



Student Handbook



Non-Discrimination Statement

The Ohio State University at Newark and Central Ohio Technical College do not discriminate on the basis of gender identity, sex, ancestry, race, age, national origin, sexual orientation, religion, color, veteran status, genetic information, HIV/AIDS status, military status, national origin, disability, or any other basis under the law in its activities, programs, admission, and employment. General information, questions, concerns, or complaints related to these matters are to be directed to the Title IX Coordinator, Holly Mason, Warner Center Suite 226, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740-364-9578) or ADA/504 Coordinator, Connie Zang, at the same location.

Mission Statement of the Office of Student Life

The Office of Student Life at COTC and Ohio State Newark strives to cultivate a campus community where students can achieve success and become responsible citizens. Our purpose is to support the university's mission by providing services and programs, encouraging student learning in and out of the classroom, and developing a diverse community which is educationally purposeful, open, just, disciplined, caring, and celebrative.

[Office of Student Life-Ohio State Newark](#)

[Office of Student Life-COTC](#)

**The Ohio State University at Newark and
Central Ohio Technical College
1179 University Drive
Newark, Ohio 43055
740-364-9578
1-800-963-9275**

A message from Holly Mason

Greetings,

The Office of Student Life is here to support and assist you. We are excited to have you as a part of our community. Please take the time to familiarize yourself with your student handbook.

I hope you will find this handbook useful; it has been developed to help you understand the organization of the Newark campus and to aid you in making the best possible decisions based on complete and accurate information. Your handbook contains policies, procedures, and guidelines regarding expectations for general student conduct, residential life, information about programs and services, social activities, and student organizations.

As a member of the Newark campus community, you are expected to be familiar with either The Ohio State University or Central Ohio Technical College policies and to take responsibility for your conduct at all times. You will discover that as a member of this community there are many opportunities and avenues for your personal growth, intellectual enrichment, and emotional, cultural and social development. Along with meeting new people and sharing new experiences, you will be confronted with having to make choices and decisions. Some may be easy and rather straightforward; others, a bit more complex and challenging. However, your ability to positively and appropriately meet this responsibility will be a critical element of your success here at the Newark campus and an essential part of mature and successful community membership.

This handbook contains some general academic information and regulations; however, please refer to the Newark campus website, under the heading of academics, for more in-depth and complete descriptions of academic requirements and information.

Our commitment is to provide you with many diverse opportunities and experiences that will assist you in meeting your academic, social, and career goals. The campus recognizes the importance of providing a variety of support services designed to help ensure your academic success. On the pages that follow are descriptions of the services available to you as a member of this community. Whether you are embarking on your academic career or continuing with your study, the faculty, staff, and your peers are eager to help you.

For those of you who are joining us for the first time, let me extend a special WELCOME to you. I am looking forward to meeting you and helping you build the kind of experiences that will serve you well in future years.

On behalf of the Office of Student Life, best wishes for a successful and rewarding career at the Newark campus. If I or any member of the staff of Student Life can be assistance to you, please do not hesitate to ask.

Sincerely,

Holly Mason

Director of Student Life/Chief Student Affairs Office

The Ohio State University at Newark and Central Ohio Technical College

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Issue/Concern	Ohio State Newark	COTC
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Address Change	Student Records	Gateway
Admission Application	Advising	Gateway
Intramurals	Adena	Adena
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Commencement	Advising	Gateway
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Cross Registration	Advising	Gateway
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Issue/Concern	Ohio State Newark	COTC
Learning Disabilities	Student Life	Student Life
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Motorist Assistance	Security	Security
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Ombudsman	Academic Affairs	Academic Affairs
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Reactivate Student Record	Records	Gateway
Recreational Activities	Adena	Adena
Refunds	Fees & Deposits	Fees & Deposits
Registration Information	Advising	Gateway
Schedule of Classes	Advising	Gateway
Scholarships	Financial Aid	Financial Aid
Severe Weather	Security	Security
Student Employment	Financial Aid	Financial Aid
Transcript Request	Advising	Gateway
Transfer Evaluation	Advising	Gateway
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Tutoring/Student Success	Tutoring Center	Tutoring Center
Veterans' Affairs	Student Life	Student Life
Withdrawal	Advising	Gateway

BUILDING DIRECTORY

Adena Hall-1159 University Drive

Classrooms
Faculty Offices
Gymnasium
Recreation Center

Athletic Complex-Sharon Valley Road

Rotary Pavilion
Baseball Field

Founders Hall-1179 University Drive

Administrative offices
Auditorium
Business and Finance Offices
Classrooms
COTC Administration
Enrollment Management
Human Resources
Information & Technology
Media Support Services (AV)
Ohio State Newark Administration
Ohio State Newark Admissions/Advising
Psychology Labs
Purchasing Department
Science Labs
Service Labs
Services Center

Hopewell Hall-1189 University Drive

Allied Health Program
Classrooms
COTC Division Offices
Education Curriculum Center
Fees and Deposits
Financial Aid
Gateway-COTC Admissions & Advising
Marketing & Public Relations
Testing Center

LaFevre Hall-1199 University Drive

Art Gallery
Art Studio
Black Box Theatre
Computer Labs
Classrooms
Engineering Labs
Music Labs

Martha Grace Reese Amphitheatre

North Classroom-1159 University Drive

Classrooms

Reese Center-1209 University Drive

Alford Performing Arts Center
Classrooms
Computer Labs
Conference Center/Seminar Rooms
Cyber Café
Development Office
Facilities Planning & Operations
Faculty Offices
Student Lounge

Warner Center-1219 University Drive

Barnes & Noble Bookstore
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Disabilities Services
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Math Labs-COTC & Ohio State Newark
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Tutoring Center
Writing Labs-COTC & Ohio State Newark

COTC Coshocton Campus – Montgomery Hall

200 North Whitewoman Street
Coshocton, Ohio 43812

COTC Knox Campus – Ariel Hall

236 South Main Street
Mount Vernon, Ohio 43050

COTC Pataskala Campus

Administrative Offices
621 W. Broad Street Suite 2G
Pataskala, Ohio 43062

REFERENCE GUIDE

ACADEMIC RULES

Ohio State Newark website:

Ohio State Newark information on academic rules is available at the Advising Office or online at the Ohio State University website. The following items are included: Registration Information, Change of Major, Course Adds and Drops, Forgiveness Rule, Fresh Start Rule, Grading System, Incomplete, Pass/Non-Pass option, Proficiency Testing, Reinstatement, Transfer Credit, Warning, Probation, Dismissal, and Withdrawal from the University.

COTC website:

Academic rules pertaining to COTC are published on the COTC website. Information including admissions and costs, a detailed curriculum of technology, academic operations, course descriptions, and the Code of Student Conduct can be found there.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Education Rights and Privacy Act of 1974, as amended, set forth requirements designed to protect the privacy of student records. Student records are confidential.

The only information about a student that may be released without student permission is: name; address; telephone number; major; participant in officially recognized sports and activities; weight and heights of athletic team members; dates of attendance; degrees and awards received; most recent educational agency or institution attended. Students not wishing this information release should contact an academic advisor.

GRIEVANCES OR COMPLAINTS

For complaints and concerns regarding Ohio State University, please visit

<http://newark.osu.edu/students/complaint-and-concern.html>

For complaints and concerns regarding COTC, please visit <http://www.cotc.edu/Life/Pages/Student-Complaints-and-Concerns.aspx>

OFFICE OF STUDENT LIFE

BULLETIN BOARDS/FLIERS

Bulletin boards are located throughout campus buildings. Certain boards are designated for specific purposes. All information pertaining to student clubs and organizations **must** be submitted and approved by the Office of Student Life, Warner Center 226. All non-student clubs or organization materials needing to be posted **must** be submitted and approved by the Office of Student Life, Warner Center 226. Any materials placed on unapproved bulletin boards and/or any materials not approved by the Office of Student Life will be removed immediately without notice.

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING –

Career Development Website: [Central Ohio Technical College](#)
[The Ohio State University at Newark](#)

Many students begin college uncertain as to a major. If you are “exploring your options,” please stop by the office as soon as possible for help in learning about majors that fit your interests and aptitudes. Career Development serves both Ohio State Newark and COTC students and is located in the Warner Center 226.

The office can also assist you with preparing your resume, cover letter, exploring careers, and finding suitable employment, with the goal to educate the student and/or graduate about options for successfully

managing career transitions and all other job search related activities. Resources address job search strategies; labor market information; employer directories; applications; correspondence; development of effective interviewing skills; information on employers' expectations; career planning and resume referrals. You can also open a credential file that gives the office permission to send your resume to employers when they contact the campus.

Please check the bulletin board outside the office and the Career Development web site for current job postings and other important information. All services are free of charge. Stop by Warner Center 226 or call 740-366-9453.

COUNSELING SERVICES

College is an exciting and challenging time. It may also be a time of stress and anxiety. Counseling Services are provided FREE to all students in a confidential setting. Stop by Warner Center 226 or call 740-364-9578 to set up an appointment.

DISABILITY SERVICES

[Office for Disability Services website for Central Ohio Technical College](#)

[Office for Disability Services website for The Ohio State University at Newark](#)

The Office for Disability Services (ODS) at the Newark campus offers a variety of services to students with documented disabilities such as learning disabilities, hearing, or visual impairments, mobility impairments, ADD/ADHD, and psychiatric or medical disabilities.

ODS arranges for academic accommodations and support services that are individualized and flexible. Student documentation is reviewed and eligibility for service is determined. ODS staff members are trained to assist students and faculty on issues of academic adjustment, learning strategies advocacy skills, and transition from high school to college and into employment.

Faculty provides the opportunity for students with disabilities to identify their accommodation needs and work with them to make access to all educational experiences possible. ODS staff will assist the classroom instructor to provide necessary accommodations.

Any Student with questions regarding academic performance and who is wondering if a learning disability is present, should contact the ODS Case Manager. After an interview, the Case Manager will make recommendations and referrals for testing and/or for other available services.

- Eligibility for service is determined on an individual basis. Students must self-identify and make individual needs known to a professional in ODS. Documentation of the disability is required; call or write for complete guidelines. Do not send documentation to the Admissions Office.
- Private consultations and confidential handling of documentation is our policy. Students receiving service have complete control over the disclosure of information to faculty and other offices. No record of services provided appears on the transcript documentation.
- Specialized technology is available to increase access to oral and printed text. Training in use of hardware and software adaptations is available in the Office for Disability Services.

STUDENT ACTIVITIES

Each semester, a variety of cultural, educational, and social programs enhance the learning atmosphere of the campus. Cultural programs include visits to museums, concerts, diversity speakers and workshops, master classes, and weekend overnight excursions. Educational programs include lectures, debates, films, and open forums on topics of regional, national, and international interest. Social programs round out the activities program and include leadership workshops, leisure, community service events, informational tables, specialty fairs, sports events, and themed events. Some activities may require a nominal fee to help defray expense. For more information, please visit the Student Life Office located in the Warner Center, room 226 or visit our website:

[Student Activities at Central Ohio Technical College](#)

[Student Activities at The Ohio State University at Newark](#)

STUDENT AMBASSADORS

Student Ambassadors serve to set the tone for prospective students, their families, and guests of the Newark campus. They guide, direct, inform, and teach prospective students what to expect from campus. In

addition, student ambassadors serve as special event assistants representing the student and broader campus communities.

STUDENT GOVERNMENT

Warner Center 205E

Contact the Advisor: [Justin Khol and Holly Mason](#)

Phone: 740-364-9578

The Student Government exists to represent the student bodies of both Central Ohio Technical College and The Ohio State University at Newark. The Senate, composed of several individuals from each institution, discusses matters such as parking on campus, food services, academic programs, facility improvements, and allocation of money to fund campus-wide organizations and events.

STUDENT ORGANIZATIONS

Student organizations are open to all currently enrolled students of Ohio State Newark and COTC.

Participation in student organizations is important as extracurricular activities enhance a student's college experience. Organizations are funded from campus with dollars through the Office of Student Life and the Student Government.

[Detailed Instructions for Starting a New Student Organization for Ohio State Newark Students](#)

[Detailed Instructions for Starting a New Student Organization for COTC students](#)

MULTICULTURAL AFFAIRS

The mission of the Office of Multicultural Affairs is to promote cultural awareness events and programs both on and off campus; create an environment that is conducive to the overall collegiate experience for students regardless of ethnicity, socio-economic status, origin, gender, race, sexual orientation, or disability; develop comprehensive programs and support academic resources to increase retention of minority students for academic success and professional development; and collaborate with other offices and the community to create an inviting and relaxed atmosphere that promotes inclusiveness of all students.

Multicultural Affairs is located in Warner Center 226; for services, call 740-366-9443 or email [Vorley Taylor](#).

[Multicultural Affairs website for Ohio State Newark](#)

[Multicultural Affairs website for Central Ohio Technical College](#)

PUBLIC SAFETY

740-366-9237

Warner Center 105

To report safety and security concerns: 740-366-9237

To report an emergency: 740-366-9300

The vision of the Public Safety Department of the Newark campus is to provide a safe and secure campus that demonstrates openness, trust, honesty and integrity and respects differences in ideas, cultures, and lifestyles. The campus is committed to providing a safe environment for students, faculty, staff, and guests. While we attempt to provide the most secure surroundings possible, all students, employees and visitors must take responsibility for their own personal safety when visiting the campus. The vast majority of crimes committed on our property are crimes against property, not people.

The department issues IDs and keys for faculty and students, provides security, regulates parking and traffic, campus escort service, and motor vehicle services.

Identification Cards

All students must have an Ohio State University or COTC ID card. All students receive ID cards during orientation and/or obtained at the Safety and Security Office (Warner Center). Student IDs are required for campus events and for use of library materials. Only Ohio State Newark cards are valid at the Ohio State Columbus campus.

Additionally, all enrolled students at the Newark campus have Buck ID accounts. Your ID card (both COTC and Ohio State Newark) is your Buck ID, a campus debit card. See the Buck ID section of the handbook for detailed information. Information regarding Buck IDs can be found at buckid.osu.edu

CAMPUS EMERGENCY ALERT SYSTEM

At The Ohio State University Newark and Central Ohio Technical College our highest priority is the safety and security of our students, faculty, staff and community. With that in mind we are pleased to announce the implementation of a new comprehensive alert notification system for all students and employees. This system is designed to quickly communicate information regarding emergency situations on campus and any campus closures that may be necessary. This system is yet another tool to help our campus be a safe place for everyone we serve.

As a current Ohio State Newark / COTC student or employee, your college email address is already included in the Campus Alert Notification System and you will receive a notice via that communication means. However, if you would like to include additional email addresses or add a mobile phone number to receive text emergency alerts, please log in below using your campus email address and click Create a New Password. Once you complete the initial registration process use your campus email address and this unique password to update your information. In addition, these alerts will also be posted on the Ohio State Newark and COTC Facebook sites.

Ohio State Newark and COTC students can sign up for emergency alerts at www.getrave.com/login/osu

CLASS CANCELLATION – SEVERE WEATHER LINE

The campus typically does not close except in the event of a Level 3 Weather Emergent. However, should it be necessary to close the campus as a result of severe weather, a recorded message announcing the closure may be heard at 740-755-7193, and announcements will be made over WCLT, WHTH, WNKO, WMVO, WQIO, WTNS, WHIZ, WOSU, WSNY, WCOL, WNCI, and WTVN-AM and all Columbus TV stations.

PARKING REGULATIONS

Student parking on campus is FREE. Vehicle registration is available through the Security Office or Fees and Deposits Office. All students and personnel at The Ohio State University at Newark and the Central Ohio Technical College are subject to the traffic and parking regulations. In addition, standard traffic regulations and definitions, as enacted in the motor vehicle laws of the State of Ohio, will be enforced on campus property at all times. The posted speed limit is 10 mph in all parking lots and 20 mph on University Drive that encircles the campus. Designated parking areas have been posted and are reserved for holders of Faculty/Staff permits, disabled permits and State vehicles. Students and visitors may park in any unrestricted parking space on campus, which are the white-lined areas. Student, visitors, and employees without Faculty/Staff permits must have a white line on both sides of the vehicle. Parking regulations are in effect and enforced 24 hours a day. The responsibility for finding a legal parking space rests with the motor vehicle operator regardless of weather or crowded conditions.

The Newark Campus reserves the right to remove, or have removed and impounded any vehicle that is parked in such a manner as to constitute a hazard or parking violation. Owners of such vehicles will be required to pay all costs involved. The campus cannot assume responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on campus property. Owners should ensure that unattended vehicles are locked at all times.

STUDENT DISCLOSURE OF FELONY CONVICTIONS OR FELONY CHARGE CURRENTLY PENDING AND CONSENT TO OBTAIN ADDITIONAL INFORMATION

Requirement to Disclose

As part of its admission process, the College requires you to complete an Authorization for Release of Information form to disclose information regarding any felony conviction you may have.

Reasons for Requirement

The College has this requirement for several reasons. First, the College has a responsibility to ensure a safe environment for all members of our community and their property. Second, the College has an interest in evaluating the character, maturity, and responsibility of its applicants. Third, the College needs to determine whether a student may be appropriately placed in college housing. Finally, the College can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain internship placements, professional licensure or other job placement. This is because some internship sites and professional licensing boards are required by law and/or policy to exclude people who have certain convictions.

College Use of the Information Disclosed

The existence of a felony conviction does not necessarily mean a student will be denied admission to the College, its programs and/or its housing. Each case will be evaluated on its facts. Generally speaking the rational relationship of the nature, severity, and timeframe of the crime to the interests and needs of the College will be assessed, and the responsibility and repentance of the person convicted will be carefully considered and weighed.

Full Disclosure Required

You must complete the Authorization for Release of Information form to the best of your ability. This means your answers must be truthful, accurate, and complete. If you know of certain information yet you are unsure whether to disclose it, you must disclose the information. The College will later determine whether the disclosure was required and, if so, whether the information is material. By your signature on the Authorization for Release of Information form, you verify your understand and agreement to these requirements.

Consequence of Failure to Disclose

By your signing the Authorization of Information form, you certify you understand and agree your failure to disclose material information in response to this form may result in immediate suspension or expulsion from a course, program, housing, and/or the College.

Continuing Duty to Disclose

By submitting and signing the Authorization for Release of Information form, you certify you understand and agree to notify the College immediately of any inaccuracies in, or corrections to the information you disclose here. You also certify that you understand and agree that you have a continuing duty to notify the College of any felony arrest or conviction during the time you are enrolled at the College.

Definition of Felony Conviction

For purpose of the Authorization for Release of Information Form, a felony conviction has the following meaning:

- You must disclose any instance in any state or country where you have plead guilty or were found to be guilty by a judge or jury charge(s).
- This includes 1) pleas of no contest or nolo contendere; 2) juvenile offense; and 3) any conviction you are currently appealing.
- You need not disclose any instance where you 1) were arrested but not charged; 2) arrested and charged but the charges were dropped; 3) arrested and charged but found not guilty by a judge or jury; 4) arrested, found guilty by a judge or jury but the conviction was overturned on appeal; or 5) where you received an executive pardon.

STUDENT HEALTH INSURANCE

Students at The Ohio State University who are enrolled for more than 6 credit hours have access to the Ohio State Student Health Insurance Program. The Student Insurance Program offers coverage at an economical cost. OSU students who are already covered by their own comparable health insurance plan must opt out of OSU student health insurance coverage by accessing the OSU Registrar's Web Registration for Courses-Fee Options web page. [Consult the Student Health Insurance website](#) to view the online plan, benefits, rates, and additional information.

APPENDIX A

Codes of Student Conduct

The Ohio State University Code of Student Conduct can be accessed by clicking on this link: [Ohio State University Student Code of Conduct](#)

The COTC Code of Student Conduct can be accessed by clicking on this link: [COTC Student Code of Conduct](#)

Minor variations of the Student Code of Conduct policy occur between Ohio State University and COTC. Specific questions can be directed to the Office of Student Life in WC 226.

APPENDIX B

Sexual Misconduct Policies

The Ohio State University Sexual Misconduct Policy can be accessed by clicking on this link: [Ohio State University Sexual Misconduct Policy](#)

The COTC Sexual Misconduct, Sexual Harassment, and Relationship Violence Policy can be accessed by clicking on this link: [COTC Sexual Misconduct, Sexual Harassment, and Relationship Violence Policy](#)

APPENDIX C

Policy for Drug Free Schools and Campuses

THE OHIO STATE UNIVERSITY AT NEWARK AND CENTRAL OHIO TECHNICAL COLLEGE

Policy for Drug Free Schools and Campuses

Introduction

The illegal or improper use of drugs and alcohol is a challenge for individuals and schools. The [Policy for Drug Free School and Campuses booklet](#) will identify rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus property or engaging in campus-sponsored activities.

The booklet will describe the policy and potential disciplinary actions for violations. It will also identify on and off campus resources where employees and students could seek assistance.

This policy and its related program will be distributed annually to students enrolled in one or more credit bearing classes and all employees. There is a similar policy issued directly from OSU Columbus campus. Should there be a difference, the OSU Columbus campus policy will apply for OSU students and employees.

(<http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>)

Responsibility to implement and amend this policy for these institutions rests with the Senior Administrative Staff. Questions and suggestions are encouraged.

This policy and an overview of its supporting programs and information will be presented as follows:

- I. Standards of Conduct for employees and Students relating to drug and alcohol violations.
- II. Possible sanctions for violations imposed by state and federal authorities.
- III. Health risks associated with illicit drug use and abuse of alcohol.
- IV. Counseling and treatment programs for employees and students.
- V. Adjudication and setting penalties for violation of drug and alcohol policy.

[Policy for Drug Free Schools and Campuses – COTC and Ohio State Newark](#)

APPENDIX D

Tobacco Free Policy

Our campus strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. Our campus desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, the College intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college/university owned or leased property including vehicles.

The Tobacco Free Ohio State Policy can be accessed by clicking on this link: [Tobacco Free Ohio State Policy](#)
The COTC Tobacco Free can be accessed by clicking on this link: [COTC Tobacco Free Policy](#)