

COLLEGE OF APPLIED TECHNOLOGIES POLICIES AND PROCEDURES

Welcome to the College of Applied Technologies ("COAT")

The COAT Policies and Procedures primarily cover issues not addressed in the UNOH Student Handbook and Planner ("Student Handbook").

The COAT Policies and Procedures supplements but does not take the place of the Student Handbook. In the event of a conflict between the COAT Policies and Procedures and the Student Handbook, the Handbook will be enforced.

All COAT students are expected to read and be familiar with the Student Handbook and will be treated as if they have done so. Student Handbook can be found online at MyUNOH under student resources – Student Handbook.

The COAT Policies and Procedures are divided into two sections – general regulations and safety regulations.

I. GENERAL REGULATIONS

1. **Visitors** - all visitors must enter through the front office of the building they intend to visit, not through the side doors or overhead door areas.
2. **Student entrances.** Student entrances and exits are:
 - a. North, south, and west sides of the 300 building;
 - b. Southwest and southeast bay areas of the 400 building;
 - c. Southeast bay areas of the 500 building;
 - d. The front and rear exits of the 600 building;
 - e. The front entrance of the Dyno Building;
 - f. The south side bay area of the 1100 Building.

Office entrances are for business purposes only. Office entrances should not be used by students unless a student has business in that office.

3. **Evaluations** - program/Instructor evaluations are available at the front desks of the 300, 400, 600 and 1100 Buildings for any student who would like to complete them during a session. Students are encouraged to complete evaluations because evaluations aid in helping to improve our programs.
4. **Cleanliness** - have pride in your university; keep shop and lounge areas clean. Trash containers are provided for disposal of trash.

Work area must be cleaned daily wall to wall in all buildings as needed.

5. **Smoking** - no smoking or tobacco use is permitted in classrooms, shops, or in vehicles brought in for service. This also includes the use of electronic cigarettes. With the exception of dormitories, all campus facilities are smoke/tobacco-free.

Smoking areas - smoking areas are located on the south side of the 300 building, the north sides of the 400 & 500 buildings, at the back of the 600 Complex between the High Performance Building and the Dyno Building, and on the north side of the 1100 Building.

Break areas are provided at these locations for both smoking and nonsmoking students. In compliance with Ohio law, smokers should remain 25' or more away from the nearest building. All cigarette butts must be disposed of in the containers provided and not on the ground.

The front building entrances and student entrances shall not be used for breaks by either smoking or nonsmoking students.

6. **Attendance** - will be taken at the beginning and the end of each class, and at the end of every designated break time.

Leaving without permission - students may not leave the class or work area without instructor permission, or a grade penalty (tardy) will be assessed upon the student's return. Being tardy or leaving early will be counted from last time attendance was taken.

7. **Televisions** - in the classroom are not for use by students.
8. **Exhaust safety - always** hook up exhaust tubes and make sure the exhaust system is turned on before running a vehicle in the shop area.

If an exhaust system on vehicle is bad and tubes cannot be connected to the exhaust system, **do not** run the vehicle in shop.

9. **Radios** – all radios and CD players must be turned off while a vehicle is in the shop.
10. **Student Conduct** - all students must follow the student code of conduct found in the Student Handbook. Activities that will result in discipline include, but are not limited to, theft; possession of stolen property; destruction of property; disorderly conduct; and violation of UNOH's drug and alcohol policy.

Horseplay - in the classroom or shop areas will not be tolerated. Horseplay includes running, roughhousing, practical jokes, etc.

Discipline up to and including dismissal or expulsion will be applied for such offenses. See the Student Handbook for additional information on the disciplinary process.

Student conduct on and off the UNOH campus must be in line with standards acceptable to society and in conformance with the Student Handbook. This is especially true at your place of residence.

11. **Weapons Policy** - no weapons will be permitted on campus. This includes, but is not limited to, anything that can create serious physical harm. Some items include: guns, knives (**pocket knives under 2" are acceptable**), martial arts weapons, bows and arrows, blow guns, paintball guns, dart guns or rubber pellet guns, BB guns, hunting and targeting weapons, gun parts, or unassembled weapon pieces, or any other item that is an instrument of attack. These items are NOT PERMITTED on campus or UNOH property. Students will be subject to disciplinary action for the possession of any weapon. **CONFISCATED WEAPONS WILL NOT BE RETURNED.**

This policy is identical to the weapons policy found in the Student Handbook. It is repeated here to emphasize its importance.

12. **Parking** - all students must register their vehicles with UNOH's Safety Services Department and receive a parking permit.

Students living off campus will receive a **red** permit and must park in designated areas. Students living on campus will receive a **green** permit for College Park and Sherwood Park dorms and a **gold** permit for Northwestern Park dorms and must park in their designated housing area parking lot.

Anyone parking in other than designated areas will be issued a ticket and fined for each violation. **RED MARKING IS FOR FACULTY PARKING ONLY! NO PARKING ON GRASS AREAS.**

See the Student Handbook for additional Student Motor Vehicle Regulations. Students must comply with all the motor vehicle regulations found in the Student Handbook.

13. **Vehicle entrances** - students are asked to enter UNOH property using the front or rear exits only. If any UNOH faculty or staff person witnesses a student trespassing on any neighboring businesses property, or committing any other moving violation on campus, he or she will report the vehicle and license plate number to the Department of Safety Services; and the student will be ticketed as per the motor vehicle regulations found in the Student Handbook.
14. **Dress code** - proper dress clothing and footwear are required. Students must wear collared UNOH uniform shirts or button-down, uniform shirts that bear the company name where the student is employed. "T" shirts or polo-type shirts will not be permitted. Shirts must be buttoned and **shirttails tucked in.**

The student may decide the type of pants he or she wears (no shorts or sweat/workout type pants permitted), but the pants cannot have holes in them, knees ripped out, seats ripped, etc.

Shoes must be non-skid leather work shoes or boots, preferably steel-toed. Shoes or boots must have leather uppers and oil resistant soles. Shoes must be tied at all times.

No tennis shoes, deck shoes, etc., are permitted. Steel-toed tennis shoes or hiking type shoes are prohibited. If, because of a foot operation or other medical problem, tennis shoes must be worn temporarily, the student must provide a doctor's excuse.

Non-compliance with this dress code will constitute a 5% grade point penalty, and the student will be required to leave class for safety reasons.

15. **Outside vehicle work** - in warm weather, some classes may allow students to work outside. Guidelines for working on vehicles or equipment outside of the designated buildings when in class are:

- All students must be supervised;
- Students must observe proper shop practices, i.e. use of fender covers, safety glasses etc.;
- Only minor work should be performed outside;
- No under car work shall be performed;
- No jacks or jack stands are to be used in the parking lots or driveways;
- Any spills should be cleaned immediately; and
- Students must clean the area when finished.

16. **Repair work to student vehicles outside of class** - all repair work to student vehicles will be done inside the **300 Building shop** area and may only be done during the **first two weeks of the session, and/or on Fridays**, depending on space availability.

Authorization to use the shop area must be obtained from the appropriate administrative/office personnel. All policies and safety practices enforced in class also apply when using the shop. A \$5.00 environmental fee will be assessed for shop usage. This fee will cover electric, heat, compressed air, floor soap, brooms, squeegees, floor jack and jack stand usage, hoist maintenance, oil and antifreeze disposal, and exhaust system usage.

A student must have already taken and passed the class that work is related to in order to receive authorization to use the shop. A student must have and use his or her own basic hand tools while working in the shop. The use of UNOH hand tools or equipment is not permitted.

17. **Disabled vehicles** - no vehicles are to be placed in the disabled vehicle lot without permission from an instructor or office personnel. A disabled vehicle form must be completed and placed in any vehicle in the disabled vehicle lot. Keys to vehicles must be given to the office manager while the vehicle is in the disabled vehicle lot. Vehicles that are placed in the disabled vehicle lot are to be removed by the end of each session.

If a vehicle is not removed by the end of a session, a 72-hour notice will be issued. The vehicle will then be **TOWED to an impound lot WITHOUT FURTHER NOTICE AND AT THE OWNER'S EXPENSE.**

18. **During class time** - students are not permitted to enter any classroom to borrow tools or equipment while a class is in lecture.

Loitering - students are not permitted to work or loiter in the shop if not in class. Students not in class (such as on break) are not to interfere or visit with students or classes in session.

19. **Textbooks** - all students must have their textbooks on the first day of each class session or a 5% grade penalty will apply each day until student is in compliance.
20. **Laptop Policy** - laptops are permitted in class on shop days only and are not permitted in any General Education classes. This includes: e-readers, i-Pads, tablets, and similar devices unless prior approval is given by Administration.
21. **Cell Phone Policy** - due to distractions caused by the use of cell phones, including texting, students will not be permitted to use cell phones in classroom or shop areas during scheduled class times, as follows:

Early Morning classes -	12:00 AM – 6:30 AM
Morning classes -	7:30 AM – 12:30 PM
Afternoon classes -	1:00 PM – 6:00 PM
Evening classes -	6:30 PM – 11:30 PM

However, cell phones may be used in the classroom, student lounges or outside of any buildings during scheduled 20-minute break periods.

This policy also includes ear pieces for Blue Tooth communication. If a student has an emergency situation that may require cell phone use other than during a break, he/she must inform the instructor on that day.

Students in violation of this policy will be asked to leave for the rest of the class period, receive a 5% grade penalty, and will be required to take the final exam for any technical (hands-on) classes.

22. **Sleeping in Class** - students are not permitted to sleep in the classroom at any time. Failure to abide by this policy could result in student's being required to leave class for the day, which will result in a 5% grade point penalty.

23. **Attendance Policy - attendance is very important in the COAT for two reasons:**
1) To make sure students receive the most value from each course; and
2) To develop work habits which will help students find and maintain employment.
The following attendance policy applies to all COAT students.

Unexcused absences - a penalty of 5% off of the final grade will be assessed for each day recorded as an unexcused absence for a particular class. Additionally, students with unexcused absences are also required to take the final exam in the class.

Unexcused absences are missed days for which no documentation was presented to the instructor or absences that the Deans or Associate Deans feel are not excusable.

Students who accumulate four unexcused absences will fail their course regardless of their grade. However, the student will be permitted to remain in class to continue his or her education. If the student has additional unexcused absences, he or she will be withdrawn from the class.

Due to the extended class time in early morning classes, students who accumulate three unexcused absences will fail their course; however, the student will be permitted to remain in class to continue his or her education. If the student has additional unexcused absences, he or she will be withdrawn from the class.

The only absences excused from the final grade roster are university-excused absences with proper documentation or absences excused by a Dean or Associate Dean with proper documentation.

Students must call in to the front office (of the building their class is in), or email their instructor if they are unable to attend class. This should be done on the same day or evening before that class begins.

University- Excused Absences: The University excuses the following absences if the student provides proper documentation **within five business days:**

- Up to three days for death in the immediate family;
- Subpoena to court to testify on another's behalf;
- Child birth (if the student is the parent);
- Military service;
- Jury duty;
- School-supported functions;
- Inclement weather (subject to UNOH policy); and
- Medical emergencies (hospitalization - does not include regularly scheduled doctor's appointments.)

An excused absence means the day is not subject to a grade point penalty and the requirement that the student take the final exam. However, all missed assignments must be made up.

If the student misses more than one week of training, it is recommended he/she withdraw and retake the class over in its entirety.

Verifiable documentation (dates and contact information) is required for all excused absences. All documentation must be provided to the instructor by the student within five business days of the absence.

Discretionary excused absences. Absences for reasons other than those listed as University Excused Absences may be excused at the discretion of a Dean or Associate Dean. This includes absences for illness where the student does not go to the doctor or does not produce a doctor's slip.

A faculty member may waive the grade point penalty and the requirement that the student take the final exam and permit students to make up missed assignments, **but faculty cannot excuse the actual day of absence.**

The instructor may waive the grade penalty and/or the final, without the need to complete a policy exemption form, but the absence will remain on the student's permanent record. Even though students may show four days absence in the grade book, this will not cause them to fail the course if the absence is excused by a Dean or Associate Dean.

Documentation must be given to the office manager from the instructor for all excused days approved by a Dean or Associate Dean. In addition, a policy exemption form must be completed by the instructor and approved by a Dean or Associate Dean.

Tardiness - in addition, for every three tardies or 60 minutes of lost time, the student's final grade will be lowered by 5%. A student accumulating more than one hour lost time or more than two tardies will be required to take the final exam. A tardy is identified as a late arrival to class, leaving early, or coming back late from break. A grade deduction of 5% will also be assessed.

24. **Final Exam Procedures.** See Appendix A, attached.

Incompletes - if a student is absent two or more consecutive days in a session (with the exception of the first week) and has a legitimate excuse, with proper documentation, he/she may take an incomplete and make up the time at a later date (i.e. the next session).

When an incomplete is given, documentation justifying the incomplete must be provided, and the form must be signed by an instructor and a Dean or Associate Dean.

If a student misses the post-test and/or final exam, the faculty member will figure his/her grade as it stands, giving a zero for the post-test and/or final exam, and a day of absence.

If the student contacts the instructor prior to the test and has a legitimate reason for not being here for the final exam, it is at the instructor's discretion with administration approval, to make up the final exam during the first week of the following session.

Documentation of the reason must be presented to the instructor, at which time a grade change form will be completed and the student's grade will be changed.

25. **Absence withdrawals** - students who accumulate four unexcused absences (or three unexcused absences for early morning classes) will fail their course. However, they will be permitted to remain in class to gain remaining course content.

If the student misses another day (five days or four days for early morning classes), he or she will be withdrawn.

If the withdrawal is before the beginning of the fourth week, it is considered a withdrawal passing (WP).

If the withdrawal is after the end of the third week, it is a withdrawal failing (WF); the failing grade is assessed against the student's GPA; and the student must take the class over again in its entirety.

The consequences for being withdrawn from a class are as follows:

1. Student must see the registrar to be scheduled for the next session.
2. All fees must be paid before a class will be scheduled.
3. If student has a student loan, he/she must see financial aid to assure that his/her student loan paperwork is in order for the following session.
4. If student is a resident of campus housing, he/she must see the Housing Department immediately to make arrangements to move off campus.
5. When the student resumes classes, he/she will be required to pay the current tuition rate.

6. Other terms and conditions of the Complete Withdrawal Policy as set forth in the Student Handbook apply, including the amount of tuition credit a student is entitled to receive.

If he/she withdraws during the session, is in good academic standing, has legitimate reason and proper documentation, he/she may take an incomplete for that session with approval from both the faculty member and a Dean or Associate Dean. The student may make up the lost time the following session, (see University excused absences for examples).

If an incomplete is necessary, the student must contact the instructor the first week of the following session to make up the time and material. If the student does not do so, the incomplete grade will be changed to a failing grade.

26. **Academic integrity or honesty** is the foundation for all the coursework at the UNOH. Cheating and plagiarism are considered dishonest. **Cheating** includes, but is not limited to, copying another person's answers on homework, quizzes, or tests, whether in paper or electronic format. **Plagiarism** includes using another's work as one's own, either paraphrasing or directly quoting without proper citation. An incident of cheating or plagiarism will be considered an offense; subsequent offenses will be met with increasingly severe penalties. Therefore, the following revised policy has been adopted;

1st Offense – The Instructor has the discretion to fail the student for the assignment and/or require another assignment or to fail the student for the course depending upon the weight of plagiarized assignment. The instructor may recommend failure after consulting with the Dean. A notice of the offense will be filed in the Dean's Office.

2nd Offense – A second offense in any class, the student will be immediately dismissed from the current class and receive a failing grade or an F for that course depending upon the weight of plagiarized assignment. The instructor may recommend failure after consulting with the Dean. If the student is found to have two offenses, in two courses, during the same session, the student will receive F's for both courses. A notice of the offense will be filed in the Dean's Office.

3rd Offense – A third offense in any class, the student will be immediately expelled from the University and receive failing grades or F's for all courses for that session. If you are dismissed from the University of Northwestern Ohio for cheating or plagiarism, you may not return to the University. A notice of the offense will be filed in the Dean's Office.

Any of the above steps may be skipped depending upon the severity of the offense. This policy can also be found in the Student Handbook.

Students who have been accused of cheating or plagiarism may appeal the decision in writing to a Dean in the College of Applied Technologies. The Vice President for Academic Affairs/Provost will be consulted. The Dean's and Vice President for Academic Affairs/Provost's decision will be final.

27. **Testing out of a class** - students are permitted to attempt to proficiency out of most technical or general education courses at the 100 level if they feel they have had sufficient training or education in the course material.

Any student wishing to attempt to test out of general education or technical courses must contact the COAT registrar and arrange to take the written test **before** the start of the class session. **There are NO EXCEPTIONS to this rule.**

The student must pay a \$50.00 non-refundable fee for the written test for general education and technical classes with the exception of Basic English and Review Math (which are considered placement tests) and a \$150.00 non-refundable fee for the hands-on test. These fees must be paid in advance for each test.

In technical courses, the proficiency test consists of a written portion and a hands-on portion. You must pass the written portion with an 80% or higher to continue on to the hands-on portion. You must pass both portions to test out of the class.

You may substitute ASE certification applicable to that area for the written portion of the test. The hands-on portion is graded as a pass or fail and given by an instructor who teaches that class.

28. **Academic assistance.** Any student with an Individualized Education Plan (IEP), who needs academic help, should contact the course instructor and/or the Coordinator of the UNOH Academic Skills Center. This will assure that the students get the necessary help, leading to success in the class.

II. SAFETY REGULATIONS

A student's first requirement is to perform all work in a safe manner following the regulations below and any other applicable safety regulations. Students are expected to be familiar with basic vehicle safety regulations and to follow them at all times. If a student is not sure whether a procedure is safe, he or she should ask an instructor.

Failure to follow safety regulations may result in discipline up to and including dismissal or expulsion from UNOH.

In addition to the regulations below, students should also be familiar with the Emergency Procedures for fires and tornados contained in the Student Handbook.

1. **Vehicle work** - students are not permitted to work on vehicles outside the scope of their current class subject.
2. **Jacks and elevated vehicles** - students may not work under an elevated vehicle unless the vehicle has been checked by an instructor before any work is performed.

Proper use of jacks is mandatory at all times. No one should work under a vehicle unless the vehicle is properly positioned on jack stands, preferably placed under the vehicle frame.

No one is allowed to work on a vehicle while it is sitting solely on hydraulic jacks.

3. **Safety glasses** - must be worn at all times while in any shop area and/or when hands-on work is being performed in the classroom.

Safety glasses are also required when walking through any shop area, for example, when going to general education classes.

Safety glasses with dark lenses are prohibited in all classes for safety reasons, except in welding class. Use of lightly tinted safety glasses in welding class is at the welding instructor's discretion. This is to be enforced by all instructors.

4. **Ear protection** - use ear protection where necessary. Example: Dyno rooms and fuel systems test stands.
5. **Piercings and jewelry** - to provide a safe working environment for every student and employee on campus, and to promote professionalism and good employability skills among the student body, facial piercings of any kind including ear piercings and loose fitting jewelry (including necklaces and bracelets) will not be permitted while in the classroom or shop areas.
6. **Driving vehicles into the shop** - to prevent accidents and injuries, two students must be used to bring a vehicle into the shop; one to drive the vehicle, and the other to guide him or her into the stall. In cold weather, the student guiding will also operate the overhead door when entering and exiting. Open the door just enough to get the vehicle in and out

safely to prevent the cold air from rushing in and unnecessarily cooling down the shop. In the 600 Complex, doors are to remain closed at all times except bringing vehicles in or out because it is a temperature controlled facility.

7. **Welding and torches** - any student using a torch or welder must have had proper instruction prior to use. Individual jobs must be supervised by an instructor. **Always Turn Off the Welding Tank When Finished.**
8. **Creepers** - creepers that are not in use are to be placed against a wall for safety. All students working under a vehicle must use a creeper.
9. **Electrical Drops** - all students should use electric drops where installed.
10. **Fluid clean-up and disposal** - all oil, grease, antifreeze, transmission and brake fluid spills are to be cleaned up before the vehicle leaves the shop. Please put all oil, antifreeze, transmission fluid, and brake fluid in the appropriate containers provided.
11. **Fuel containers** - no open containers of fuel are permitted in the shop or classroom, unless specifically approved by an instructor. All fuel should be stored in provided fuel cabinets.
12. **In case of a fire** - the fire alarm will sound. Please follow the designated escape route for your classroom which is posted in the classroom. Once outside, stand at least 50 feet away from the building and 100 feet away from areas where fuel tanks are located.
13. **In case of a tornado** - remain in the building and proceed to the closest shelter in that building. See the "Tornado Procedures" in the Student Handbook which identify the shelter area within each building.
14. **Exhaust Safety** - always hook up exhaust tubes and make sure the exhaust system is turned on before running a vehicle in the shop area.

If the exhaust system on a vehicle is bad and tubes cannot be connected to the exhaust system, **do not** run the vehicle in the shop.

Appendix A

Final Exam Regulations

TO BE READ ON THE 1ST DAY with Policies and Procedures

Final Exams are given the last day of each session. Students who have accumulated three tardies, over 60 minutes lost time, or one or more unexcused absences are required to take the final exam.

FINALS:

1. Final exams are given in the 300 Building in rooms 313 & 314, unless otherwise stated. Doors will be unlocked on the north, south and west side of the 300 Bldg. Do **not** enter Building on the east side (Deans' Office/Front Office).
2. Testing will begin at **8:00 AM sharp** for all classes. No one will be admitted after 8:00 AM. If there are extenuating circumstances on test day which cause a student to be late, the student may speak to his/her instructor regarding his or her ability to take the final exam.
3. Students must bring their Student ID or picture ID. ID must be presented in order to receive a final exam and ID must be kept on the desk, in plain view, when taking the final exam.
4. Students must bring their own #2 pencil.
5. Absolutely no cell phones, I-pads or other electronic devices will be allowed in the exam room.
6. Instructors will start collecting final exams at approximately 9:00 AM. Students are not permitted to leave before that time.
7. If it takes longer than one hour for a student to take a final exam (do not rush), keep working, do a good job and hand it in when you are finished. IEP students may take the Final exam in the Academic Skills Lab if they arrange it with the instructor prior to the final exam being given
8. If evening students cannot attend the 8:00 AM session, the individual instructor will give final exams at 6:00 or 6:30 PM in the evening. Students must let their instructors know if they need to test in the evening.

This is to be enforced by ALL INSTRUCTORS GIVING FINALS!!!