

Main Campus:

Scarlet Oaks Career Campus

303 Scarlet Oaks Drive
Cincinnati, Ohio 45241
513.771.8881

Public Safety Services

(Located on main campus)
200 Scarlet Oaks Drive Cincinnati, Ohio 45241
513.771.1142

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SECTION I

Institutional Information



About Great Oaks

Great Oaks, one of the largest career and technical education districts in the United States, has been providing career development, workforce development and economic development services to individuals, business, industry, labor, communities and other organizations in southwest Ohio since 1970. The buildings have recently completed a remodel that provides our students with an up-to-date and safe learning environment. In addition, Great Oaks classrooms and labs have the latest in technology and equipment that students will experience in their field of study. All Great Oaks programs are reviewed on a five-year cycle to ensure that students are receiving the training on industry appropriate equipment. In addition, Occupational Advisory Committees provide oversight in making sure Great Oaks is aware of what industry is using.

Great Oaks typical classroom is set for twenty-four students, but ultimately the class size is determined by the respective program(s) and the lab set for that program. Accommodations are made accordingly. Great Oaks secondary programs follow "RULES OF THE OHIO STATE BOARD OF EDUCATION, CHAPTER 0520-1-3, and MINIMUM REQUIREMENTS FOR THE APPROVAL OF PUBLIC SCHOOLS". Adult Education, although not mandated to, follows those guidelines.

Additional Information about the School

Your best source of information is in this handbook. If you still have unanswered questions, please feel free to contact the Financial Aid Office, Adult Education Director or Supervisor, or the Great Oaks Career Planning Specialist.

Great Oaks offers employment and educational opportunities without regard to race, religion, color, national origin, gender, disability or age.

Approvals and Accreditations

Great Oaks is accredited by the Council on Occupational Education (COE). As a Career and Technical School District, all Great Oaks' programs are approved by the Ohio Department of Higher Education.

Full-time Career Training Programs

Automotive Service Technology – Approved by the Ohio Department of Higher Education, and accredited by COE.

CNC Manufacturing – Approved by the Ohio Department of Higher Education, and accredited by COE.

Construction Technologies - Approved by the Ohio Department of Higher Education, accredited by COE, and National Center for Construction Education and Research (NCCER).

Dental Assisting – Approved by the Ohio Department of Higher Education, and accredited by COE.

Electro-Mechanical Maintenance Technology – Approved by the Ohio Department of Higher Education, and accredited by COE.

Fire & Emergency Medical Rescue Academy – Approved by the Ohio Department of Higher Education, and accredited by COE. Firefighter I/II chartered by Ohio Department of Public Safety, and EMT accredited by Ohio Department of Public Safety. Firefighter I/II, Hazardous Materials Operations and Technician, Rope Rescue Technician, Confined Space Rescue Technician, Vehicle and Machinery Rescue Technician, Pumper Driver/Operator are accredited by the National Board on Fire Service Professional Qualifications (Pro Board).

Heating/Ventilating & Air Conditioning - Approved by the Ohio Department of Higher Education, and accredited by COE and Partnership for Air-conditioning, Heating and Refrigeration Accreditation (PAHRA).

Heavy Equipment Operations & Engineering - Approved by the Ohio Department of Higher Education, and accredited by COE.

Industrial Diesel Mechanics – Approved by the Ohio Department of Higher Education, and accredited by COE.

Medical Office Specialist, Billing and Coding - Approved by the Ohio Department of Higher Education and National Health Careers Association, and accredited by COE.

Police Academy – Approved by the Ohio Department of Higher Education, accredited by COE and Ohio Peace Officers Training Academy (OPOTA).

Welding Technician – Approved by the Ohio Department of Higher Education, and accredited by COE.

Short-term Career Training Programs

Emergency Medical Technician-Basic - Approved by the Ohio Department of Higher Education, and accredited by the Ohio Department of Public Safety and COE. Successful completion results in Ohio EMT license to practice and certification by the National Registry of EMTs.

Firefighter II (FF1 & II) - Approved by the Ohio Department of Higher Education, chartered by the Ohio Department of Public Safety, and accredited by the National Board on Fire Service Professional Qualifications (Pro Board) and COE.

Patient Care Assistant – Approved by the Ohio Department of Higher Education, Ohio Department of Health, and accredited by COE.

State Tested Nursing Assistant – Approved by the Ohio Department of Higher Education, Ohio Department of Health and accredited by COE.

STNA/PCA PLUS – Approved by the Ohio Department of Higher Education, Ohio Department of Health and accredited by COE.

Staff Directory

Aspire	Scarlet Oaks	ESOL/HSE General Information		513-612-5806
Ancona, Julia	Scarlet Oaks/HPA	Program Coordinator	anconaj@greatoaks.com	513-961-4220
Baldwin, Colleen	Scarlet Oaks	Secretary	baldwinc@greatoaks.com	513-612-5789
Beamon, Debbie	Scarlet Oaks	Registration Secretary	beamond@greatoaks.com	513-771-8881
Benning, Kerrie	Scarlet Oaks	Aspire Program Coordinator	benningk@greatoaks.com	513-612-5772
Burck, Mike	Scarlet Oaks	Adult Workforce Supervisor	burckm@greatoaks.com	513-612-5853
Cleary, Kati	Scarlet Oaks	Secretary	clearyk@greatoaks.com	513-612-5889
Clemons, Rachel	Business Office	Bursar	clemonsr@greatoaks.com	513-612-3657
Donohoue, Vicki	Scarlet Oaks	Instructor - Dental	donohuv@greatoaks.com	513-612-5864
Dye, Ed	Public Safety	Assistant Range Master	dyeed@greatoaks.com	513-612-5884
ESOL Office	Scarlet Oaks	ESOL Support		513-612-5868
Ellis, Chris	Public Safety	Fire Program Coordinator	Christopher.Ellis@greatoaks.com	513-612-5840
Evans, Kindy	Scarlet Oaks	Assessment Lab Coordinator	evansk@greatoaks.com	513-612-5861
Ferguson, Charlotte	Scarlet Oaks	Secretary	fergusoc@greatoaks.com	513-612-6300
Fianning, Dane	Public Safety	Fire Program Coordinator	fiennind@greatoaks.com	513-612-5710
Gille, Al	Public Safety	Police Academy Commander	gillea@greatoaks.com	513-612-3670
Giffin, Harrell	Scarlet Oaks	Adult Workforce Supervisor	griffinh@greatoaks.com	513-612-5897
Grody, Bryan	Scarlet Oaks	Instructor - EMMT	grodyb@greatoaks.com	513-612-5820
Hartinger, Paul	Public Safety	PSS Supervisor	hartingp@greatoaks.com	513-612-5817
Hoekzema, Andy	Scarlet Oaks	AWD Director	hoekzemA@greatoaks.com	513-612-5793
Jackson, Cassandra	Public Safety	PSS Administrative Assistant	jacksonc@greatoaks.com	513-612-5800
Johnson, Vernocia	Scarlet Oaks	Adult Workforce Supervisor	johnsonv@greatoaks.com	513-612-7019
Lopinto, Marty	Scarlet Oaks	Career Planning Specialist	lopintom@greatoaks.com	513-612-5790
Lynn, Lauren	Scarlet Oaks	AWD Administrative Assistant	lynnl@greatoaks.com	513-612-5702
Maess, Fred	Scarlet Oaks	Instructor - Diesel	maessf@greatoaks.com	513-612-5811
Mason, Johnny	Public Safety	AWD FF & EMS Supervisor	masonj@greatoaks.com	513-612-5834
Palitto, Mark	Scarlet Oaks	Instructor - Welding	palittom@greatoaks.com	513-612-5832
Proctor, Milt	Public Safety	Firing Range Supervisor	proctorme@greatoaks.com	513-612-5796
Rielage, Chip	Public Safety	Fire Program Coordinator	rielagec@greatoaks.com	513-612-5791
Robinson, Allen	Scarlet Oaks	Instructor – CNC Mfg.	robinsod@greatoaks.com	513-612-4932
Ruberg, Kayla	Scarlet Oaks	Teaching & Learning Specialist	cornerk@greatoaks.com	513-612-5809
Runk, Mark	Scarlet Oaks	Instructor - HEO	runkm@greatoaks.com	513-612-4997
Runyan, Dan	Public Safety	Fire Program Coordinator	runyand@greatoaks.com	513-612-5741
Schussel, Adam	Scarlet Oaks	Instructor – HVAC	schussea@greatoaks.com	513-612-4939
Smith, Necoal	Scarlet Oaks	Secretary	smithn@greatoaks.com	513-612-5705
Smith, Rick	Scarlet Oaks	Motorcycle Supervisor	smithr@greatoaks.com	513-612-5733
Spradlin, Sue	Scarlet Oaks/HPA	Career Pathways Coordinator	spradlis@greatoaks.com	513-961-4220
Thurston, Teresa	Scarlet Oaks	Instructor – Medical Office Specialist	thurstota@greatoaks.com	513-612-5854
Tomlin, Jonathan	Laurel Oaks	Instructor – Aviation	Tomlinj@greatoaks.com	937-655-5483
Wendt, Jeff	Scarlet Oaks	Instructor - Construction	wendtj@greatoaks.com	513-612-5719
Werning, Matthew	Scarlet Oaks	Instructor – Auto Service	werningm@greatoaks.com	513-612-5812
Wheeler, Tom	Scarlet Oaks	Financial Aid	wheelert@greatoaks.com	513-612-5841
Zerhusen, John	Scarlet Oaks	Financial Aid Officer	zerhusej@greatoaks.com	513-612-5896

Our Purpose Statement

We are Great Oaks – the first choice in providing innovative career training to empower individuals and communities.

Our Core Values

Honesty • Trust • Respect • Quality • Equity

District Goals

All associates work together to:

Prepare and support all learners to successfully enter, compete and advance in their educational and career paths.

Create an environment and provide resources that meet the evolving needs of learners, industry and our communities.



Great Oaks Career Campuses Adult Workforce Development 2021-2022 Full-Time Student Calendar

Students must consult with their instructor for their specific calendar.

August 11, 2021	First Day of Classes – All Programs except EMMT
August 16, 2021	First Day of Class - EMMT
September 6, 2021	Labor Day Holiday
November 24- November 28, 2021	Thanksgiving Break – Classes resume Monday, November 29, 2021
December 3, 2021	AWD Staff PD Day – No School
December 23 – December 24, 2021	Winter Holiday *consult with instructor for winter break dates
December 31, 2021	New Year's Day Holiday
January 17, 2022	Martin Luther King Jr. Day
February 21, 2022	President's Day Holiday
March 14, 2022	First Day of Class - HEO
April 15, 2022	Spring Holiday *consult with instructor for spring break dates
May 6, 2022	AWD Staff PD Day – No School
May 30, 2022	Memorial Day Holiday

SECTION II

Campus Security



Campus Security Policies and Procedures

Reporting of Criminal Incidence

Great Oaks strives to provide safe and secure campuses for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Adult Supervisor or Director. Staff members report similar knowledge to the Adult Supervisor or Director.

The Campus 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.

Hours of Operation by Campus

Scarlet Oaks: Monday – Thursday 8:00 AM to 10:30 PM; Friday 8:00 AM to 5:00;

Saturday 8:00 AM to 3:30 PM when classes are in session.

Health Professions Academy/Scarlet Oaks: Monday – Friday 7:30 AM to 4:30 PM

Campus Security Procedures

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon being hired. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur. For a complete copy of the Great Oaks Career Campuses Security Report, click on <https://www.greatoaks.com/about/campus-security-report-clery-report/>.

Campus Policy Regarding Illegal Substances

Great Oaks strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the Adult Director. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infractions will also be reported to the local authorities. Specific details of this institution's drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

Dangerous Weapons

A student shall not possess, handle, transmit (either on person or in a vehicle), conceal, or use as a dangerous weapon any instrument capable of causing harm to another person. Dangerous weapons include, but are not limited to:

- **Firearms** The definition of a firearm shall include any weapon, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas including bombs, both homemade and of the fireworks type, missiles, mines, and military ordinance, including bullets and shells.
- **Knife** The definition of a knife includes, but is not limited to, a sharp blade-cutting instrument. VI. Current Campus Crime Statistics

Crime Awareness Report/Campus Crime Reports

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The "Criminal Awareness and Campus Security Act of 1990".

Campus Safety and Security Survey Completion Certificate	
The Campus Safety and Security data for Great Oaks Career Campuses (202949) were completed and locked on September 8, 2021 .	
Campus Name (ID)	Date of Completion
Scarlet Oaks (202949001)	September 8, 2021
Live Oaks (202949004)	September 8, 2021
Thank you for your participation in the 2021 data collection. This certificate was prepared on September 8, 2021	

Live Oaks Security Report

(January 1, 2020 - December 31, 2020)

Criminal Offenses-on Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/forcible	0
Sex offense/non-forcible-incest	0
Sex offense/Non-forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle Theft	0
Arson	0

Criminal Offenses-Non Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0

Criminal Offense-Public Property

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0

Hate Crimes-On Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Property destruction/damage/vandalism	0

Local Law Enforcement for Sex Offender Information

Clermont County Sheriffs Office
4470 OH-222 Batavia, Ohio 45103
513-732-7500

School Resource Officer

Officer Matt Evans / Miami Township Police
Miami Twp PD 513-248-3721

Reporting Period 2020

Hate Crimes-Public Property

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Property destruction/damage/vandalism	0

Arrest-On campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Arrest-Non Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Arrest -Public property

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Disciplinary Action-On Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	6
Liquor Law Violations	0

Disciplinary Action-Non Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Disciplinary Action-Public Property

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Violence Against women-On Campus

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Violence Against women-Non Campus

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Violence Against Women - Public Property

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Scarlet Oaks Security Report

Criminal Offenses-on Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/forcible	0
Sex offense/Non-forcible-Incest	0
Sex offense/Non-forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle Theft	0
Arson	0

Criminal Offenses-Non Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0

Criminal Offense-Public Property

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0

Hate Crimes-On Campus

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Property destruction/damage/vandalism	0

Local Law Enforcement for Sex Offender Information

Sharonville Police Department
10900 Reading Rd. Cincinnati, Ohio 45241
513-563-1147

School Resource Officer

James E. Salyer
513-678-1524 / 513-464-6651
Submitted 1/7/2021

Reporting period -1/1/2020 to 12/31/2020

Hate Crimes-Public Property

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex offense/Forcible	0
Sex offense/Non-Forcible-Incest	0
Sex offense/Non-Forcible-Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Property destruction/damage/vandalism	0

Arrest-On campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Arrest-Non Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Arrest -Public property

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Disciplinary Action-On Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	8
Liquor Law Violations	0

Disciplinary Action-Non Campus

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Disciplinary Action-Public Property

Weapons: carrying, possessing	0
Drug Abuse Violations	0
Liquor Law Violations	0

Violence Against women-On Campus

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Violence Against women-Non Campus

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Violence Against Women - Public Property

Dating violence	0
Domestic violence	0
Sexual Assault	0
Stalking	0

Crisis Plan

A copy of the campus crisis plan is available in every classroom and instructors review the plan with each new class. For questions/concerns please contact the campus adult education director.

Scarlet Oaks

Mr. Andy Hoekzema, Adult Education Director
Phone: 513.612.5793

Drug Prevention Program

Drugs and Alcohol (Drug-Free School and Community Act of 1989)

Great Oaks is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Great Oaks has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

Student and Employee Compliance with Great Oaks Drug and Alcohol Policies

All Great Oaks students and employees are expected to abide by the terms of the schools policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

Referral for prosecution,
Termination of employment, and/or
Reprimand, probation, suspension or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

Standards of Conduct

Great Oaks is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Great Oaks not to permit the possession, consumption, and sale of alcoholic beverages on campus in accordance with the laws of the State of Ohio, the regulations of the [Ohio Department of Commerce, Division of Liquor Control](#) (DOLC) and the policies of Great Oaks. Great Oaks has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and Great Oaks action.

Great Oaks Student Sanctions

In cases of civil or criminal action against a Great Oaks student, Great Oaks does reserve the right, for educational purposes, to review any action taken by authorities. Great Oaks may, at its discretion, introduce further sanctions if the student's conduct has interfered with the Great Oaks exercise of its educational objectives or responsibilities to its members.

The Great Oaks Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a "Code A" offense and the student will be subject to maximum sanction of disciplinary expulsion or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the Student Code of Conduct.

The Student Code of Conduct also prohibits the possession and/or use of marijuana, and the unauthorized use of alcohol. Violation of these standards constitutes a "Code B" offense and the student will be subject to a maximum

sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

A student admitted to Great Oaks accepts the responsibility to conform to all Great Oaks rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation or reprimand.

Local, State and Federal Laws and Sanctions

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 are available upon request from an Adult Education Supervisor.

Local or State:

Ohio Revised Code Chapters
2925 – Drug Offenses
3719 – Controlled Substances
4301 – Liquor Control Laws

Federal:

Federal (Harrison) Narcotic Act
Federal Narcotic Drugs
Import and Export Act Federal Food Drug and Cosmetic Act Federal
Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

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 and 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. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.
- **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.
- **Depressant** - 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** - Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and 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 are 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 and 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.

Substance Abuse Resources

Resource information (booklets, brochures, pamphlets, etc.) 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 through a variety of Great Oaks and community-based services including:

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book and the internet are an excellent source. Look under the heading "Drug Abuse & Addiction-Information and Treatment" or the web address:

<http://www.ohiodrugrehabilitation.com/>. The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at 614.466.7893.

There are several Drug Abuse and Alcohol Treatment and Prevention Programs in this area in which Great Oaks participates. See the Campus Administrator or Supervisor on duty for specifics.

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1.800.252.6465. The Cocaine Hotline, 1.800.444.9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available 8:00 a.m./2:00 a.m., Monday through Friday and 11:00 a.m./2:00 a.m. on weekends, 1.800.662.4357.

Contact any of the resources listed above for referral. Your anonymity will be respected.

Appendix A

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21. U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00 but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.00 but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00 but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both if:

A.) 1st conviction and the amount of crack possessed exceed 5 grams.

B.) 2nd crack conviction and the amount of crack possessed exceed 3 grams.

C.) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

22. U.S.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21. U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844 a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

21. U.S.C. 853 a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Appendix B

State Laws, Penalties and Sanctions for Drug Offenses

2925.02 Corrupting another with drugs.

2925.03 Trafficking, aggravated trafficking in drugs.

2925.04 Illegal manufacture of drugs – illegal cultivation of marijuana – methamphetamine offenses.

2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.

2925.05 Funding, aggravated funding of drug or marijuana trafficking.

2925.06 Illegal administration or distribution of anabolic steroids.

2925.09 Unapproved drugs – dangerous drug offenses involving livestock.

2925.11 Possession of controlled substances.

2925.12 Possessing drug abuse instruments.

2925.13 Permitting drug abuse.

2925.14 Drug paraphernalia.

2925.22 Deception to obtain a dangerous drug.

2925.23 Illegal processing of drug documents.

2925.24 Tampering with drugs.

2925.31 Abusing harmful intoxicants.

2925.32 Trafficking in harmful intoxicants – improperly dispensing or distributing nitrous oxide.

2925.33 Possessing nitrous oxide in motor vehicle.

2925.36 Illegal dispensing of drug samples.

2925.37 Counterfeit controlled substance offenses.

2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency 2925.55

Unlawful purchase of pseudoephedrine product.

2925.56 Unlawful sale of pseudoephedrine product.

2925.57 Illegal pseudoephedrine product transaction scan. 2925.58 Unlawful sale of pseudoephedrine product to minor – affirmative defense.

Appendix C

Health Risks Associated with Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools Without Drugs (1989 Edition, Department of Education)

SECTION III

Short-Term Career Training Programs



Emergency Medical Technician Basic

Certificate Program (State License)

➔ **Develop entry level skills to gain a career in the rapidly growing emergency medical response**

The Emergency Medical Technician program (EMT) teaches students basic anatomy and physiology, general pharmacology, and how to provide basic emergency medical care – airway management, bleeding control, and treatment of fractures, soft tissue injuries, and illness – and transportation of the sick or injured person. Graduates are eligible to take the Ohio Department of Public Safety Division of Emergency Medical Services State EMT certification/licensing exam.

Campus: Scarlet Oaks Public Safety Services

Program Length/Days/Times/Dates:

- 150 Hours/18 weeks – Tuesday/Thursday or Monday/Wednesday 6:00pm to 10:00 pm – OR –
- 150 hours /10 weeks – Monday/Thursday 8:00 am to 5:00 pm
- 10 hours minimum of clinical experience split between a hospital emergency department and emergency medical response unit
- Start dates vary

Tuition Information:

Tuition \$2,000.00 – Includes books, fees, materials, state test (one attempt)

Program Information:

Enrollment Requirements

- High school diploma or HSE (High School Equivalency)
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a (5) in Workplace Documents.
- Background check BCI&I and FBI (May take up to 6 weeks for results)
- "2-Step" TB test

Attendance – Students must achieve State mandated 100% attendance in order to complete the program

Grade Policy – Must achieve 70% minimum grade on all exams.

Code of Conduct

- Students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times.
- Verbally abusive language and/or physically abusive actions, behavior, gestures or cheating WILL NOT be tolerated. The student will be dismissed immediately and the instructor will report the incident to the program coordinator and the student's funding source.
- Students can be dismissed from the class if for any reason the staff deems it appropriate or necessary. Any behavior that would endanger a patient, another student, instructor or clinical experience preceptor is grounds for dismissal.
- No cursing, "put downs," snickering, or bickering before, during, or after class.
- All personal information shared by students during class is considered confidential and IS NOT to be shared outside of class.

- All patient personal identifying information learned during the clinical experience is not permitted to be shared with anyone in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- No side conversations when the instructor, guest speaker, or another classmate is talking. Only one person speaks at a time. DO NOT INTERRUPT THE SPEAKER.
- Students must work together to compromise and find acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams, and clinical skills assigned by the instructor. If a student refuses to do a skill, s/he will be dismissed from the class and the incident will be reported to the program coordinator and the student's funding source.
- Sleeping during class is unacceptable.
- Use of tobacco or tobacco related products is prohibited anywhere on campus.

STUDENTS WHO DO NOT COMPLY WITH THESE POLICIES AND CLASSROOM VALUES WILL BE DISMISSED FROM CLASS AND THE INCIDENT REPORTED TO THE PROGRAM COORDINATOR AND THE STUDENT'S FUNDING SOURCE OR EMPLOYER.

Dress Code

- Plain white shirt (button up with collar or polo type with collar, no logo) and dark slacks. Your clothing must be clean, ironed and wrinkle free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Shoes must be white or black solid flat, non-skid, closed toe and closed heel. White or black socks must be worn.
- Beards and mustaches must be neatly trimmed. Students without beards are expected to be clean shaven.
- Hair must be clean, and arranged neatly off the neck above the collar.
- No perfume, cologne or after-shave is to be worn in class or at the clinical site.
- Fingernails are to be clean and short. Clear nail polish is permitted
- Jewelry is limited to a plain wedding band, one pair of post earrings (one earring in each ear and no hoop earrings), and a watch with a second hand. No other visible piercings (including tongue studs or rings) are allowed.

Please call 513.771.1142 if you have further questions.

Fire Fighter II (FFI & II)

Certificate Program (State License)

➔ **Develop entry level skills to gain a career in the public or private sector as a fire fighter**

Meets requirements for both Fire Fighter I and II in an intensive 7.5-week class. Meets Ohio certification requirements. Meets objectives for NFPA 1001: Standard for Fire Fighter Professional Qualifications, 2013 Edition, Chapters 5 and 6, and is accredited by the National Board on Fire Service Professional Qualifications (Pro Board).

Campus: Scarlet Oaks Public Safety Services

Program Length/Days/Times/Dates:

- 300 Hours/7 ½ Weeks
- Monday-Friday 8:00 am to 5:00 pm
- Start dates vary

Tuition Information:

Tuition: \$3,075.00 – Includes books, fees, materials, FF protective gear, state test (one attempt)

Other Costs: Uniforms – Estimated cost \$300

Program Information:

Enrollment Requirements

- High school diploma or HSE (High School Equivalency)
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a (5) in Workplace Documents.
- Background check BCI&I and FBI (May take up to 6 weeks for results)
- Medical physical examination (Great Oaks form)

Attendance – Students must achieve state mandated 100% attendance in order to complete the program.

Grade Policy – Must achieve 70% minimum grade on all exams.

Code of Conduct

- Students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times.
- Verbally abusive language and/or physically abusive actions, behavior, gestures or cheating WILL NOT be tolerated. The student will be dismissed immediately and the instructor will report the incident to the program coordinator and the student's funding source.
- Students can be dismissed from the class if for any reason the staff deems it appropriate or necessary. Any behavior that would endanger a patient, another student, instructor or clinical experience preceptor is grounds for dismissal.
- No cursing, "put downs," snickering, or bickering before, during, or after class.
- All personal information shared by students during class is considered confidential and IS NOT to be shared outside of class.
- No side conversations when the instructor, guest speaker, or another classmate is talking. Only one person speaks at a time. DO NOT INTERRUPT THE SPEAKER.

- Students must work together to compromise and find acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams, and clinical skills assigned by the instructor. If a student refuses to do a skill, s/he will be dismissed from the class and the incident will be reported to the program coordinator and the student's funding source.
- Sleeping during class is unacceptable.
- Use of tobacco or tobacco related products is prohibited anywhere on campus.

STUDENTS WHO DO NOT COMPLY WITH THESE POLICIES AND CLASSROOM VALUES WILL BE DISMISSED FROM CLASS AND THE INCIDENT REPORTED TO THE PROGRAM COORDINATOR AND THE STUDENT'S FUNDING SOURCE OR EMPLOYER.

Dress Code

- The prescribed uniform and footwear must be worn at all times unless directed otherwise by the Instructor, Program Coordinator or Program Supervisor.
- Mustaches must be neatly trimmed. Beards are not permitted.
- Hair must be clean and arranged neatly off the neck above the collar.
- No perfume, cologne or after-shave is to be worn in class or at the clinical site.
- Fingernails are to be clean and short. Clear nail polish is permitted
- Jewelry is limited to a plain wedding band, one pair of post earrings (one earring in each ear and no hoop earrings), and a watch with a second hand. No other visible piercings (including tongue studs or rings) are allowed.

Please call 513.771.1142 if you have further questions.

Patient Care Assistant

Certificate Program

➔ Prepare for employment in hospitals or long-term care facilities

The Patient Care Assistant training program (PCA) provides students with the knowledge and skill in acute medical/surgical care of patient under the direction and supervision of a registered nurse.

Campus: Scarlet Oaks

Program Length/Days/Times/Dates:

- 40 Hours/5 days
- Monday – Friday 8:00 am to 3:00 pm with one clinical day 6:30 am to 3:30 pm (If available)
- Start dates vary

Tuition Information:

Tuition \$450.00 – Includes books, materials, and testing fees

Program Information:

Enrollment Requirements

- STNA Registry Card or certificate from a STNA program
- Attend an information session
- BCI & I and FBI Background Check
- WorkKeys®
- Physical
- Two-Step TB Test
- Immunization records
- Flu vaccine (fall and winter classes)
- Copy of high school diploma or HSE
- Picture I.D.
- Social Security Card
- Uniforms for classes and clinical training
- Basic computer knowledge
- E-mail address
- Payment for the course

Attendance – Students must complete all hours to successfully complete the program

Grade Policy

100% - 95%	A	84% - 80%	D
94% - 90%	B	79% - 75%	F
89% - 85%	C		

Code of Conduct

- Students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times, working toward compromise and finding acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams and clinical skills assigned by the instructor. Students must attend and satisfactorily complete all required work, including skills in order to go to clinical.
- Students are expected to follow all HIPAA regulations. Students must not engage in any behavior that would endanger a patient or resident.
- Cell phones must be placed on vibrate in the classroom and lab, and they are not permitted at clinical training or during the state test.
- **As Mandated by the Department of Health, Perfect attendance is required in all classes, labs, and clinical activities.** There will be ZERO tolerance for lateness and/or absences in the classroom, lab or clinical.
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student is required to give prior notification to Program Coordinator, Julia Ancona at (513) 771-8881 no later than 30 minutes prior to his/her arrival or before leaving the site. Leave an answering machine message if necessary. A student's ability to make up missed time is not guaranteed.
- **All hours must be made up within sixty days of the last day the student attended class. If not made up in this time span, the student must take the entire course over.**
- Sleeping and/or cheating during class are unacceptable.
- Students who do not comply with the code of conduct will be dismissed from class, and the incident will be reported to the program coordinator and the student's funding source and/or employer. There will be NO REFUND when the rules are not followed.

Dress Code

- Students are required to dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of scrubs (any color or print - no cartoon prints) which **must be worn to all classes and clinical training.** A plain white T-shirt or long sleeve shirt can be worn under uniform top if so desired. A white lab coat or white sweater only may be worn over scrubs if needed at the clinical site. Uniforms must be clean, ironed and wrinkle-free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Shoes should be clean and in good repair, flat, non-skid, closed toe and closed heel. Color preference is white or black.
- Facial hair including beards, sideburns, and mustaches shall be clean and neatly trimmed. Students without beards must be clean shaven.
- Hair must be clean, combed and neat. Extreme hairstyles or unnatural hair color (i.e., blue, green, etc.) is not appropriate in a professional work setting. Hair that is shoulder length or longer must be secured so as not to make contact with patients or equipment.
- No perfume, cologne or after-shave is to be worn in classes or at the clinical site.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be clean and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band, post earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- Tattoos should be appropriately concealed by clothing regardless of seasonality.

Please call 513.961.4220 if you have further questions.

State Tested Nursing Assistant

Certificate Program

➔ **Prepare for employment in hospitals or long-term care facilities**

Prepares students to meet the demands of the ever-growing healthcare industry. Learn basic nursing skills and apply learning in a lab and clinical setting under the direction and supervision of a registered nurse. Graduates are eligible to take the Ohio Department of Health state exam.

Campus: Scarlet Oaks

Program Length/Days/Times/Dates:

- 80 Hours/13 days
- Weekdays 8:00 am to 3:00pm with two clinical days 6:30 am to 3:30 pm
- Start Dates Vary

Tuition Information:

Tuition \$900.00 – Includes books, materials, and testing fees

Program Information:

Enrollment Requirements

- Attend an information session
- BCI & I and FBI Background Check
- WorkKeys®
- Physical
- Two-Step TB Test
- Immunization Record
- Copy of high school diploma or HSE
- Picture I.D.
- Social Security Card
- Uniforms for classes and clinical training
- Basic computer knowledge
- E-mail address
- Payment for the course

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Attendance – Students must complete all hours to successfully complete the program.

Grade Policy

100% - 95%	A	84% - 80%	D
94% - 90%	B	79% - 75%	F
89% - 85%	C		

Code of Conduct

- Students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times, working toward compromise and finding acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams and clinical skills assigned by the instructor. Students must attend and satisfactorily complete all required work, including skills in order to go to clinical.
- Students are expected to follow all HIPAA regulations. Students must not engage in any behavior that would endanger a patient or resident.
- Cell phones must be placed on vibrate in the classroom and lab, and they are not permitted at clinical training or during the state test.
- **As Mandated by the Department of Health, perfect attendance is required in all classes, labs, and clinical activities.** There will be ZERO tolerance for lateness and/or absences in the classroom, lab or clinical.
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student is required to give prior notification to Program Coordinator, Julia Ancona at (513) 771-8881 no later than 30 minutes prior to his/her arrival or before leaving the site. Leave an answering machine message if necessary. A student's ability to make up missed time is not guaranteed.
- **All hours must be made up within sixty days of the last day the student attended class. If not made up in this time span, the student must take the entire course over.**
- Sleeping and/or cheating during class are unacceptable.
- Students who do not comply with the code of conduct will be dismissed from class, and the incident will be reported to the program coordinator and the student's funding source and/or employer. There will be NO REFUND when the rules are not followed.

Dress Code

- Students are required to dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of scrubs (any color or print - no cartoon prints) which **must be worn to all classes and clinical training.** A plain white T-shirt or long sleeve shirt can be worn under uniform top if so desired. A white lab coat or white sweater only may be worn over scrubs if needed at the clinical site. Uniforms must be clean, ironed and wrinkle-free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Shoes should be clean and in good repair, flat, non-skid, closed toe and closed heel. Color preference is white or black.
- Facial hair including beards, sideburns, and mustaches shall be clean and neatly trimmed. Students without beards must be clean shaven.
- Hair must be clean, combed and neat. Extreme hairstyles or unnatural hair color (i.e., blue, green, etc.) is not appropriate in a professional work setting. Hair that is shoulder length or longer must be secured so as not to make contact with patients or equipment.
- No perfume, cologne or after-shave is to be worn in classes or at the clinical site.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be clean and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band, post earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- Tattoos should be appropriately concealed by clothing regardless of seasonality.

Please call 513.961.4220 if you have further questions.

STNA/PCA PLUS

Certificate Program

➔ **Prepare for employment in hospitals or long-term care facilities**

This course combines employability skills training with State Tested Nursing Assistant and Patient Care Assistant programs. Learn interviewing, application and resume building skills and have opportunities to meet healthcare employers. Includes one year of career-coaching/ job development.

Campus: Scarlet Oaks

Program Length/Days/Times/Dates:

- 200 Hours/32 days
- Monday thru Friday 8:00 am to 3:00 pm with two clinical days 6:30 am to 3:30 pm
- Start dates vary

Tuition Information:

Tuition \$2,300 – Includes books, materials, and testing fees

Program Information:

Enrollment Requirements

- Attend an information session
- BCI & I and FBI Background Check
- WorkKeys®
- Physical
- Two-Step TB Test
- Immunization records
- Flu vaccine (fall and winter classes)
- Copy of high school diploma or HSE
- Interview with PLUS career coach
- Picture I.D.
- Social Security Card
- Uniforms for classes and clinical training
- Basic computer knowledge
- E-mail address
- Payment for the course

Attendance – Students must complete all hours to successfully complete the program.

Grade Policy

100% - 95%	A	84% - 80%	D
94% - 90%	B	79% - 0%	F
89% - 85%	C		

Code of Conduct

- Students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times, working toward compromise and finding acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams and clinical skills assigned by the instructor. Students must attend and satisfactorily complete all required work, including skills in order to go to clinical.
- Students are expected to follow all HIPAA regulations. Students must not engage in any behavior that would endanger a patient or resident.
- Cell phones must be placed on vibrate in the classroom and lab, and they are not permitted at clinical training or during the state test.
- **As Mandated by the Department of Health, Perfect attendance is required in all classes, labs, and clinical activities.** There will be ZERO tolerance for lateness and/or absences in the classroom, lab or clinical.
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student is required to give prior notification to Program Coordinator, Julia Ancona at (513) 771-8881 no later than 30 minutes prior to his/her arrival or before leaving the site. Leave an answering machine message if necessary. A student's ability to make up missed time is not guaranteed.
- **All hours must be made up within sixty days of the last day the student attended class. If not made up in this time span, the student must take the entire course over.**
- Sleeping and/or cheating during class are unacceptable.
- Students who do not comply with the code of conduct will be dismissed from class, and the incident will be reported to the program coordinator and the student's funding source and/or employer. There will be NO REFUND when the rules are not followed.

Dress Code

- Students are required to dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of scrubs (any color or print - no cartoon prints) which **must be worn to all classes and clinical training.** A plain white T-shirt or long sleeve shirt can be worn under uniform top if so desired. A white lab coat or white sweater only may be worn over scrubs if needed at the clinical site. Uniforms must be clean, ironed and wrinkle-free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Shoes should be clean and in good repair, flat, non-skid, closed toe and closed heel. Color preference is white or black.
- Facial hair including beards, sideburns, and mustaches shall be clean and neatly trimmed. Students without beards must be clean shaven.
- Hair must be clean, combed and neat. Extreme hairstyles or unnatural hair color (i.e., blue, green, etc.) is not appropriate in a professional work setting. Hair that is shoulder length or longer must be secured so as not to make contact with patients or equipment.
- No perfume, cologne or after-shave is to be worn in classes or at the clinical site.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be clean and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band, post earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- Tattoos should be appropriately concealed by clothing regardless of seasonality.

Please call 513.961.4220 if you have further questions

Refund Policy

(Short-Term Career Training Programs)

Cancellations

Students are entitled to a **full refund** of tuition/fees paid if:

1. Student's application is not accepted.
2. The class is cancelled at the location selected, and the student decides not to transfer to another location.
3. The school location is closed or a class is cancelled.

Students are entitled to a **partial refund** of tuition/fees paid if:

1. Student cancels enrollment prior to the class start date. Cancellations may be made by phone, in person or in writing. Tuition/fees paid, minus a \$15 processing fee, will be refunded to the student. The Work Keys assessment fee, and the fee for background investigation (if applicable), are non-refundable.

Refunds will be made within 30 days of the planned start date, or cancellation date, whichever is earliest.

Withdrawals

Students may be entitled to a partial refund of tuition/fees. The Work Keys assessment fee, and the fee for background investigation (if applicable), are non-refundable.

Withdrawal	
By end of 1 st day	Full tuition refund, minus the cost of books, and minus any *nonrefundable costs that the institution incurred on behalf of the student.
By end of 2 nd day	Full tuition refund, minus the cost of books, and minus any *nonrefundable costs that the institution incurred on behalf of the student, plus a \$15 processing fee
After 2 nd day	No refund

*In the Firefighter program, the institution must commit, in advance, to books and rental costs (non-refundable) of SCBA & protective gear for each student,

All refunds will be processed and mailed to the student as quickly as possible, but no later than 30 days of (1) the last day of attendance if written notification of withdrawal has been provided to Great Oaks by the student, or (2) the date Great Oaks terminates the student or determines withdrawal by the student.

Refunds for Students Enrolled Prior to Visiting the Institution – 100% of tuition/fees will be refunded if student withdraws within 3 days of attending an orientation or touring the facility.

Refunds when due are made without requiring a student request.

SECTION IV

F u l l – T i m e C a r e e r T r a i n i n g P r o g r a m s



Automotive Service Technology

Certificate Program

Gain skills to diagnose, troubleshoot, and repair automobiles

➔ Prepare for a career as an auto repair technician

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 9:30 pm

Some Fridays 4:30pm-7:30pm (2 hours of remote instruction on weeks with no Friday)

Starts 8/11/21, Ends 6/8/22

Tuition Information:

Direct Cost (The cost of attending this program)

Tuition: \$7,695

Books/Tools/Supplies: \$3,379

Total \$11,074 (Subject to change)

Please note: Books, tools, and supplies are a requirement of each program and are a mandatory cost of the program.

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student \$12,547

Independent Student \$16,088

Program Information:

What you will learn

- Diagnosis and repair
- Engine performance
- Transmissions drive trains/axles
- Suspension and steering
- Brakes
- Electrical/electronic systems
- Heating and air conditioning systems
- Safety
- Hand tools
- Specialty tools and equipment

Types of jobs you can get

- Automotive technician/mechanic
- Engine repair and maintenance
- Tune-up specialist
- Brake technician
- Heating and air conditioning specialist
- Steering and suspension technician
- Tire and wheel service technician
- Muffler and brake technician
- Alignment/tire technician

- Parts/counter sales
- Lube technician

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- Qualify to take the Automotive Service Excellence (ASE) Certification exams
- First Aid, CPR, and AED safety training
- OSHA 10

CNC Manufacturing

Certificate Program

Gain skills in precision and CNC machining

➔ Prepare for a career in aerospace, automotive or manufacturing industry

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 10:30 pm

Starts 8/11/21, Ends 6/23/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,695

Books/Tools/Supplies: \$3,047

Total: \$10,742 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Shop safety
- Hand tools and power tools
- Quality control, continuous quality improvement
- Blueprint reading
- Precision measuring tools
- Bench work
- Layout work
- Power saws
- Manual mill and lathe (setup and operation)
- Grinding machine
- Mastercam (CAD/CAM design software)
- CNC programming mill and lathe (setup and operation)
- Employability skills

Types of jobs you can get

- Machinist
- Machine operator
- CNC programmer
- Inspector
- Tool & die maker
- Maintenance machinist
- Sales machine tools/supplies

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and accuracy
- Ability to pass employment drug testing
- Ability to work independently

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we will support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listing for graduates

Program certification

- Earn a certificate of completion from Great Oaks, receive 90 CEUs
- First Aid, CPR, and AED safety training
- OSHA 10
- FANUC CNC
- NIMS

Construction Technologies

Certificate Program

Gain hands-on skills in construction

➔ Prepare for a career in the nation's largest industry
– and one of the most in-demand

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 9:30 pm

Some Fridays 4:30pm-7:30pm (2 hours of remote instruction on weeks with no Friday)

Starts 8/11/21, Ends 6/8/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,695

Books/Tools/Supplies: \$3,257

Total*: \$10,952 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Framing, structural systems
- Electrical & plumbing systems
- Introduction to HVAC mechanical
- Interior and exterior finishing work
- Rough-in and finishing wiring techniques
- Rough-in and finish plumbing skills
- Materials and material handling
- Basic safety
- Construction math
- Use of hand and power tools
- Blueprint reading
- Skills for residential and commercial settings

Types of jobs you can get

- Carpenter
- Framing carpenter
- Finish carpenter
- Remodeling
- Electrician apprentice
- Plumbing apprentice
- Contractor sales
- Roofer
- Drywall installer

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program
-

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- NCCER (National Center of Construction Education and Research)
- Bobcat Certification
- First Aid, CPR, and AED safety training
- OSHA 10 Construction

Dental Assisting

Certificate Program

Gain skills in dental assisting

➔ Prepare for a career in one of the fastest growing health care professions

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 9:30 pm

Some Fridays 4:30pm-7:30pm (2 hours of remote instruction on weeks with no Friday)

Starts 8/11/21, Ends 6/8/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,695

Books/Tools/Supplies: \$1,603

Total*: \$9,298 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Chairside assisting for operative and specialty procedures
- Use of basic types of dental and lab equipment
- Team interaction
- Problem solving and critical thinking
- Effective communication
- HIPAA and OSHA regulations
- Medical/Dental terminology
- Interaction with patients
- Legal and ethical issues
- Radiology
- Use of impression materials and fabrication of dental molds
- Anesthesia and patient management
- Procedures to create accurate diagnostic data
- Assessment of patient vital signs and health history
- Office receptionist duties
- CPR and first aid

Types of jobs you can get

- Chairside assistant
- Licensed dental radiographer
- Office receptionist
- Dental office secretary
- Dental sales and marketing • Chair side – specialty office

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Attend class and complete laboratory assignments
- Actively participate in class and laboratory
- Follow OSHA safety regulations and be courteous to others
- Respect the rights and opinions of others
- Complete assignments on time
- Have attention to detail
- Be capable of multi-tasking
- Be a good team player
- Be able to successfully pass a drug test and have no felonies on a background check. (Requirement of the Radiographer Certification)
- Possess a valid driver's license

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEU
- First Aid, CPR, and AED safety training
- Licensed Ohio Dental Radiographer
- Prepares students for:
 - Certified Ohio Dental Assistant (CODA) exam
 - Dental Assisting National Board (DANB) exam

Electro-Mechanical Maintenance Technology

Certificate Program

Gain skills in mechanical, electronic and electrical systems

➔ Prepare for a highly technical career in a state of the art classroom and lab

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

700 Hours

Monday, Wednesday, 11:00am-4:00pm

Tuesday, Thursday (remote)

Starts 8/16/21, Ends 4/27/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$6,237

Books/Tools/Supplies: \$2,669

Total*: \$8,906 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$8,069

Independent Student: \$14,052

Program Information:

What you will learn

- AC-DC electricity and electronics
- Digital electronics and microprocessors
- Electro-mechanical and pneumatic systems
- Electric motor and motor control technology
- Programmable logic controllers (PLCs)
- Robotics fundamentals
- Electrical safety
- Quality systems

Types of jobs you can get

- Field service technician
- Electrical maintenance technician
- Electro-mechanical maintenance technician
- Testing and measurement technician
- Assembly and inspection technician
- PLC programming

What you will need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency)
HSE Hotline 513-612-5806

- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Have good organizational skills
- Have a high standard of work ethics
- Possess a valid driver's license
- Be able to pass employment drug testing

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates
- Soft skills training

Program certification

- Earn a certification of completion from Great Oaks; receive 70 CEUs
- MSSC
- Aerial Lift Safety
- First Aid, CPR, and AED safety training
- OSHA 10

Fire & Emergency Medical Rescue Academy

Certificate Program

Gain skills in firefighting and emergency medical rescue

➔ Learn from Great Oaks' nationally and internationally recognized faculty

Campus: Scarlet Oaks Career Campus (Public Safety Services)

Program Length/Days/Times/Dates:

675 Hours/18 Weeks

Monday-Friday, 8:00 am to 5:00 pm

Starts 8/16/21 Ends 12/15/21

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$6,214

Books/Tools/Supplies: \$2,000

Total*: \$8,214 (Subject to change) Includes uniforms

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$3,260

Independent Student: \$5,532

Program Information:

What you will learn

- Fire ground safety
- Building construction
- Confined space rescue
- Search and rescue
- Vehicle machinery extrication
- Basic patient care and treatment; airway management, trauma and medical patient, general pharmacology, soft tissue injuries
- Horizontal/vertical ventilation
- Fire suppression class A-D fire
- Incident management (NIMS)
- Fire pumper operations
- Salvage and overhaul
- Rope rescue
- Forcible entry
- Interpersonal communications
- Ethics
- SCBA (self-contained breathing apparatus)
- Hazardous materials operations and technician

Types of jobs you can get

- Firefighter (public and private sector)
- Emergency medical technician (public and private sector)

- Hazardous materials response team (private industry)
- 911 Communicator/Dispatcher

What we expect from you

- Valid driver's license and good driving record
- Good manual dexterity, eye/hand coordination
- Physically fit
- Team player with good communication skills
- Responsible, dependable and punctual
- Drug free
- Pass background investigation
- Must maintain 70% grade and 100% attendance

What you will need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a (5) in Workplace Documents, or submit testing exemption
- Have a physical performed by a physician, certified nurse practitioner, or physician assistant that states you can perform strenuous physical activity.
- Pass background investigation.
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a Certificate of Completion from Great Oaks
- State of Ohio Fire Fighter II
- State of Ohio Emergency Medical Technician
- National Board on Fire Service Professional Qualifications (ProBoard)
 - Fire Fighter I and II
 - Hazardous Materials – Operations
 - Hazardous Materials – Technician
 - Pumper Operator
 - Rescue Technician – Rope, Vehicle/Machinery, and Confined Space
- National Registry of Emergency Medical Technicians (NREMT)

Heating/Ventilating & Air Conditioning

Certificate Program

Gain skills in troubleshooting and repairing HVAC equipment

➔ Prepare for required certification and a career in a growing industry

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 10:30

Starts 8/11/21, Ends 6/23/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,695

Books/Tools/Supplies: \$3,465

Total*: \$11,160 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Concepts of electricity
- Concepts of refrigeration
- Installing refrigeration and air-conditioning equipment
- Servicing and repairing heating systems
- Installing and troubleshooting heating systems
- Preventive maintenance
- Troubleshooting refrigeration and air conditioning equipment
- Servicing/repairing refrigeration and air conditioning equipment
- EPA Refrigerant Recovery Certification
- Soldering and brazing
- Proper use, care and maintenance of tools
- Fabricate and install duct systems
- IAQ – Indoor Air Quality
- Employability and entrepreneurial skills

Types of jobs you can get

- Service technician
- Installation technician
- Maintenance technician
- Sales and distribution
- Design and manufacturing

- Energy management
- HVAC controls

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Attend class, participate and complete assignments
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Be trustworthy, organized, well-mannered
- Have good communication skills
- Be well-groomed with good hygiene
- Work well independently and in small groups
- Have a valid driver's license with less than 4 points
- Be able to pass pre-employment background check and drug test

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certification of completion from Great Oaks; receive 90 CEUs
- U.S. Section 608 EPA Refrigerant Recovery Certification exam
- NATE Industry Competency Exam (ICE)
- Elevated Work Platform
- NCCER (National Center of Construction Education and Research)
- First Aid, CPR, and AED safety training
- OSHA 10 Construction
- Qualify for (ABC) Associated Builders and Contractors Apprenticeship Program

Heavy Equipment Operations & Engineering

Certificate Program

Gain skills in operating heavy construction equipment

➔ Prepare for one of the highest paying jobs in the construction industry

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

700 Hours/32 Weeks

Monday thru Thursday, 4:00pm-9:00pm

Starts Spring 2022

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$6,489

Books/Tools/Supplies: \$2,249

Total*: \$8,738 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$8,069

Independent Student: \$14,052

Program Information:

What you will learn

- Clearing and excavating
- Moving and grading earth
- Digging
- Sloping
- Stripping
- Backfilling
- Minor maintenance and repair
- Blueprint reading
- Construction math
- Equipment safety
- Field layout and measurement

Types of jobs you can get

- Heavy equipment operator
- Loader operator
- Backhoe operator
- Highway maintenance worker
- Heavy equipment sales
- Underground utility operator
- Bulldozer and compactor operators
- Equipment yard or rental store

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we support you

Student services

Resume writing and job interviewing skills

Job search assistance

Career Passport presented at graduation

Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 70 CEUs
- NCCER (National Center of Construction Education and Research)
- Bobcat Certification
- First Aid, CPR, and AED safety training
- OSHA 10

Industrial Diesel Mechanics

Certificate Program

Learn all aspects of diesel engine service and heavy duty truck repair

➔ Prepare for a career in the transportation industry

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 9:30 pm

Some Fridays 4:30pm-7:30pm (2 hours of remote instruction on weeks with no Friday)

Starts 8/11/21, Ends 6/8/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,696

Books/Tools/Supplies: \$3,320

Total*: \$11,016 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Gas and diesel engines
- Standard and automatic transmissions
- Tires and wheels
- OSHA standards
- Hydraulic systems
- Electrical systems
- Heating and air conditioning systems
- DOT regulations; pre-trip inspections
- Steering and suspension
- Air and hydraulic brakes

Types of jobs you can get

- Diesel truck technician
- Service writer
- Parts expediter
- Diesel equipment sales
- Powertrain mechanic
- Marine diesel mechanic
- Transportation/logistics
- Agricultural diesel equipment sales and service

What we expect from you

- Must maintain 70% grade and 90% attendance

- Know the instructor's requirements for each class
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Valid driver's license; insurable and clean driving record
- Ability to obtain CDL-A license
- Good customer service skills
- Be able to pass employment drug testing

What you will need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- Students will prepare for the ASE, Automotive Service Excellence, exams
- OSHA 10 Certification
- First Aid, CPR, and AED safety training

Medical Office Specialist, Billing and Coding

Certificate Program

Gain skills in medical coding and billing

➔ Prepare for a career in medical offices, hospitals and insurance companies

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday-Thursday, 9:00 am to 3:00 pm

Starts 8/11/21, Ends 5/26/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,696

Books/Tools/Supplies: \$1,926

Total*: \$9,622 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

Health insurance management

- Medical billing and coding
- Medical administrative assisting
- Computer application skills
- Practice management/medical software
- Anatomy/physiology
- Medical terminology
- Medical office safety and security
- Career development
- Applications of health information management (HIM) services
- Problem solving, decision making and critical thinking
- Leadership and teamwork
- Laws and ethics for the medical field
- Medical terminology
- Document management
- Principles of accounting
- Preparation for National Health Association (NHA) career exams

Types of jobs you can get

Medical administrative assistant

- Medical billing specialist
- Medical coding specialist
- Front desk
- Patient access representative

- Patient financial representative
- Health unit coordinator

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements for each class
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Ability to communicate effectively
- Ability to get along well with people
- Ability and willingness to follow directions
- Attention to detail
- Good eye-hand coordination
- Good finger and manual dexterity
- Good perceptual and numerical skills
- Neat and professional appearance
- Ability to communicate effectively
- Valid driver's license
- Ability to pass employment drug testing
- Maintain a clean background check

What you need to enroll

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency)
HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- BCI and FBI checks are required prior to enrollment in this program.
- At least age 18 by completion of program

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates
-

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- First Aid, CPR, and AED safety training
- CBCS (Certified Billing and Coding Specialist)
- CMAA (Certified Medical Administrative Assistant)
- CEHR Certification (Electronic Health Record Specialist)

Police Academy

Certificate Program

Gain skills in all aspects of law enforcement

➔ Prepare for a career as a police officer

Campus: Scarlet Oaks Career Campus

(Public Safety Services)

Program Length/Days/Times/Dates:

Day-22 weeks

Monday thru Friday 8:00am-5:00pm

Starts 7/12/21, Ends 12/3/21

Starts January, 2022

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,500

Books/Tools/Supplies: \$710 (includes uniforms)

Total*: \$8,210 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: Day - \$3,077, Evening - \$4,987

Independent Student: Day - \$5,215, Evening - \$8,453

Program Information:

What you will learn

- 700+ hours of police training under the direction of a state-certified police academy commander
- Administration
- First aid
- AED certification
- Human relations
- Civil disorders
- Patrol
- Physical conditioning
- Driving
- Emergency vehicle operation
- Subject control
- Firearms
- Traffic investigation
- Criminal investigations
- Impact Weapons
- Bombs and Explosives Ohio Revised Criminal Code
- Critical Incident Management

Types of jobs you can get

- More than 78% of the graduates of this outstanding program find employment in the field of law enforcement.

What we expect from you

- Valid driver's license
- Good moral character
- Be 21 years old by completion
- Be free of any felony or domestic violence conviction
- Be able to pass mandatory drug testing
- 100% attendance for all OPOTA topics

What you will need to enroll

- Attend an information session or meet with the commander.
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a (5) in Workplace Documents, or submit testing exemption
- Have a physical performed by a physician, certified nurse practitioner, or physician assistant that states you can perform strenuous physical activity.
- Pass a physical conditioning assessment for sit-ups, push-ups, and 1.5 mile run. [Click here for preliminary physical fitness standards.](#)
- Be 21 years old by completion
- Pass background investigation
- Pass drug screen

How we support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a Certificate of Completion from Great Oaks
- Qualify to take the Ohio Peace Officers Training Commission Exam
- CPR/First Aid
- NHTSA Standard Field Sobriety
- NHTSA Speed Measuring
- FEMA Incident Command Systems
- FEMA National Incident Based Management Systems
- Ohio Fire Academy Hazardous Materials and Weapons of Mass Destruction Certification

Welding Technician

Certificate Program

Gain skills in structural and non-structural welding

➔ Prepare for a career in aerospace, power plants, manufacturing or the auto industry

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

900 Hours

Monday thru Thursday, 4:30 pm to 9:30 pm

Some Fridays 4:30pm-7:30pm (2 hours of remote instruction on weeks with no Friday)

Starts 8/11/21, Ends 6/8/22

Tuition Information:

Direct Cost (The cost of the program)

Tuition: \$7,696

Books/Tools/Supplies: \$3,092

Total: \$10,788 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for federal financial aid purposes, and include childcare, housing, transportation, etc.

Dependent Student: \$12,547

Independent Student: \$16,088

Program Information:

What you will learn

- Shop safety
 - Blueprint reading, interpretation of drawings and symbols
 - Shop math
 - Hand tools and power tools
 - Mechanical drawing skills
 - Welding
 - Brazing
 - FCAW: flux core arc welding
 - GMAW: gas metal arc welding
 - SMAW: shielded metal arc welding
 - GTAW: gas tungsten arc welding
 - Pipe (6G)
 - Plate (3G, 4G)
 - Experience in aluminum, stainless steel, and carbon steel
 - Cutting operations: oxy-fuel, plasma, carbon-arc
 - Quality control
 - Visual inspection
 - Employability skills
- Types of jobs you can get
- Inspector

- Sales
- Weld technician
- Manufacturing representative
- Industrial manufacturing technology
- Metal fabricator
- Metallurgist technician
- Industrial repair welder
- Production welder

What we expect from you

- Must maintain 70% grade and 90% attendance
- Know the instructor's requirements
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to pass employment drug testing
- Ability to work independently

What you need to enroll

Attend an information session.

- Attend an information session
- Submit an on-line application
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy, or submit testing exemption
- At least age 18 by completion of program

How we will support you

- Student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- First Aid, CPR, and AED safety training
- OSHA 10
- Qualify for AWS (American Welding Society) Certification

SECTION V
Financial Assistance
(Full Time Career Training Programs)



Available Financial Aid Programs

Full awards are made only if the student is attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a proportionately reduced award.

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA®). The FAFSA may be completed on-line at <https://studentaid.gov/> or a paper application may be used.

After the FAFSA has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student’s award.

William D. Ford Direct Loan Program-Stafford Loans

Direct Subsidized Stafford Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan during certain periods. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Direct Unsubsidized Stafford Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Direct Parent Loan to Undergraduate Student (PLUS) – Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option by contacting their Direct Loan Servicing Center.

Interest Rate & Loan Fees - Interest rates are subject to change each year on July 1st. Loan fees are assessed by the federal department of education and are deducted prior to the school receiving funds. Loan fees are also subject to change. For the most current information please visit <https://studentaid.gov/>.

Repayment Plans - There are several repayment plans available, providing the flexibility you need, and you can switch plans at any time. For a review of all repayment plans, to estimate payments and interest, please visit <https://studentaid.ed.gov/sa/repay-loans>.

Private Education Loans - Great Oaks does not offer institutional loans, nor participate in private education loans, but we will provide information the student needs to complete a self-certification form for a private lender.

Code of Conduct Regarding Student Loans - Great Oaks adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator’s (NASFAA). See full disclosure under Consumer Disclosures and Policies in this catalog.

Deferment/forbearance – Under certain circumstances, you can receive periods of deferment or forbearance that allow you to postpone loan repayment. These periods don’t count toward the length of time you have to repay your loan. You can’t get a deferment or forbearance for a loan that is already in default. For more information about deferment and forbearance you can visit <https://studentaid.gov/>.

Other Sources of Assistance

Opportunities for Ohioans with Disabilities (OOD) – Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation office.

Department Of Veterans Affairs (VA) – Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact V.A. at 1-888-442-4551 or <https://benefits.va.gov/benefits>. Please contact the Financial Aid Officer/VA School Certifying Official at 513.612.5896 for further details and instructions.

Chapter 30 – Montgomery GI Bill®- Active Duty Educational Assistance Period of Service: 7/1/85 to present
Eligibility: Two or three year's active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill – Selected Reserve

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Educational Assistance Program

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

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: 1/1/77 to 6/30/85

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

Chapter 33 – Post 9/11

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least Eligibility: Must have 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.

Transition Act of 2018

Great Oaks Career Campuses abides by the Veterans Benefits and Transition Act of 2018 – section 103. Great Oaks ensures that no penalty, including the assessment of late fees the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Trade Adjustment Assistance (TAA) – Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local Ohio Means Jobs office for information and eligibility requirements.

Workforce Innovation & Opportunity Act (WIOA) (formerly WIA) – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local Ohio Means Jobs office for information and eligibility requirements.

Adams	937.695.0316	Fayette	740.333.5115
Brown	937.378.6041 ext.261	Hamilton	513.946.7200
Butler	513.785.6500	Highland	937.393.1933
Clermont	513.943.3000	Warren	513.695.1130
Clinton	937.382.7762		

Student Eligibility Requirements

How Eligibility is Determined

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of "need analysis" is used to calculate your Pell Grant award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

The Concept of the "Need Analysis"

Cost of Attendance – Family Contribution = Your Financial Need

- Cost of Attendance (Tuition, fees, transportation, personal, etc.)
- Family Contribution (What you and your family are able to contribute toward your educational costs)
- Your Financial Need (Grant, loan, other resources you can receive)

For all Title IV Programs (Pell Grant, Stafford Loans and Plus Loans) a student enrolled at Great Oaks must:

- Have financial need, except for some loan programs.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma, or HSE (high school equivalency).
- Have a valid Social Security Number.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
- Must provide information in order for school to obtain financial aid history. • May not have property that is subject to a judgment lien for a debt owed to the United States Government.

Dependency Status

Generally students who are 24 years of age or older by December 31 of the award year are called "Independent Students" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, he/she must provide financial information for his/her spouse if they are married as of the FAFSA filing date (**even if they were not married when they filed taxes**).

You are considered **independent** if you meet **any one** of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.

- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you. NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child's support.
- You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a "Dependent Student" and your parents must complete part of the FAFSA and provide their financial information.

In some instances you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Great Oaks' Dependency Override Policy. See Dependency Override Policy in the Consumer Disclosures and Policies section of this catalog.

Student Loan Counseling

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to a student receiving loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. Proof of completed entrance and exit counseling is printed and kept in the student's financial aid file. A hold will be placed on the student's record if the exit counseling session is not completed. Students are directed to complete on-line counseling at <https://studentaid.gov/>. If a student is not able to complete on-line counseling, a paper version is available, to be completed and returned to the Financial Aid Office. The Financial Aid Office will then upload the information to the National Student Loan Data System (NSLDS). Information provided in these sessions should include but is not limited to:

Entrance Interview	Exit Interview
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

National Student Loan Data System (NSLDS) - Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by schools and servicers who are authorized users of the data system. Students may access their own records at <https://studentaid.gov/>.

Student Loan Servicer – Once your loan is disbursed, it will be assigned to a federal servicer. It is important to stay in contact with your servicer and let them know if your information changes (i.e. address, phone, and email). If you are unsure of who your servicer is please visit <https://studentaid.gov/>.

FSA Student Loan Ombudsman - As a last resort, to settle disputes about your student loan, you may contact the Ombudsman at:

Phone: 877.557.2575, Fax: 606.396.4821, On-line: <https://studentaid.gov/feedback-ombudsman/disputes/prepare>

Mail: FSA Ombudsman Group, P.O. Box 1843 Monticello, KY 42633

SECTION VI
Student Services
(Full Time Career Training Program)



Aspire Classes (ESOL and HSE)

Great Oaks' Aspire programs provide FREE services for individuals who need assistance acquiring the skills to be successful in post-secondary education and training, and employment. The program offers classes at several Great Oaks' locations, and on different days and times to meet diverse needs.

Services available are:

- Basic math, reading and writing skills
- Adult Secondary Education/HSE preparation
- English for Speakers of Other Languages (ESOL)
- Transition services – including employment and post-secondary
- Life skills, employability skills and computer literacy

Corrections Education – a partnership with a jail, detention center, community-based rehabilitation center or other similar institution

Before starting ESOL classes, all students must complete a registration session. Call: 513-612-5868 for more information or visit www.greatoaks.com/esol.

Before starting HSE classes, all students MUST attend an information session. Call: 513-612-5806 for more information or visit www.greatoaks.com/hse.

Advising

- a. Great Oaks Adult Education provides student services at our main campus, Scarlet Oaks, from 8:00-5:00 Monday through Friday. Our Career Planning Specialist provides academic advising and information regarding testing and tutoring services. Transition Coordinators are available in the event of life challenges, such as transportation, housing assistance and child care needs. You may contact our Career Planning Specialist at 513.612.5790 for more information or to be directed to a Great Oaks' Transition Coordinator.
- b. Adult Workforce Development Supervisors at each campus ensure compliance with the school's policies and procedures, provide advice and make referrals to relevant agencies for assistance with personal issues outside of the educational realm. Adult supervisors at each campus conduct monthly meetings with students to address their concerns/needs as well as celebrate successes.
- c. The school maintains comprehensive documentation of student advising sessions.

Student Records

Student records are kept in locked file cabinets located at main campus, Scarlet Oaks. In order to access student permanent records, a staff member must request access from a supervisor/ program coordinator. (for example, the test examiner can share test records with the career specialist) Achademix, our database system, limits confidential information to only authorized personnel.

If a student requests educational records, they must follow these steps

- a. Financial aid records related to processing and awarding, tuition and fee payments, tuition refunds, etc. are retained by the school for a five-year period, based on the award year when the student left school. For example, a student graduated in 2019-2020 (between 7/1/2020 and 6/30/2025). Those records would be available through June 30th of 2025. A student who is requesting information about their financial aid will be directed to the AWD financial aid office.

- b. Permanent educational records for all current and former students, consisting of admissions records, test results, attendance and grades/transcripts, referrals, copies of licensures and certifications are kept at the main campus. (Fire and Police Academy records are kept at the public safety services building on the Scarlet Oaks Campus). For a student to review his/her educational records or have them released, he/she must complete a Release of Information Waiver. If a student needs a copy of a certain document, he/she may request it by email after answering unique identifiers that relate to that student's record. Records are then emailed with an encryption status. Records can be picked up in person and will require a government issued I.D. We will not release records to anyone but the student. Appointments and copy requests will be processed as quickly as possible, but no later than two weeks.

Request for Amendment and Further Appeal Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the adult education supervisor/designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the adult education supervisor/designee may be appealed to the director of adult workforce development within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the director of adult workforce development. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the President/CEO/designee and Board of Directors according to the due process of law. Parents of *dependent* students may be allowed access to student records, but only if the student signs a release form giving them permission (except in certain cases as listed in the FERPA regulations). *Dependent Student – A dependent student is one who answers NO to every question in step three of the Free Application for Federal Student Aid (FAFSA). The policy is reviewed annually.

Transcripts A Transcript Request Form can be located on our website at adults.greatoaks.com. Students will follow the directions listed and submit the form by mail with check or money order.

Attendance is recorded daily by the instructor, and a student can request his/her progress at any given time.

Procedure for Student Transcript Request

1. Student goes to Great Oaks Adult Education website (adults.greatoaks.com)
2. Click on "General Information".
3. Scroll down to "Transcript Request".
4. On the page, scroll down to Related Information and click on "Great Oaks Transcript Request Form" and print.
5. Complete form and follow mail or fax instructions.
6. Cost is \$10.00 per transcript per class.
7. Allow a minimum of 5-10 days for processing.

Graduation/Employment Assistance

Great Oaks Career Link

Great Oaks Career Link is a job posting database to assist teachers, students, and alumni with job opportunities. Employers are posting job opportunities directly to the database. In addition to job opportunities, this database can serve as a resource for Business Advisory members, speakers, field trips, and mentors.

Staff can access the database at <https://greateaks-csm.symplicity.com/faculty/>, Students and alumni can access the database at <https://www.greateaks.com/career-listings/>. In addition to current job openings there are over 1500 registered employers.

Ohio Means Jobs



Ohio Means Jobs is Ohio's, no-cost, online career planning tool and employment site for students, job seekers and employers. This website offers many resources for career planning, resume writing, ACT/SAT and Work Keys Testing resources. Visit the website www.ohiomeansjobs.com to find out more about this resource.

Services for Adults with Disabilities

Career Technical Training Programs - Adults with documented disabilities may enroll in any of the full-time adult education programs. Students are required to attend an Information Session to gather information about the enrollment process and criteria to be accepted into the program. If an adult would like to request testing accommodations and has a documented disability, he/she must complete a Request for Testing Accommodations form and attach official documentation that is no more than 3 years old. Processing and notification of any accommodations will take 5-10 business days. Work Keys Assessment will be given to determine the academic and career and technical levels. Upon acceptance into the program, the Great Oaks staff will develop a program plan to target career technical competencies and training accommodations. (Adult Education Plan) Adult students with disabilities may be referred through an agency or pay privately for tuition. Call 513.612.5790 for more information.

Student Complaints/Grievance

See Grievance Policy in the Consumer Disclosures and Policies section of this catalog.

SECTION VII
Consumer Disclosures
and Policies
(FullTimeCareerTrainingPrograms)



Admissions Policy

To enroll in one of the Great Oaks career and technical training programs, a student must have a high school diploma or equivalent, (For more information please see our Exceptions Policy in this section), be at least 18 years old by the completion of the program and have a social security number and a valid government ID. Students must also meet testing benchmarks on the WorkKeys entrance test or have an alternate exception. Some programs may have additional requirements due to outside certifications.

Admission Procedures

1. Attend an Information Session. Receive step by step enrollment materials. This can be on-line or in person. Details on adults.greatoaks.com.
2. Complete an on-line application.
3. Practice for the WorkKeys Test on www.ohiomeansjobs.com
4. Call 513-771-8881 to schedule (\$50 non-refundable when scheduling)
5. Take the WorkKeys test, reaching all benchmarks unless a student meets one of the exceptions to testing.
 - Must have valid government issued ID on test day
 - Must attain a score of 4 on Workplace Documents, Graphic Literacy and Applied Math
 - Police Academy and Fire & Emergency Medical Rescue Academy must attain a 5.

Exceptions to taking Workkeys Testing:

- Bachelor's degree issued in the United States.
 - ASVAB score of 38 or higher within the last five years.
 - ACT composite score of at least 22 within the last five years.
 - Fire, Police and Health Professions Academy (HPA) students hired and sent by employers.
6. Receive follow up correspondence regarding Workkeys results, enrollment and next steps.
 7. Complete an FBI/BCI check for all medical programs and Police and Fire Academies.

Numbers 8-10 for FULL-TIME ONLY

8. Complete Free Application for Federal Student Aid (FAFSA), if applying for financial aid.
9. Resolve any FAFSA issues with the Financial Aid Office.
10. Receive and return a signed financial aid offer from the Financial Aid Office.
11. Complete all program requirements (specific to program) and return all necessary paperwork.
12. Sign Enrollment Agreement with program staff. Accepted students will be contacted about the first day of class and any other necessary classroom information.

Exception - In the rare event that circumstances (i.e. student lives in another state, tested there and is moving here just prior to the start date) prevent a student from being able to follow the above procedures, our admissions staff will individually work with those students to help them through the enrollment process.

Exception (Adult Diploma Program) – For short-term programs that are part of the state of Ohio Adult Diploma Program (ADP) a high school diploma, or High School Equivalency (HSE) is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

Code of Conduct for Great Oaks Financial Aid Professionals

A Great Oaks Career Campuses financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his/her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a Great Oaks financial aid professional should:

- Refrain from taking any action that is for his/her personal benefit or could be perceived as a conflict of interest.
- Be objective in making decisions, refrain from taking any action he/she believes is contrary to law, regulation, or the best interests of the students and parents he/she serves.
- Ensure that the information he/she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Disclose to his/her institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
- No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- Financial aid staff members will not award aid to themselves or their immediate family members. Another staff member will be designated to perform this task, to avoid the appearance of a conflict of interest.

Completion/Graduation Rate

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects first-time, full-time students, who completed/graduated within 1.05% of the normal time allowed for their program. This information is for reporting purposes only and may not accurately represent total enrollment of our school.

Rate=91%

Confirmation of Citizenship

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid (FAFSA) to the Federal processor. The federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National:

- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match, student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

Eligible Non-citizen:

- Alien-number is sent to DHS for primary verification
- If status is not confirmed, an automatic secondary confirmation will be performed by DHS
- School will wait at least five, but no more than 15, days for result of secondary confirmation
- If no secondary confirmation is provided the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

Students who are required to undergo secondary confirmation will be provided in writing:

- Explanation of documentation to be submitted
- Deadline for submitting is 30 days
- Notice that student may not receive aid for the payment period if deadline is missed • Statement that eligibility is not decided until student has a chance to submit documentation.

Citizenship issues must be resolved prior to any aid being disbursed.

Copyright Protection

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

Use of Copyrighted Materials

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes printed matter, audiovisual materials, television programs, computer software and content from the Internet. (See Internet Access in the Consumer Disclosures and Policies section of the Adult Education Student Catalog). Violation of the law can subject the violator to legal action resulting in the levying of fines and/or compensatory damages as well as criminal penalties.

Great Oaks' (the "District") status as a school district does not provide exemption from the law; public schools are subject to its provisions just as are other agencies, businesses and individuals. It is the intent of the District to promote respect for the rights of copyright owners, knowledge of the copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities of the District.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Credit for Previous Training – Transfer in Students

Great Oaks will accept* transcripts for evaluation, from students with previous training in the field of study in which they are enrolling, according to the following requirements:

The previous training must **align directly** to Great Oaks' program curriculum.

Transcript must be presented for review at least 10 days prior to the program start date.

The student must have earned a grade of "C" or better.

Training must have taken place at an accredited school.

Training must have been completed within three years of the program start date at Great Oaks.

If credit is granted, the program hours and tuition will be prorated accordingly. Great Oaks reserves the right, on a case-by-case basis, to not extend credit.

*Veterans using VA educational benefits are required by VA regulation to provide a transcript for previous related training.

Credit for Previous Training – Transfer between Great Oaks Programs

Transfer between programs is only allowed during the first three days of the program start date. The transfer will be considered only if there is space available and must be approved by the Adult Director. There will be no credit issued.

Credit for Previous Training – High School Graduates

Students who complete their junior and senior year at Great Oaks Career Campuses, and then graduate from their home school, are entitled to a tuition discount. The discount applies to **tuition only** and must be used for a Great Oaks adult full-time career training program. The discount must be used within 2 years of graduation. A 10% discount is given to students who graduate and begin the adult program within a year, and 5% who begin within 2 years. (i.e., a student graduates high school in May 2019 and starts an adult program in August of 2019 receives 10%. The same student would receive 5% if they start in August of 2020.)

Credit for Previous Training – HSE Graduates

Students who graduate (earn a HSE/High School Equivalency Certificate) from the Great Oaks Career Campuses Aspire program are eligible to receive a 10% discount on a Great Oaks part-time program, or \$500 on a full-time career training program. Certificates are given to students at graduation and must be used within 1 year.

Dependency Override Policy

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a **"life choice"** and does not qualify for a Dependency Override.

To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

Diploma Policy

All students must have completed secondary education (high school or equivalent) to be eligible for Federal financial aid (Pell Grant/Student Loans). Copies are required for our student financial aid file.

U.S. Diploma Requirements

High School Diploma:

A copy with appropriate seal/signatures or a copy of a signed and dated transcript.

HSE Diploma:

A copy with appropriate seal/signatures or a copy of the score report.

Home Schooling:

Home schools must be recognized as such in the state where issued. If homeschooled, a transcript signed by the parent/guardian, that lists the secondary school courses completed by the student and documents the successful completion of a secondary school education; or a secondary school completion credential for homeschool provided for under state law.

If there are any concerns about the validity of a diploma/certificate/transcript, Great Oaks will check with the Dept. of Education in the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If it cannot be confirmed, the diploma/certificate/transcript will not be accepted. We will also not accept any diploma/certificate/transcript that has been altered in any way.

Foreign Diploma Requirements

If your diploma is from a foreign country you must:

1. Have the diploma translated into English.

2. Have the English reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.

Please visit the National Association of Credential Evaluation Services at www.naces.org to view a list of evaluators. This is for your comparison and we do not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

Disbursement of Funds

All financial aid funds are disbursed by the Bursar (Business Office) and students are notified of all monies applied to their account. The first disbursement is made approximately 30 days after the program begins and subsequent disbursements are made at the beginning of each payment period, providing the student meets satisfactory academic progress. The number of payment periods is based upon the number of hours in the program. (E.g. a 900 hour program has 2 payment periods of 450 hours each).

1. Prior to the student entering a program he/she receives an award letter from the Financial Aid Office. The award letter shows the amount of Title IV Aid and the estimated disbursement dates.
2. At time of disbursement the Bursar (Business Office) sends the student a notification form indicating the amount of aid to be applied toward his/her account for tuition and other fees. The student must sign this form and also specify what is to be done with any residual funds if applicable.
3. The Bursar will credit the student's account for the amount of each disbursement within three days of the scheduled disbursement date. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 days of the date a credit balance was created.
4. Residual fund checks will not be released to anyone except the student, or the parent in the case of a Plus Loan.
5. Note: If funds are from a source other than Title IV (i.e. WIOA), those funds **will not** be applied to the student account until received by the school. When funds are received, the Bursar will notify the student, apply the funds and issue a check for the residual amount, if applicable.

Dress Code

Students are required to wear appropriate attire in the classroom and lab. Dress and grooming that disrupts the teaching/learning process will not be tolerated. Instructors have the right to define dress for their program and have the right to send home students who are not dressed appropriately. If a student is sent home, their attendance **will be** affected. The Great Oaks Adult Education Director has the final say on appropriate attire and grooming.

Samples of inappropriate dress include, but are not limited to:

- Failing to wear required safety items/uniforms (safety glasses, scrubs, etc.)
- Revealing low-cut tops/ open backs
- Pants/shorts are to be worn at the waist, clothing must not be torn, defaced, or mutilated
- Sleeveless shirts/see through clothing
- Short skirts and shorts (above the thigh)
- Shirts that allow midriffs to show
- Shirts with inappropriate or offensive print/design
- Inappropriate jewelry (threatening/offensive/ distracting)
- Non-prescription tinted or mirrored eyeglasses

Default Management Plan for Title IV Loans

GOAL:

The goal of this plan is to educate students on their rights and responsibilities when accepting a student loan.

Objective: The more information provided to students will help them become responsible borrowers, and in turn, help to keep the school's default rate as low as possible.

ACTIVITIES TO MEET GOALS:

- Every student is provided necessary information to make informed choices. Available information may include but is not limited to, Great Oaks' financial aid webpage, student handbook, award letter, SFA (Student Financial Aid) brochures, and meeting with the financial aid office if needed.
- Every student who accepts a Title IV student loan is required to complete Loan Entrance Counseling at studentaid.gov prior to starting the program. There is a link from the financial aid webpage to studentaid.gov. Instructions about completing entrance counseling are also included in the student's Financial Aid Offer. Proof of completed entrance counseling is printed and kept in the student's financial aid file.
- Every student who accepts a Title IV student loan is required to complete Loan Exit Counseling at studentaid.gov prior to graduation or leaving the program. Proof of completed exit counseling is completed and kept in the student's financial aid file.
- Students who withdraw are mailed a letter notifying them of their obligation to complete the Loan Exit Counseling. The letter contains instructions for on-line completion, but also includes a copy of the SFA Exit Counseling Guide. If the student chooses to complete exit counseling by paper they are instructed to complete and return the Student Contact Information pages within the SFA Exit Counseling Guide. The letter also contains contact information for their servicer. The information from any paper counseling is then uploaded to NSLDS. If exit counseling is not completed, a hold is put on the student's record. If the student decides, in the future, to return to the same or other Great Oaks' program, they may not proceed until they complete or show proof that exit counseling has been completed.
- The Financial Aid office will complete skip-tracing requests from loan servicers in a timely manner, with any updated information that we may have.

Great Oaks uses a third party, Wright International Services (WISS), to assist in default management. WISS provides support in providing communications to students who are struggling with their loan commitments to educate and assist loan borrowers on the options available and to contact their federal loan servicers. WISS focuses on the ability to improve access to key student loan contact information that is needed to address future borrower payment distress situations, guidance on how to engage the loan servicers' customer service personnel in discussions regarding alternative repayment arrangements, and clear communication back to the school regarding their student loan portfolio with the intent to reduce student loan delinquency and defaults.

Great Oaks Financial Aid Officer is the liaison between Great Oaks Career Campuses and WISS.

The Great Oaks Career Campuses Plan for Default Management Plan for Title IV Loans is reviewed annually by the AWD financial aid office.

Equal Opportunity

Great Oaks Career Campuses offer employment and educational opportunities without regard to race, religion, color, national origin, gender, disability, or age.

Excused Absence Policy

There are no "Excused Absences". All absences count as time subtracted from the total hours of the course. Great Oaks has a 10% absence policy for most programs. This means that the student may graduate with 90% of the required clock hours in the program as long as they have completed the competencies. Some programs require 100% attendance because of outside certifications.

Make Up Policy

Make-up days are available to the student at no charge and a schedule of available make-up days is given to each student. (Fire and Police Academy students must schedule individual make-up days with their instructor, and there is a per hour cost).

Family Educational Rights and Privacy Act (FERPA)

As defined by the Federal Department of Education

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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**.

- Parents or eligible students have the right to inspect and review all of the student's 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 parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and 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 parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or 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 parent or 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:
 1. School employees who have a need to know.
 2. Other schools to which a student is transferring.
 3. Certain government officials in order to carry out lawful functions.
 4. Appropriate parties in connection with financial aid to a student.
 5. Organizations conducting certain studies for the school.
 6. Accrediting organizations.
 7. Individuals who have obtained court order or subpoenas.
 8. Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

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 parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Great Oaks reports a student's name, address, date of birth and dates of attendance to National Student Clearinghouse. The information may be used by different student service providers such as other schools, health insurers, housing agencies, credit grantors, etc. to verify your enrollment. **The National Student Clearinghouse**

never sells student lists for commercial purposes nor do they ever confirm or release any non-directory type of information such as SSN. If you wish not to have your information included in a directory list, you must tell Great Oaks in writing. The letter should be addressed to the Financial Aid Office, Scarlet Oaks Adult Education, 303 Scarlet Oaks Dr., Cincinnati, OH 45241. Please include your full name, address, phone number and your program name, as well as the date and your signature.

Note: 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 student/parent consent.

Great Oaks Policies/Procedures under FERPA For Postsecondary Students

Student Records Access

All students shall have the right to review their records. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Supervisor/Designee shall be present during any review of student records

- a) Financial Aid Records related to processing and awarding, tuition and fee payments, tuition refunds, etc. are retained by the school for a five year period, based on the award year when the student left school. For example, a student graduated in 2013-2014 (between 7/1/2013 and 6/30/2014). Those records would be available through June 30th of 2019. To review your financial aid records, please contact the Financial Aid Office at 513.612.5896 to schedule an appointment. If you need a copy of a certain document you may request it via phone, but must be able to provide personal information to identify yourself, and give us the address to which the document is to be mailed. If you are picking up the copy in person we will require that you present an I.D. We will not release records to anyone but you. Appointments and copy requests will be processed as quickly as possible, but no later than two weeks.
- b) Permanent Educational Records for all current and former students, consisting of admissions records, test results, attendance and grades/transcripts, referrals, copies of licensures and certifications are kept at the main campus. (Fire and Police Academy records are kept at the Public Safety Services Building on the Scarlet Oaks Campus). To review your educational records, please contact the Career Planning Specialist at 513.612.5790 to schedule an appointment. If you need a copy of a certain document you may request it via phone, but must be able to provide personal information to identify yourself, and give us the address to which the document is to be mailed. If you are picking up the copy in person we will require that you present an I.D. We will not release records to anyone but you. Appointments and copy requests will be processed as quickly as possible, but no later than two weeks. Permanent records are kept indefinitely.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Supervisor/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Supervisor/Designee may be appealed to the Director of Adult Workforce Development within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Workforce Development. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the President/CEO/Designee and Board of Directors according to the due process of law.

Parents of *dependent students may be allowed access to student records, but only if the student signs a release form giving them permission (except in certain cases as listed in the FERPA regulations).

***Dependent Student** – A dependent student is one who answers NO to every question in step three of the Free Application for Federal Student Aid (FAFSA).

Graduation Requirements

- Student must have obtained cumulative attendance and grade average as defined by the chart below.
- Student shall have mastered the program competencies.
- Student must have not outstanding monies owed to the school.
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interviews and testing.
- Any other program specific requirements.

Minimum Attendance and Grade Requirements by Program

	Grade	Attendance
Automotive Service Technologies	70%	90%
Construction Technologies	70%	90%
CNC Manufacturing	70%	90%
Dental Assisting	70%	90%
Electro-Mechanical Maintenance Technology	70%	90%
Fire & Emergency Medical Rescue Academy	70%	100%
Heating Ventilating & Air Conditioning	70%	90%
Heavy Equipment Operations & Engineering	70%	90%
Industrial Diesel Mechanics	70%	90%
Medical Office Specialist/Billing & Coding	70%	90%
Police Academy (100% attendance required for OPOTA classes)	70%	90%
Welding Technician	70%	90%

Grievance Policy

1. Any student having a grievance should first discuss such grievance with the program supervisor.
2. If the issue is not resolved, the program supervisor will share the student's concerns with the adult director within three (3) working days.
3. If the issue is not resolved, the vice president will be contacted and if needed beyond that, the president.
4. If this does not result in resolution of the issue, the Great Oaks Grievance Policy goes into effect.

Grievance Policy

AWD's Policy/Procedure follows GOCC Public Complaint & Policy #9130 9130 -Public Complaints

Any person or group, having a legitimate interest in the operation of this district shall have the right to present a request, suggestion, or complaint, concerning district personnel, the program, or the operations of the district. At the same time, the Board of Directors has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the board to rectify any misunderstanding between the public and the district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Ant requests, suggestions, or complaints, reaching the board, board members, and the administration shall be referred to the president/CEO for consideration according to the following procedure.

First Level	If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and district administrative guidelines.
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	<p>This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation, which may require investigation or inquiry by school officials prior to approaching the professional staff member.</p> <p>As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.</p>
Second Level	If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's immediate supervisor.
Third Level	If the matter cannot be satisfactorily resolved at the Second Level, it shall be discussed by the complainant with the Vice President of Human Resources.
Fourth Level	<p>If a satisfactory solution is not achieved by discussion with the Vice President of Human Resources, a written request for a conference shall be submitted to the President/CEO. This request should include:</p> <ol style="list-style-type: none"> 1.the specific nature of the complaint and a brief statement of the facts giving rise to it; 2.the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely; 3.the action which the complainant wishes taken and the reasons why it is felt that such action be taken. <p>Should the matter be resolved in conference with the President/CEO, the board may be advised of the resolution.</p>
Fifth Level	<p>Should the matter still not be resolved, or if it is one beyond the President/CEO's authority and requires a board decision or action, the complainant shall request, in writing, a meeting by the board.</p> <p>The board, after reviewing all material relating to the case, shall grant a meeting before the board.</p> <p>The complainant shall be advised, in writing, of the board's decision, no more than five (5) business days following the meeting. The board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.</p> <p>If the complainant contacts an individual board member to discuss the matter, the board member shall inform the complainant that she/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.</p>

Final Appeal If your grievance cannot be resolved through the school's grievance procedure above, you have the right to contact the accreditor, Council on Occupational Education (COE), 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, GA 30350. You may call COE at 770.396.3898 or 800.917.2081 for a complaint certification form.

53 If, after contacting the school and accreditor, your grievance still cannot be resolved, you have the right to contact the Ohio Department of Higher Education at 614.387.1215. Great Oaks maintains records on student complaints in the director of adult education's office.

Student Grievance Form

Complete this report and submit this complaint alleging non-compliance of your civil rights as outlined in this grievance procedure.

Section I
Identification of Complainant

Name _____ Phone _____

Home Address _____

Campus _____ Street _____ City _____ State _____ Zip _____
Program _____ Instructor _____

Section II
Description of Complaint

Exact Place _____ Date/Time _____

Persons present or witnessing:

Title:

Section III

A. Concise statement of facts reciting basis of complaint, which alleges non-compliance.

B. How do you interpret this situation or incident to be a violation of your civil rights?

C. Did you make an effort to correct the situation by suggestions, actions, or personal restraints? Explain and give the results as you see them.

Student Signature

Date

Please forward the original to your instructor; and keep a copy for your records. You will receive a written reply or decision from your director within one workweek after the complaint is received.

Health and Safety

Correct health and safety practices and procedures are observed on the campus. Proper use of safety equipment and shop safety practices are integral parts of the career-technical program. All accidents must be reported immediately to the instructor and campus supervisor when they occur. The student must fill out a Student Accident/Exposure Incident Report with the instructor and supervisor on their campus. This form is available at publicschoolworks.com or through the supervisor. All forms are forwarded on to the Coordinator of Health, Safety, & Security.

Great Oaks follows the guidelines of the occupational safety and health administration (OSHA). Students will not be permitted to fully participate in their educational program if they are in violation of safety guidelines.

Emergency Medical forms are kept in each student's file. Each student is required to return the completed Emergency Medical form to the campus no later than the end of the first week of class. Students may be denied career-technical program participation until the form is completed and submitted.

Internet Access

The Network shall be used primarily for educational purposes. Access to the Network is a privilege, not a right, and as such may be revoked at any time for any reason.

The Internet is an international association of computer networks. Government, schools, universities and industry are some of the diverse contributors to the Internet. Access to computer equipment, programs and systems (including hardware and software), the Internet, e-mail and other new technologies (collectively, the "Network") permit students ("users") a number of educational and research opportunities they would not have otherwise. While it is the belief of the Great Oaks that such educational benefits outweigh potential disadvantages, the Network may contain content that is inappropriate to the educational setting and that some may consider offensive. The District will exercise reasonable guidance to limit student access to such inappropriate materials, but cannot provide assurance that all materials on the Network are appropriate. The ultimate responsibility for monitoring Network usage is that of the student and the student's parent or guardian (if applicable).

In exchange for the use of Network resources, either on-site or by remote access, the user understands and agrees to the following.

- 1. Privilege:** Access to the Network is a privilege, not a right, and as such it may be revoked by the District at any time and for any reason. The District administrators and/or Network managers may at any time and for any reason perform any or all of the following actions: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, voice mails, information, software, communications including e-mails, and other content transmitted, received or stored in connection with this usage. The Network and all information, content, e-mails, and files are the property of the District, and users should not have any expectation of privacy regarding those materials.
- 2. Acceptable Use:** The Network shall be used primarily for educational purposes. Uses that violate Board policies or interfere with normal Network operations or educational activities, such as those activities described below in "Network Etiquette," are prohibited. The District may impose restrictions on use of the Network to assure equity of use. As required by law, the District will use filtering programs or other technology protection measures to limit a user's access to inappropriate materials on the Internet, such as visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. A Network administrator may disable the filtering program or technology protection measure to enable adult users to gain access for bona fide research or other lawful purposes. As required by law, the District will also make reasonable efforts to monitor the user's online activities, through direct observation and/or technological means, to limit access to such visual depictions or any other materials that are inappropriate to the education setting. As it is impossible to limit access to all materials that may be considered inappropriate, the ultimate responsibility for monitoring Network usage is that of the student and the student's

parent or guardian (if applicable), and users are required to avoid sites that are inappropriate for the educational setting. The District may also block or filter incoming e-mail.

3. Access: Selected Network resources are intended only for use by their registered users. Users shall not have access to the Network until they have signed the Network Acceptable Use Student Agreement and completed the Parent/Guardian Permission Form (if applicable). Access is not transferable and may not be shared.

4. Network Etiquette: Users shall be held accountable for their use or misuse of the Network. All users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway, or at any school-sponsored activity. Each user must abide by the rules of Network etiquette, which include but are not limited to the following:

- a) Users shall neither obtain copies of nor modify files, other data, or passwords belonging to other users without express authorization from the Campus Dean or designee.
- b) Users shall not use the Network to access chat rooms or chat lines. Users shall not use the Network for noncurricular-related activities (e.g. surfing the Internet, playing games) except for incidental and brief personal communication that does not interfere with the operation of the Network or violate District policies.
- c) Users shall not misrepresent themselves or post anonymous messages on the Network. Users shall not forge or falsify e-mail in any way.
- d) Users shall not use the Network in any way that would degrade or disrupt the operation of the Network, abuse the software and/or hardware; or excessively consume limited computer, paper, telephone or other resources, such as through spamming, creating or transmitting mass e-mails or chain letters, or other purposes exceeding this policy. Attachments of files to e-mails should not be used.
- e) Users are to print only with permission and should be selective when printing. Users are to print one copy and have additional copies made on photocopiers.
- f) Users shall not access, create, transmit, copy or download harassing, threatening, abusive, defamatory, vulgar, discriminatory or sexually explicit messages or materials.
- g) Users shall not make rude or hostile reference to race, age, gender, sexual orientation, national origin, disability status, or religious or political beliefs. Abusive or profane language is prohibited.
- h) Users shall not reveal any personal information about themselves or other students, including but not limited to photographs, telephone numbers, addresses, passwords, or social security numbers.
- i) The confidentiality of any information stored in or created, received or sent over the Network cannot be guaranteed. Users should not have any expectation of privacy regarding such information.
- j) Users shall not use the Network for any commercial activities, such as buying advertising or selling goods or services, unless it is for legitimate District business.
- k) Except for educational or District business purposes, users shall not create, transmit or download any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or bond issue. Additionally, users shall not solicit political contributions through the Network from any person or entity.
- l) Users shall not create, transmit, download, or copy any materials (a) that are in violation of District Policies or any federal, state or local laws, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the District's harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic sexually explicit or obscene materials.
- m) All use of e-mail must be through the District's e-mail service; the use of other providers of e-mail through the Network is prohibited.
- n) Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
- o) All software and hardware must be installed by, or with the prior consent of, the Network administrator. Users may not move, repair, reconfigure, modify, or attach any external devices to Network equipment, including individual computers or systems. Users shall not remove, alter or copy Network software for their own personal use or for the use of others.
- p) In utilizing the Network, users shall abide by the standards of academic integrity, including but not limited to plagiarism.

- q) When using the District's Network, the user should remember that he or she is representing the District each time the account is used.

5. Copyright or License Violations: The District typically does not own its computer software; rather, it has a license to use the software. All District licensed software shall be reproduced only by authorized systems' administrators in accordance with the terms of the software licensing agreements. Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited.

6. Web Sites: Web sites created through the Network and/or linked to the District's web site must relate specifically to educational activities or programs. Web sites created using Network or the District's educational activities or programs, web sites created using the Network or the District's equipment, or web sites created as part of the classroom or club assignments or activities are the sole and exclusive property of the District. The District reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. All web pages under this Policy, other than the official Great Oaks web site, must prominently display the following disclaimer:

This is not an official web site of Great Oaks. Great Oaks does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

7. Vandalism: Vandalism is prohibited. Vandalism is any attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications.

8. Security: If users identify a security problem on the Network, such as evidence of hacking, users shall notify a systems administrator immediately. All users agree to cooperate with the District in the event of an investigation into any allegations of abuse or security breaches of the Network.

9. Service Disclaimer: The District makes no warranties of any kind, whether expressed or implied, for the Network services it provides. The District will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user errors or omissions. Each user is responsible for backing up his or her files. The District is not responsible for the accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk. The District is not responsible or liable for the security of any personal e-mail, Internet or other transactions of users. The District also is not liable for any transactions, costs, damages or fees incurred by a user through purchases of goods or services or other transactions through the Network or for any illegal actions, including copyright violations, that a user performs through the Network.

10. Violations of This Policy: Violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Personal information may be released to appropriate entities as the District deems necessary, in its sole discretion, to avoid immediate danger of physical harm to persons or property, or to report possible crimes to the legal authorities.

11. Changes: Due to the rapid change in technology, a user's access and/or this Policy are subject to change at any time.

Leave of Absence Policy

Great Oaks does not grant leave of absence.

Referral of Overpayments and Fraud Cases

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future Federal aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

Refund Policy

Cancellations

Students are entitled to a **full** refund of tuition/fees paid if:

1. Student's application is not accepted.
2. The class is cancelled.

Students are entitled to a **partial** refund of tuition/fees paid if:

Student cancels enrollment prior to the program start date. Cancellations may be made by phone, in person or in writing. Tuition/fees paid minus any cost of equipment, books and materials incurred by Great Oaks on behalf of the student will be refunded to the student. There will be no refund of WorkKeys assessment fees. Refunds will be made within 45 days of the planned start date, or cancellation date, whichever is earliest.

Withdrawals

Students may be entitled to a full or partial refund of **tuition paid** if:

1. Student withdraws after starting the program. Refunds are calculated as a percentage, based on the scheduled hours as of the withdraw date, using the chart below. There will be no refund of Work Keys assessment fees.
2. In the case of a student who has financial aid, an additional calculation is made using the Return to Title IV calculation required by the U.S. Department of Education. The Return to Title IV calculation determines how much aid a student has earned as of the withdrawal date and whether any funds must be returned to the government. (See Return to Title IV Funds in Section IV of the Adult Ed Student Handbook). After the aid earned has been calculated, the chart below is used to determine if the school owes the student a refund.

Time Attended	Amount Charged for Payment Period
Day 1 – 3 of Payment Period	No charge for tuition; 100% of pay period charges
Start of Day 4 – 45 hours of Payment Period	30% of pay period tuition; 100% of pay period charges
45.1 hours – 90 hours of Payment Period	60% of pay period tuition; 100% of pay period charges
Over 90 hours of Payment Period	100% of pay period tuition and all pay period fees for books, tools, supplies or other charges.

All refunds will be processed and mailed to the student as quickly as possible, but no later than 45 days of (1) the last day of attendance if written notification of withdrawal has been provided to Great Oaks by the student, or (2) the date Great Oaks terminates the student or determines withdrawal by the student.

Retention Rate

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects a Fall Cohort of first-time, full-time students, and their status as of the following Fall. This information is for reporting purposes only and may not accurately represent total enrollment of Great Oaks full time AWD courses.

Rate=82%

Return to Title IV Policy R2T4

Refunds to the financial aid programs (PELL/Direct Loan Program) will be made according to the Federal Return to Title IV regulations. In order to have earned 100% of aid a student must be in attendance until he/she reaches over 60% of 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 his/her program, a R2T4 calculation is done to determine how much aid was earned and whether any funds must be returned to the Federal 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 contact the student to determine if the student plans to return. If, at the end of **14 calendar days**, and no contact has been possible, then the student will be withdrawn and R2T4 calculations 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 of tuition and fees.
- Direct Stafford Loan-The school must notify the student (or parent for a Direct Parent 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 funds 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 then 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 111 hours scheduled to complete point into a 450 hours payment period. Student A received the following in Title IV credits for that payment period:

Title IV Credits:	
Pell Grant:	\$2,822.00
Subsidized Loan:	\$1,732.00
Unsubsidized Loan:	\$2,969.00
Total Credits:	\$7,523.00

Cost of payment period: \$3,797.00

As a result of the student withdrawing at the 111 hours scheduled, the student earned 24.7 percent of Title IV aid (i.e. 111 hours/450 hours = 24.7%). The percentage of unearned aid is 75.3 percent. The school must return 75.3% of unearned charges/cost of the payment period. All returns must be done in whole dollars, therefore the total will be rounded up to the nearest dollar. The school is responsible for returning \$2,860.00 in unearned aid (i.e. \$3,797 cost of payment period x 75.3% = \$2,859.14 rounded to \$2,860.00)

Any Title IV funds that must be returned to the Federal Department of Education will be returned no later than 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 by the student has no relationship to the student's incurred institutional charges. (See Refund Policy in the Consumer Disclosures and Policies section of this catalog)

Returning Students Policy

Students are permitted to withdraw and return to the same program one time, but maximum timeframe to complete (105%) still applies unless the student has won an appeal. (See Satisfactory Academic Progress in the Consumer Disclosures & Policies section of the Adult Education Student Catalog. The catalog is available at www.greatoaks.com/financialaid or a paper copy may be requested from the Financial Aid Office or Career Planning Specialist).

Financial aid may not be available upon return to the program unless the student has won an appeal. (See Satisfactory Academic Progress in the Consumer Disclosures & Policies section of the Adult Education Student Catalog. The catalog is available at www.greatoaks.com/financialaid or a paper copy may be requested from the Financial Aid Office or Career Planning Specialist. It depends on academic progress at the time of withdrawal and the timeframe in which the student returns.

Returning Students - Process/Checklist

Pay any outstanding balances in full. You may contact the Bursar at 513.612.3657.

1. If you have student loans and did not complete student loan exit counseling when you left school, please go to www.studentloans.gov and click on Exit Counseling under Tools and Resources to complete.
2. Submit an official letter* of request, explaining why you left school, any circumstances that were beyond your control and what has changed that will make you successful this time.
3. Attach any applicable documentation that will support your request.
4. Meet with the Career Planning Specialist. (You will be contacted to schedule a meeting once your letter of request and documentation has been received.)
5. Other_____

After meeting with the Career Planning Specialist, your file will be sent to a review committee for a decision. You will be informed in writing of the review committee's decision within 10 business days.

I understand and accept all conditions. Please attach this signed form to your letter of request.

Student _____

Date_____

*Letter should be mailed to: Career Planning Specialist
Scarlet Oaks, Entry 3
303 Scarlet Oaks Dr.
Cincinnati, OH 45241

Bursar's Office 513.612.3657

Career Planning Specialist: 513.612.5790

Financial Aid Office: 513.612.5896

Satisfactory Academic Progress (SAP)

Great Oaks Career Campuses is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following example of payment periods:

- Program - 900 Clock-Hours: two payment periods (450, 450)

In order for the student to continue receiving federal student aid, the student must maintain SAP according to the following standards:

Qualitative Grade

Students must maintain a cumulative grade average of 70%. Grades are recorded by the instructor from lab performance and tests as soon as they occur, and a student can request his/her progress at any given time.

Grading Scale - Letter grade and numerical percent equivalent

Grade	Numerical Equivalent	Classification
A	93 – 100	Excellent
B	85 – 92	Above Average
C	77 – 84	Average
D	70 – 76	Below Average
F	0 – 69	Failure

All students (whether on financial aid or private pay) must maintain Satisfactory Academic Progress (SAP) according to the following standards:

Maximum Timeframe to Complete

Students must complete within 105% of the normal length of the program. All periods of enrollment count in the timeframe. For example, a student drops after 23 weeks in a 45-week program and wants to return at a later date. He must complete the program in 24 weeks ($45 \times 105\% = 47$ weeks, $47 - 23 = 24$ weeks remaining to complete), unless he wins an appeal for additional time.

Official Review of Grades

Although grades are constantly monitored by the instructor, they are officially reviewed at the 150 hour point by the program supervisor.

Financial Aid Disbursements

First Disbursement—requires student to have attended the first 30 days.

Subsequent Disbursements - student must be meeting the SAP policy for both attendance and grades. If the student is not meeting SAP, the aid will not be disbursed until the student achieves SAP or wins an appeal (see appeal later)

in this section). A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid. (As a courtesy to the student, Great Oaks will allow up to 10 business days for the student to achieve SAP before requiring payment).

Academic Probation

Any time the student falls below the required grade, the instructor will meet with the student to discuss the situation and help the student develop a plan of action (i.e., make-up days, re-test). At that time, the student is put on probation through the end of the period (two periods per year based on number of hours). The instructor completes a change of status form and gives a copy to the student, the financial aid office and program supervisor. If the student is receiving financial aid, they will receive a letter from the financial aid office reminding them that their financial aid could be in jeopardy. The program supervisor will meet with the student and emphasize the importance of good grades and remind them that they must meet the 70% grade by the end date of the program. The program supervisor will try to determine if there is any additional assistance that might be provided to the student. The student will be taken off probation at the end of the period if they are meeting SAP. If the student is not meeting SAP at the end of the period but it is still possible for them to achieve SAP by the end of the program, they will have the option of paying for and continuing into the next period. **If at any time (after all resources to achieve SAP are exhausted) it becomes mathematically impossible for the student to achieve the grade by the end of the program, the student will be withdrawn from the program.** Note: For students using VA benefits, the effective withdrawal date (as required by VA) will be retroactive to the date the student first failed to maintain the required attendance during the period. This action may create a student debt with VA.

Financial Aid Probation

If a student has won an appeal (see Appeal Process below), financial aid will be reinstated and the student will be put on "financial aid probation" for one period only. **At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements.**

Appeal Process

A student may submit an appeal in the form of a letter, along with any supporting documentation to the financial aid office, describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The financial aid office will review the letter and additional documentation may be required. Once all documentation is received, the file will be forwarded to a review committee for a decision. The student will be notified of the review committee's decision in writing. **The appeal process may be used to extend the timeframe for completion or to allow otherwise ineligible students to continue to receive financial aid, but not to lower the standard for grades that must be achieved by graduation.**

Special Grading Circumstances Remedial Courses

Great Oaks does not grant credit for remedial courses.

Repetition

When a course is repeated, the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.

Incomplete

A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time, the incomplete will change to an F, which negatively impacts the grade point average.

Withdrawal

If the student is passing at time of withdrawal, they will receive a WP (Withdraw 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 F, which is counted in the grade point average and does negatively affect satisfactory progress.
- Students are permitted to withdraw and return to the same program one time, but maximum timeframe to complete (105%) still applies unless the student has won an appeal. (See appeal process above)

- Financial aid may not be available upon return to the program unless the student has won an appeal. (See appeal process above). It depends on academic progress at the time of withdrawal and the timeframe in which the student returns.

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

Special Provisions for Students Receiving VA Educational Benefits

The following special provisions apply to students receiving Veterans Administration Educational Benefits:

Evaluation Points: Attendance for students will be taken daily and evaluated every two (2) weeks by the program supervisor. The attendance rate at each evaluation point will be based on scheduled program hours rather than actual attendance. (Students should refer to the standard handbook area for information concerning Leave-of-Absence, Approved Absences and Withdrawal policies).

Attendance Standards: (90% is the minimum Attendance Rate for Good Standing, except for the Fire and Emergency Medical Rescue Academy and the Police Academy who must maintain 100% attendance).

The first time a student has a percentage of attended clock hours below 90%, and 100% for the Fire and Emergency Medical Rescue Academy and the Police Academy, of their program’s scheduled clock hours at an individual evaluation point they will be placed on attendance warning and notified in writing. A student on warning who has an attendance rate below 90% (100% for Fire & Police) of their program’s scheduled clock hours will be evaluated every two weeks. If, at any point, it is mathematically impossible for the student to regain good attendance standing, they will be withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA educational benefits at this point, which may create a debt with VA for the student. Also, VA will not pay benefits for any make-up hours. Students not completing all their required hours by the end of the original program’s original term ending date must pay out-of-pocket any additional charges for these make-up hours.

Probation Appeal: A student may appeal their attendance probation by submitting a letter of explanation to the program supervisor along with any needed supporting documentation within two business days of their academic probation notification. This appeal will be reviewed by the program supervisor and, in special circumstances, an academic or attendance probation status may be lowered to warning status. The decision will be made within one week and is final. Appeals for academic standards will be limited to one per program. Appeals for attendance probation are limited to two per program.

Re-Enrollment: In the event a student who has been dropped from the program for attendance and/or academic reasons and wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this handbook apply, with the following additional provisions:

- a. The student will receive credit for hours successfully completed during their initial enrollment in the program within one year. These hours will count as attempted and earned hours toward their academic and attendance totals.
- b. Student will only be charged tuition and fees for the remaining hours needed for their program completion.
- c. Students may apply for re-admission once per program.

Sexual Misconduct and Dating Violence

Great Oaks is committed to a consistent effort in maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation and dating violence including stalking and domestic violence. In its goal to create an environment for all students, employees and visitors, which is fair, and free of coercion, Great Oaks has adopted a sexual harassment policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct cannot and will not be tolerated at Great Oaks. Sexual misconduct is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff and visitors at Great Oaks have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any Great Oaks

employee, student or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of Great Oaks' policy; it is a form of discrimination and is illegal.

Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

Sexual assault/rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual harassment is defined as unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Domestic Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved.

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his/her safety or for the safety of those around him/her or suffer substantial emotional distress.

Sexual Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions). Sexual harassment committed by students is a serious offense that could lead to dismissal from Great Oaks.

If an individual is the victim of sexual misconduct he/she is strongly encouraged to report such incidents promptly to the Adult Education Director, located in the Adult Education Office, 513.612.5793.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with the Adult Education Office that will make immediate contact with the local law enforcement agency in order to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain about reporting an instance of sexual misconduct, Great Oaks officials strongly encourage victims to talk to someone about it.

Bystander Intervention Options

Any campus community member that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the matter immediately to the Adult Education Office, 513.771.8881, Extension 5793. If the situation necessitates an immediate police presence, please call 911. Some other safe intervention options can include:

- Notifying a Great Oaks' official
- Avoid using violence
- Being honest and direct when trying to diffuse the situation
- Recruiting the assistance of others around you
- Keeping yourself safe at all times

What to Do If You Are Sexually Assaulted

In the case of a sexual assault, it is extremely important that physical evidence be preserved.

- Find a safe environment away from your attacker and call 911 immediately. If possible, ask a trusted friend to stay with you and, remember, it is not your fault you were attacked.
- Write down everything you can remember about the incident and assailant (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing you were wearing. If possible, take pictures of any visible bruises or injuries you may have.
- If the incident occurred on any campus, immediately report the information to any Great Oaks' official at 513.612.5793, or dial 911. Great Oaks' officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process.
- Seek medical attention. Even if you do not think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.
- For survivors of sexual assault seeking counseling and support, Great Oaks' officials have identified the following resources:
 -
 - 1. Women Helping Women, 215 E. Ninth St. 7th Floor, Cincinnati, OH 45202 513.977.5541 or 513.381.5610
 - 2. National Sexual Assault Hotline 800.656.4673
 - 3. National Domestic Violence Hotline 800.799.7233

Institutional Protective Measures

Great Oaks' officials will assist survivors of sexual misconduct and dating violence with any class schedule adjustment(s) deemed necessary. In addition, Great Oaks' officials will also enforce On-Campus No Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties. For survivors requiring additional measures, Great Oaks will provide parking accommodations in a designated parking lot, and safety escorts to and from the parking lot.

Primary Prevention and Awareness

Each school year the Great Oaks' personnel will review processes of prevention and awareness, working in conjunction with the school Safety Officer when responding to, preventing, recovering from, reporting, and assisting survivors of sexual misconduct and dating violence.

Special Circumstances

The EFC formula is basically the same for all applicants and year-prior income is used in the calculation. The financial aid officer has the authority on a case-by-case basis to adjust* certain data elements for a student with special or unusual circumstances. Some examples would be a student who has been terminated or laid off. (We do not adjust income for students who quit a job or work less hours while attending school, or award Unsubsidized loans to students whose parents refuse to provide their information for the FAFSA), unusually high medical or tuition bills, etc. If you feel that you have a special circumstance, please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the financial aid office will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not required of the school.

*If the student's FAFSA has been flagged for Verification, that process must be completed before any adjustments can be made. For information about Verification see "Verification/Correction Policies and Procedures" in this section.

Student Code of Conduct

Students are expected to conduct themselves professionally. In the event that an adult student's conduct is disruptive to the educational process or destructive to property, in either the classroom, lab, or clinical area, it will be necessary to take corrective action. Instructors have the right to define the level of expected behavior and other policies for their individual programs.

Warning: Students will receive a written warning if an instructor/staff member has to point out a behavioral issue more than ONCE. If the student does not demonstrate improvement, a meeting will be held which could result in a suspension or withdrawal from the program.

Examples of behavior that are not tolerated in any job training program include, but are not limited to:

- Disruption – a student shall not by use of violence, fighting, force, coercion, threat, harassment, unnecessary noise or talking, or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
- Insubordination – a student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
- Use of obscene/profane language, symbols or gestures
- Damage of school/personal property
- Possession of a weapon
- Possession, use or action under the influence of narcotics, alcohol, inhalants, marijuana, drug paraphernalia, etc.
- Violating the smoking policy, including vaping and all other electronic cigarette and similar devices.
- Socializing with high school students
- Theft
- Reckless operation of a motor vehicle in the school parking lots
- Cheating/Falsification of information
- Any violation of criminal law (whether or not charges are brought)
- Violation of classroom cell phone policy

In the event of a need to make an emergency telephone call, please notify your instructor before leaving class. Nonemergency calls should be made during a class break. If the Office receives a phone call for a student, a message will be delivered to the instructor, to be forwarded to the student. If the telephone call is an emergency (child sick at school, family emergency, etc.), the student's message will immediately be delivered to the classroom.

Due Process Rights: Students are expected to follow all school policies. Students should attempt to resolve all issues at the lowest possible level starting with the instructor. In the event that a student is found in violation of the Student Code of Conduct, the student has the right to an informal hearing with the Adult Workforce Development Director or their designee, to present their side of the issue. A request for an informal hearing must be submitted in writing to the Adult Workforce Development Director.

Parking/Vehicles

Parking is available for all students in designated areas. In the event a vehicle is left on campus grounds, students should be aware that their vehicle could be tagged and removed from the campus. Students should communicate with their campus supervisor if there is an issue with their vehicle and it must be left on campus for a period of time.

Termination

Violation of the school's rules, policies, and regulations may be cause for termination from the school and participation in Great Oaks activities. A record of termination will be maintained.

Tobacco/Smoking

No Tobacco Anywhere on School Grounds

Great Oaks does not permit any person (student/faculty/staff/visitor) to smoke or use tobacco products in any building, any vehicle (this includes personal vehicles while on school property) or on any property owned by Great Oaks (both home and visitor). There will be no designated areas for the public to smoke during school activities. This policy is in effect 24 hours a day, 7 days a week.

Verification/Correction Policies and Procedures

The school is responsible for verifying the accuracy of the FAFSA data used to calculate the student's expected family contribution (EFC). If there is an asterisk (*) next to EFC number on the Student Aid Report (SAR), it means that the student has been selected for verification by the U.S. Department of Education. The school may also select any student for verification even if the application wasn't selected by the U.S. Department of Education.

- A letter, including a Verification Worksheet, is mailed or emailed to the student explaining that their application has been selected for verification and provides instructions on how to proceed. The student (spouse or parent, as applicable) must complete the worksheet and return it to the Financial Aid Office, along with any required documentation. In some instances the Financial Aid Office may require the student to schedule an appointment and meet with the Financial Aid Officer.
- The Financial Aid Officer will review the worksheet/documentation and make any necessary corrections. Corrections are then submitted electronically to the Dept. of Education.

Required Verification Items

Some students may be required to verify all items while some may only have to verify certain items. Determination is made by the Federal processor and is placed into categories V1, V4 and V5. The Financial Aid Office is also required to resolve any other discrepancies and may request additional documentation.

- ✓ Number in Household
- ✓ Certain Untaxed Income
- ✓ Other Untaxed Income
- ✓ Number in College
- ✓ U.S. Income Tax Paid
- ✓ Adjusted Gross Income
- ✓ High School Completion Status and Identity/Statement of Educational Purpose

Acceptable Documentation

V1 – Verification worksheet and IRS documentation (if tax info was not imported into the FAFSA).

V4 – Verification worksheet, proof of identity and high school completion.

V5 – Same as V1 and V4

Deadlines

If verification has not been completed prior to the first day of class, the student will be required to pay for first period. If the student fails to submit the required documentation by the end of the period he/she will forfeit any aid which could have been disbursed for that time period. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

EFC

Your Expected Family Contribution is the number that's used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your SAR.

SAR

Your Student Aid Report summarizes the information you submit on your Free Application for Federal Student Aid (FAFSA) and provides you with your Expected Family Contribution (EFC).

Withdrawal Policy

Students planning to withdraw should meet with the Adult Director/Designee to complete a Change of Status form. Non-attendance does not constitute an official withdrawal. If a student stops attending, the school will make every attempt to contact the student to determine if the student plans to return. If, at the end of 14 calendar days, and no contact has been possible, then the student will be withdrawn. The last date of attendance according to the school's attendance record is the withdrawal date. This date is used to determine the amount of aid a student has earned. If a student has Federal Stafford loans, exit counseling must be completed upon leaving school. If the student does not complete the exit counseling before leaving school he/she will receive a letter from the financial aid office. The letter will include instructions on how to complete the exit counseling. If the student does not comply a hold will be placed on his/her record.