

**Adult & Community Education,**



**COLUMBUS  
CITY SCHOOLS**

# **Consumer Information Disclosures**

**2020-2021**

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## School Information

### **Adult & Community Education, Columbus City Schools**

614.365.6000

[www.ccsch.us/ace](http://www.ccsch.us/ace)

### **Main Campus**

Adult & Community Education,  
Columbus City Schools

### **Hudson Community Education Center**

2323 Lexington Avenue  
Columbus, Ohio 43211

## Facilities and Programs

### **Hudson Community Education Center**

From 1926 to the present, adult education has been in place in Columbus, Ohio. In 1966, the Columbus Board of Education officially approved the recommendation that a department of Adult Education be created.

On January 4, 1954, Practical Nursing graduated its first Practical Nursing class. The Columbus Board of Education assumed full responsibility for the school in 1959 under Ohio Department of Vocational Education standards.

In 2017, the school marked its 64th anniversary. Practical Nursing is part of the Adult & Community Education, Columbus City Schools and meets Ohio Board of Nursing standards to be a designated approved nursing education institution. Approximately 85 percent of enrolled students successfully complete the program, significantly above the national average. Graduates' state board exam scores are outstanding at a 95 percent first time pass rate. Over 4,000 men and women Practical Nursing graduates have served the health care industry of Central Ohio and throughout the United States.

### **Summary**

Adult & Community Education, Columbus City Schools currently offers postsecondary Adult Workforce Education programs.

A Certificate of Completion is presented to program graduates upon successful completion of their program.

The Practical Nursing program provides graduates with the necessary documentation to enable them to take the Ohio Board of Nursing NCLEX-PN exam to become a Licensed Practical Nurse in the state of Ohio.

Over the last three years, the average total number of students served in the Adult Workforce Education courses was over 200 per year.

Additionally, the department offers the Aspire programs, specialized math tutoring, English for Speakers of Other Languages, College Preparation and programs that bridge literacy and career-technical education and employment, like the Bridge to Nursing program.

Adult & Community Education, Columbus City Schools is controlled by the Columbus Board of Education. Columbus City Schools is our fiscal agent.

The current staff of Adult & Community Education, Columbus City Schools consists of  
Director  
Administrator  
Secretary  
2 Instructional Assistants  
2 Custodians  
15 Full-time Coordinators and Faculty Members (10 in Adult Workforce Education)  
23 Part-time Faculty Members (9 in Adult Workforce Education)

## Staff

### Main Office

Patricia A Clark, Secretary [pclark@columbus.k12.oh.us](mailto:pclark@columbus.k12.oh.us)  
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Patricia F Harris, Health Occupations Administrator [pharris@columbus.k12.oh.us](mailto:pharris@columbus.k12.oh.us)  
James Ries, Operations [jries@columbus.k12.oh.us](mailto:jries@columbus.k12.oh.us)

### Student Services

Emerson C Foster, Financial Aid [efoster9175@columbus.k12.oh.us](mailto:efoster9175@columbus.k12.oh.us)  
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Matthew Kramer, Academic Support [mkramer6324@columbus.k12.oh.us](mailto:mkramer6324@columbus.k12.oh.us)  
Julie A Kudika, Student Services [jkudika2700@columbus.k12.oh.us](mailto:jkudika2700@columbus.k12.oh.us)

### Aspire

Tim D Harry, Aspire Coordinator [tharry2373@columbus.k12.oh.us](mailto:tharry2373@columbus.k12.oh.us)  
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### Nursing Faculty

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Caroline Evert [cevert@columbus.k12.oh.us](mailto:cevert@columbus.k12.oh.us)

### Calendar System

A 12-month calendar system is used at the institution, but the Practical Nursing program consists of three 4-month trimesters running throughout the entire year. The Nurse Aide program runs when space is available.

### Delivery Systems

Delivery systems used in the Adult Workforce Education programs include traditional classes which include lecture and lab, online courses which are included as a component of traditional classes, and work-based activities such as clinical experiences. ACE also partners with ed2go to provide additional online opportunities for learning.

## Associations

### **Accrediting Agency:**

#### **Council on Occupational Education**

840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
800.917.2081

Career-Technical Programs, including the Practical Nursing program, are accredited by COE. ACE is listed as Adult & Community Education, Columbus City Schools.

#### **Ohio Department of Higher Education**

25 South Front Street  
Columbus, OH 43215  
614.466.6000

ACE Career-Technical Programs are approved by the Ohio Department of Higher Education.

#### **Ohio Board of Nursing**

17 South High Street, Suite 400  
Columbus, OH 43215-7410  
614.466.3947

The Practical Nursing program is approved by the Ohio Board of Nursing.

#### **Ohio Department of Health**

246 N. High Street  
Columbus, OH 43215  
614.466.3543

The Nurse Aide program is approved by the Ohio Department of Health.

## Cost of Attendance

2020-2021 COST OF ATTENDANCE  
 PRACTICAL NURSING  
 1,440 HOURS  
 (USE FOR FEDERAL PELL, STAFFORD, AND PLUS)

STUDENT AT HOME	MONTHLY AMT. PELL/8 MONTHS	TOTAL AMT. Dir Loan/12 MONTH
TUITION & FEES	\$10,600.00	\$15,900.00
BOOKS & SUPPLIES	1,082.00	1,623.00
PERSONAL EXPENSES	2,180.00	3,270.00
HOME MAINTENANCE	4,293.00	6,440.00
*TRANSPORTATION	1,000.00	1,500.00
**DIRECT LOAN FEES (AVG.)	60.00	90.00
<b>TOTAL</b>	<b>\$19,215.00</b>	<b>\$28,823.00</b>

### NOT AT HOME (NO DEPENDENTS)

TUITION & FEES	\$10,600.00	\$15,900.00
BOOKS & SUPPLIES	1,082.00	1,623.00
PERSONAL EXPENSES	2,180.00	3,270.00
ROOM & BOARD	6,960.00	10,440.00
*TRANSPORTATION	1,000.00	1,500.00
**DIRECT LOAN FEES (AVG.)	104.00	156.00
<b>TOTAL</b>	<b>\$21,926.00</b>	<b>\$32,889.00</b>

### NOT AT HOME (WITH DEPENDENTS)

TUITION & FEES	\$10,600.00	\$15,900.00
BOOKS & SUPPLIES	1,082.00	1,623.00
PERSONAL EXPENSES	2,180.00	3,270.00
***ROOM & BOARD	6,960.00	10,440.00
*TRANSPORTATION	1,000.00	1,500.00
**DIRECT LOAN FEES (AVG.)	104.00	156.00
<b>TOTAL</b>	<b>\$21,926.00</b>	<b>\$32,889.00</b>

\* AVERAGE ESTIMATED COST

\*\*AVERAGE OF ORIGINATION FEE –DIRECT LOAN

\*\*\*DEPENDENT CARE INCLUDED

## Student Financial Aid

If you are planning to attend a course eligible for federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) in order to have your financial need eligibility determined. FAFSA applications are available in the Adult and Community Education Financial Aid Office, or you may complete and file your application online via the FAFSA website: <https://fafsa.ed.gov/>

There are four types of Federal Financial Aid:

**Pell Grant**—Based on financial need and does not have to be repaid. The maximum grant award for 2020-2021 is \$6,195.

**Subsidized Stafford Loan**—Based on financial need, repayment begins six months after you leave school.

Maximum amount is \$3,500 for most programs, with an additional \$2,250 for Practical Nursing Trimester III.

**Unsubsidized Stafford Loan**—Not based on financial need, payment begins six months after you leave school.

Maximum amount is \$6,000 for most programs, and for Practical Nursing Trimesters I & II. The maximum unsubsidized Stafford Loan for Practical Nursing Trimester III is \$3,000.

Note: Subsidized and unsubsidized loans may be combined.

**PLUS Loan**—For parents of dependent students only. Not based on financial need, repayment begins while the student is still in school. Maximum amount may not exceed the total cost of attendance less any other aid to be received.

**Private Student Loan**—The Wells Fargo Student Loan for Career and Community Colleges may be available to students to help pay tuition and for living expenses. A student must pass a standard credit check, or if not, have a co-signer that must also pass a credit check.

Terms and conditions of Title IV, HEA loans—Terms and conditions of Federal Student Loans (Stafford and Parent PLUS) are listed on the Master Promissory Note. The Master Promissory Note must be signed by the borrower.

Go to <http://direct.ed.gov/mpn.html> studentloans.gov to complete and sign a Master Promissory Note, or complete entrance and exit counseling for a Direct Loan. In order to avoid delays in receiving financial assistance, please apply for financial aid as soon as you have made the decision to enroll. Federal financial aid is not available for short-term career enhancement courses.

**Criteria for Selecting Recipients and Determining Awards**—Financial aid assistance is available for potential and currently enrolled full-time students in the Adult Workforce Education programs. Financial aid may cover part or all of the tuition and may be available through Pell Grants, Stafford Loans, Federal PLUS Loans, Workforce Innovation and Opportunity Act, Bureau of Workers Compensation, Bureau of Vocational Rehabilitation, Trade Adjustment Act, Veterans Administration, and employer based tuition assistance.

**Method and Frequency of Disbursement of Financial Aid**—Columbus City Schools - Adult and Community Education (CCS – ACE) disburses financial aid and processes available refunds each payment period (Trimester). Disbursement can be delayed if students do not meet certain eligibility requirements such as the number of hours enrolled or financial aid suspension. It is the student's responsibility to meet the criteria necessary for release of financial aid. Any questions concerning eligibility for financial assistance can be answered by contacting the Financial Aid Office.

### ***How and when will my financial aid be paid, applied, or disbursed to my account?***

Your financial aid will be applied to tuition. You are responsible for paying any other miscellaneous charges on your account by check, money order, or credit card. If all of your paperwork has been submitted and processed, financial aid will be disbursed as follows:

For Practical Nursing, Pell Grant and Direct Loan (Stafford Loan) will be disbursed as follows:

Payment Period Financial Aid Disbursements (Trimesters):

Pell Grants are disbursed on the 1st day of each payment period. Direct loans are disbursed 30 days after the start of each payment period. Refunds from financial aid will be provided to students in the form of a check for Books and Supplies by the 7th day of the payment period. Refunds from Direct Loans will be provided to students within 14 days of the Direct Loan disbursement date.

**Financial Aid Refund Check Policy**

Pell Grant funds are disbursed on the start date of the program. Direct Loan funds are disbursed 30 days after the start date of the program. Students eligible for financial aid refund checks will receive them in the mail no later than 2 weeks after the Direct Loan disbursement date.



To receive aid from any of the federal student aid programs, you must meet all of the following criteria:

- Demonstrate financial need, except for some loan programs.
- Have a high school diploma, GED or home school certificate, or demonstrate Ability to Benefit.
- Be enrolled as a regular student working toward a certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Meet satisfactory academic progress standards set by the school.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money from a federal student grant.
- Comply with the Selective Service registration, if required.
- Not be incarcerated in a federal or state penal institution.
- Not have been convicted under federal or state law for the sale or possession of drugs.

Criteria for Selecting Recipients and Determining Award Amount—Recipients of financial aid are those who have submitted a FAFSA (Free Application for Federal Student Aid), and have signed an award letter formally accepting federal financial aid. Award amounts are determined per federal regulations. Pell Grants are calculated using the “Payment Schedule for Determining Full Time Scheduled Awards” for the appropriate award year. Subsidized Loans and Unsubsidized Loans are calculated per federal regulations and with consideration of maximum annual loan limits and the student’s school year.

#### Other Sources of Assistance

Other sources of assistance may be available for some full-time programs.

Workforce Innovation and Opportunity Act (WIOA)—Based on income and employment status, you may qualify for additional funding through the WIOA program. Information about the WIOA program is available (in person) through Ohio Means Jobs – Columbus and Franklin County at 1111 East Broad Street.

#### Federal Financial Aid Online Application Procedure (Pell Grant)

Apply for an FSA ID at <https://fsaid.ed.gov/npas/index.htm>

This will allow you to “sign” the FAFSA electronically, meaning the entire application process can be completed online.

Fill out the FAFSA by clicking the “Start Here” button and then complete each page of the form.

Use 015235 as the Title IV school code for Adult & Community Education, Columbus City Schools courses. This will allow the school to electronically receive the results of your application.

Review your answers carefully and, if necessary, correct them before submitting your FAFSA.

Sign your application. You can electronically sign your application using your PIN, print a paper signature page and mail in, or wait for a signature page to arrive in the mail.

Submit your application by selecting the “Submit My FAFSA Now” button on the last page of the form. You will be taken to a Confirmation Page that shows a confirmation number and estimated EFC. Print a copy of the Confirmation Page for your records.

Verification - Approximately 1 out of 3 students who submit a FAFSA are selected for an official review in a process called Verification. Incomplete or conflicting information on your FAFSA may lead to Verification, or your FAFSA record may be chosen at random. If your FAFSA record is selected for Verification, the Financial Aid Office will request signed copies of federal tax returns, a completed Verification form, and/or other financial documents from you (and your parents or spouse). Adult & Community Education, Columbus City Schools will then compare your financial documents to your FAFSA information and, if needed, will adjust your FAFSA information. Until Adult & Community Education, Columbus City Schools completes Verification, your Federal Stafford Loans or Federal Pell Grants cannot be processed.

## Veterans Information

Adult & Community Education, Columbus City Schools serves Veterans receiving educational benefits from the following Chapters:"

Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves. Department of Veterans Affairs (VA) – Federal training monies are available to veterans of the U.S. Armed Services. For eligibility contact the V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

Chapter 30 – Montgomery GI Bill- Active Duty Educational Assistance

Period of Service: July 1985 to present

Eligibility: Two or three year's active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1607 – Reserve Education Assistance Program (REAP)

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans Educational Assistance Program (VEAP)

Period of Service: January 1977 to June 1985

Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

Chapter 35 – Survivors' and Dependents' Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

The following Attendance Policy is required by the U.S. Department of Veterans Affairs and applies to students receiving Veterans Education and Training Benefits:

The school maintains daily attendance records and reviews attendance once per month during each payment period (term). Students must maintain a minimum attendance of 90% of the scheduled hours each term to remain in good standing.

At the time the student's attendance falls below 90%, he/she will be given a written warning. Probation will occur when attendance drops to 80% or below. A record of this probation status will be documented in the student's file.

Termination of VA benefits will occur when attendance falls below 70%. The effective date of benefit termination will be the date attendance falls below 70%.

# Satisfactory Academic Progress Policy

Students who are awarded Title IV Financial Aid must maintain Satisfactory Academic Progress for continued eligibility.

## Definition of Satisfactory Academic Progress (SAP)

### Grade (Qualitative Measure)

- A student must maintain a grade of at least 75% in all Health Occupation classes, and a grade of at least 70% in all Fulltime Adult Workforce classes.

### Pace of Completion (Quantitative Measure)

- A student must maintain a cumulative 75% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of Completion}$$

### Maximum Timeframe to Complete

- A student must complete their PN program within 133% of the published length of the training program to remain on financial aid. The PN program published length is 12 months for completion. The maximum timeframe is therefore 16 months.

### Attendance

- A student must maintain a cumulative 75% attendance each period and for the entire program of study to attain successful completion.

### Official Review of Satisfactory Academic Progress

Passing grades and Pace of Completion are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed. For example: in a 900 hour 2 payment period program, the official review date is at the end of each scheduled 450 hours. In a 1440 hour 3 payment period program, the official review date is at the end of each scheduled 480 hours.

### Financial Aid Suspension:

If a student fails to make Satisfactory Academic progress by not passing all courses in a payment period, Financial Aid Suspension will occur. The student loses financial aid eligibility until the failed course is successfully completed.

### Financial Aid Disbursements

The first disbursement of financial aid typically takes place 30 days from the first day of class. An early disbursement of Pell Grant funds within the first week of class is made to cover the cost of books and supplies.

### ***How and when will my financial aid be paid, applied or disbursed to my account?***

Your financial aid will be applied to tuition. You are responsible for paying any other miscellaneous charges on your account by check, money order or credit card. If all of your paperwork has been submitted and processed, financial aid will be disbursed as follows:

Subsequent Disbursements – a student must be meeting the SAP policy and must have successfully completed the clock hours in the payment period. Successful completion is defined as having achieved a grade of 75% or higher in all Health Occupations classes, 70% or higher in all Adult Workforce Education classes and achieving the required Attendance standard. A student who violates the SAP policy will receive written notification of financial aid suspension from the Financial Aid office, and will be responsible for paying all fees not covered by financial aid.

## Special Grading Circumstances

### Remedial Courses

- Remedial courses will have no effect on a student's satisfactory academic progress.

### Credits for Previous Training (Advanced Standing)

- Credits for previous training that are accepted towards a program are counted as attempted and completed hours.

### Repeat Courses

- Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours in both courses are included in the above Maximum Timeframe and Pace of Completion standards. When a course is repeated, the new grade replaces the old grade for the purposes of Satisfactory Academic Progress (SAP).

### Incomplete

- A grade of incomplete is not counted in a student's grade. If a student does not complete the work in the specified time, the incomplete will change to a grade of F.

### Withdrawal

- Financial Aid may not be available upon return to the program, depending on a student's academic progress at the time of withdrawal. Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by a student or by the school.

## Practical Nursing Students that Withdraw and Return

- If a student is approved to re-enroll and progress to the next Trimester, the student is eligible for financial aid based on any:
  - a. Return to Title IV\* funds available when returning within 180 days or
  - b. Financial aid remaining in the school year based on the FAFSA.
- If a student is not allowed to progress and must begin the program again, the student will not be eligible for financial aid in any repeat trimester; will be eligible for aid in any non-repeat trimester\*\*
- A student only has eligibility for financial aid as long as their program completion falls within 16 months (the maximum time frame)\*\*\*
- If a student withdraws after failing a trimester and re-enrolls, the student is ineligible for financial aid until successfully completing the failed trimester.

\*Refund to U.S. Department of Education of Federal Pell Grant, Federal Direct Loan, Federal PLUS loan

\*\*If student's estimated completion date remains within the Maximum Time Frame.

\*\*\*Students may appeal loss of aid eligibility due to violation of the Maximum Time Frame.

## Reinstatement of Financial Aid Eligibility

- Once a student becomes ineligible for financial aid, they may reestablish eligibility by again meeting satisfactory academic progress. Students must still complete their training program within 133% of the clock hours required for normal completion in order to be making satisfactory academic progress. It is a student's responsibility to contact the Financial Aid office for any actions required for re-establishment of financial aid eligibility.

## Appeals

- Final Grade Appeal:  
A student may avoid Financial Aid Suspension resulting from a failing final grade in a course by appealing. In the appeal, the student should describe the unusual circumstances beyond their control that may have caused failure of a course(s). When applicable, doctor's excuses for the student or immediate family member should be provided, or in the case of required court appearances, the documents related to the matter should be presented to the appeals committee. In addition, the

death of a relative or other circumstances resulting in undue hardship to the student can be presented. If the student's appeal is approved, financial aid eligibility is retained.

- **Maximum Timeframe Appeal:**  
A student may appeal violation of the Maximum Timeframe by describing the unusual circumstances beyond their control that may have resulted in the violation. When applicable, the student should provide the same documentation as listed above. If the student's appeal is approved, financial aid eligibility is retained.

## Sample Loan Repayment

*It is necessary for you to repay your student loans in accordance with the terms of your Master Promissory Note.*

Loan Balance:	\$14,750.00
Adjusted Loan Balance:	\$14,909.38
Loan Interest Rate:	4.45%
Loan Fees:	1.07%
Loan Term:	10 years
Minimum Payment:	\$50.00
Enrollment Status:	Still in School

<b>Monthly Loan Payment:</b>	<b>\$154.16</b>
Number of Payments:	120

Cumulative Payments:	\$18,499.10
Total Interest Paid:	\$3,749.10

*Note: The monthly loan payment was calculated at 119 payments of \$154.16 plus a final payment of \$154.06.*

The loan balance was adjusted to yield \$14,750.00 after deducting the 1.07% loan fees.

It is estimated that you will need an annual salary of at least \$18,499.20 to be able to afford to repay this loan. This estimate assumes that 10% of your gross monthly income will be devoted to repaying your student loans. This corresponds to a debt-to-income ratio of 0.8. If you use 15% of your gross monthly income to repay the loan, you will need an annual salary of only \$12,332.80, but you may experience some financial difficulty. This corresponds to a debt-to-income ratio of 1.2.

Student loans do not have prepayment penalties. If you wish, you can make an extra payment to principal each month to accelerate repayment of the debt. If you pay an extra \$25.00 a month, you will cut 1.7 years off of the 10-year repayment term and save \$636.72 in interest over the life of the loan. If you pay an extra \$50.00 a month, you will cut 2.8 years off of the 10-year repayment term and save \$1,079.33 in interest over the life of the loan. If you pay an extra \$100.00 a month, you will cut 4.4 years off of the 10-year repayment term and save \$1,655.09 in interest over the life of the loan.

## Exit Counseling for Stafford Direct Loan Recipients

The Financial Aid Coordinator conducts an Exit Counseling session with each class prior to program completion. For each exit counseling session, the following information is provided to students:

- information for completing Exit Counseling at <https://studentloans.gov/myDirectLoan/index.action>
- "Repaying Your Student Loans"
- consequences of delinquency and default
- contact information for the Student Loan Servicers
- filing for deferment/forbearance
- current interest rates
- maintaining contact with the Lender
- making timely payments
- maintaining a budget
- The U.S. Department of Education Ombudsman Office was created to help borrowers with difficult problems. Borrowers can submit problems online. The toll-free phone number is 877-557-2575 and the fax number is 202-275-0549; the address is U.S. Department of Education, FSA Ombudsman, 830 First Street, N.E., Washington, D.C. 20202-5144

## Private Education Loan Disclosure

Adult & Community Education, Columbus City Schools is required by Federal Law to disclose certain information to our prospective Private Education Loan Borrowers including:

- Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e))
- Prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs.
- Terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

### Private Education Loan

Wells Fargo has an agreement with Adult & Community Education, Columbus City Schools to provide the Wells Fargo Student Loan for Career and Community Colleges.

### Code of Conduct for Education Loans

The code of conduct prohibits:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or loan services
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call center or financial aid office staff assisting
- Advisory board compensation

## Refund Policy

### 1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

### 2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### 3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will 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.

### 4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Short-term program fees and instructional charges are not refundable after the course start date.

### 5. Refunds for Withdrawal after Class Commences

The refund guidelines shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

(ii) 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 shall refund at least 50% of the tuition;

(iii) 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 shall refund at least 25% of the tuition; and,

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

# Withdrawal Standard

## PRACTICAL NURSING ADULT & COMMUNITY EDUCATION, COLUMBUS CITY SCHOOLS

**POLICY:** Policy for Withdrawal from the Program

**PURPOSE:** To identify the policies and procedures for  
Withdrawal from Practical Nursing

**Any student who withdraws and wishes to return must reapply and meet all the program requirements effective at the time of application.**

1. A student must request, in writing to the Health Occupations Administrator, to withdraw from the program for the following reasons:
  - a. Family health with a physician's note
  - b. Personal health with a physician's note
  - c. Financial issues
  - d. Personal issues
  - e. Pregnancy
2. The request to withdraw must be in writing and must include the following information:
  - a. Student's name
  - b. Reason for the request
  - c. Date of last attendance
  - d. Physician documentation (as noted in item 1)
3. A student who is withdrawn from the program must meet admission/readmission to a program standards defined in the Practical Nursing Student Handbook.

Students who experience unforeseen or extraordinary experiences that prohibit their attendance in school and or clinical may be automatically withdrawn from the program if they fail to make satisfactory completion of course and/or program requirements.

A student absent for 5 consecutive days without contacting the school is subject to being withdrawn from the program. Reasonable attempts will be made to contact the student by phone, email, and mail. If no response is received, student will be withdrawn within 14 days of the last day of attendance. Student will be notified by mail of administrator initiated withdrawal.

NOTE: The student must consult with the Financial Aid Officer to determine any implications upon Financial Aid. Students may need to pay back a loan or may lose financial aid, depending on the agency and/or situation involved.

If the student is passing at the time of withdrawal, they will receive a WP (Withdrawn Passing) grade, which is not counted in the grade point average.

If the student is failing at the time of withdrawal, they will receive a grade of WF (Withdrawn Failing), which negatively affects satisfactory academic progress.

Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.



## Withdrawing from a Course

Occasionally a student determines that due to a variety of circumstances, it is necessary to drop a course within the Trimester. Withdrawing from a course is different from withdrawing from the Trimester. A student may drop a course, but continue attending other courses during the Trimester. It is the standard of Practical Nursing that a student may drop a course(s) one time only. A student who drops a course cannot receive a refund for the course dropped, and must pay the fees to repeat the course.

1. The student must be aware that financial implications regarding loans or grants may result from dropping a course. The student must meet with Financial Aid Officer to determine implications of a course withdrawal prior to final decision.
2. To drop a course, a written request must be made to the Health Occupations Administrator.
3. Course must be completed before moving on to next trimester.

## Re-Admission Procedure

**PRACTICAL NURSING  
ADULT AND COMMUNITY EDUCATION,  
COLUMBUS CITY SCHOOLS**

**POLICY:** Readmission Policy

**PURPOSE:** To specify requirements for readmission to Practical Nursing for a student who previously left the program or was dismissed from the program.

**STATE BOARD RULE:** 4723-5-12 (A-2)

It is the policy of Practical Nursing, Adult & Community Education, Columbus City Schools, (ACE) that students who have previously left the program or were dismissed from the program have an opportunity to apply for re-admission to the program by meeting the following criteria:

1. Students who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to deny admission to these applicants.
2. Students, who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program, may request to be readmitted to the program at the point that they left if the re-admission is within eight months. Students have a maximum of two withdrawals for the duration for the program.
3. Students who are applying for reinstatement must submit an application form to Student Services and meet all admissions criteria.
4. Students who have withdrawn from the program may be considered for readmission within 180 days of withdrawal, but the student must show documented evidence of an effort to strengthen academic ability or alleviate problems related to the withdrawal. Students who have been dismissed from Practical Nursing are not eligible for re-admission to the program unless approved through the appeal process.
5. If more than eight months have passed, the student will be required to start at the beginning of the program.
6. Re-admission request must be approved by the program administrator.
7. Consideration for re-admission will be made on an individual basis.
8. All re-admissions are subject to space availability.

Students must meet all the curriculum requirements effective at the time of readmission.

PRACTICAL NURSING  
ADULT & COMMUNITY EDUCATION,  
COLUMBUS CITY SCHOOLS

**POLICY: Policy for Withdrawal from the Program**

**PURPOSE:** To identify the policies and procedures for Withdrawal from Practical Nursing.

Any student who withdraws and wishes to return must reapply and meet all the program requirements effective at the time of application.

A student must request, in writing to the Health Occupations Administrator, to withdraw from the program for the following reasons:

- a. Family health with a physician's note

- b. Personal health with a physician's note
- c. Financial issues
- d. Personal issues
- e. Pregnancy

The request to withdraw must be in writing and must include the following information:

- a. Student's name
- b. Reason for the request
- c. Date of last attendance
- d. Physician documentation

A student who is withdrawn from the program must meet admission/readmission to the program standards defined in the Practical Nursing Student Handbook.

Students who experience unforeseen or extraordinary experiences that prohibit their attendance in school and or clinical may be automatically withdrawn from the program if they fail to make satisfactory completion of course and/or program requirements.

A student absent for 5 consecutive days without contacting the school is subject to being withdrawn from the program. Reasonable attempts will be made to contact the student by phone, email, and mail. If no response is received, student will be withdrawn within 14 days of the last day of attendance. Student will be notified by mail of administrator initiated withdrawal.

NOTE: The student must consult with the Financial Aid Officer to determine any implications upon Financial Aid. Students may need to pay back a loan or may lose financial aid, depending on the agency and/or situation involved.

If the student is passing at the time of withdrawal, they will receive a WP (Withdrawn Passing) grade, which is not counted in the grade point average.

If the student is failing at the time of withdrawal, they will receive a grade of WF (Withdrawn Failing), which negatively affects satisfactory academic progress.

Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.

#### WITHDRAWING FROM A COURSE

Occasionally a student determines that due to a variety of circumstances, it is necessary to drop a course within the Trimester. Withdrawing from a course is different from withdrawing from the Trimester. A student may drop a course, but continue attending other courses during the Trimester. It is the standard of the School of Practical Nursing that a student may drop a course(s) one time only. A student who drops a course cannot receive a refund for the course dropped, and must pay the fees to repeat the course.

1. The student must be aware that financial implications regarding loans or grants may result from dropping a course. The student must meet with Financial Aid Officer to determine implications of a course withdrawal prior to final decision.

2. To drop a course, a written request must be made to the Health Occupations Administrator.

## Return to Title IV Policy (R2T4)

Refunds to the financial aid programs (Pell/Direct Loan) will be made according to the Federal Return to Title IV regulations. In order to have earned 100% of financial aid received, a student must be in attendance until he/she surpasses 60% of the scheduled hours for the payment period. (i.e. in a 450-hour payment period a student would have earned 100% of aid for the period at hour 271). When a student withdraws from their program, a R2T4 (Return to Title IV) calculation is done to determine how much aid was earned and whether any unearned funds must be returned to the US Department of Education, or if the student is eligible for a post-withdrawal disbursement.

### Withdrawal

The R2T4 calculation is based on the student's date of withdrawal, whether official or unofficial, \*and in all cases the withdrawal date is the last date of attendance recorded by the school.

\*Unofficial Withdrawal: If a student stops attending, the school will make every attempt to make contact to determine if the student plans to return. If at the end of 14 days, no contact with the student has been possible, then the student will be withdrawn and the R2T4 calculation will be done.

### Post-Withdrawal Disbursement

Based on the R2T4 calculation, a student may be entitled to earned funds not yet disbursed.

- Pell Grant: A school is permitted to credit a student's account without the student's permission for current charges and fees.
- Direct Stafford Loan: The school must notify the student (or parent for a Direct PLUS Loan) in writing prior to making any post-withdrawal disbursement. The notice must be provided within 30 days and gives the student/parent the option of having the loan funds applied to outstanding tuition and fees, disbursing directly to the student/parent, or having the loan funds returned to the lender. If the school does not receive a response from the student/parent within 30 days, the school is not required to make a post-withdrawal disbursement.

### Example of Title IV funds withdrawal from a Clock Hour Program

Student A withdraws at the point of 111 hours scheduled-to-complete in a 450-hour payment period. Student A received the following in Title IV credits for that payment period:

#### Title IV credits:

Pell Grant:	\$2,822
Subsidized Loan:	\$1,732
Unsubsidized Loan:	<u>\$2,969</u>
Total Credits:	\$7,523

Cost of Payment Period      \$3,797

As a result of the student withdrawing at 111 hours scheduled, the student earned 24.7% of Title IV aid (i.e. 111 hours/450 hours=24.7%). The percentage of unearned aid is 75.3%. The school must return 75.3% of unearned charges/cost of the payment period. The school is responsible for returning \$2,859.14 in unearned aid (i.e. \$3,797 cost of payment period x 75.3% = \$2,859.14).

Any Title IV funds that must be returned to the U.S Department of Education will be returned to the Lender within 45 days from the date of determination that the student withdrew. The funds will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Pell Grant

**Note: The calculation of Title IV funds earned has no relationship to the student's incurred institutional charges.**

## Disability Services

It is the standard of Adult & Community Education, Columbus City Schools (ACE, CCS) applicant/student with a diagnosed disability be granted reasonable accommodations. In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, ACE, CCS will make every effort to provide supportive services to applicants/students with disabilities. It is the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability to the program administrator in order to receive such accommodations.

An assessment that documents a disability must have been done within the past three (3) years. An Individualized Education Program (IEP) is not automatically accepted as documentation. Documentation of the assessment performed must be submitted from an appropriate licensed professional (e.g. physician, psychologist). This documentation must include the names of any test(s) administered and the specific disability that requires modification as well as the specific recommendation as to type of supportive services needed. A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

The request for services may be submitted to the program administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Be advised that filling out this request form does not automatically approve your request. It will usually take 30 days from the approved date before supportive services may be provided.

Students with a disability must be able to perform and meet the career-technical standards/skills of the program with reasonable supportive service.

Other testing and assessment organizations/boards have procedures for responding to the special needs of applicants with disabilities who are eligible for admission to take certification/licensure examinations. Disabilities which should be brought to their attention include, but are not limited to, the following: physical, mental, hearing or visual impairments, reading or learning disabilities. Examples of accommodations are the use of medication or snacks, extra time, and/or the use of any kind of special equipment or aids. To allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the organization/board, in writing, six (6) months prior to the date the applicant wishes to test, but no later than concurrently with the submission of the certification/licensure application.

## Request for Disability Services Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How do you believe this disability will affect you in the program/course?

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I give permission to release medical/confidential information to ACE, CCS as it relates to my request for support services. I understand that it is my responsibility to make ACE, CCS aware of any changes to be made to this consent. My signature below certifies that the information provided is accurate and I am fully aware that I must provide documentation from an appropriate licensed professional in order for this request to be considered.

\_\_\_\_\_  
Name - Appropriate Licensed Professional

Note to Appropriate Licensed Professional

Please include the following information:

- Your name and medical credentials including specializations and expiration date.
- Business address, phone, fax, and e-mail address.
- Assessments used to reach a diagnosis (done in the last three (3) years).
- Current diagnosis and how/why it was determined.
- How the current diagnosis affects major life activities?
- How the current diagnosis may affect participation/performance in the program?
- Current medications, effects of the medication, major side effects.
- Recommendations for supportive services and accommodations.
- Rationale for the recommendations.

Please send the information to:

Adult & Community Education, Columbus City Schools (Request for Services)  
2323 Lexington Avenue  
Columbus, OH 43211

\_\_\_\_\_  
Applicant/Student Signature

\_\_\_\_\_  
Program of Enrollment

\_\_\_\_\_  
Date

## Availability of Employees

### Persons Designated to Assist Enrolled or Prospective Students

#### Adult Career Technical Programs

##### Financial Aid Information

Emerson Foster, Financial Aid Coordinator, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7620

##### School Information

Patty Clark, Secretary, Adult & Community Education, Columbus City Schools  
Phone: 614.365.6000 or 380.997.7639

##### Completion/Graduation Rates

Dr. Patricia Harris, Supervisor, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7641

##### School Security Policies and Crime Statistics

James Ries, Operations Coordinator, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7640

##### Program Information

Valerie Griffith, Student Services, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7618

Matthew Kramer, Student Services, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7615

##### Student Counseling Services

Nancy Hirsch, Student Services, Adult & Community Education, Columbus City Schools  
Phone: 380.997.7638

## Drug and Alcohol Abuse Prevention

The Columbus Board of Education maintains a drug-free workplace in full compliance with all applicable federal, state, and local laws. Tobacco in any form may not be used in school buildings, school grounds and in school-controlled vehicles.

Adult & Community Education, Columbus City Schools students may participate in prevention program strategies to address drug use and abuse issues including dissemination of informational materials, educational programs, counseling services, drug/alcohol agency services, and campus disciplinary actions.

Our standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities.

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced Laws and Acts.

Ohio Revised Code - Chapter 2925 Drug Offenses; Chapter 3719 Controlled Substances; and Chapter 4301 Liquor Control Laws

Drug-Free Schools and Communities Act; Federal (Harrison) Narcotic Act; Federal Narcotic Drugs; Import and Export Act; Federal Food Drug and Cosmetic Act; Federal Alcohol Administration Act

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the City of Columbus Division of Police. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

Resource information regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available at <http://mha.ohio.gov>.

There are national organizations that can be contacted for assistance.

Alcoholism and Drug Abuse Hotline (1.800.252.6465)

Cocaine Hotline (1.800.444.9999)

Substance Abuse and Mental Health Services (1.800.662.4357)  
(HELP)

Health Risks - Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

**Alcohol** - Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression or death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

**Anabolic-Androgenic Steroids** - Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when woman use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.



Depressants - The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Hallucinogens - Large doses of Phencyclidine (PCP) may result in a convulsive seizure, coma, or death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks, the spontaneous reappearance of the drug experience after use has ceased, may occur.

Narcotics - Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

Stimulants - High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine, cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

Cannabis - The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) can include up to and including expulsion, termination of employment, and referral for prosecution.

Should a student be expelled, the student will receive in writing, a letter that notifies the student of the loss of eligibility and an outline of steps the student may initiate to regain eligibility.

A biennial review of the program will be conducted to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

# Placement Information

334801 - Adult & Community Education, Columbus City Schools - Ft. Hayes Career Center

**COUNCIL ON OCCUPATIONAL EDUCATION**

334800 - Adult & Community Education, Columbus City Schools -

Program Name:	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Rows 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 15 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Practical Nursing - Active Program - Produced Graduates - program ALCOHOLIS Licensure for employment	70	117	187	103	1	93	94	1	45	46	0	11	47	46	0	0	2	11	47	48	73	75	96	96	96	96
Campus Totals	70	117	187	103	1	93	94	1	45	46	0	11	47	46	0	0	2	11	47	48	73	75	96	96	96	96

The majority of our Practical Nursing Graduates go on to take and pass the NCLEX-PN to become Licensed Practical Nurses. Columbus, OH is home to over 40 long-term care facilities and Home Health Agencies where LPNs are most often employed. Some graduates go on to earn their RN license through PN to RN bridge programs, or 2-year Associate Degree programs.

## Retention Rate

Please click or visit the link below for the most recent Retention Rate information as reported to IPEDS.  
<https://nces.ed.gov/collegenavigator/?q=Adult+and+Community+Education&s=all&id=203030#retgrad>

## Clery Act/Campus Security

### Crime Statistics

The following is provided and updated annually as stipulated by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", "Violence Against Women Reauthorization Act of 2013" and "Crime Awareness and Campus Security Act of 1990".

Adult & Community Education, Columbus City Schools

Offense	Incidents		
	2016	2017	2018
Murder and non-negligent	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Weapons possession	1	0	0
Drug law	2	0	0
Liquor law	0	0	0
Referrals			
Weapons possession	0	1	0
Drug law	0	1	0
Liquor law	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0

As part of orientation, Adult & Community Education, Columbus City Schools students and newly hired employees are provided with a statement of the report's availability, its content, and a statement that the school will provide a paper copy upon request.

Emergency Contact Information - Call 911 to report an accident, fire, serious illness, injury, or crime-in-progress that requires immediate response.

The City of Columbus, Division of Police non-life threatening emergency number is 614.645.4545.

The Rape Aggression Defense System (RAD) is a 12 hour comprehensive female-only course with a focus on awareness, prevention, risk reduction and risk avoidance. The RAD program meets the needs of women to acquire self-defense education in a relatively short period of time. The Franklin County Sheriff's Office number is 614.525.4507.

The Safety Resource person is Marty Ragland (614.365.5638).

The Ohio Mental Health and Addiction Services, promoting wellness and recovery, may be reached at 1.877.275.6364.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The local law enforcement agency that could provide information on sex offenders is the Franklin County Sheriff's Office. Follow the link to access the sex offender registry and to receive details of offenders  
[www.offenderwatch.com](http://www.offenderwatch.com)

Adult & Community Education, Columbus City Schools (ACE, CCS) strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any suspicious campus activity immediately upon witnessing the occurrence, especially when the victim of such crime elects or is unable to make such a report. All students should report any knowledge of a criminal or suspicious nature to an administrator of ACE, CCS. Staff members report similar knowledge to an administrator of ACE, CCS. The administration will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified. In order to keep the campus community informed about safety and security issues on an ongoing basis, ACE, CCS will alert the campus community of certain crimes, including all Clery Act crimes, in a manner that is timely and useful in the prevention of similar crimes. ACE, CCS will issue an emergency notification upon confirmation of a significant emergency, including a missing student, or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The campus is in operation from 7:30 a.m. until 9:30 p.m. The facility is temporarily closing at 5:00 p.m. due to the COVID-19 crisis. These hours are in effect Monday through Friday. The campus is not open on weekends. ACE, CCS does not have law enforcement staff that has the authority to arrest individuals. ACE, CCS would contact local law enforcement to address issues that affect the authority to arrest individuals. ACE, CCS staff offers victims the right to report incidences to encourage accurate and prompt reporting of all crimes to City of Columbus, Division of Police. Persons are also counseled on their right to report on a voluntary, confidential basis. Although Adult & Community Education, Columbus City Schools does not have a written memorandum of understanding, it maintains a close working relationship with the police department. All students are informed during orientation of campus security procedures, sexual assault programs to prevent sexual offenses

and procedures if an offense occurs. Crime prevention and risk reduction behavioral education is provided via classroom education, the website and written materials.

Crime Log - The following crimes are reported in a public crime log, which is located in the ACE, CCS Main Office: murder, non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson. Arrests and disciplinary referrals for illegal weapons possession, drug and liquor law violations are also included. Dating violence, domestic violence and stalking are also reported.

For crimes listed, and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to Campus Security Authority, or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability will be reported according to category of prejudice, also known as "hate" crimes.

Entries to the log must be made within two business days of the report of the information provided to staff, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. This log is open for public inspection.

Data collected in the crime log is incorporated into the Annual Security Crime Report in August of each year, with statistics for the most recent three calendar years.

Campus Security Authority are individuals on staff that support the collection of crime reporting information and assist students and employees to file a report to law enforcement agency, should they wish to do so. All staff is responsible to help students report alleged crimes. The following administrators are Campus Security Authority personnel:

Adult & Community Education, Columbus City Schools – Edward O' Reilly  
Health Occupations – Dr. Patricia Harris

Voluntary Reporting - If you are the victim of a crime and do not want to pursue action within the program or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports of this nature are counted and disclosed in the annual crime statistics for the school.

ACE, CCS maintains a part-time counselor to assist in providing crisis counseling, and to provide guidance on options. The counselor is not considered Campus Security Authority and is not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and to assist in local agency referrals for appropriate health and community services.

The student has a right to decline notification to police authorities. If the student requests the assistance of personnel, Campus Security Authority will assist with notifying law enforcement authorities. Students will receive guidance and support on filing protection orders, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution. Students are encouraged to preserve evidence for the proof of a criminal offense. List of hospitals that complete rape investigations will be provided to the

alleged victim. Students reporting a sexual assault crime have the right of confidentiality. Crimes will be reported on the public crime log without the inclusion of personally identifying information about the victim.

Disciplinary Proceedings - After an alleged sex offense, students have the right to change the student's academic situation to ensure safety. This may include auditing the class or creating an independent study for successful completion. ACE, CCS will implement a conduct proceeding to ensure a prompt, fair, and impartial proceeding. Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings. Upon written request, parties will be informed in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted in the state courts as well as being placed on academic probation, suspended, or expelled from the academic program.

Sexual Misconduct - Adult & Community Education, Columbus City Schools (ACE, CCS) is committed to creating and maintaining an academic community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within our community is expressly prohibited. ACE, CCS is opposed to sexual assault and such behavior is prohibited by state and federal law. All campus members must refrain from any conduct that could give rise to a charge of sexual misconduct. Persons who engage in sexual misconduct shall be subject to disciplinary action, to include suspension or expulsion when warranted.

ACE, CCS affords certain rights and responsibilities to all our members who have been sexually harassed and/or assaulted. These include assistance in reporting, securing counseling, and accessing health services. Accused persons are subject to arrest, incarceration, and prosecution through the court system. Accused persons are subject to district judicial proceedings that may result in suspension or permanent expulsion from ACE programs.

Adult & Community Education, Columbus City Schools prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

Domestic violence (from 42 USC 13925)

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence (from 42 USC 13925)

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Under the Ohio Revised Code (2907.01-2907.09), the definition of sexual violence utilized in this document is an umbrella term covering a wide range of sexual actions taken against a person without the person's consent, against the person's will, or under force, threat of force, or coercion. Legally, consent cannot be given while intoxicated since these states inhibit an aware state of mind.

Sexual abuse is defined as "any sexual act that a person submits to against his/her will due to force, threat of force, or coercion" (4:150). Sexual violence is perpetrated by individuals known and unknown to the victim, and includes a wide range of unwanted sexual actions, including rape.

Stalking is a term to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking includes surveillance activities (e.g., monitoring an individual's phone calls, reading her or his mail, following outside the home), and vandalism (e.g., breaking into a person's home, stealing belongings, and harassment).

#### Definition of Sexual Harassment

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity.
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

#### What is consent?

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

#### Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive verbal agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

Procedures to Report Sexual Offense - If you are a victim of a sexual assault, try to remain calm and alert. Call 911. Your call will be routed to the proper law enforcement agency. Stay on the phone with the dispatcher as long as you are needed. Do not change your clothing. Do not clean your body or your clothes, as this helps to preserve important evidence. Do not disturb or alter the crime scene.



Prevention and Awareness Programs - During orientations, students are informed of their rights and responsibilities to ensure safety and security for all students and staff. Prevention education services are offered to encourage students and employees to be aware of their responsibility for their own security and security of others. In addition to seminars, information is made available and disseminated through crime prevention awareness packets, security alert posters, and displays. Monthly presentations have been established to educate students on dating violence, sexual assault, bystander intervention, alcohol and drugs, domestic violence, recognizing signs of unhealthy relationships, breaking the cycle of abuse, and diminishing the possibility of being a victim to robbery. Professional development activities are provided to staff and new employees. Columbus City Schools, in collaboration with Public School WORKS, is developing professional development online courses that educate staff on creating safe school environments, and understanding the campus security authority responsibilities.

## **Conduct Proceedings**

The administrator of Adult & Community Education, Columbus City Schools coordinates all judicial proceedings involving sexual misconduct of students. Victims of sexual offenses may report these incidents to the Columbus Division of Police, Special Victims Bureau at 614.645.4545.

The department will make every reasonable effort to ensure that the investigation and resolution of a report or complaint occurs in as timely and efficient a manner as possible. The investigation and resolution of a complaint generally will be completed within 60 calendar days of the receipt of the complaint. Throughout the investigation, the alleged victim and the respondent will receive periodic status updates, and notice of any timing extensions. Any party may request an extension of any deadline by providing the director with a written request for an extension that includes reference to the duration of the extension and the basis for the request.

Students charged with violations of the Student Code of Conduct will be given adequate notice of the charges and allegations against them, and be provided an opportunity to address the charges during a hearing. Victims of sexual misconduct may be asked to provide testimony at these proceedings, and are allowed to submit input into the sanctions imposed should the students be found responsible for the charges against them.

The written notice given to any charged student will include the following:

- Sufficient detail to prepare a defense.
- An invitation to attend an information session, during which the student may view all material, related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard.
- Notice of a formal hearing will occur at least five class days prior to the hearing of the case.

Notice given to the complainant:

- To attend information session, during which the time the complainant can view all materials related to the case and receive instruction regarding the disciplinary process and the charged student's and complainant's rights.
- Notice of the complainant's rights is at least five class days prior to the student conduct hearing.

In cases where the alleged offender's conduct poses a threat to the campus community, the school may choose to impose any of the following actions to ensure the safety of students and staff:

- Issuing no-contact orders to prevent any contact between the victim, the alleged perpetrator, witnesses, and/or third parties;

- Changing work arrangements or schedules;
- Changing academic schedules;
- Changing class to independent study;
- Arranging for the victim to withdraw from or take an incomplete in a class without penalty;
- Providing academic support services, such as tutoring;
- Providing emotional supportive services;
- Implementing an immediate suspension until a hearing can be convened to determine the facts of the case.

Both the alleged victim and the alleged offender are allowed to be accompanied by an advisor of their choice during the proceedings, and will be informed of the final outcome of any school disciplinary hearing. The standard of evidence used in conduct hearing is "Preponderance of the Evidence." This means that the evidence, as a whole, shows that the fact sought to be provided is more probable than not. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined. This can include suspension, dismissal, or expulsion from the academic program. School disciplinary proceedings may be held in instances involving sexual misconduct even when formal state charges are not brought.

#### Notification of findings:

All recommended decisions will be communicated in writing to the charged students and will include the findings of fact, determination of responsibility, sanctions, and notice of appellate rights. Complainants will be notified of the status and outcome of the student conduct code process.

#### Sanctions:

1. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions may be imposed upon any individual student found to have violated the Student Conduct Code. If a student does not complete a sanction by a required deadline, a hold may be placed on the student's record. Decisions regarding falsification of admission or readmission information may be forwarded to the appropriate office for review of admission.
2. Reprimand - Verbal or Written.
3. Service Hours - Completion of tasks under the supervision of a director or supervising agency.
4. Educational Activities - Attendance at educational programs.
5. Counseling Assessment - Referral for assessment at a counseling agency, alcohol/drug dependency agency, general mental health, or other counseling issues.
6. Restitution - Only in cases involving school property.
7. Conduct Probation
8. Disciplinary Probation - Period of time during which any further violation of conduct places the student's status with the school in jeopardy.
9. Suspension - Separation from the program for a period of time.
10. Dismissal - Separation from the program for at least two years.
11. Expulsion - Separation from the department without the possibility of readmission. The may include restricted access to the campus identified geographic area.
12. Withholding of diplomas, transcripts, or other records.
13. Transcript Notations - Written notation indicating that student conduct action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the program.

Accidents - Students experiencing an accident while participating in our training programs should immediately notify the nearest staff member so that appropriate action may be taken. The district does not pay for the cost of a student when he or she goes to the emergency room.

Explosives - A student shall not possess, handle, transmit, conceal, or use any explosive device or substance which could be used as an explosive.

General Classroom Safety - Industry safety standards and procedures must be maintained at all times. Each classroom must conform to established safety practices for that occupation.

Visitors - Only administrators may give permission for visitors in the classroom. All visitors must report each day to the main office before going to any classroom. Children are not permitted to attend classes.

Weather/Emergency Closings - If the Columbus City Schools are closed for snow or other emergencies, our adult classes will not meet. This includes all evening classes. Check local broadcasts for school closings. Programs will adjust daily instructional plans if school closes.

### Timely Warnings to the Campus Community

In the event that a situation arises, either on or off campus, that in the determination of the Adult & Community Education Director or immediate supervisor determine that there is an ongoing or continuing threat, a campus wide "timely warning" will be issued. These individuals will consult with the Columbus City Schools' Safety & Security Department to determine the immediate threat.

The objective of the emergency notification and warning system, is to provide timely notification and warning to all students, faculty and staff of an immediate, imminent, or existing threat that poses as an immediate danger to the health, safety, and/or general wellbeing while on the geographic campus community. Collectively the plan provides a mechanism for the school to, without delay, confirm an emergency or dangerous situation is taking place.

The policy plan and procedures include processes by which school official confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. Columbus City Schools' Communication Department is responsible for the dissemination of emergency information to the larger Columbus community.

The process to determine the need for a timely warning to be instituted will be as follows:

- Confirm that there is a significant emergency or dangerous situation
- Determine appropriate segments of the campus community to receive the notification
- Determine the content of the notification
- Initiate the notification system

Adult & Community Education, Columbus City Schools will (without delay and also taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of local police authority or the CCS Safety and Security Department, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following individuals and organizations are responsible for carrying out the actions as described in 34 CFR 668.46 (g)(2):

<i>Name</i>	<i>Organization</i>	<i>Position</i>
Edward O'Reilly	Columbus City Schools	Director, Adult & Community Education
Dr. Patricia Harris	Columbus City Schools	Supervisor, Adult & Community Education
James Ries	Columbus City Schools	Operations, Adult & Community Education

Scott Wortman  
CPD Staff

Columbus City Schools  
Columbus Police Department

Chief Communications Officer  
Zone 4-Linden Community

### **Procedures Notification Methods**

- Text Messages
- Voice Messages
- E-mail
- Facebook
- Building Lockdown
- School Building Speaker System

**Emergency Procedures-** Precautions are taken to ensure the safety of all students, staff, and members of the community. A crisis management plan has been developed and provided to school personnel for assisting and responding to the many types of crisis/emergency situations. Your cooperation is needed to ensure that a team approach is used should an incident occur. Students are encouraged to immediately alert any school official with information or suspicions that may pose a threat to the security of others or to the building. Unless an emergency necessitates, a student shall not willfully sound a fire alarm or cause to falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of Education. These acts are prohibited irrespective of the whereabouts of students. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Adult and Community Education students participating in training programs that are located in other buildings owned or operated by another agency must conform to all agency, district and department expectations.

## Emergency Drill Guide

**Evacuation** – Evacuate students by primary routes unless instructed to use alternate routes. Minimum initial distance is 300 feet. If other than fire, evacuate to a minimum distance of 900 feet. All persons must leave the facility. Close, but do not lock doors behind you. Do not return to building using a bell signal (bells can malfunction). Return to building when instructed by incident commander or follow further instructions. Fire drills will be conducted monthly for your protection. The signal for a fire drill is the intermittent sound of a buzzer or an announcement. It is mandatory that students participate in all fire drills, observe fire safety procedures, and follow instructions of the staff. Students are not allowed to go to their cars, use cell phones, or leave school grounds. **This response is used for fire, unsafe building (after explosion or severe weather damage), and bomb threat.**

**Reverse Evacuation** - Move indoors quickly. Close doors behind you. Close windows once you are inside. Follow instructions based on incident. **This response is used for severe weather, hazardous material release, or outside threats. This may be rapidly followed by lockdown or shelter in place.**

**Lockdown: Level 1** Monitor: Possible Threat - Exterior doors and windows are locked and secured. Free movement within the school building is permitted. Students and staff may be released by a public address announcement. **This response is usually used for an outside threat.**

**Lockdown: Level 2** Standby: Probable Threat - Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Students may move about the locked classroom. **Students and staff may only be released from lockdown by police, administrator, or designated staff.**

**Lockdown: Level 3** Emergencies: Full Crisis - Activate Command Post. Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Cover windows and door window panels, if can be accomplished safely. Sit on floor out of sight of windows. Take attendance, include the names of people who have entered and are not usually in your class. Do not open doors or windows. **Do not follow PA announcement directions. Students and staff may only be released from lockdown by police, administrator, or designated staff.**

**Duck, Cover, and Hold (Tornado event)** - Move to pre-designated areas and assume protective position. If you are unable to report to pre-designated area: Take cover under tables or desks. Hold onto table/desk leg or position desk as shield. Keep as much of body shielded as possible. Bury face in arms, close eyes, and cover ears. If outside, lie on stomach with face away from event, cover head, face, and as much skin surface as possible. Those standing should sit. It is mandatory that students participate in all tornado drills, observe the tornado safety procedures, and follow instructions of the staff. Instructions are posted in each classroom. Students are not allowed to go to their cars, use cell phones, or leave school grounds. **This response is usually used for earthquake, explosion, and severe weather. This response may be followed by evacuation when safe to move.**

**Shelter in Place** - Move everyone inside. If possible, move to interior rooms on upper level floors. Close and lock all windows and doors. Assign personnel to doors to control late entries. Custodian should immediately shut down all HVAC units (heating, ventilation, air conditioning). Call 614.365.5188 for immediate shut down. Seal off all openings with tape and plastic (windows, doors, heating vents, air units, and electrical outlets). Await instructions from public officials before exiting shelter. **This response is used for hazardous materials in the environment.**

**Hit the Deck** - Anyone recognizing immediate danger shouts "Hit the Deck". Everyone immediately drops to the ground and lies flat. Remain on the ground until given further direction. **This response is usually used in the event of gunfire.** Hit the Deck is usually followed by lockdown or evacuation when safe to do so.

# Family Educational Rights and Privacy Act (FERPA)

## Privacy of Student Records

Adult & Community Education, Columbus City Schools is committed to the protection of our students' safety and their confidential information. Employees are not allowed to take student confidential information out of our building, nor are they allowed to provide confidential information to others without the expressed written consent of the student. Students must sign a release of information form before confidential information is released to individuals or agencies.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Eligible students have the right to inspect and review all of their education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a dependent student as defined by the Internal Revenue Service (IRS)
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Additional information on the Family Educational Rights and Privacy Act (FERPA) as defined by the U.S. Department of Education may be obtained at [FERPA at www.ed.gov](http://www.ed.gov)

The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without consent.

# Annual Fire Safety Report

**BUREAU OF FIRE PREVENTION  
3639 PARSONS AVENUE  
COLUMBUS, OHIO 43207  
(614)-645-7641**

**THE CITY OF  
COLUMBUS\***  
DIVISION OF FIRE

## NO VIOLATIONS

02/10/2020

ATTN ED O'REILLY  
HUDSON COMMUNITY EDUCATION  
2323 LEXINGTON AVE  
COLUMBUS OH 43211

Facility ID: 000919

**Site Address: HUDSON COMMUNITY EDUCATION 2323 LEXINGTON AVE /COLUMBUS, OH 43211**

A(n) annual bureau level inspection of your facility was completed by our office on or around Monday February 10, 2020

At the time of the inspection, no violations were noted. Your facility is compliant with all applicable fire and life safety codes of Columbus, Ohio.

\_\_\_\_\_  
Signature on File

Mason, Terrance L  
Fire Inspector

\_\_\_\_\_  
Signature on File

Ed O'reilly  
Responsible Party

Printed on: 02/10/2020 09:25

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A hard copy of this document is available for review in the  
Student Services Office at the main campus.

**2323 Lexington Avenue  
Columbus, OH 43211**

A pdf version of this document is available on our website.  
**[ccsoh.us/ace](http://ccsoh.us/ace)**