represents the minimum abilities necessary to successfully meet the end-of-program student learning outcomes for completion of the Practical Nursing Program. Not meeting these abilities may interfere with successful completion of the Practical Nursing Program.

- Apply clinical judgment; make safe decisions in a timely manner when stressful situations arise.
- Cope with demanding patients and potentially life-threatening clinical situations.
- Incorporate new information into previous learning as necessary.
- Sit, stand, and/or walk for long periods of time in a variety of learning environments.
- Be able to bend, squat, reach, kneel, and twist as needed to perform safe patient care.
- Tolerate strong, unpleasant odors.
- Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves [personal protective equipment]).
- Lift and transfer patients with appropriate assistance including transferring from bed-to-chair and chair-to-bed.
- Lift, carry, push, and/or pull up to fifty (50) pounds.
- Be able to use own strength to stabilize, move, and safely assist patients to walk or transfer, with or without equipment.
- Use visual, auditory, smell, and tactile senses to accurately gather patient information.
- Manipulate various medical equipment.
- Perform gross and fine motor movements necessary to collect patient data and provide safe patient care.
- Maintain strength and stamina to complete 8 to 10 hours in the patient care setting.
- Maintain adequate concentration and attention in patient care settings.
- Receive and process visual and auditory information from patients and from the care environment.
- Respond and react immediately and appropriately to instructions/requests, monitor equipment, and perform auscultation with a stethoscope.
- Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, which may involve any body part.
- Perform mathematical calculations for medication preparation and administration; calculate IV flow rates and obtain other measures related to patient care.
- Communicate effectively and appropriately, both orally and in writing, and through the use of technology devices; engage in professional dialogue.
- Read, write, comprehend, and speak the English language to facilitate clear communication.
- Demonstrate professionalism, compassion, integrity, empathy, and effective interpersonal skills.
- Compassionately care for individuals of all ages, genders, races, and socio-economic status, religious and cultural background without bias or prejudice.
- Practice within the legal guidelines of the Ohio Board of Nursing.

Nursing Grading Scale

Letter Grade	Definition	Quality points
A	93-100%	4.00
B	85-92.99%	3.00
C	78-84.99%	2.00
F	77.99% or below	0.00

Numerical grades are not rounded and extra credit is not available. Students must earn a grade of C (78%) in each course, and successfully pass all clinical and laboratory components in order to progress to the next nursing course. If a 78% is not earned in the course the student must repeat that nursing course and earn a grade of 78% or higher to progress and to graduate.

NOTE: The passing grade of 78% is higher than the 70% for a passing grade for other OBC programs.

COURSES WITH THEORY, NURSING SKILLS LABORATORY, AND CLINICAL LABORATORY EXPERIENCES

Students must successfully pass each of the components of the course: theory, skills laboratory, and clinical experiences to pass a course that has some or all of the 3 components. Failure of any one or combination of the components will result in failure of the course.

THEORY

Students must earn a grade of C (78%) in each course and successfully pass all clinical and skill laboratory components in order to progress to the next quarter of the program.

SIMULATION/SKILLS LABORATORY

A pass/fail grade is issued for skills lab. Students must earn a satisfactory grade on all skill check-offs to successfully complete the laboratory portion of the class. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if an unsatisfactory grade is earned in the skills laboratory, the course grade is recorded as an F regardless of the theory portion of the course.

CLINICAL LABORATORY

A pass/fail grade is issued for clinical. Students must achieve a satisfactory score on all areas of the clinical evaluation tool. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the simulation/skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if an unsatisfactory grade is earned in clinical, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

STUDENT ATTENDANCE

Attendance is taken each class meeting. Students are expected to attend all classes. Ohio Business College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence, including any scheduled make up classes.

Practical Nursing students are expected to attend every learning session including theory, skills laboratory, simulation laboratory, and clinical experiences.

Required class attendance is set at a minimum of 80 percent of clock hours per quarter. Attendance is recorded daily and reviewed at the end of each quarter. A warning will be issued if a student is below 85%, but above the 80% requirement. Students who have less than 80% cumulative attendance at the end of a quarter will be placed on probation. Students placed on probation at the end of the quarter have one quarter to regain an acceptable attendance percentage. Students failing to meet attendance standards by the end of the probationary period will be terminated. The attendance record becomes part of every student's permanent record.

LAB AND CLINICAL ATTENDANCE

All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to contact the instructor to schedule makeup hours. Missed clinical time will require completion of a written assignment and the make-up of hours with an alternate clinical experience or assignment of similar scope and quality as the missed clinical learning activity. Makeup clinical hours must be completed within 2 weeks of the missed clinical experience.

CLINICAL ATTENDANCE

Students are required to complete 100% of clinical hours. Students **MUST** be present for 100% of each clinical day. Clinical attendance will be evaluated using a point system. Students will accrue points based on the following system:

- Tardy 1-15 minutes Late= 3 points
- Tardy 16-30 minutes Late = 4 points
- Clinical Absence= 6 points
- For a tardy greater than 30 minutes, students will be sent home and accrue points for a clinical absence.

If a student accrues seven points in any one clinical course, the student will be issued an "Unsatisfactory grade" for that portion of the course resulting in course failure and the student will need to repeat the course. In the event of extenuating circumstance, the student must provide documentation within 3 days of the absence. The Director of Nursing will review the documentation for validity and will decide whether the absence is approved or not. If approved, the student will be assigned a makeup day.

SIMULATION/SKILL LAB ATTENDANCE

Ohio Business College Practical Nursing Program requires 100% attendance in the simulation/ skill lab. In the event the student accrues more than 7 points the student will receive a failing grade for the course. If a student is **ABSENT/TARDY** for his/her scheduled check off; the student will forfeit their first attempt for that scheduled skill and will receive an **"Unsatisfactory/Fail" (F)** mark. The student will have two (2) remaining opportunity to check off for that scheduled skill.

- Tardy 1-15 minutes Late= 3 points
- Tardy 16-30 minutes Late = 4 points

- Simulation/Skill Lab Absence= 6 points

In the event of an extenuating circumstance, the student may make up one lab day of only 8 hours missed learning experience. This day will be scheduled with faculty during make-up week. It is the responsibility of the student to schedule the hours with the lead faculty teaching the course on the schedule make-up lab day. If a student does not meet the 100% attendance for lab, the student will be issued an "Unsatisfactory grade" for that portion of the course resulting in course failure and will need to repeat the course.

For the purpose of PN 310: Practical Nursing Care of the Reproducing Family and PN 430: Practical Nursing Care of Children, Ohio Board of Nursing recognizes simulation as an appropriate clinical replacement experience for Obstetrics and Pediatrics and therefore, the laboratory portion of these courses will follow the clinical attendance policy. The high-fidelity simulation and skills lab provide the student the opportunity to learn and practice in preparation for competency testing.

Attendance in all learning experiences is expected. In the event of an absence, it is the responsibility of the student to make up missed work. The faculty must be notified of any absence prior to the start of the class being missed, or as soon as safely possible. The faculty and student will work together to ensure the student receives instruction on the missed content.

CLINICAL EDUCATION

Each clinical course will provide specific information about clinical assignments. The following general requirements apply to all clinical courses. Students must:

- Follow and abide by all policies and procedures of the Practical Nursing Program and the clinical facility.
- Demonstrate effective and professional communication with all members of the healthcare team.
- Work diligently to achieve goals of the clinical nursing courses.
- Participate in all the learning opportunities and assignments required in the clinical setting.
- Immediately report to the faculty any circumstance that jeopardizes your ability to fulfill clinical objectives.
- Maintain all patient information in strict confidence as outlined by the clinical facility and in compliance with HIPAA standards.

Students are expected to represent the College during all clinical education experiences. Students who demonstrate unprofessional behavior during a clinical education experience risk immediate removal and failure of the clinical portion of the course and may be dismissed from the Practical Nursing Program.

DRESS CODE POLICY

Students are expected to wear the College uniform and abide by professional behaviors during clinical experiences or representing the College on or off campus. The following standards are required in all clinical experiences:

MANDATORY DRESS CODE FOR CLASSROOM/ LAB/ SIM/ CLINICAL

- A neat, well-groomed appearance is considered acceptable in the classroom/simulation/skill lab/clinical.
- Proper hygiene is a must at all times. Daily body and oral hygiene are expected in classroom/simulation/skill lab/clinical. NO body odor is permitted on any occasion while in uniform. Students coming in with body odor or without brushing their teeth will be sent home and will not be permitted to attend class/simulation/skill lab/clinical until they well-groomed and free of body odor. The student is responsible for missed time/materials.
- Ohio Business College name badge, along with additional badge(s) as issued by clinical facilities, must be worn and visible at all times in the clinical setting.
- Clean & wrinkle-free Ohio Business College Uniform.
- Clean White, Grey, Black, or Blue Tennis shoes or nursing shoes must be worn (NO clogs/slides/open backs, sandals, heeled shoes, crocs, boots or slippers are permitted). Shoes with laces must be tied.
- A plain white, grey, black, or blue long/short sleeve T-shirt or an Ohio Business College T-shirt may be worn underneath Ohio Business College uniform.
- An Ohio Business College sweater or a zip-up may be worn in the classroom.
- Ohio Business College gear can only be worn in the classroom, not in lab/simulation/clinical.
- Watches with a second hand are necessary for assessment and should be worn to each clinical experience.
- NO SMARTWATCHES are permitted in the simulation/skill lab/clinical. If a student has a smart watch, it may be worn in the classroom. The watch must be kept in silent mode and may not be utilized for personal communication outside of break times. All watches must be removed during exams.
- NO hats, hoods, bandanas, sleep bonnets, Do-rags or surgical caps of any kind may be worn in the classroom/simulation/skill lab/clinical.
- Headbands are permitted must be free of offensive words/images and no folded over Do-Rags used as a headband.
- NO headphones or earbuds are permitted in the classroom/ simulation/skill lab/clinical.
- Eye Glasses must be inspected by the instructor prior to the exam.

- Fingernails must be kept clean and trimmed to a length so as not to interfere with patient care. Artificial nail enhancements of any kind are not permitted, including nail polish of any kind during the entire length of the program.
- Hands must be kept clean and infection control practices followed.
- Hair must be neatly groomed and of NATURAL COLOR. Hair must be kept out of student's face and eyes at all times. Hair that is longer than shoulder length must be tied back to keep hair out of the student's face/eyes. Bangs, straight or side swept, that cover or fall in front of eyes, obstruct vision, back of collar, or interfere with professional patient care must be secured classroom/simulation/skill lab/clinical. Hair extensions, accessories, and styles must be conservative.
- NO false eye lashes of any kind are permitted for the entire length of the program.
- NO tattoos may be visible in the clinical facilities.
- Beards or mustaches, if worn, must be short, neat, and well-trimmed, and MUST fit into all required PPE.
- Undergarments are to be worn under uniform
- Make-up may be used in moderation and natural in appearance.
- Scented products: No perfume, cologne, after shave, or scented hand lotions, powders, and deodorants are permitted.
- NO blankets are permitted in the classroom/labs/clinicals.

DRESS DOWN DAY DRESS CODE

- NO shorts
- NO flip-flops or open toe shoes
- NO tank tops
- NO jeans/pants/leggings with excessive/exposing holes
- NO pants/leggings that contain mesh/fish net materials that expose skin

***Special occasions will be announced per the Director.**

PRACTICAL NURSING

Program Level: Diploma
(Sheffield Campus only)

Course and Title for LPN 24	Credits	Theory	Clinical	Lab
Quarter 1				
PN 110 Anatomy & Physiology for the PN	8	80		
PN 120 Clinical Judgment for the Practical Nurse	2	20		
PN 130 Fundamentals of Practical Nursing I	5	20		60
PN 140 Practical Nursing Care of the Elderly Patient	4	20	60	
Quarter 2				
PN 210 Calculating Dosages for the Practical Nurse	6	40		40
PN 220 IV Therapy for the Practical Nurse	3	20		20
PN 230 Fundamentals of Practical Nursing II	8	40	75	30
Quarter 3				
PN 310 Practical Nursing Care of the Reproducing Family	4	20		40
PN 320 Practical Nursing Care of Adults I	8	40	75	30
PN 330 Mental Health Practical Nursing	5	40	30	
Quarter 4				
PN 410 Preparation for Practical Nursing Practice	5	40		20
PN 420 Practical Nursing Care of Adults II	8	40	90	20
PN 430 Practical Nursing Care of Children	4	20		40
Total Program Credits and Clock Hours	**70**	**440**	**330**	**300**

Total Program Clock Hours: 1070

PROGRAM OBJECTIVES

The Practical Nursing (PN) Program offered by Ohio Business College is four quarters or 44 weeks in length offering theory, nursing skills lab, simulation lab, and clinical experiences. Each quarter is 10 weeks of instruction with week 10 the final exam week. Week 11 is reserved as time for make-up of missed learning experiences, especially clinical experiences. Graduates of the PN Program are qualified to write the NCLEX-PN® to become Licensed Practical Nurses.

Instructional Delivery Method: Traditional and Hybrid

PRACTICAL NURSING COURSE DESCRIPTIONS

PN 110 ANATOMY AND PHYSIOLOGY FOR THE PN 8

80 Theory Hours

This course introduces the PN student to medical terminology, anatomy and physiology of the human body, microbiology and pathology. The course starts at the cellular level including concepts of chemistry advancing to tissues then body systems including the integumentary, musculoskeletal, nervous, sensory, and immune systems, cardiovascular, pulmonary, lymphatic, endocrine, urinary, digestive, and reproductive as well as fluid, electrolytes, and acid-base balance.

Prerequisite: None

PN 120 CLINICAL JUDGMENT FOR THE PRACTICAL NURSE 2

20 Theory Hours

This course introduces a clinical judgment model and framework to teach students to think like a nurse. The student learns to apply the critical thinking skills and strategies that support the clinical judgment needed when using the nursing process to plan safe patient care as well as dealing with system issues in the healthcare environment. This course provides the foundation for the clinical judgment process applied throughout all nursing courses.

Prerequisite: None

PN 130 FUNDAMENTALS OF PRACTICAL NURSING I 5

20 Theory Hours; 60 Lab Hours

This course focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns in structured healthcare environments. In this course the student begins to apply the clinical judgment process as it is being learned in the concurrent clinical judgment course. Students are introduced to nursing topics that are fundamental to the care of all patient across the lifespan. Selected nursing skills are taught in the skills laboratory with opportunity to apply fundamental nursing concepts when performing basic nursing skills.

Prerequisite: None

PN 140 PRACTICAL NURSING CARE OF THE ELDERLY PATIENT 4

20 Theory Hours; 60 Clinical Hours

This course focuses on fundamental concepts necessary for safe, compassionate, patient-centered nursing care of elderly patients. The student learns age-related changes and variations of nursing care related to the aging process. Select nursing skills and clinical judgment are applied in various clinical settings caring for the elderly.

Prerequisite: None

PN 210 CALCULATING DOSAGES FOR THE PRACTICAL NURSE 6

40 Theory Hours; 40 Lab Hours

This course focuses on foundational pharmacological concepts, calculating dosages for safe medication administration and learning medications related to specific body systems including cardiovascular, respiratory, endocrine, gastrointestinal, renal/urinary, nervous and musculoskeletal. Basic arithmetic calculations are reviewed then applied to dosage calculations. Selected nursing skills are taught in the skills laboratory with opportunity to apply medication administration knowledge, skills and clinical judgement in various clinical settings throughout the program.

Pre-requisites: All Quarter 1 Classes

PN 220 IV THERAPY FOR THE PRACTICAL NURSE 3

20 Theory Hours; 20 Lab Hours

The course covers the knowledge and psychomotor skills related to intravenous therapy performed by the Practical Nurse. Application of theory in the form of hands-on learning and practice occurs in the nursing skills laboratory. Supervised application of theory and clinical practice of nursing skills related to intravenous therapy learned in the course are provided in concurrent and subsequent clinical nursing courses.

Pre-requisites: All Quarter 1 Classes

PN 230 FUNDAMENTALS OF PRACTICAL NURSING II 8

40 Theory Hours; 75 Clinical Hours; 30 Lab Hours

This course is a continuation of Fundamentals of Practical Nursing I, and focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns in structured healthcare environments. Students are introduced to additional content to complete their foundational learning of Practical Nursing care for patients across the lifespan. Students continue their application of the clinical judgment process learned in the first semester. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings.

Pre-requisites: All Quarter 1 Classes

PN 310 PRACTICAL NURSING CARE OF THE REPRODUCING FAMILY 4

20 Theory Hours; 40 Lab Hours

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of the reproducing family and the neonate. Application of knowledge, nursing skills, and clinical judgment occurs both the theory classroom and in the simulated clinical setting.

Pre-requisites: All Quarter 2 Classes

PN 320 PRACTICAL NURSING CARE OF ADULTS I 8

40 Theory Hours; 75 Clinical Hours; 30 Lab Hours

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of adults. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings. Application of knowledge and clinical judgment occurs in a variety of clinical settings.

Pre-requisites: All Quarter 2 Classes

PN 330 MENTAL HEALTH PRACTICAL NURSING 5

40 Theory Hours; 30 Clinical Hours

This course expands on the nursing theory learned in the first three quarters of the program with the acquisition of nursing knowledge related to mental health nursing. Application of knowledge, nursing skills, and clinical judgment occur in a variety of clinical settings.

Pre-requisites: All Quarter 2 Classes

PN 410 PREPARATION FOR PRACTICAL NURSING PRACTICE 5

40 Theory Hours; 20 Lab Hours

This comprehensive course provides a synthesis of all nursing content taught throughout the program. In this course the individual student identifies personal areas of knowledge and abilities that need enhancement prior to entering Practical Nursing practice and in preparation for the NCLEX-PN®. The course includes a review of, and strategies for success on, the NCLEX-PN®. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings.

Pre-requisites: PN 320

PN 420 PRACTICAL NURSING CARE OF ADULTS II 8

40 Theory Hours;90 Clinical Hours; 20 Lab Hours

This course expands on the nursing theory learned in Practical Nursing Care of Adults I, with the further acquisition of nursing knowledge related to the care of adults. Select nursing skills are learned in the nursing skills laboratory and applied in various clinical settings. Application of knowledge, nursing skills, and clinical judgment occurs in a variety of clinical settings.

Pre-requisites: PN 320

PN 430 PRACTICAL NURSING CARE OF CHILDREN 4

20 Theory Hours; 40 Lab Hours

This course expands on the nursing theory learned in the first two quarters with the acquisition of nursing knowledge related to the care of children. Application of knowledge, nursing, and clinical judgment occurs in both the theory classroom and in the simulated clinical setting.

Pre-requisites: All Quarter 2 Classes

LPN TO RN PROGRAM

Program Level: Diploma
(Sheffield Campus only)

Course and Title for LPN to RN 25	Credits	Theory	Clinical	Lab
Quarter 1				
NRS 100 LPN-RN Transitions	4	40		
NRS 101 Pharmacology	5	40		32
NRS 102 Adult Nursing-I	11	80	32	40
Quarter 2				
NRS 200 Adult Nursing-II	11	80	32	40
NRS 201 Nutrition for Nursing	4	40		
NRS 202 Pediatric Nursing	7	60		24
Quarter 3				
NRS 300 Community Health Nursing	4	40		8
NRS 301 Maternal Newborn Nursing	7	60		24
NRS 302 Psychiatric Mental Health Nursing	8	80	24	
Quarter 4				
NRS 400 Capstone: NCLEX Preparation	6	60		
NRS 401 Adult Nursing-III	10	80	32	24
NRS 402 Leadership and Management of Nursing Practice	4	40		
Total Program Credits and Clock Hours	**81**	**700**	**120**	**192**

Total Program Clock Hours: 1012

PROGRAM OBJECTIVES

Develop professional skills by students providing nursing care to patients across the lifespan, and how to work collaboratively with other health team members.
Improve cultural awareness skills by preparing students to understand and communicate cultural awareness of individuals and groups by respecting the beliefs and values of clients across the life span, even when these beliefs and values differ from their own. Students learn to build better relationships by understanding someone's culture. Being culturally aware, students can help create an inclusive and productive environment where everyone can work as a cohesive team.
Gain clinical experience by students developing clinical experience in hospitals, clinics, and other settings to provide safe, patient focused, evidenced based nursing care.
Build on existing knowledge and skills by students mastering their existing LPN skills and knowledge and build on transitioning into the RN role.
Develop research skills by students learning how to conduct thorough evidence-based research in nursing within the scope of practice as a registered nurse.
Explore specializations by students exploring specializations such as; Psychiatric Mental Health, Obstetrics, Pediatrics, and Geriatrics.
Improve communication and collaboration by students demonstrating interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes. Students learn how to use professionalism and caring to communicate, collaborate, and consult with other health team members.
Improve health and wellness by students applying evidence-based skills and knowledge to improve the health and wellness of individuals, families, and communities. Students will use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior can lead to improving health and wellness outcomes.

Meet community needs by students preparing to meet the needs of the community by demonstrating sensitivity and responsiveness to the gender, identity, age, culture, religion, sexual preference, socioeconomic status, beliefs, behaviors, and disabilities of patients and providing entry-level nursing care.
Prepare for the NCLEX-RN® by students learning collaboration, leadership, management, and delegation as the student prepares to transition into practice. Students are engaged in learning on how to prepare and take the National Council Licensure Examination for Registered Nurses.
Preparing for entry-level RN positions by students providing nursing care to diverse individuals and groups across the lifespan by practicing as a competent nurse assimilating professional, legal, and ethical principles into daily practice.
Prepare for continued education by students completing the LPN to RN program, and obtaining a registered nursing license, students can prepare for further education in nursing.

Instructional Delivery: Method: Traditional and Hybrid

LPN TO RN PROGRAM COURSE DESCRIPTIONS

NRS 100 LPN-RN TRANSITIONS 4

40 Theory Hours

This course prepares the licensed practical nurse to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the RN. The course begins with a review of nursing process, communication, client teaching, critical thinking, and introduces higher levels of cognition including clinical reasoning and clinical judgment. The student will learn how to use nursing theory from multiple nursing theorists to guide professional practice. Also addressed are the roles of the RN as manager of care in leading, delegating, collaborating, and managing care in Secondary and Tertiary health care to promote healthful living across the lifespan.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 101 PHARMACOLOGY 5

40 Theory Hours; 32 Lab Hours

This course is to introduce the science of pharmacology and consider the role of the registered nurse in the preparation, management and administration of medications. The course provides a working description of the principles of pharmacodynamics and pharmacokinetics. An emphasis is on understanding the action of medications, safe administration practices and competence in drug calculations. The student will use critical thinking skills and the nursing process with emphasis placed on accurate assessment of data, safe pharmacological interventions, dosage calculation, medication administration techniques including intravenous administration, client/patient outcomes evaluation, and documentation. IV Therapy will be implemented with theory and understood through the demonstrations and procedures utilizing IV Therapy. Medications affecting each body system are explored as well as complementary, alternative and integrative therapies.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 102 ADULT NURSING I: 11

80 Theory Hours; 40 Lab Hours; 32 Clinical Hours

This course is designed to expand the use of the Nursing Process, nursing theory, and caring interventions to the adult and older adult in the acute care setting. Essential concepts of medical surgical nursing are explored throughout the course. Integration of medical surgical nursing concepts with a focus on each body system enables the student to develop the critical thinking skills to perform the role of the RN. This course consists of theory, lab/simulation, and clinical.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 200 ADULT NURSING II 11

80 Theory Hours; 40 Lab Hours; 32 Clinical Hours

This course is designed to provide the student with an opportunity to learn and process an increased level of complexity necessary to care for the acutely ill adult aging patient. Building upon previously integrated knowledge, this course utilizes the nursing process to expand upon and synthesize select pathologies. Emphasis is on assessment, critical thinking skills and communication techniques with patient, family, and the interdisciplinary team. Individualized psychosocial, spiritual, cultural and caring needs are considered in relationship to circumstances surrounding evidence-based practice standards. Varied acute care objectives while demonstrating patient advocacy and support. Opportunity and enhanced emphasis is placed on professional nursing and health concepts in medical surgical nursing.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 201 NUTRITION FOR NURSING: 4

40 Theory Hours

This course provides opportunities to learn how to incorporate nutrition into the health promotion and maintenance of patient care across the lifespan. Cultural, ethnic, and religious influences will be explored as well as modified diets and clinical nutrition. Principles and alterations in nutrition will be examined with the focus on the role of the registered nurse.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 202 PEDIATRIC NURSING 7

60 Theory Hours; 24 Lab Hours

The course is to explore childhood from newborn stages through adolescence utilizing skill lab/high- fidelity simulation and theory. The course also includes growth and development patterns as well as care of the well and sick child. Critical thinking and problem solving, communication, cultural diversity, growth, and development, assessment and legal plus ethical concerns are interwoven throughout course content and incorporated by the nursing process.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 300 COMMUNITY HEALTH NURSING 4

40 Theory Hours; 8 Lab Hours

This course is designed to explore Community Health Nursing as an overview including social determinants of health, epidemiology and communicable diseases, community assessments, education and program planning, practice settings, emergency preparedness, and aggregates in the community. Role of the RN in the community and caring for specific populations is emphasized.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 301 MATERNAL NEWBORN NURSING: 7

60 Theory Hours; 24 Lab Hours

This course focuses on the specialized health care needs of the maternal newborn nursing. Women of childbearing age, pregnant women, and maternal-newborn, with involving the delivery of services designed to meet their needs. The course provides information about fetal development, prenatal, and postnatal care of the mother and newborn. Critical areas in maternal and newborn health are examined from several perspectives. Role of the registered nurse in meeting the needs of the family is emphasized. Skill lab/high- fidelity simulation and theory are utilized to enhance learning.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 302 PSYCHIATRIC MENTAL HEALTH NURSING 8

80 Theory Hours; 24 Clinical Hours

This course focuses on mental health and illness across the lifespan for individuals experiencing emotional distress, crisis, and severe, persistent mental illness. Students will increase skills in interpersonal communication, decision-making, and professional behavior as they utilize theory concepts and research from nursing, psychology, pharmacology, and other disciplines in the provision of care to individuals, families, groups, and vulnerable populations. The course includes theory knowledge and skill to promote the health of the mental health patient. Ethical, moral, and legal issues in mental health nursing practices are also addressed. Didactic and clinical components are included.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 400 CAPSTONE: NCLEX PREPARATION 6

60 Theory Hours

This course is to facilitate the student's transition into the profession of registered nursing and enhance student preparation to take the NCLEX-RN® examination. This course is designed for nursing majors and focuses on the achievement of professional success by preparing students for the RN licensure examination. Preparation for NCLEX-RN® will be achieved through a process of enhancing NCLEX testing skills and individualized review of content utilizing NCLEX examination. This course provides the student with competencies and strategies to enhance the transition from LPN to RN prepared nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the RN licensing examination. This capstone course concludes with a role-transition experience.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 401 ADULT NURSING III 10

80 Theory Hours; 24 Lab Hours; 32 Clinical Hours

This course focuses on enhancing the student's ability to incorporate the nursing process and critical thinking skills in the care of adult clients with advanced medical surgical disorders related to selected body systems. Critical care of the adult is explored and the student will make decisions and use clinical judgement to follow out the plan of care. Emphasis is on generating sound healthcare decisions within the scope of RN practice that are grounded in evidence-based health promotion, prevention and risk-reduction recommendations, epidemiology, and knowledge of symptom complexes as they relate to pathophysiology and pharmacology. The student can apply the theoretical concepts of this course throughout the clinical portion of the program.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

NRS 402 LEADERSHIP AND MANAGEMENT OF NURSING PRACTICE 4

40 Theory Hours

Provides opportunities to incorporate the nursing process in leading and managing within the scope of the RN practice to provide safe, quality and effective client care. Topics related to healthcare leadership and management are incorporated in this course that include leading and managing care, coordinating client care, professional practice that involves legal, ethical practice and professional liability, inclusive and evidence-based care environment, and culture of safety in delivering care involving QSEN competencies and environmental safety and disaster planning, emergency response, and security plans. Emphasis is placed on collaboration, leadership, management and delegation as the student prepares to transition into practice.

Students must complete all ATI assigned Tutorials, Skills, and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.

TRADES ACADEMY

ACADEMIC CALENDAR FOR TRADES PROGRAMS

FALL 2026 – FALL 2027

FALL QUARTER — SEPTEMBER 28, 2026 TO DECEMBER 17, 2026

September 28	Fall Quarter Start
November 13	Last day to withdraw from class(es) without grade penalty
November 26	Thanksgiving Break (No Classes)
December 17	Fall Quarter Ends

WINTER QUARTER — JANUARY 11, 2027 TO APRIL 2, 2027

January 11	Winter Quarter Start
January 18	Martin Luther King Day (Classes Held)
February 26	Last day to withdraw from class(es) without grade penalty
April 2	Winter Quarter End

SPRING QUARTER — APRIL 5, 2027 TO JUNE 25, 2027

April 5	Quarter Starts
May 21	Last day to withdraw from class(es) without grade penalty
May 31	Memorial Day (No Classes)
June 25	Quarter End

SUMMER QUARTER — JUNE 28, 2027 TO SEPTEMBER 17, 2027

June 28	Quarter Start
July 5	Fourth of July observed
August 13	Last day to withdraw from class(es) without grade penalty
September 6	Labor Day (no classes)
September 17	Quarter End
September 20-24	Summer Break

FALL QUARTER — SEPTEMBER 27, 2027 TO DECEMBER 17, 2027

September 27	Quarter Start
November 12	Last day to withdraw from class(es) without grade penalty
November 25	Thanksgiving Break (No Classes)
December 17	Quarter Ends

HVAC APPLICATIONS

Program Level: Diploma

Available at: Trades Academy (Extension)
5075 Pearl Road, Lorain, OH 44055
Dayton Affiliate Campus
Columbus Affiliate Campus (beginning Winter 2027)

Course Code and Title for HVAC 25	Lecture Hours	Lab Hours	Total Hours	Credit Hours
Quarter 1				
TRD 105 Introduction to Trades	60	60	120	9
TRD 115 Fundamentals of HVAC	60	60	120	9
Quarter 2				
TRD 205 Refrigerants and Oils	40		40	4
TRD 215 Comfort Systems-Cooling	40	60	100	7
TRD 225 IAQ and Ventilation	40	60	100	7
Quarter 3				
TRD 305 Career Preparation	40		40	4
TRD 315 Comfort Systems-Heating	40	60	100	7
TRD 325 Building and Alternative Systems	40	60	100	7
TOTAL	**360**	**360**	**720**	**54**

Program Objectives

This HVAC Applications program prepares students in all aspects of installation, maintenance, service, and repair of residential and commercial HVAC equipment. Topics include heating and cooling, electricity, controls, refrigerants, indoor air quality (IAQ), and safety as they pertain to HVAC equipment. This is a comprehensive program including extensive hands-on application in a lab setting where students learn to install, diagnose, and repair residential and commercial HVAC equipment.

Graduates are prepared for various positions such as: HVAC technician, HVAC specialist, service tech, installer, HVAC maintenance.

Instructional Delivery Method: Traditional and Hybrid

OHIO BUSINESS COLLEGE
HVAC/R

HVAC APPLICATIONS COURSE DESCRIPTIONS

TRD 105 INTRODUCTION TO TRADES 9
60 lecture hours; 60 lab hours
This course provides students with the skills used in the trades. These skills include basic theory of AC/DC electricity, wiring of simple circuits, interpreting wiring/ladder diagrams, and other basic maintenance skills. Students use critical thinking skills in troubleshooting circuits, locating shorts, and overloads. Proper safety practices associated with OSHA are emphasized during the course.
Prerequisite: None

TRD 115 FUNDAMENTALS OF HVAC 9
60 lecture hours; 60 lab hours
This course provides students with basic theory regulating temperature through heating and cooling within a building or space. Students will study the components used in heating and cooling systems. During lab, students will learn the best practices of connecting plastic, copper and steel pipes through solvent welding, brazing and threading.
Prerequisite: None

TRD 205 REFRIGERANTS AND OILS 4
40 lecture hours
This course provides an understanding of the refrigerant and oils used in HVAC systems. Students will study the refrigerant properties, environmental regulations and the safe handling practices and will sit for the EPA608 universal certification during this course.
Pre-requisite: Quarter 1 courses

TRD 215 COMFORT SYSTEMS -COOLING 7
40 lecture hours; 60 lab hours
Students learn the applications of cooling principles with equipment found in residential and commercial buildings. Emphasis is placed on refrigeration as applied to air cooling in the home and retail spaces including retail refrigeration. Students become familiar with components air conditioning systems. installation, start-up, operation, maintenance, and repair of equipment.
Pre-requisite: Quarter 1 courses

TRD 225 IAQ AND VENTILATION 7
40 lecture hours; 60 lab hours
This course addresses the indoor air quality (IAQ) and equipment used to help improve the quality and condition the air in HVAC systems. Students learn about methods of distributing the conditioned air throughout the building premises though ductwork.
Pre-requisite: Quarter 1 courses

TRD 305 CAREER PREPARATION 4
40 Lecture Hours
This course focuses on the importance of customer service to be successful in the industry. Students become familiar with a variety of situations they may encounter each day by trades technicians and how to communicate effectively. Students will develop a resume and learn techniques for conducting successful job searches and interviewing to start their career. Students will perform labs to prepare them for the HVAC trade.
Pre-requisite: Quarter 2 courses

TRD 315 COMFORT SYSTEMS -HEATING 7
40 lecture hours; 60 lab hours
The focus in this course is on heating systems found in residential and commercial settings. Students will learn the principles of Heat transfer. Different heating systems and their components will be covered. These systems include electric, gas, oil, and hydronic systems. Students will learn to install, service, repair, and troubleshoot these various systems.
Pre-requisite: Quarter 2 courses

TRD 325 BUILDING AND ALTERNATIVE SYSTEMS 7
40 Lecture Hours; 60 Lab Hours
Students will look at methods used to help conserve energy and reduce operational costs through best practices, design, equipment and building management systems. They will study how can heat be gained or lost through the building structure along with the proper selection of equipment for installation. Review architectural drawings used for the installation of HVAC equipment. Students will review alternative systems that are used in the industry for the heating and cooling.
Pre-requisite: Quarter 2 courses

ELECTRICAL APPLICATIONS

Program Level: Diploma
(Elyria, Dayton, and Columbus locations)

Course Code and Title 23	Lecture Hours	Lab Hours	Total Hours	Credit Hours
Quarter 1				
TRD 100 Fundamentals of Electricity	60	20	80	7
TRD 110 Fundamentals of Wiring	40	60	100	7
TRD 120 Solar & Green Technology	40	20	60	5
Quarter 2				
TRD 210 Motors, Controls, & Lighting	60	60	120	9
TRD 220 Electrical Distribution Systems	60	60	120	9
Quarter 3				
TRD 300 Communication & Job Preparation	40		40	4
TRD 310 Residential Installation	40	60	100	7
TRD 320 Commercial Installation	40	60	100	7
PROGRAM TOTAL	**380**	**340**	**720**	**55**

Program Objectives

The Electrical Applications program focuses on preparing students for entry level electrician positions. Students learn theory and apply skills in a laboratory experience which enables them to become proficient in installation and maintenance of electrical wiring, transformers, a/c and d/c motor control circuits, instrumentation and programmable logic controllers used in residential, commercial, and industrial applications. Students will become awareness of green technology, smart home technology, and solar energy as it fits in society today.

Careers: electrician, electrician helper, construction electrician apprentice, industrial maintenance electrician apprentice.

Instructional Delivery Method: Traditional Hybrid

ELECTRICAL APPLICATIONS COURSE DESCRIPTIONS

TRD 100 FUNDAMENTALS OF ELECTRICITY 7
60 lecture hours; 20 lab hours
This course provides students with basic theory of electricity including interaction of electrical components, wiring of simple circuits, and interpreting wiring/ladder diagrams. Test instruments and electrical hand tools used in measuring electrical current are introduced during lab. Students use critical thinking skills in troubleshooting circuits, locating shorts, and overloads. Proper safety practices associated with OSHA are emphasized during the course.
Prerequisite: None

TRD 110 FUNDAMENTALS OF WIRING 7
40 lecture hours; 60 lab hours
This course gives students the fundamentals of both residential and light commercial wiring. The National Electrical Code Book is used as a guide for students to interpret code book requirements used in wiring, both residential and light commercial. Electrical safety is continued so students have a complete understanding of its importance in the electrical field. During lab, students will use single conductor wire, NM wire, MC cable and EMT conduit in the proper wiring of electrical duplex receptacles, GFCIs, switches, and luminaires.
Prerequisite: None

TRD 120 SOLAR & GREEN TECHNOLOGY 5
40 lecture hours; 20 lab hours
The purpose of this course is to develop students' awareness of green technology, smart home technology, and solar energy as it fits in society today. The focus will be on the practical application of renewable energy techniques. Students will acquire an understanding of the mechanics of converting light into electricity (photovoltaics PV), LED lighting and SMART devices.
Prerequisite: None

TRD 210 MOTORS, CONTROLS & LIGHTING 9
60 lecture hours; 60 lab hours
This course introduces students to the fundamentals of AC and DC electrical circuits and how it functions in the application motors, lighting, and the devices that control them. Students will be able to connect and troubleshoot control circuits and will be familiar with the programming of a PLC (Programmable Logic Controller) and an I/O device in an industrial process. The course covers the characteristics of light and the various types of lighting.
Prerequisite: None

TRD 220 ELECTRICAL DISTRIBUTION SYSTEMS 9
60 lecture hours; 60 lab hours
The class focus will be on load calculations and the wiring of electrical distribution equipment such as service entrances, utility meters, main panel boxes, sub panels, and device boxes to deliver electricity. Students will learn and demonstrate in labs proper wire termination, bonding, and grounding practices to ensure electrical safety.
Prerequisite: None

TRD 300 COMMUNICATION & JOB PREPARATION 4
40 Lecture Hours
This course focuses on the importance of customer service to be successful in the industry. Students become familiar with a variety of situations they may encounter each day by trades technicians and how to communicate effectively. Students will develop a resume and learn techniques for conducting successful job searches and interviewing to start their career.
Prerequisite: None

TRD 310 RESIDENTIAL INSTALLATION 7
40 Lecture Hours; 60 Lab Hours
Students will be introduced to definitions, terms, and organization of wiring installations for residential dwellings. Topics will include general installation of boxes and enclosures, cables, single-family and multifamily dwellings. Students will be provided with hands-on wiring in a simulated one-family and multi-family dwelling.
Prerequisite: None

TRD 320 COMMERCIAL INSTALLATION 7
40 Lecture Hours; 60 Lab Hours
Students will be introduced to definitions, terms, and organization of wiring installations for light commercial dwellings. Topics will include load calculation differences in non-dwellings and commercial dwellings. Students will be provided with hands-on wiring in a simulated light commercial office building.
Prerequisite: None

OHIO BUSINESS COLLEGE

TUITION AND FEES SCHEDULE

Effective for all terms beginning after October 1, 2026

TUITION RATE PER CREDIT HOUR (does not include mandatory fees)

HVAC Applications	$282.00
Electrical Applications	$276.00
Practical Nursing	$274.00
LPN to RN	$246.00

NURSING PROGRAMS

Program of Study	*Credit Hours*	*Tuition*	**ATI Software*	**Books*	**OBC Uniforms*	**Technology Fee*	**Background Check*	*Total*
Practical Nursing	70	$19,180.00	$2,793.00	$93.00	$150.00	$240.00	$100.00	$22,556.00
LPN to RN	81	$19,926.00	$2,900.00	$320.00	$150.00	$240.00	$100.00	$23,636.00

***Mandatory Fees.**

Nursing Program Registration Fee: $100.00 for Practical Nursing and LPN to RN programs. The registration fee is non-refundable.

Optional Costs: Laptop $250.00; Nursing Bundle $100.00.
Optional Costs mentioned ($250 laptop, $100 Nursing Bundle) can only be included in a student's COA budget if the student actually opts into purchasing them through the school, or if the Financial Aid office budgets them generally under books/fees for all students.

TRADES PROGRAMS

Program of Study	*Credit Hours*	*Tuition*	**Books*	**OBC Uniform*	**Technology Fee*	**Tool Kit*	*Total*
Electrical Applications	55	$15,180.00	$720.00	$65.00	$180.00	$675.00	$16,820.00
HVAC Applications	54	$15,228.00	$500.00	$65.00	$180.00	$770.00	$16,743.00

***Mandatory Fees.**

INCLUDED IN TUITION

Tuition includes all core instructional costs, lab supplies, and program-specific certifications (including OSHA, EPA609, and CPR certifications) required to complete the program.

CANCELLATION OF ENROLLMENT

A full refund of all monies paid, except for the non-refundable registration fee, will be made if an applicant cancels enrollment within five (5) calendar days, provided the applicant has not entered class or began training.

CHANGES TO TUITION AND FEES

Tuition charges are subject to change with 60-day notice. Fees, textbooks, and materials are subject to change quarterly.

FACULTY/STAFF LISTINGS

SHEFFIELD VILLAGE (MAIN CAMPUS)

5095 Waterford Drive, Sheffield Village OH, 44035 | (440) 934-3101

Dr. Donna Stevens ..... Campus Director
Rhonda Higgins ..... Registrar
Wendy Little ..... Student Accounts Specialist
Alexandrea Cash ..... Financial Aid Representative
Rick Winland ..... Career Services Director
Tonya Barclay ..... Admissions Director
Katherine Hossler ..... Admission Representative
TBD ..... Administrative Assistant
Alyssa Henry ..... Medical Records Specialist

FACULTY
PRACTICAL NURSING

FULL-TIME FACULTY

Dr. Donna Stevens ..... DNP/Chamberlain College of Nursing
Specialty: Nursing — MSN/Indiana Wesleyan University
BSN/Indiana Wesleyan University
ASN/Lorain College Community College

Tracy Childers ..... BSN/Chamberlin College of Nursing
Specialty: Nursing — RN/Firelands Regional Medical Center School of Nursing
LPN/EHOVE/School of Practical Nursing

FULL-TIME TEACHING ASSISTANT

Kathryn Wagner ..... RN/Terra State Community College
Specialty: Nursing — LPN /EHOVE/School of Practical Nursing

Billie Kerr ..... RN/Cleveland Metropolitan General Hospital School of Nursing
Specialty: Nursing

Jennifer Konrad ..... RN/St. Vincent School of Nursing
Specialty: Nursing

PART-TIME FACULTY/TEACHING ASSISTANT

Charline Adkins-Herrmann ..... BS/Baldwin Wallace College
Specialty: Nursing — RN/ADN/Lorain County Community College

Helen Bogner ..... RN/Mercy College
Specialty: Nursing

Erica Hermann ..... ADN/RN Lorain Community College
Specialty: Nursing

Lani Seymore ..... RN/Lorain County Community College
Specialty: Nursing — LPN/Lorain County Community College
ADN/Lorain County Community College

Phyllis Tennant ..... Diploma/RN MB Johnson School of Nursing
Specialty: Nursing — BSN/RN University of Akron

Virginia Barrett ..... BSN/Grand Canyon University
Specialty: Nursing

Joanne Weisheit ..... ADN/RN Lorain Community College
Specialty: Nursing

FACULTY
LPN to RN

FULL-TIME FACULTY

Dr. Donna Stevens ..... DNP/Chamberlain College of Nursing
Specialty: Nursing — MSN/Indiana Wesleyan University
BSN/Indiana Wesleyan University
ASN/Lorain College Community College

Patricia Green ..... ADN/RN Terra State Community College
Specialty: Nursing — BSN/RN Ohio University

Alina Zakrocki ..... MSN/American Sentinel University
Specialty: Nursing — BSN, RN/University of Akron

Julie Worthy ..... MSN/Western Governors University
Specialty: Nursing — BSN/Mercy College of Ohio

Ken Lohiser ..... MSN/MBA/ University of Phoenix
Specialty: Nursing — BSN/University of Phoenix, RN Metropolitan General Hospital

Karin Brown ..... CNP/Maryville University; MSN/Walden University
Specialty: Nursing

FULL-TIME TEACHING ASSISTANT

Tracy Childers ..... BSN/Chamberlin College of Nursing
Specialty: Nursing — RN/Firelands Regional Medical Center School of Nursing
LPN/EHOVE/School of Practical Nursing

Kathryn Smith ..... ADN/RN Marion Technical College
Specialty: Nursing — BSN/RN Capella University

PART-TIME FACULTY/TEACHING ASSISTANT

Danielle Hennessy ..... ADN/RN Bryant & Stratton College
Specialty: Nursing — BSN/RN Bryant & Stratton College
RN/Firelands Regional Medical Center School of Nursing

Phyllis Tennant ..... Diploma/RN MB Johnson School of Nursing
Specialty: Nursing — BSN/RN University of Akron

Virginia Barrett ..... BSN/Grand Canyon University
Specialty: Nursing

OHIO BUSINESS COLLEGE
SCHOOL OF NURSING

OBC TRADES ACADEMY (EXTENSION) - ELYRIA

1555 West River Road N., Elyria OH 44035 | (440) 657-5030

DeAnne Bowersock.....Campus Director

DeAnne Bowersock..... Registrar

Roy Smith.....Career Services Director/Librarian

Nicole Smith..... Master Admissions Representative

Brock Morgan..... Admissions Representative

Janice Parsons.....Student Accounts

Brad Niece.....Financial Aid Administrator

Darice Smith..... Administrative Assistant

Terry Klein ..... HVAC Applications Department Head

FACULTY
ELECTRICAL APPLICATIONS

FULL-TIME FACULTY

Richard J. Higgins ..... Licensed Electrician
Specialty: Electrical

Timothy Prater.....Electronics Tech, United States Marine Corps
Specialty: Electrical

Greg Schultz ..... MSEd/Kaplan University
Specialty: Electrical — BSET/The University of Toledo

Henry West..... Journeyman Electrician
Specialty: Electrical — Certificate/Joint Vocational School

TRADES ACADEMY (EXTENSION) - LORAIN

5075 Pearl Road, Lorain, OH, 44055 | (440) 277-0546

FACULTY
HVAC APPLICATIONS

FULL-TIME FACULTY

Kevin Klein .....AA/Cuyahoga Community College
Specialty: HVAC

Terry Klein ..... AA/Cleveland Engineering Institute
Specialty: HVAC — Certificate/West Side Institute of Technology

Larry Pater.....Certificate/West Side Institute of Technology
Specialty: HVAC — 3rd Class Stationary Steam Engineer State of Ohio

PART-TIME FACULTY

Ariel Vazquez.....Diploma, Ohio Business College
Specialty: HVAC/Electrical — Electrician, United States Coast Guard

DAYTON (AFFILIATE CAMPUS)
5450 Salem Ave., Dayton, OH, 45426 | (937) 529-7510

Lisa Perdomo.....Campus Director

April Sizemore..... Admissions Representative

Bethany Rose..... Admissions Representative

Kailey Stover..... Director of Finance and Student Services

Laurie Hayes..... Registrar

Mavarick Stark .....Career Services

FACULTY
ELECTRICAL APPLICATIONS

FULL-TIME FACULTY

Mark Allen.....Miami Valley CTC
Specialty: Electrical

David Fox ..... Sinclair Community College
Specialty: Electrical Electrician

Sean Frost ..... Ohio Business College
Specialty: Electrical 2nd Year Journeyman

Adam Williford ..... Sinclair Community College
Specialty: HVAC

FULL-TIME LAB ASSISTANT

Michael Gorby..... Upper Valley Career Center
Specialty: Electrical Electrician

Derek Jackson..... Ohio Business College
Specialty: Electrical Electrician

COLUMBUS (AFFILIATE CAMPUS)
1590 Alum Creek Drive, Columbus OH 43209 | 614-670-8051

Lisa Perdomo ..... Campus Director
Nina Pemberton ..... Registrar
Ayden Cupples ..... Admissions
Jerome Kelley ..... Admissions
Cindy Clemente ..... Admissions
Stephanie Maher ..... Admissions
Danielle Miller ..... Financial Aid
Mattie Hanning ..... Student Accounts
Lanetta Cannon ..... Career Services

FACULTY
ELECTRICAL APPLICATIONS

FULL-TIME FACULTY

Gregory Barrett ..... Instructor
Specialty: Electrical — Journeyman Electrician

Dow Davis ..... Instructor
Specialty: Electrical — Journeyman Electrician

Todd Huntley ..... Instructor
Specialty: Electrical

Kyler Lunsford ..... Instructor
Specialty: Electrician

OHIO BUSINESS COLLEGE

WWW.OBC.EDU

Sheffield Village (Main Campus)

5095 Waterford Drive, Sheffield Village, OH 44035
(440) 934-3101 | (888) 514-3126

OH Reg# 1481 | Accredited by the Commission of the Council on Occupational Education

Trades Academy (Extension)

5075 Pearl Road, Lorain, OH 44055

OBC Trades Academy (Extension)

1555 West River Road N., Elyria, OH 44035
(440) 657-5030

Ohio Business College (Affiliate Campus)

5450 Salem Avenue, Dayton, OH 45426
(937) 837-9216 | (866) 214-6056

OH Reg#-2138 | Accredited by the Commission of the Council on Occupational Education

Columbus (Affiliate Campus)

1590 Alum Creek Drive, Columbus, OH 43209
(614) 670-8051

OH Reg#-2223 | Accredited by the Commission of the Council on Occupational Education

OHIO BUSINESS COLLEGE

WWW.OBC.EDU