



GlobalTech
COLLEGE

2025-2026 GTC CATALOG

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Ohio State Board of Career Colleges & Schools

Registration #12-11-2002T

Letter from Administrators, Faculty, and Staff of Global Tech College:

Global Tech College is deeply committed to making a positive difference in the lives of our students by offering a quality learning environment. We set high academic expectations for all students to prepare them for a career and help them be future leaders.

GTC has a dedicated team supportive of all students to help each set academic goals that will aid in planning for their future and to turn their goals into reality. Administrators, faculty, staff, and students work collaboratively to provide an environment where all students can be successful. The caring and dedicated administrators, faculty, and staff at GTC will make every effort to support our students towards graduation and to compete in an increasingly complex world in which they will work and live.

Through an active, cooperative, and rigorous curriculum and support system, we believe students can achieve academic success. GTC is committed to encouraging student-faculty contact, cooperation among students, and active learning, giving prompt feedback, communicating high expectations, and respecting diverse talents and ways of learning.

Our students are our most valuable assets. As we maintain current programs and build new ones, we will rely upon faculty involvement, partnerships, and feedback from our students to provide a community-like environment. The GTC community is confident that “together” we will create a tradition of academic excellence.

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Global Tech College

Global Tech College (GTC) reserves the right to change the policies contained within this catalog. Notice is not required for a new policy to take effect; however Global Tech College will make reasonable attempts to notify students promptly of any policy changes through the school website or email postings, mail distributions, or other methods deemed appropriate by the college administration. Alternative formats of this publication are available upon request. For more information on alternative formats, contact the Chief Compliance Officer.

Institutional Mission

The mission of Global Tech College is to prepare individuals to pursue a career in the fields of Business and Information Technology with inclusive, high-quality education and training to equip them with the required knowledge and skills to successfully enter the workforce.

To achieve this purpose, the College offers focused and balanced curricula at the diploma and associates levels. A broad-based core curriculum is offered that promotes critical thinking, effective verbal and written communication and skills for life-long learning. The institution attempts to provide a comprehensive education that instills within its students a philosophy that values not only learning and professionalism, but also contribution and commitment to the advancement of community.

Global Tech College believes that qualified individuals should have access to formal academic training. GTC welcomes those who seek educational challenges. To this end, the College provides an interactive distance-education learning modality (IDL) that aims to help students identify goals, and the means to achieve them. It is with this philosophy that students are expected to interact with a community of faculty, staff, and administrators dedicated to GTC's academic purpose.

About GTC

Global Tech College (GTC) is an independent, post-secondary, educational college offering programs which focus on job skills curricula in business technologies. The college is at 5555 Airport Hwy, Suite 130, Toledo, Ohio 43615. This is the sole location for GTC. There are no branches or auxiliary classrooms located at any other physical address. As courses are offered through IDL, all "classrooms" are accessed via Microsoft Teams.

GTC was founded in 2012 with a vision to provide its students with a high-quality education in preparation for entering the work force. It is committed to democratic values, academic independence, freedom of inquiry and a spirit of innovation with a commitment to educational values, a strong work ethic and service to the community.

GI Bill® is a registered trademark of the U.S Department of Veteran Affairs (VA). More information about the education benefits offered by VA is available at the official U.S. Government website at [http://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp)

GTC offers a selective program of academic courses with a strong business orientation. The curriculum is designed to foster creative problem solving, effective communication, and independent thinking. GTC offers open enrollment to motivated students regardless of race, religion, age, gender, national origin, or physical limitations.

English is the primary language of instruction. Our faculty is comprised of specialists in their respective areas of teaching and research. Class sizes are small, to ensure students receive individual attention.

As of March 2020, in response to the COVID-19 pandemic, all in-person courses were suspended and transitioned to interactive distance education under temporary flexibilities allowed by ACCET through September 2021. As of April 2021, the State of Ohio Board of Career Colleges and Schools approved GTC for delivery via IDL and in-person.

Our Philosophy

GTC is a home for talented, energetic, and ambitious individuals, making it a unique learning community dedicated to providing educational experiences that promote thinking inside and outside the classroom. Faculty, staff, and students all work together to make GTC a remarkable experience by sharing a common vision of academic excellence.

GTC promotes universally accepted ethical values and adheres to precepts of Blooms taxonomy, thereby promoting human development. We value intellectual inquiry, critical thinking, and integrity. Our teaching methodologies are aimed at building students learning capabilities to help them become lifelong learners and servants of humanity. We work hard to strengthen and develop our basic philosophy of education from rote memorization and subjective interpretations to the training of the mind to recognize, design, and research objectively.

It is GTC's objective to provide our students with valid, quality education and to be a college of higher education where students, faculty, and staff come together in a true community of scholars to pursue intellectual and personal fulfillment.

Goals

Global Tech College offers reliable and professional educational programs to individuals interested in attaining an associate degree or diploma in the college's Business and Computer Science programs.

GTC aims to:

- Offer a selective program of academic courses with a strong business orientation to high school graduates, GED holders, traditional and non-traditional students. We offer our students free access to our E-library containing more than 4,000,000 books.
- Provide our students with the tools to interact within the local, national, and global business community.
- Provide an effective learning environment designed to satisfy students, faculty, and employees.
- Offer low tuition with financial aid available to those who qualify. GTC ensures proper and ethical administration of all financial aspects of the college.
- Be student friendly. Understanding that our students have outside responsibilities, GTC offers online evening classes and an open-enrollment policy.
- Listen to our students and make sure they are satisfied with their classes, instructors, the school facility, and administrative staff.
- Provide GTC students with job preparation services so that they can successfully enter the

workforce.

Students Rights and Responsibilities

Global Tech College is committed to developing knowledge and ethics consistent with responsible professional and social behavior. Students are expected to meet academic requirements and develop a sense of responsibility and understanding of and respect for others' rights. The atmosphere of the College reflects these goals; and, in turn, each student must be aware of their individual responsibility to behave accordingly.

By enrolling as a student at Global Tech College, the student must agree to abide by the rules and regulations of the College. The rules concerning student behavior are outlined in the Code of Conduct section of this handbook. Alleged violations of the Code of Conduct may be referred to by the Chief Academic Officer and/or the Chief Compliance Officer.

General Information

Global Tech College offers open enrollment, with the opportunity to apply to a program every month. Global Tech College is a term-based system. There are 3 tracks that run throughout the year: A, B, and C. The duration of each term is 12 consecutive weeks. A student is enrolled into a specific track- A, B, or C- and the track enrolled is dependent upon the student's clear- to- start date. The academic calendar is updated at the beginning of each year and can be found on GTC's main website and at the end of this Academic Catalog. The academic calendar indicates start and end dates for classes, holidays, and other important events.

Recognition

The United States Department of Education has granted GTC the authority to participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs).

GTC is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET has been officially recognized by the US Department of Education since 1978. As such, the agency is listed as "a reliable authority as to the quality of education or training provided by colleges of higher education and the programs they accredit."

GTC is licensed by the State of Ohio Board of Career Colleges and Schools (Registration #12-11-2002T). Licensure includes approval for associate degrees and diplomas for both in-person and distance education formats.

GTC is also a member school of the Ohio Association of Career Colleges and Schools.

Statement of Ethics

GTC strives to be a center of academic excellence and makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely.
- The protection of intellectual freedom and the rights of instructors to teach.
- The preparation of individuals to enter the workforce with business related skills.

The college community is by nature diverse. Those who participate in the GTC community (students, faculty, staff, administrators, alumni, and directors) accept the responsibility of sharing in the effort to achieve the college's mission as a college of higher learning. Each member must respect the college's objectives and its views. Participants in this shared vision strive to be governed by what ought to be rather than by what is. To accomplish its goal, members of the college community should aspire to a higher standard than mere compliance with formal college requirements and applicable law. GTC strives to fulfill the following expectations:

- Preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty.
- Treat others with respect and dignity.
- Respect the rights and property of others.

Inquiry, discourse, and discussion within the framework of an ordered academic environment are pivotal elements of a college community and of a free, democratic society. Students at GTC recognize this, and are consequently supportive of democratic and lawful procedure, and are dedicated to rational approaches to solving problems. This ideology assumes openness to change and a commitment to values.

Principles of Ethics

GTC offers a selective program of academic courses with a strong business orientation. The curriculum is designed to foster creative problem solving, effective communication, and independent thinking.

GTC offers equal opportunity to all and does not discriminate against applicants, students, staff or instructors in its educational programs or activities based on race, color, national origin, age, disability, religion, sex, gender identity and orientation or any other characteristic protected under applicable federal, state, or local law.

GTC's licensing agency, the State of Ohio Board of Career Colleges and Schools and accrediting agency, Accrediting Council of Continuing Education and Training provides oversight of admission, enrollment practices, and advertisements,

GTC is student friendly. Understanding that our students have outside responsibilities, GTC offers IDL courses in the evening.

GTC student surveys indicate students are very satisfied with their classes, instructors, school facility, and administrative staff.

GTC's financial management is clear, proper, and ethical. At GTC there are no hidden fees, and our programs are managed to provide a high-quality education.

GTC's Executive Leadership Team meets with staff and instructors regularly. GTC's President monitors all aspects of the college and welcomes new ideas.

School Facility

Global Tech College is at 5555 Airport Hwy, Toledo, Ohio, 43615. GTC is equipped with computers, a classroom/meeting room, administrative offices, and free parking. Students have free access to an online library with four million titles.



Equipment

The school has a total of 20 Dell computers with internet access shared between two classrooms. A third room is a dedicated conference room and does not have any computers. Desks and chairs are available in each of the two classrooms. We have a student computer for general use connected to a printer. We have a safe to store all confidential information, even though all our information is stored on Microsoft SharePoint under strict access permissions.

Special Characteristics of GTC

Global Tech College is dedicated to the advancement of learning and the growth of the individual from a global perspective, recognizing the contributions of all cultures and the brotherhood of all mankind.

An Expectation of Excellence

GTC seeks students who show evidence of beliefs in obtaining academic excellence, integrity, and respect for human values. An interdisciplinary core of unique learning experiences complements and enriches the more traditional courses that are offered and emphasizes the college's philosophy that excellence extends beyond scholarship. The college values competency and personal growth of the student and nurtures the individual's own expectation of excellence. The atmosphere at GTC fosters a sense of concern for others, a maturing acceptance of responsibility for one's own behavior, and a respect for social processes. There is a climate of expectation of excellence in thinking in developing prerequisite skills in leadership and professional success. The faculty's approach to education is to believe that rigorous habits of inquiry and skill development ensure when one expects nothing less than the best of a student.

An American College with a Worldwide Reach Theme

The foundation of GTC is one of quality education and openness. The college's dominant resources are the students and faculty, who show commitment to the unique environment of GTC's classrooms and community.

GTC is sensitive to different values while exhibiting a deep concern for ethics. We are committed to offering help that sustains our students through transitional periods of learning levels. We insist our students demonstrate rational behavior, refrain from any political, religious, or ethnic activities that would compromise the ability of the college to stay free in its human relationships and value academic freedom.

GTC Learning Model

GTC is very student-centered and has considered the many demands placed on our students. We utilize a sophisticated, user-friendly, online learning platform enabling live interaction between the instructor and the students available on the Internet, tablet, and on the go (Smartphone), at any time, and at a terrific value. GTC's model consists of live audio and video interaction led by highly qualified instructors offered at convenient times for working adults. The instructor and students meet in a virtual classroom to participate in discussions, ask questions, and receive instructor and peer feedback in real-time.



Unable to make the live session? Don't worry! Watch it any time!

The GTC model provides the best of both worlds: synchronous and asynchronous learning. All live class sessions are recorded and are accessible from the College's learning platform at any time convenient to the student using a laptop, smartphone, or tablet. This provides opportunities for students who cannot attend live class sessions to review the recordings as often as desired.

Coursework is required and instructors are available for questions or assistance with the content. The learning management system allows content delivery and records student's interaction with the content and assessment of their achievements. This asynchronous delivery system allows for progressing through a course at the student's schedule. There are set beginning and ending dates of the course and students are asked to complete at least one activity a week and to complete the course in the suggested time length to help keep them on track to completion in a timely manner.

Administrative Information

GTC offers equal opportunity to all and does not discriminate against applicants, students, staff or Instructors in its educational programs or activities based on race, color, national origin, age, disability, religion, sex, gender identity and orientation or any other characteristic protected under applicable federal, state, or local laws.

Selection of Faculty and Staff

GTC places special emphasis on the development of quality education and continuous growth. The administration utilizes selective measures in identifying exceptional candidates as additions to our faculty.

Admissions Policy

Student Admission

Applicants are considered based on academic qualification, attitudes toward continuous quality learning, and good character. GTC's selection of students is also based on matching personal characteristics and career goals with the school's philosophy and programs. The admissions representative asks questions to the prospective students to determine if they will be able to dedicate enough time to study, to determine the prospective student's goal in enrolling in a program, to determine the prospective student's employment path and any past experiences relevant to higher education to gauge suitability for the program. We see these characteristics as empathy, motivation, integrity, capacity to succeed as a scholar, and commitment to the goals of the college. GTC looks for these attitudes and characteristics in prospective students because they distinguish them as individuals who are likely to succeed as students, citizens of the community and as productive leaders who strive to improve themselves, the community and society.

Requirements for Admission

Prospective students must

- Be 17 years old and above and hold one of the following:
- Have a High School Diploma or Equivalent/ GED

Admission Criteria and Application Procedure for All Programs

An applicant must complete the GTC Application Form. This form can be submitted on the GTC website through the URL <https://globaltech.edu/apply-now/>. There is a refundable \$100.00 registration fee and a \$ 25 refundable application fee. The Ohio State Board requires all incoming students to complete an online Ohio Student Disclosure Form. All fees and forms must be received by the Admissions Office by the enrollment dates indicated on the GTC calendar (*calendars are on the last page of this catalog*). Application payments can be made in the form, by mail, or to the Registrar in person or by phone.

All applications must include the following information or documents upon submission to the Admission Office:

- A certified copy of the applicant's driver's license or identification card, passport, or document indicating US legal residency.
- A copy of the applicant's official high school transcripts, diplomas or GED certificates.
- International students must submit an equivalent high school diploma approved by authorities in their home country. All documents must be a notarized English translation.
- Examinations results, or their equivalent, and any other tests scores which may be required.

All applicants are asked to submit their legal name and nationality, as declared on the application form.

This information may not be changed after enrollment, except through a petition with presentation of new documents to the Admission Office. The college may enter the new information under "remarks" on the transcript of records.

GTC is committed to making every effort to accommodate special needs students during the admission process. An advisor will be assigned to help these students. This may include, but is not limited to, completion of enrollment documentation and/or physical assistance. Appropriate medical documents are required to prepare accommodation for classes. The Director of Academic Affairs/ Chief Academic Officer will schedule an appointment with a student requesting accommodation to assess the need and prepare necessary documentation, if applicable.

Applicants who do not meet GTC's admission criteria will be issued a refund of all fees within 30 days from the date of non-eligibility notification.

Provisional Admission

Applicants who are missing any documentation required for admission may be provisionally admitted. Provisionally admitted students must satisfy all admission requirements within one week from the day of their first class. Failure to satisfy the required documentation within this timeframe will result in Administrative Withdrawal from the institution.

Interactive Distance Education Applicants

Students applying to attend via Interactive Distance Education must meet the following requirements in addition to those listed above.

To enroll in GTC's IDL programs, students should have a functional knowledge of personal computers, including, but not limited to:

- Understanding of basic computer hardware and software and ability to perform computer operations, such as:
 - Managing files and folders: save, name, copy, move, backup, rename, delete
 - Using the internet
 - Using web-based email clients
- Have access to the proper equipment. This includes having a reliable high-speed internet connection and a computer that meets the technical requirements depicted below.

Students are required to have access to and use the hardware and software described below. Keep in mind that these are **MINIMUM** requirements to complete assignments:

- Unlimited High-Speed Internet Access
- 50+ Mbps bandwidth (streaming video requires high bandwidth)
- No data or streaming limit (streaming video requires high data usage and uploading assignments uses up data if you are on a limited internet data plan)
- Computer Requirements:
 - Computer and processor - Windows OS: 2.0 gigahertz (GHz) or faster processor.
 - Memory - Windows OS: 8 GB RAM
 - Hard disk - Windows OS: 8 GB of available disk space. Updates may require additional storage.
 - Operating system - Windows OS: Windows 11 or newest version of MAC OS. Note: MACs

may not be able to utilize some of the software required to complete desired course of study.

- Browser
 - Current versions of Microsoft Edge, Chrome, or Firefox. Microsoft Edge is preferred.

Transfer Students

Application for admission submitted by a transfer (associate degree or diploma) student is required to be supported with:

- Items required for regular admission (listed above)
- An official transcript of records from the previous accredited school must be sent directly to the GTC office of the Director of Admission. The student is responsible for requesting the transcript.
- Eligible (minimum 2.0 GPA) credits for transfer must meet GTC's course descriptions. GTC will accept a maximum of 24 credits (Diploma Program) and a maximum of 64 credits (associate degree) from an institution accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. GTC has the right to accept or reject any credits that do not meet program requirements. Applicants must be aware that unofficial transcripts on the date of admission will not be accepted after enrollment.
- Students should complete and submit a Transfer Credit Request and Approval Form during the enrollment process (available from the Admission Office). Transfer students may appeal GTC's decision according to the GTC Complaint and Grievance Procedures process listed in this Catalog.
- Applicants must be aware that all documents presented for admission become the property of GTC. Applicants may not request the return of materials submitted to GTC Admission, regardless of acceptance or rejection.

Transferring GTC Credits to Another College

Students interested in transferring their credits to another college may request that their transcripts be mailed to a college of their choice. However, it is at the discretion of the other college to accept GTC credits.

Deferred Enrollment

A student admitted to GTC may choose to defer enrollment for up to one quarter from the intended admission date.

Advising Policy and Class Registration

All students must meet with their Student Services Advisor and/or the Registrar before enrolling in any course. A student is expected to meet with a Student Services Advisor at least once each term unless lack of academic performance warrants additional meetings. Any student not adhering to the attendance requirements of 80%, or not meeting academic success in a course, will be contacted throughout the term by the Student Services Department.

Registration in GTC Programs

Registration at the appointed time is required of all students and students are not allowed to register after the Late Registration Period, which is up to one week after the commencement of the course.

Incoming students must register with the Admissions Department john.reese@globaltech.edu and with Student Services. Enrollment for all subsequent quarters may be made by contacting Student Services or

Stacey.stagl@globaltech.edu A separate registration is required for each quarter. Assigned ID numbers are used on student records. Students must use their ID numbers when registering.

Clock/Credit Hours per Term and Definition of a Quarter Credit Hour

Global Tech College is based on the quarter system. The course credit is based on the number of lecture hours, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. Typically, each quarter credit hour represents one hour of classroom or direct instruction and at least two hours of out-of-class student work each week for about twelve weeks. For the purposes of calculating quarter credit hours, 1 quarter credit hour equals 10 contact hours of lecture (instruction in theory and principles), or 20 contact hours of laboratory (supervised application of knowledge and skills learned), or 30 contact hours of externship (supervised field experience) depending on the requirements of the student's program. GTC does not provide externships as part of instruction. Interactive activities through MindTap are provided as laboratory activities.

Class Size

GTC policy is strict regarding class size. The class size must not exceed 20 students per class (maximum Instructor/Student ratio is 1:20). The Director of Academic Affairs and Student Services/Chief Academic Officer may add another class section to the quarter schedule if over 20 students have enrolled in a specific course- depending on available resources.

Student Status and Course Load

The chart below shows student enrollment status based on hours enrolled.

Quarter-Credit Hours	Enrollment Status
1-5	Less than half-time
6-8	Half-time
9-11	Three-quarter time
12 or more	Full-time

A student is considered full-time if enrolled for 12 or more credit hours per quarter and part-time if enrolled for more than 6 credit hours per quarter. A student can register for a maximum of 16 credits per quarter. Students wishing to enroll for more than 16 credit hours must submit a Maximum Credit Waiver Form to the Director of Academic Affairs and Student Services/Chief Academic Officer.

FERPA Statement and Student Records

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 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 a 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 record 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, school 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:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations conduct certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained a court order or subpoenas.
- Persons who need to know in cases of health and safety emergencies and/or 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 the directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose "directory information about them. Schools must notify parents / eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Third party persons may request an unofficial transcript with a signed release from the student. The form for requesting either an unofficial or official transcript is called the Official Transcript & Document Request. The form is located on GTC's main website at [Students Forms – Global Tech College](#). The form is automatically sent to the College Registrar for processing.

Global Tech College students have the right to request a copy of their transcript of grades and their student records. GTC will issue a non-official transcript to students upon receipt of the Official Transcript and Document Request Form. There is no charge for a non-official transcript request.

GTC students may request an official transcript by submitting the Official Transcript & Document Request form. GTC will either give the student an official transcript in a sealed stamped envelope or send the official transcript to whomever the student has indicated on the Official Transcript & Document Request. Currently, no electronic payments are accepted for this fee.

The Family Educational Rights and Privacy Act of 1974 was amended (FERPA) (20 U.S.C. § 1232g; 34 CFR

Part 99) is a federal law that protects the privacy of student education records. Global Tech College abides by these policies. It is necessary for GTC officials to have written consent from a student prior to releasing information from the student's educational record to most sources outside of GTC. More information can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Course Changes after Registration

Substitutions in required courses may be made under special circumstances before the final registration of the course and upon the recommendation of the Academic Advisor. All changes must be made at the beginning of the quarter prior to graduation.

Adding and Dropping Courses

The Add/ Drop Course Period is set within the Late Registration period (first week of the term). Changes in registration are permitted under the following provisions: To add or drop a course or change a section, the student must submit the Course Change form online (<https://globaltech.edu/forms>) or email the Registrar @ registrar@globaltech.edu The Late Registration Period is the final deadline for changes in courses and sections. No grades are recorded if the student officially drops a course within the late registration period. First term students who attend week one and then no longer post attendance will be considered a No-Start. Any exceptions must be approved by the Chief Academic Officer.

Change of Program

A student may change programs by emailing Student Services/the Registrar and submitting the Change of Program form (<https://globaltech.edu/forms>). The student must fulfill the admission requirements of the new program.

Withdrawal Policy

Official Withdrawal

A student is "Officially" withdrawn on the date the student notifies the designated GTC official (acting in his/her official capacity) of his or her intent to withdraw.

Requests to withdraw can occur by one of the three listed methods: 1) student places a phone call to the Student Services Department or to the Registrar's Office, 2) student sends an email to the Student Services Advisor or to the Registrar, 3) student accesses the Form Center on the GTC website and completes the [Student Withdrawal Request Form](#) that is automatically sent to the Registrar's Office upon completion and submission of the form.

Global Tech College designates the Registrar's Office and the Student Services Office as the two departments that can accept a formal withdrawal request. **Note:** If the student submits their request to the College by emailing/ mailing a letter to the designated official or completing the [Student Withdrawal Request Form](#), indicating their intent to withdraw, the withdrawal date from the College is the date the College received the letter.

The College reserves the right to use the student's last day of participation in an academically related activity for the purposes of the return of funds calculation if the last day of activity in a class more accurately reflects the student's withdrawal date. A student can rescind their notification to withdraw by providing a written statement (email is sufficient) including their intent to continue in the program. If the student drops from class, their withdrawal date will be considered the original date of the student's

notification of intent to withdraw. Any official withdrawals from a class that are completed after the late registration period and before the withdrawal deadline will result in a “W” grade for all courses in which the student is registered at the time of withdrawal.

No courses may be dropped during the last two teaching weeks of a quarter. Students who do not abide by the withdrawal procedures will receive an “F” grade. Students will not be allowed to withdraw from a course more than once. A second withdrawal from a course will be automatically recorded as an “F.”

Administrative Withdrawal

An administrative withdrawal is defined as either: a student who is terminated for reasons outlined in the GTC Catalog, or a student who does not attend classes for 14 consecutive days, excluding holidays and scheduled breaks. The withdrawal date is the date of determination, identified as the 15th day of absence, when a refund calculation will be performed based on the student’s last date of attendance. The Refund Policy and Return of Title IV Funds policies will be applied. If it is determined that a return calculation is due the federal financial aid programs, it will be completed within 30 days.

If the college administratively withdraws a student for non-participation (no-start), all Title IV funds will be returned. The college will process such an administrative withdrawal if the student does not attend courses within the first seven days. If the student is administratively withdrawn for non-payment, the financial aid office will perform a return of funds calculation based on the date the student was administratively withdrawn (unless the student is administratively withdrawn within the first seven days of courses, in which case the student’s last day of documented academic attendance will be used). The college reserves the right to use the student’s last day of participation in an academically related activity for the return of funds calculation if this date more accurately reflects the student’s withdraw date than the date.

Incomplete Grade Assigned

If a student may be assigned an Incomplete grade assigned in a course for coursework not completed by the student due to extenuating circumstances, any deficiency in course work must be made up within the first week of the following term, as outlined above in which the student is enrolled or else an "F" is issued. Incompletes may not extend beyond one week of the following term. Failure to complete an Incomplete will result in the cumulative grade earned at the point of the end of the course.

Incompletes

Any incomplete assignment grade will turn to a 0 at the end of the incomplete period. An incomplete given during the term is granted for a specific amount of time for just cause, such as an extended hospital stay or extended jury duty. An incomplete may be granted for 1 calendar week after the end of a term. Any work not finished during this will be entered as a 0, and final grade entered. The extension is not considered incomplete.

Leave of Absence Policy

Students may need to take time away from their studies for a variety of reasons including but not limited to manage a medical concern, fulfill a family obligation, pursue career related opportunities or complete military requirements.

Students must meet with an Advisor to discuss a leave of absence request. Leave of absence cannot exceed one hundred and eighty (180) days in a twelve (12) month period. Taking a leave of absence should be thought out and, if possible, planned to start and end within the alignment of the Global Tech

College's academic calendar as it relates to the start and finish of quarters. The student must submit a Leave of Absence Request Form here (<https://globaltech.edu/forms>). The form/email must indicate the reason for and duration of the leave which must be approved by the Registrar's office.

Students wishing to re-enter Global Tech after a leave of absence must contact the Registrar's office and must fill out a new EA. If the leave of absence has extended for more than 180 days a student must submit a new application. During the re-entry process a determination will be made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining classes in their program, but no additional enrollment fee is required.

A leave of absence is not to be used as an Incomplete from a course. While on a leave of absence, students may not work on any academic tasks.

Re-entering Requirements

A student who wishes to re-enter GTC after a leave of absence must apply (<https://globaltech.edu/apply>). During the re-entry process, student records will be reviewed, and a determination made on the student's qualifications for re-entry. Re-entering students will be required to pay the current tuition rate for all remaining classes, though no additional enrollment fee is required and will return to the most current curriculum plan in effect at the time of re-entry.

Tuition, Fees, and Cost of Study

All tuition and fees are payable for one quarter only. Tuition is based on the cost regardless of curriculum of one quarter credit is \$372 equaling \$1,488 for a four (4) quarter hour credit course. The total tuition cost of a Diploma Program is \$20,832 and the total tuition cost of an Associate Degree is \$35,712.

Students are responsible for accessing a computer and high-speed internet access.

Students may choose to finance their education with personal or parental resources, or financial aid. Payment or scholarship documents are due before each academic quarter's classes start. GTC provides deferred payment plans for students who are not eligible for financial aid. Methods of payments made to the school to meet the student's financial obligations may include cash, checks, money order, or credit card.

A \$100.00 fee is charged for the registration, and a 25\$ application fee is also charged. Both are fully refundable if the student cancels within the first 7 days.

Currently, no electronic payments are accepted for this fee. Tuition and fees are listed in the Enrollment Agreement. Transfer students will only be charged for credits attempted at GTC.

Transfer Credit Policy

Process:

- Application for admission submitted by a transfer student is required to be supported with:

- Items required for regular admission.
- Students should complete and submit a Transfer Credit Request and Approval Form during the enrollment process.
- An official transcript must be sent directly to the GTC Director of Admission. The student is responsible for requesting the transcript.
- Courses eligible for transfer to GTC:
 - must be from an institution accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation.
 - are taken in Winter, Spring, and Fall sessions that are ten (10), twelve (12), fifteen (15), or sixteen (16) weeks.
 - contact (classroom) hours required to earn credit: *
 - 3-credit lecture course = 36 contact (classroom) hours
 - 4-credit lecture course = 48 contact (classroom) hours
 - are taken in Summer school sessions:
 - 6 full weeks long course transfers in for one (1) Four (4) Credit Hour course.
 - 8 full weeks long course transfers in for One (1) Three (3) Credit Hour course.
 - Lab courses and courses taken Pass/Fail will NOT earn transfer credit.
 - A letter grade of "C" or higher is required for transfer. "C-" and below will NOT earn transfer credit.
 - Eligible credits for transfer must meet GTC's course descriptions.
- GTC will accept a maximum of 24 credits (Diploma Program) and a maximum of 64 credits (associate degree).
- GTC has the right to accept or reject any credits that do not meet program requirements.
- The following organizations are recognized organizations from which GTC may accept transfer credits.
 - AARTS Transcripts
 - ACE – American Council on Education, College Transfer Credit Recommendation Service
 - AP – Advanced Placement Exams
 - CAEL (Council for Adult and Experiential Learning)
 - CCAF – Community College of the Air Force
 - CLEP/DANTES Testing
 - CompTIA Certifications
 - JST (Joint Services Transcript)
 - Microsoft Certifications
 - IB – International Baccalaureate Exams
 - SMART Transcripts
 - ELC- Experiential Learning Credits

ELC- Experiential Learning Credits

Experiential Learning Credit Policy

Prior Learning

The experiential learning credit (ELC) process determines if learning acquired outside of a college classroom is equivalent to academic learning and is eligible for college credit. Examples of learning that

may be eligible for ELC include:

- Job descriptions that align with course descriptions and program of study
- Recognized licenses or certificates related to program of study
- Corporate Profession development and other informal training related to program of study
- Letters from current/prior direct supervisors on letterhead giving detailed work responsibilities

Examples of what will not be eligible:

- **Resumes**
- **Letters from co-workers and friends**
- **Unrelated licenses or certificates**
- **Unrelated professional development**

Awarding

Credit is only awarded for demonstrated learning. Unless otherwise limited by a state regulatory agency a maximum of 50% of required program credits can be earned via prior learning.

- Students may appeal GTC's transfer decision according to the GTC Complaint and Grievance Procedures process listed in the Catalog.

Disclosures

- Applicants must be aware that all documents presented for admission become the property of GTC. Applicants may not request the return of materials submitted to GTC Admission, regardless of acceptance or rejection.
- The GTC official transcript merely lists the total number of transfer credits awarded.
- Transfer grades are not included in the GTC cGPA.
- This process may take several weeks to complete. Requests should be submitted as early as possible during the first module a student attends to ensure a timely response.

For additional cost of attendance information, see the Consumer Information Disclosure Handbook available on the homepage of the website: <https://globaltech.edu>

Cancellation and Refund Policies

Enrollment Agreement Cancellation

Enrollment agreements may be canceled within seven (7) calendar days after the date of signing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Refunds shall be made no later than 30 days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund Policies

If the student is not accepted into the training program, all tuition and fees paid by the student shall be refunded. In the case of program cancellation, student cancellations or a no-show/never starts their program cancellation; students will be entitled to a full refund for all tuition and fees.

Refund Policy for Withdrawals

If a student cannot finish a quarter, refunds shall be based on the last date of a student's attendance or participation in an academic school activity. GTC's refund policy follows the same calculations as Title IV and is more favorable to a student than the mandated Ohio State Board of Career Colleges and Schools policy calculations. GTC's refund policy applies to all students regardless of their funding source.

	Title 4		ACCET		Ohio	
	Pro Rata Portion (days attended/days in program). (82 days in our programs)		Pro Rata Portion (weeks attended/days in program) (+ 10% of unearned).		Pro Rata Portion (days attended/program length = %)	
Week 1	7 days divided by 82	= 8.5%	1 week divided by 12	= 8.3%	.01% - 4.9% (1-4 days)	= 20%
Week 2	14 divided by 82	= 17.1%	2 divided by 12	= 16.7%	5% to 9.9% (5-8 days)	= 30%
Week 3	21 divided by 82	= 25.6%	3 divided by 12	= 25.0%	10% - 14.9% (9-12 days)	= 40%
Week 4	28 divided by 82	= 34.1%	4 divided by 12	= 33.3%	15% - 24.9% (10-20 days)	= 45%
Week 5	35 divided by 82	= 42.7%	5 divided by 12	= 41.7%	25% to 49.9% (21-41 days)	= 70%
Week 6	42 divided by 82	= 51.2%	6 divided by 12	= 50.0%	50% and over (42-82 days)	= 100%
Weeks 7-12	49 divided by 82	= 59.8%	7 divided by 12	= 58.3%		
	60% and over = 100%		50% and over = 100%			

The following GTC refund policy will apply:

- A student who starts class and withdraws during the add/drop period (first full calendar week of the academic quarter) shall be obligated for 0%, but if the drop is day 8 they will owe 8.5% of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the second full calendar week of the academic quarter shall be obligated for 17.1% of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the third full calendar week of the academic quarter shall be obligated for 25.6% of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the fourth full calendar week of the academic quarter shall be obligated for 34.1% of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the fifth full calendar week of the academic quarter shall be obligated for 42.7% of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the sixth full calendar week of the academic quarter shall be obligated for 51.2% of the tuition and refundable fees for that academic.
- A student who withdraws during week 7 of the academic quarter shall be obligated for 40.2% of the tuition and refundable fees for that academic.
- A student who officially withdraws after the seventh full calendar week of the academic quarter will not be entitled to a refund of any portion of the tuition or refundable fees.

GTC Refund Chart

12 Week Quarter

Last Day	Student Obligation	Charges Refunded
Week 1 (add/drop)	0%	100%
Week 1 after add/drop	8.5%	91.5%
Week 2	17.1%	82.9%
Week 3	25.6%	74.4%
Week 4	34.1%	65.9%
Week 5	42.7%	57.3%
Week 6	51.2%	48.8%
Week 7	59.8%	40.2%
Weeks 7-12	100%	No Refund

GTC shall make the appropriate refund within thirty (30) days of the date the school determines that a student has withdrawn or been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

If a student has withdrawn, or once it has been determined that the student is dropped from the program and a student receives a post withdrawal disbursement GTC will process as follows. Grants will be disbursed within 30 days. Loans will be offered to the student within 30 days allowing the student at least 14 days to respond to accept or decline the funds. If a student declines to accept the post withdrawal disbursement, funds will be refunded to the Department of Education within 14 days.

GTC is licensed under the Ohio State Board of Career Colleges and Schools. Our license mandates that if GTC cancels program for any reason that GTC shall provide students enrolled in the program at the time of cancellation who have not completed the program and who are unable to complete the program at another college, the opportunity to receive a refund of all tuition and fees paid for the program. Any refund of tuition and fees under this provision shall first be made to the applicable student aid lenders of each affected student.

A \$100.00 fee is charged for the registration, and a 25\$ application fee is also charged. Both are fully refundable if the student cancels within the first 7 days.

Tuition and fee charges are maintained for the duration of the enrollment. Any tuition or fee increase will become effective with a new enrollment agreement. Any payment owed for tuition must be paid or be in good standing through deferment at the end of the current quarter to proceed into the following quarter.

Global Tech College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GTC may offer convenient deferred payment plans to pay tuition and or fees. GTC will make every attempt to collect late payments in a timely manner by adhering to the Fair Debt Collection Practices Act

(FDCPA). If payments are not made according to the deferred payment agreement the student may be prevented from scheduling courses for the next quarter. If all fees and charges due GTC are not paid in full, a student will not receive a grade card or transcript and the account may be placed with a collection agency wherein the student may be responsible for late fees and collection charges.

Add/Drop

The Add/ Drop Course Period is set within the Late Registration period (first week of the term).

Refund Calculation

Students enroll in 12-week courses. There is only one period of financial obligation of 12 weeks. Refunds are calculated according to the number of weeks the student attended the course and the percentage listed on GTC’s Refund Chart. For e.g., If a student withdraws in the second week, 17.1% is retained by the institution and 82.9% is refunded. The same formula applies for all student withdrawals during the sixth week where the institution retains 51.2% and 48.8% is refunded. On the completion of the sixth week, if the student withdraws, as per the GTC’s refund chart below, the institution retains 100% of the fees and no fees are refunded. This Refund Calculation process applies to all students regardless of the funding source. Refunds, if any, are processed back to the funding source where applicable. In case, at the time of withdrawal, if the student owes any funds to the institution, it is the student's responsibility to pay it.

Once the R2T4 calculation has been processed and it results as a credit balance, the credit balance will be disbursed as soon as possible but not later than 14 days after the calculation of the R2T4. If the R2T4 calculation results in an amount to be returned that exceeds the school’s portion, the student must repay the balance due.

Refund Calculation Example

- The student enrolled in 12 hours of 12-week courses, starting on January 2nd and ending March 26th.
- There is one period of financial obligation of 12 weeks.
- The total is \$4,764 for the 12-week period (tuition and technology fees).
- The last date of attendance (LDA) for the student is February 4th. The date of determination is February 8th.

Number of weeks student attended:	5 weeks
% earned by the institution:	34.1%
Tuition owed to the institution (4764 x 34.1%):	\$1,624.52
Payment Received by institution:	\$4764.00
Tuition to be Refunded (4764 x 65.9% or 4764-1624.52):	\$3,139.48*
*Refunded to the source of payment	

Transcript Hold

Transcripts may be held until full arrangements are made with the GTC Registrar’s Office to repay all obligations incurred by the student.

Class Schedule

Below is an outline of class schedule(s) by program, based on full- time, ¾ time, and ½ (part-time) attendance.

Computer Science Diploma

Full-time: 3-4 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS101 Computer Concepts	72	CS104 Managing & maintaining PC 2	72	CS109 Networking 1	72
COM102 Business Communications	72	CS102 Operating Systems	72	CS113 Microsoft Office 2	72	CS110 Networking 2	72
CS112 Microsoft Office 1	72	CS103 Managing & maintaining PC 1	72	CS108 Computer Support 2	72	CS111 Programming with Visual BASIC	72
		CS107 Computer Support I	72	CS106 HTML & Java Script Basics	72		

Computer Science Diploma

¾ time: 2-3 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS101 Computer Concepts	72	CS107 Computer Support I	72	CS108 Computer Support 2	72
COM102 Business Communications	72	CS102 Operating Systems	72	CS104 Managing & Main PC 2	72	CS106 HTML & Java Script Basics	72
CS112 Microsoft Office 1	72	CS103 Managing & Main PC 1	72	CS113 Microsoft Office 2	72	CS110 Networking 2	72
Second Year (3 months)							
1 st Semester							
Course	Clock Hours						
CS109 Networking 1	72						
CS111 Programming with Visual BASIC	72						

Computer Science Diploma

½ time: 2 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS112 Microsoft Office 1	72	CS102 Operating Systems	72	CS107 Computer Support I	72
COM102 Business Communications	72	CS101 Computer Concepts	72	CS103 Managing & Main PC 1	72	CS104 Managing & Main PC 2	72
Second Calendar Year (9 months)							
1 st Semester		2 nd Semester		3 rd Semester			
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours		
CS113 Microsoft Office 2	72	CS106 HTML & Java Script Basics	72	CS110 Networking 2	72		
CS108 Computer Support 2	72	CS109 Networking 1	72	CS111 Programming with Visual BASIC	72		

Associate of Applied Science - Computer Science

Full-time: 3-4 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS102 Operating Systems	72	CS104 Managing & Main PC 2	72	CS106 HTML & Java Script Basics	72
COM102 Business Communications	72	CS103 Managing & Main PC 1	72	CS107 Computer Support I	72	CS108 Computer Support 2	72
CS101 Computer Concepts	72	CS113 Microsoft Office 1	72	CS109 Networking 1	72	CS110 Networking 2	72
		CS112 Microsoft Office 2	72	CS111 Programming with Visual BASIC	72		
Second Calendar Year (9 months)							
1 st Semester		2 nd Semester		3 rd Semester			
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours		
BUS101 Business Law	72	BUS104 Business Math I	72				
BUS109 Intro to Business	72	BUS115 Macroeconomics	72	BUS116 Microeconomics	72		
CS114 Information Assurance	72	ENG101 English Comp 1	72	ENG102 English Comp 2	72		
		HIS101 History of Western Civilization	72	BUS106 Organizational Behavior	72		

Associate of Applied Science - Computer Science

¾ time: 2-3 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS112 Microsoft Office 1	72	CS113 Microsoft Office 2	72	CS109 Networking 1	72
COM102 Business Communications	72	CS102 Operating Systems	72	CS104 Managing & maintaining PC 2	72	CS111 Programming with Visual BASIC	72
CS101 Computer Concepts	72	CS103 Managing & maintaining PC 1	72	CS107 Computer Support I	72	CS106 HTML & Java Script Basics	72
Second Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
CS108 Computer Support 2	72	BUS109 Intro to Business	72	HIS101 History of Western Civilization	72	ENG102 English Comp 2	72
CS110 Networking 2	72	CS114 Information Assurance	72	BUS115 Macroeconomics	72		
BUS101 Business Law	72	BUS104 Business Math I	72	ENG101 English Comp 1	72	BUS116 Microeconomics	72
Third Calendar Year (3 months)							
1 st Semester							
Course	Clock Hours						
BUS106 Organizational Behavior	72						

Associate of Applied Science - Computer Science

½ time: 2 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	CS101 Computer Concepts	72	CS103 Managing & maintaining PC 1	72	CS104 Managing & maintaining PC 2	72
COM102 Business Communications	72	CS112 Microsoft Office 1	72	CS113 Microsoft Office 2	72	CS107 Computer Support I	72
		CS102 Operating Systems	72				
Second Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
CS109 Networking 1	72	CS106 HTML & Java Script Basics	72	CS110 Networking 2	72	BUS109 Introduction to Business	72
CS111 Programming with Visual BASIC	72	CS108 Computer Support 2	72	BUS101 Business Law	72	CS114 Information Assurance	72
Third Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS104 Business Math I	72	BUS115 Macroeconomics	72	HIS101 History of Western Civilization	72	BUS116 Microeconomics	72
ENG101 English Comp 1	72			ENG102 English Comp 2	72	BUS106 Organizational Behavior	72

Business Management Diploma

Full-time: 3-4 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	BUS101 Business Law	72	BUS108 Operations and Supply Chain Management	72	BUS111 Total Quality Management	72
CS112 Microsoft Office 1	72	BUS109 Introduction to Business	72	BUS112 Small Business Management	72	BUS103 Banking Operations	72
COM102 Business Communication	72	BUS106 Organizational Behavior	72	BUS114 Human Resource Management	72	BUS110 Project Management	72
		BUS104 Business Math 1	72	72	72	72	

Business Management Diploma

¾ time: 2-3 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	BUS104 Business Math 1	72	BUS106 Organizational Behavior	72	ACC104 Payroll Accounting 1	72
CS112 Microsoft Office 1	72	BUS101 Business Law	72	BUS112 Small Business Management	72	BUS114 Human Resource Management	72
COM102 Business Communication	72	BUS109 Introduction to Business	72	BUS108 Operations and Supply Chain Management	72	BUS110 Project Management	72
Second Calendar Year (3 months)							
1 st Semester							
Course	Clock Hours						
BUS111 Total Quality Management	72						
BUS103 Banking Operations	72						

Business Management Diploma

½ time: 2 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	COM102 Business Communication	72	BUS104 Business Math 1	72	BUS108 Operations and Supply Chain Mgt	72
CS112 Microsoft Office 1	72	BUS109 Intro to Business	72	BUS101 Business Law	72	BUS106 Organizational Behavior	72
Second Calendar Year (9 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS112 Small Business Mgt	72	ACC104 Payroll Accounting 1	72	BUS110 Project Management	72		
BUS114 Human Resource Mgt	72	BUS111 Total Quality Management	72	BUS103 Banking Operation	72		

Associate of Applied Business - Business Management

Full-time: 3-4 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	BUS103 Banking Operations	72	BUS108 Operations and Supply Chain Mgt	72	BUS111 Total Quality Mgt	72
CS112 Microsoft Office 1	72	BUS106 Organizational Behavior	72	BUS109 Intro to Business	72	COM102 Business Communication	72
BUS101 Business Law	72	BUS112 Small Business Management	72	BUS114 Human Resource Mgt	72	ACC101 Accounting 1	72
BUS104 Business Math 1	72	ACC104 Payroll Accounting 1	72	BUS110 Project Management	72	CS101 Computer Concepts	72
Second Calendar Year (9 months)							
1 st Semester		2 nd Semester		3 rd Semester			
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours		
CS113 Microsoft Office 2	72	BUS115 Macroeconomics	72	BUS116 Macroeconomics	72		
BUS107 Principles of Marketing	72	ENG101 English Composition 1	72	ENG102 English Composition 2	72		
		HIS101 History of Western Civilization	72	BUS113 International Business	72		

Associate of Applied Business - Business Management

¾ time: 3 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	BUS104 Business Math 1	72	BUS112 Small Business Management	72	BUS109 Introduction to Business	72
CS112 Microsoft Office 1	72	BUS103 Banking Operations	72	ACC104 Payroll Accounting 1	72	BUS114 Human Resource Management	72
BUS101 Business Law	72	BUS106 Organizational Behavior	72	BUS108 Operations and Supply Chain Management	72	BUS110 Project Management	72
Second Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hours	Course	Clock Hours	Course	Clock Hours
BUS111 Total Quality Management	72	CS101 Computer Concepts	72	BUS107 Principles of Marketing	72	ENG101 English Composition 1	72
COM102 Business Communication	72	CS113 Microsoft Office 2	72	BUS113 International Business	72	HIS101 History of Western Civilization	72
ACC101 Accounting 1	72			BUS115 Macroeconomics	72	BUS116 Microeconomics	72
Third Calendar Year (3 months)							
1 st Semester							
Course	Clock Hours						
ENG102 English Composition 2	72						

Associate of Applied Business - Business Management

½ time: 2 classes per semester

First Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course		Course	Clock Hours	Course	Clock Hours
BUS102 Business Ethics	72	BUS101 Business Law	72	BUS103 Banking Operations	72	BUS112 Small Business Management	72
CS112 Microsoft Office 1	72	BUS104 Business Math 1	72	BUS106 Organizational Behavior	72	ACC104 Payroll Accounting 1	72
Second Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hour	Course	Clock Hours	Course	Clock Hours
BUS108 Operations and Supply Chain Mgt	72	BUS114 Human Resource Mgt	72	BUS111 Total Quality Management	72	ACC101 Accounting 1	72
BUS109 Introduction to Business	72	BUS110 Project Management	72	COM102 Business Communication	72	CS101 Computer Concepts	72
Third Calendar Year (12 months)							
1 st Semester		2 nd Semester		3 rd Semester		4 th Semester	
Course	Clock Hours	Course	Clock Hour	Course	Clock Hours	Course	Clock Hours
CS113 Microsoft Office 2	72	BUS107 Principles of Marketing	72	BUS115 Macroeconomics	72	ENG102 English Composition 2	72
		BUS113 International Business	72	ENG101 English Composition 1	72	HIS101 History of Western Civilization	72
Fourth Calendar Year (3 months)							
1 st Semester							
Course	Clock Hours						
BUS116 Microeconomics	72						

Adverse Weather Conditions

Global Tech College reserves the right to cancel classes due to circumstances beyond GTC's control. Students should not report to GTC if classes have been cancelled. GTC will reschedule missed classes. Students will be notified by email, "text alerts," Teams postings and/ or news/ announcements posted in the Moodle classroom.

Faculty Absence(s)

Instructors who are unable to meet with their classes due to illness or emergency will notify the Academic Department Manager and the Director of Academic Affairs and Student Services/ Chief Academic Officer and will reschedule a make-up session or ask for a substitute. The faculty member must post the notification, including date of makeup class, in the Teams course room and in Announcements in Moodle and fill out the lecture reschedule form. In rare cases when instructors may be late or are unable to announce their absence due to extenuating circumstances, students are expected to wait twenty minutes before leaving the classroom.

Classroom Etiquette

Students are always expected to demonstrate classroom / online etiquette and professionalism whether in-person or online. In either setting, students are recommended to dress appropriately. Students in live-online class sessions should be expected to appear on camera during class and dress appropriately. Students are expected to follow the college's policies and procedures regarding conduct as outlined in this catalog.

Participation

Student participation is a critical component of the learning process in any course. Most of the material will be discussed live in class sessions through open dialogue between the instructor and students. Effective class participation requires preparation. A serious attempt to read and comprehend the reading assignments is an integral part of the preparation. Note taking of questions is encouraged and to be presented in class for discussion.

Students should expect, when appropriate, to be frequently and randomly called upon by the instructor to contribute to the in-person or live-online class discussion, activity, or problem exercise. Therefore, students must come to class prepared to discuss the material in the readings and be prepared to participate in any discussion, exercise(s), and problem(s) performed in class. All work presented must be the student's original culmination of information. Any work from any sources- paraphrased or copied or "spun" must be cited following APA format.

Calculators are required for math and accounting classes. Cell phones or any other electronic device are not acceptable.

GTC Attendance Policy

Attendance Week

For online classes beginning on a Monday, the attendance week is defined as: beginning on Monday at 12:00 A.M. Eastern Standard Time (EST) to 11:59 P.M. the following Sunday.

Attendance Expectations

Global Tech College maintains an institutional attendance policy to support the academic achievement of its students. All students are required to attend a minimum 80% of each course. Students are expected to attend scheduled classes each week. Students, whether present or absent from class, are responsible for knowing all announced, discussed, and/or lectured on in class and for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Students must attend the 1-hour live lecture and complete the two class discussion questions presented in the live lectures. If students cannot attend the live lecture, they must watch the recording and answer the class discussion questions. Students must answer the class discussion question for the next week's content to open. Therefore, students are expected to attend or watch all the live lectures and answer all class discussion questions. Students who fail to meet the requirements for a week will be given an absence for that week (7 days). Students who fail to meet attendance requirements for 14 consecutive calendar days (two weeks) during a course will be administratively withdrawn from the course.

Students are expected to attend every class in which they're enrolled. (For example, if you are enrolled in 3 classes you must meet attendance in each class each week). Licensure through State of Ohio Career Schools and Colleges requires student's class attendance be documented. Students must meet the attendance requirements during the quarter (12 weeks) to receive full credit and are recommended for the educational learning process. Students are held responsible for all material presented in the classroom.

Attendance is weighted within the gradebooks of each GTC course, as shown in an example rubric below.

University-wide Weighted Grading

10% =Attendance
35% =Assignments
20% = Week 6 Mid-course
35% = Course Final

Attendance in LMS

Instructors mark attendance in LMS during live lectures as P: Present or A: Absent

Note: Live lectures are scheduled in Microsoft Team platform and creates an auto generated report after the Live lecture is completed that provides the Date, time, duration, presenter & attendees in a spreadsheet.

Nonattendance Procedure

Students who have no attendance after:

- the first live lecture: receive an email, call, or text.
- 3 - 5 days receive a phone call or text.
- 7 days receive a phone call to help resolve questions or issues that are preventing them from attending.
- 12 days receive a dismissal warning letter, call, and email.
- 14 days are dismissed from the course and required to contact the Student Services department to review options for enrolling into the next term.

Attendance Appeals for Administrative Withdrawals

Students who are administratively withdrawn from a course due to attendance may appeal the decision. Students must complete the Attendance Appeal Request form and submit the form to their Student Services Advisor within **4 calendar days** of being administratively withdrawn from a course.

To be considered for an appeal, the student must have a mitigating situation listed in the Global Tech College Academic Progression policy. Students may be required to submit supporting documentation with their appeal.

The Registrar will consider the appeal. If necessary, the President will be consulted. The decision of the Office of the Registrar and Office of the President are considered final.

Academic Engagement Policy

First Week of the Course

A week in a course is defined as Monday morning to Sunday at midnight. Students who fail to carry out an academic activity during the first week of the course will be administratively dismissed from that course. If a student has prepaid tuition, all monies paid for that course will be refunded in accordance with the rules and regulations of the student's funding source.

Academic Engagement Requirements

Students taking classes must complete an academically related activity in their course **at least once each week**. GTC defines Academic Engagement as any academic activity carried out by the student which contributes to his or her academic progress and establishes a last date of attendance (LDA). These activities are as follows:

- Attending a live class (or watching the recording) and responding to the two class discussion questions.
- Posting/responding to a threaded discussion.
- Submitting a homework assignment or project.
- Submitting an assessment.

Inactivity Procedure

Students who have academic engagement after:

- 3 - 5 days receive an email and phone call reminding them to complete an activity.
- 7 days receive a phone call to help resolve questions or issues that are preventing them from maintaining activity.
- 12 days receive a dismissal warning letter, call, and email.
- 14 days will be dismissed from the course and required to contact the Student Services department to review options for enrolling in the next term.

If circumstances require that the student miss 25% or more of a course, the student will be administratively withdrawn from the course, since the opportunity for adequate teaching and learning is significantly compromised.

Receiving a grade of F in a course and failing to meet attendance in the last week of that course, may impact a student's financial planning.

Assignment Expectations

Assignment submissions are accepted through Sunday, 11:59 p.m. Eastern Standard Time (EST) each week. All coursework must be submitted before 11:59 p.m. EST **on the last day of the course, which is a FRIDAY**. No assignments will be accepted after this deadline unless there is an extenuating circumstance and/or an Incomplete grade is granted by the faculty member.

Late Work Policy

Due dates are essential in our learning environment, just as they are in the work environment. Our assignments have due dates to ensure that students can successfully complete the class in an accelerated timeframe while also benefiting from instructor and peer input before completing each new assignment. To avoid point deductions for late submissions, assignments should be submitted on or before the due date. A student should contact their faculty member before the assignment due date to discuss options when circumstances beyond the student's control prevent assignment completion by

the deadline. **If a student does not make prior arrangements with the faculty member and fails to turn assignments in on time, a 10% deduction may be applied.**

All days are counted including weekends and holidays. All policies must be applied evenly for the class. Time period does not extend beyond the end of the term.

VA Enrollment Status

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Adjustments in enrollment will likely affect payment of VA benefits. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stop attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

Disability Services

Students with a documented disability (learning or physical) for which accommodations may be appropriate must submit the Student Accommodations Request Form available on the website (<https://globaltech.edu/forms>) or may schedule an appointment with Chief Academic Officer to request accommodations. Students will be notified of denial or approval within 14 days of submitting the request and documentation. If approved, an appointment will be scheduled with the student by the Chief Academic Officer to discuss the approved accommodations, plan their schedule, and provide collaboration if applicable, with outside agencies. Global Tech College students with disabilities may be eligible for classroom and test accommodations and access to college facilities and programs. Accommodation is intended to provide the student with a disability with an equal opportunity to succeed. Access is provided while maintaining high academic standards.

Tutoring Services

GTC encourages students to work one-on-one with their faculty members throughout their course of study. Additional one to one tutoring can be set up by the student by emailing the faculty. The student should attend the tutoring scheduled appointment which means the material has been read and the student has their respective questions prepared for the faculty. The tutoring session is not intended to be a repeat of the classroom material that was missed by the student for failure to attend the regularly scheduled classes. The session is designed to assess the areas needed by the student to improve upon to comprehend the course material and complete the course. At tutoring, the student must have watched the live class lecture, the recorded lesson, and attempted both discussion questions for that week. A request form is available under Student Forms in the Moodle classroom.

Student Conduct Policy

GTC online students are expected to conduct themselves in an honest and appropriate manner, to act responsibly and in accordance with good taste, to observe GTC's regulations as well as all municipal, state, and federal laws. Students are to respect the rights of others. Although GTC lectures are online, traditional classroom conduct is expected.

Students are expected to:

- log on to class on time.
- ask permission before speaking.
- have no distracting noise in the background.
- refrain from using foul language.
- demonstrate respect for the instructor and other students in the class.
- remain in class unless or until the instructor gives permission to leave.

In addition, students must follow all school rules. GTC maintains the right to dismiss students for violation of rules or for conduct which, in the opinion of the school, reflects negatively upon the school or adversely affects the school's reputation or operation. Academic misconduct includes, but is not limited to, violating school policies, including the student integrity policy: cheating and plagiarizing, use of Artificial Intelligence, or fabricating, misrepresenting, or providing false information on the admission application or other materials submitted to GTC. Penalties can range from reprimand to dismissal for academic misconduct or for conduct unbecoming a student. Students must conduct themselves in accordance with Global Tech College's rules, regulations, policies, and procedures, mentioned in all GTC handbooks, orientation, classes, and any other forum where student conduct may be discussed or presented.

Global Tech College shall comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools Community Act of 1989.

Students who engage in any of the following types of misconduct will be subject to disciplinary measures:

- Violation and failure to adhere to safety regulations.
- Possession of firearms, knives, explosives, fireworks, or other weapons or other substances with harmful intent.
- Intimidation, abuse, or harassment (of any nature including sexual harassment), physical aggression, physical assault, verbal assault of another person.
- Obstruction of GTC activities or any action disruptive to another's learning process.
- Gambling on school premises
- Use, distribution, or possession of alcohol, stimulants, intoxicants, or drugs on the premises or entering the building premises under the influence of such substance.
- Violation of Federal, State and Local laws
- Failure to pay tuition.
- Unlawful destruction of school, faculty, or student property and/or any form of vandalistic act of destruction of GTC school property with the result that others are deprived of its use and benefits.
- Misuse of computer hardware, software, privileges and unauthorized use of an account number,

password, program, and file or file definition.

- Furnishing false information to the college with the intent to deceive.

To maintain an orderly and progressive learning process, the instructor/supervisor/administrator has the authority to exclude any student based on actions that are detrimental to the ongoing learning experience. Measures may include disciplinary action such as probation, suspension, dismissal, or termination/expulsion from the student program/college with no refund of tuition and withholding of transcripts.

E-Mail and Student Portal Use

Global Tech College has designated the GTC e-mail system and the student portal

<https://learn.globaltech.edu/> as the official method of communication with students, faculty, and staff.

- Each student, faculty member, and staff member will be given an GTC-hosted e-mail account and network login and password.
- This e-mail account is the primary resource used for GTC communications between students, faculty, and staff. Official notices and information regarding the college will be sent through the GTC e-mail system.
- The college has determined that use of the GTC e-mail system and electronic portal is critical for the success of students and employees in daily routines or job performance.
- Students are expected to check their e-mail accounts and access the GTC portal daily. Faculty and staff are expected to check their e-mail accounts daily during active work periods.
- Typical e-mail communications sent by GTC include information regarding enrollment, grades, billing, payment, and financial aid.
- Typical information provided by the portal includes personal announcements, messages for targeted audiences, and access to course materials. It is the responsibility of the students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of GTC and to respond in a timely manner.
- We expect the student to be professional and use academic writing methods all the time and in communication with Faculty and staff.
- Avoid using vulgarity- Profanity, vulgarity and illicit activity discussion is not acceptable.
- Additionally, GTC stands behind the use of the e-mail system for official notices. All official correspondence, such as appeals or withdrawals, should be sent through official student e-mail to confirm the information comes from the authored student and to guarantee the validity of and ensure the security of the request.
- GTC staff members and users of the school's communication channels are not permitted to use such channels for any activity or communication not directly related to school business. Staff members and users of GTC channels should practice ethics and proper language in communication with other staff, outside agencies, or students.
- Communication with a third party should be done only after obtaining approval from the president. Violation of this policy can lead to termination of employment.
- All faculty and Student are allowed to retain their email account throughout unless dismissed due to Academic or dismissal reasons.
- Student, Faculty, and staff are required to use professional language.

Academic Integrity

Failure to adhere to academic integrity during examinations, quizzes, assignment submission and discussions are considered serious offenses. When a second offense is confirmed, the student shall lose credit for the course when the offense is reported. A meeting will be immediately scheduled with the Chief Academic Officer and the student. The Chief Academic officer will issue an official written summary of the academic integrity meeting to the involved student and will also recommend that appropriate action be taken by GTC's President. This will include the student receiving an F for the class where the academic integrity policy has been violated.

Academic dishonesty is defined as any attempt by a student to misrepresent his/her academic work, including computer assignments/activities or any effort to use unauthorized aids during a testing situation. There are many forms of academic dishonesty.

Some examples include but are not limited to:

- Cheating – the use of unauthorized or prohibited materials. Students' intent to use or attempt to use unauthorized information in any academic exercise, including computers and exams, is considered cheating.
- Cooperating with another person such as taking an exam for another student, have another student take an exam for you, and arranging with other students to give or receive answers by use of signals, cell phone texts or emails, or any other electronic device that transmits information from one person to another.
- Copying from or looking at another student's exam during the in-class examination process.
- Obtaining or using unauthorized copies of an exam prior to or during an examination time.
- Plagiarism - representing words or ideas of another person as your own without identifying the resource. This includes submitting work of another student as your own work or allowing another student to submit your work as his or her own work.
- Spinning, or using software to summarize, works from another source.
- Purchasing assignments from "study" sites
- Utilizing answer keys or other answer references when completing assignments

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 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.

Scholastic Standing

Grade Point Average and Grading System (GPA)

The Grade Point Average is the ratio of points gained to the number of credit hours tried. Courses in which a grade of W or I is given are not counted in computing the cumulative GPA. Course grades are based on attendance, class participation, tests, midterms, finals, and projects. Refer to the course syllabi for specific information.

GRADING SYSTEM			
Grade	Grade Points	Grade Scale	Definition
A	4.0	90-100%	Excellent
B	3.0	80-89%	Good
C	2.0	70-79%	Average
D	1.0	60-69%	Below Average
F	0.0	59% and below	Fail

GRADE APPLICATION CHART					
Grade	Definition	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA Calculation	Quality Points Per Credit Hour
A	Excellent	Yes	Yes	Yes	4.0
B	Good	Yes	Yes	Yes	3.0
C	Average	Yes	Yes	Yes	2.0
D	Below Average	Yes	Yes	Yes	1.0
F	Failing	Yes	Yes	Yes	0.0
I	Incomplete	No	No	No	0.0
AW	Administrative Withdrawal	No	No	No	0.0
W	Withdrawal	No	No	No	0.0
T	Transfer	Yes	Yes	No	N/A
R	Repeat	No	No	No	N/A
CE	Cancel	No	No	No	N/A

“W” Official Withdrawal is when a student completes a Course/Program Withdrawal Form.

“AW” (Administrative Withdrawal) is given when a course is discontinued by decision of the GTC’s Director of Academic Affairs and Student Services or the adviser to administratively withdraw the student from the course because of attendance or financial issues and/or missing the final exam.

"I" (Incomplete) is issued if part of the course work remained incomplete at the time the grades were due. An "I" grade must be completed within the first week from the start of the following term (unless a different timeframe has been agreed upon) otherwise it will automatically turn into an "F" grade.

Incomplete Grade Assigned

If a student is given an Incomplete grade in a course for coursework not completed by the student due to extenuating circumstances, any deficiency in course work must be made up before the first week of the following term, as outlined above in which the student is enrolled or else an "F" is issued. Incompletes may not extend beyond one term. Failure to complete an incomplete course will result in an F for that course.

Repeating Courses

Students must repeat a course in which an "F" has been issued. All grades issued to the students as part of the program will be reflected on the student transcript. Though the two grades may remain on the student's record, only the higher grade is considered in the cumulative GPA.

Grades and Progress Reports

All activities must be submitted on the course page within the learning management system to receive a grade. No work will be accepted via email or other forms of submission. Instructors are expected to grade submitted work within 3 days of the due date. All term grades are to be entered into the Student Information System (SIS) by the registrar within 5 business days after it is confirmed that instructors have finalized their grades (within 72 hours of the term's close). Official course grade records are permanently filed at GTC. Students may obtain unofficial transcript of all course grades. Official transcripts can be requested from the Registrar and mailed upon request. Grades and Transcripts are maintained for a minimum of three years.

Student services will place students at risk of failing on warning or academic probation. These students will be placed on warning or probation accordingly until the end of the term and advised to seek additional resources to aid them in successfully completing the course. Student services will keep a written log of all contact documenting notification of the warning/ probation and discussion about how to move toward satisfactory academic progress. At the end of every term, all students are again evaluated for Satisfactory Academic Progress in accordance with the policy.

Grades may be corrected by the instructor due to a miscalculation within two weeks from the reporting date upon the approval of the Director of Academic Affairs and Student Services/ Chief Academic Officer.

Satisfactory Academic Progress (SAP) Standards

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial assistance when applicable. All students at Global Tech College must meet the standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame for program completion while enrolled. GTC establishes, publishes and applies standards to monitor student progress toward completion of their program. These standards will be evaluated at the end of each term. If a student fails to meet these standards, the student will be placed on probation or suspension. The academic performance must meet the SAP standards below.

Associate Degree Programs – 12-week terms; quarter credit		
Attempted Credits	Minimum Completion Rate	Minimum CGPA
3-24 quarter credits	50%	1.25
25-48 quarter credits	60%	1.5
49-72 quarter credits	65%	1.75
73+ quarter credits	66.67%	2

Diploma Programs– 12-week terms; quarter credit		
Attempted Credits	Minimum Completion Rate	Minimum CGPA
3-24 quarter credits	50%	1.25
25-48 quarter credits	60%	1.5
49+ quarter credits	66.67%	2

Qualitative Standard: Cumulative Grade Point Average

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable Cumulative Grade Point Average (cGPA) on a 4.0 scale. Students must meet or exceed 2.0 minimum cGPA in order to be considered as making qualitative satisfactory academic progress.

- A cGPA of 2.0 or better is required to graduate from any academic program.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimum listed above. GTC evaluation point is the end of each term. Course withdrawals are allowed and if in the first week of the course are not included in the cGPA. Course withdrawals past the add/drop period and the student earned a grade of "W" or its equivalent are included in their SAP and completion rates.

Quantitative Standard: Completion Rate

The quantitative measure is defined as the cumulative number of credit hours completed divided by cumulative number of credit hours attempted. Course withdrawals are allowed and if in the first week of the course are not included in the cumulative number of credit hours attempted. Course withdrawals past the add/drop period and the student earned a grade of "W" or its equivalent are included in their SAP and completion rates.

Repeated Courses:

Repeated courses are allowed at GTC. Please note: Federal regulations limit the number of times a student can enroll in the same course and the course's credit hours be included in determining the student's enrollment status for Federal Student Aid (FSA) purposes.

Repeated courses affect a student's grade point average, maximum time frame, and completion rate of the Satisfactory Academic Progress (SAP) standards. Each time a course is taken, it counts as an attempt, and only the first time a passing grade is received is counted as a completion. The newest grade will be included in the GPA calculation and the older grade will automatically be removed from the GPA calculation which may improve your CGPA

PACE: Students are expected to meet or exceed a cumulative percentage earned of 66.67% of credit hours attempted at the end of each quarter.

MAXIMUM TIME FRAME: The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. All required courses in a student's program will apply towards maximum time frame/pace.

Transfer credits are calculated as attempted and earned. All enrolled courses after the Drop Period are considered attempted.

Academic Warning, Probation, and Suspension**Academic Warning**

If a student fails to maintain the required Satisfactory Academic Progress at the end of any term, the student will be placed on Academic Warning for the following term. However, the student is still eligible to receive Financial Aid for that term. The student must attain the required GPA and/or number of credit hours achieved during the warning period, or the student will no longer be in good academic progress status. Students under Academic Warning will receive written notification of their new status.

Probation

If a student fails to meet the requirements for satisfactory academic progress at the end of the academic warning period, the student will lose eligibility for Title IV funds. The student may submit a written appeal. The Chief Academic Officer will review the student's appeal for probation. If the

student prevails upon appeal, the student will be placed on probation and after consultation with the Chief Academic Officer will be given an academic plan to come into compliance with the school's satisfactory academic progress (SAP) standards by the end of the next payment/term. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards, or the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated, and the student may be subject to termination.

Appeal Process

Students have the right to appeal satisfactory academic progress decisions. Appeals must be submitted through the Appeals Form available in the LMS within five (5) calendar days of receipt of the unsatisfactory progress notice. Within this form, students explain why they failed to make SAP and what has changed in their situation that will allow them to meet SAP requirements at the next evaluation.

The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal and mitigating circumstances will be reviewed for a decision by the Chief Academic Officer and the Financial Aid Department representative as SAP clearly involves academics and financial aid. **Only extraordinary mitigating circumstances will be considered, such as death or severe illness in the immediate family.**

A final appeal may also be submitted to the College's President or Compliance Officer. The student will be notified of the decision within ten (10) days. The review and decision by the President, Compliance Officer and/or Chief Academic Officer is final.

The Chief Academic Officer will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Probation After Appeal

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. While on probation the student can continue to receive aid. If at the end of the evaluation period, a student on financial aid probation status:

- Has met the institution's quantitative and qualitative standards, the student shall be returned to good standing.
- Has not met the institution's quantitative and qualitative standards the student will lose financial aid eligibility and will be required to self-pay for the remainder of the program or drop from the program.

Suspension

If a student's conduct or academic performance warrants suspension, they will be suspended at the end of each quarter based on the criteria listed in this catalog. Suspension must be implemented as soon as possible, but not later than the 6th class day of the quarter. Students on scholastic probation will not be suspended at the end of any quarter in which they achieve a quarter GPA of 2.20 or above, even though the cumulative GPA is still below 2.0.

A student who has been suspended from GTC for not meeting SAP Standards may reapply for admission. The student will be readmitted when he/she submits a convincing letter supported by evidence explaining the reason for not meeting SAP Standards and that this situation has been changed. Students suspended for not meeting their probation requirement may be readmitted under the same previous status at the last attended quarter. Students readmitted after a lapse of one academic year must follow the current academic program.

Academic Standing

Academic Standing is used by the school to identify a student's academic performance. Student academic standing could be as follows:

1. Good Standing
2. Warning
3. Probation
4. Dismissal
5. Academic Standing will not be included on transcripts.

Re-establishing Eligibility

Students who do not appeal or who appeal and are denied can re-establish their eligibility by attending at their own expenses and successfully completing an evaluation period with appropriate grades and hours to bring the student back into Satisfactory Progress.

Change of Program

A student transferring from one program to another must withdraw from one program first and can then enroll in the second program after meeting all Admission requirements. Courses applied to the second program will be recorded, counted toward the maximum timeframe eligibility, and included in the student's GPA calculation.

System and Policy

All credits for courses attempted beyond the Drop Period will be included when calculating a student's maximum attempted credits, GPA, and cumulative completed credits percentage. When determining if a student is meeting standards, the student's grades and credits are tallied according to their scholastic standing.

Incompletes/Remedial

Noncredit, remedial courses and incomplete courses do not apply at this College. Therefore, these items have no effect upon the College's satisfactory academic progress standards. A student may repeat a course they failed or did not complete. **Incomplete and repeated courses will be considered as attempted courses and will be included in the calculation of the completion rates and maximum time frame.** Incomplete courses cannot be used as credits accumulated toward a program/degree. The higher grade for a repeated course will be counted in the student's CGPA calculation. Students who pass a class and choose to repeat it will be eligible to receive one-time financial aid for that repeated class. Students repeating failed classes will be eligible for financial aid for that class until they pass it, so long as they are meeting SAP requirements.

Complaint or Grievance Process

Global Tech College is licensed by the Ohio State Board of Career Colleges and Schools and thus the following is mandated by the Ohio Revised Administrative Code Chapter 3332.

The Student Grievance Procedure provides a system to handle student complaints against faculty or staff (support and administrative) concerning the following: Alleged discrimination based on age, sex, race, disability or other conditions, preferences, or behavior.

1. Sexual harassment complaints
2. Academic matters, excluding individual grades except where the conditions in item "1." above may apply.
3. Students are encouraged to resolve issues or what may be a misunderstanding with the other party identified as causing or contributing to the complaint.

Procedure

The following steps can be taken to assure the student of a fair and equitable resolution to their complaint grievance:

Step 1: The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. A meeting must take place within ten (10) business days of the incident which generated the complaint. If the issue/complaint is not resolved at the informal level, then the student should submit a written statement of the complaint to the Director of Academic Affairs and Student Services/ Chief Academic Officer no later than ten (10) business days after the alleged incident.

Step 2: If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor (member of the Executive Leadership Team or Chief Academic Officer) within ten (10) business days after satisfying Step 1. As part of the effort to resolve the issue, the appropriate Director will consult with the staff member or instructor.

Step 3: If the complaint is not resolved at the informal conference with the Director of Academic Affairs and Student Services/ Chief Academic Officer, the student may file a written grievance. The completed grievance form must be presented to the Compliance Officer within ten (10) business days after satisfying Step 2. The Compliance Officer of Global Tech College will respond in writing to the student

within ten (10) business days after consulting with the appropriate Director.

Whether the problem or complaint has been resolved to the student's satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad St. Suite 2481, Columbus, OH, 43215, Phone 614-466-2752.

ACCET Complaint Procedure

GTC is accredited by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and GTC to ensure that educational training programs of quality are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through Global Tech College's Complaint and Grievance internal complaint procedure, which is required of ACCET accredited colleges and frequently requires the submission of a written complaint. Refer to the GTC's written complaint procedure published in this catalog (see the above section) or available from the GTC upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has exercised GTC's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

- a. Name and location of the ACCET institution.
- b. A detailed description of the alleged problem(s).
- c. The approximate date(s) that the problem(s) occurred.
- d. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students;
- e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
- f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
- g. The status of the complainant with the institution (e.g., current student, former student, etc.).

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form



Developed Apr 2018 • Revised Dec 2022 • Pertinent to All Applicants

Graduation Requirements

Program Completion and Graduation

A Completer is a student that has met all program requirements. The name of the program and number of credits required to complete each program is listed in the table below.

AWARD	PROGRAM	Quarter CREDITS COMPLETED
Associate Degree	Business Management	96
Diploma	Business Management	56
Associate Degree	Computer Science	96
Diploma	Computer Science	56

Students are encouraged to meet with the Registrar to confirm the fulfillment of all graduation requirements during the term. The Registrar will indicate if the student is on course for graduation the following term.

Graduating students are required: To submit a Graduation Approval Form to the Registrar's Office at the beginning of the student's completion term. Once the Registrar's Office confirms that all financial and other obligations to GTC have been met the student will receive their Graduation Packet.

Diploma or Associate Degree

In the future, diplomas degrees may be issued after graduation, and after final grades and final honors designations have been established.

Job Placement Services and Follow-up Procedure

The Academic Advisor places the potential graduate in the Career Resource Course while they are in their last term of their program. The course is designed to assist the students in preparing their resume and cover letter, organizing their job search, and defining interview questions.

Global Tech College provides free consultation to help prepare graduating students in a mock interview. All information is virtual and consists of modules in a Moodle course. These are self- paced modules.

- Will help the student properly complete a job application, write a cover letter and resume.
- Will suggest proper attire for a job interview and prepare the student for potential interview questions.
- Assists students with answering specific interview questions, interview scenarios, and a mock interview can be arranged with a member in the field as requested.
- Will provide information to students about setting up LinkedIn and Indeed profiles.

GTC does not and cannot guarantee any graduate employment or a salary range upon graduation.

Health, Security, and Safety

Global Tech College is not responsible for any student's personal belongings that are lost, stolen, or damaged on or off campus. GTC is not responsible for any altercations or disputes between students or for any damage or injuries arising from them. Students should immediately report to their instructor or college staff any medical situation or injuries that occur on the GTC premises.

Tobacco or Nicotine Alternative

Smoking cigarettes or a nicotine alternative is strictly forbidden in the school building per Chapter 3794 of the Ohio Revised Code. Any Violation of the law can be reported to the Ohio Department of Health, at 1-866-559- 6446.

Emergency Procedures

GTC takes every reasonable precaution to ensure that students, faculty, and employees have a safe academic and working environment. Safety measures and rules are in place for the protection of the GTC population.

Ultimately, it is the responsibility of anyone at GTC to help prevent accidents. In an emergency in the building, dial 911 immediately and then alert someone there.

In the event of a fire or building evacuation, all persons in the building should proceed quickly and calmly to the nearest exit according to the posted evacuation diagrams. Move to a safe distance away from the building. Do not try to get in your vehicle and leave as vehicles are not at a safe distance from the building. No one should re-enter GTC until an “all clear” is announced by the appropriate civil and emergency authorities. All persons should adhere to any emergency electronic siren on the premises without question for everyone’s safety.

In the case of Tornadoes and Severe Weather prompting the county emergency siren, ALL persons in the building should follow the signs within the building for the designated shelter areas. No one should exit shelter areas until an “all-clear” is issued.

Workplace Security

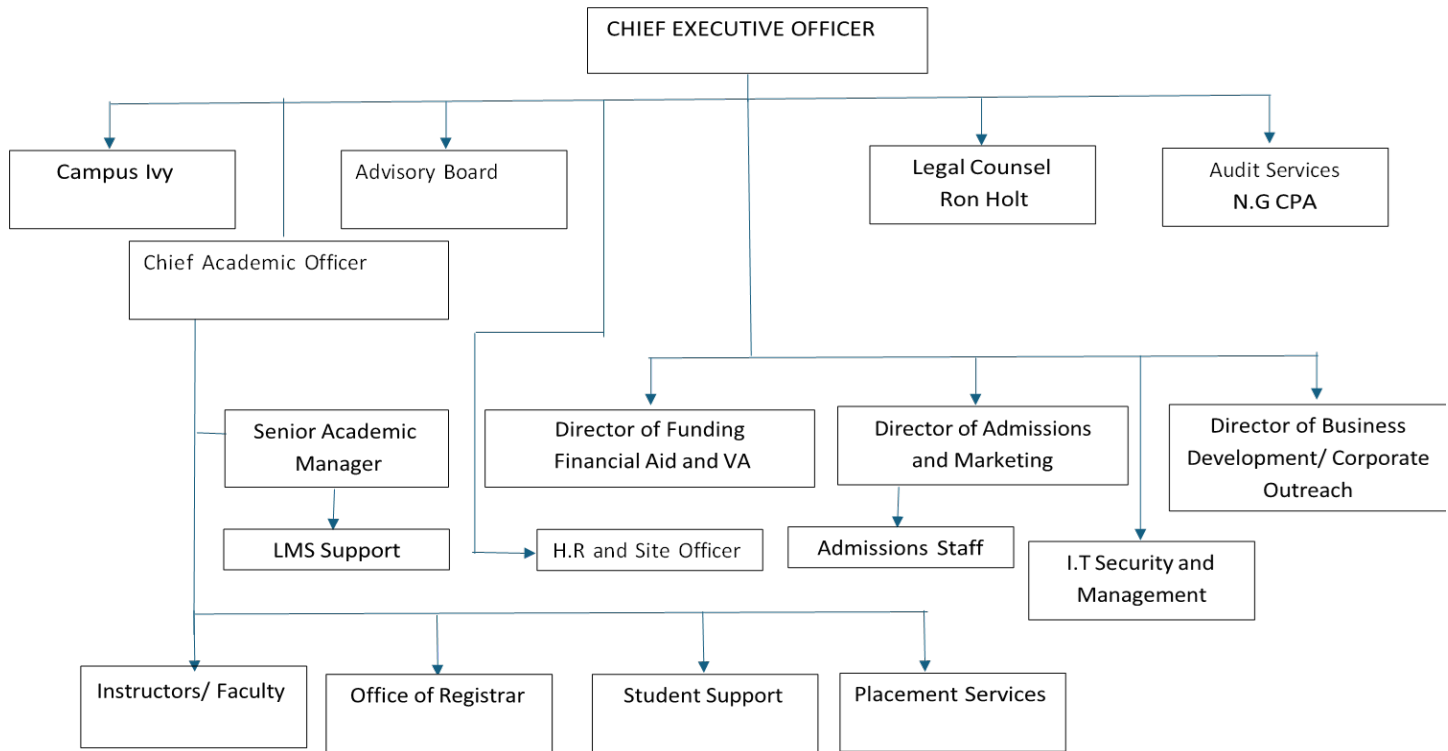
The college strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Office of the President. If there is an immediate threat, students should call 911 first and report the incident. The college will then take appropriate action based on information from the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Campus Security Programs

GTC bi-annually reviews campus security policies during June (National Safety Month). Please see the Global Tech College Student Consumer Handbook for information in reference to the “Criminal Awareness and Security Act of 1990 (J. Cleary Act Policies).

Global Tech College Organizational Structure

To support its mission, GTC is currently organized into three separate departments under the Office of the President: The Chief Operations Officer, the Academic Affairs and Student Services and Advisory Committees, with all departments coordinating to achieve GTC's mission and to ensure the success of the college. The organizational chart appears below.



Global Tech College's **Executive Leadership Team** includes:

Ajit Ghaneker
Dr. Randall Wells
Dr. Randall Wells

President
Chief Academic Officer (CAO)
Chief Compliance Officer

Board of Directors

Ajit Ghanekar, President
Sushma Manhas
Member-Global Tech College Board of Directors

Administration

President
Chief Academic Officer, Compliance Officer
Ph.D, Barry University, Miami Shores, FL.

Ajit Ghanekar
Dr. Randall Wells

Staff

Financial Aid Director / SCO

Sherita Evans

Admissions
 Director of Academic Affairs
 Student Advisor
 Director of Operations/Registrar

John Reese
 Sushma Manhas
 Pooja Carpenter, Alyssa Mills
 Stacey Parker Stagl

Global Tech College Advisory Committee Members

Committee Chairman Ajit Ghanekar GTC Chief Operating Officer	Dr. Randall K. Wells GTC Chief Academic Officer GTC Compliance Officer
Sherita Evans GTC Financial Aid Director	John Jakic GTC Financial Advisor/Facilities coordinator
Chris Bassett GTC Business Program Head and faculty	Chris Balthrop GTC Computer Science Program Head and faculty
Gennifer Schultz GTC faculty Business	Jonathan Cooper Staples Store Manager

Faculty Listing

All Instructors at Global Tech College are evaluated Annually as per ACCET and OBCCS standards.

Dr. Chris Bassett – Department Head

Business Department

Doctor of Management in Organizational Development and Change, Colorado Technical University

Master of Science in Management, Colorado Technical University

Bachelor of Science in Finance, University of Wisconsin Superior

Certifications: Lean Six Sigma Black Belt, Project Management, Search Engine Optimization, Lean Kaizen Facilitator, IT and Business Transformation, Change Management, Strategic Planning and Visioning

Christopher Balthrop- Department Head

Computer Science Department

Master of Science in Computer Information Systems, Nova

Bachelor of Business Administration in Management Information Systems, University of Georgia Associate of Science in Business, Truett-McConnel College

Certifications: CompTIA A+, Testout Network+, Microsoft Windows 10

Zia Rivera- Clarkson

Business Department

MBA- Forbes School of Business

Bachelors- Healthcare Administration- Arizona Global University

Ana Moura Bargo

Computer Science Department

Ph.D. Candidate in Statistics (ABD), University of Georgia

MS in Statistics, University of Georgia

BS in Mathematics, Georgia State University

BBA in Actuarial Science, Georgia State University

Certifications: AWS Cloud Certification, Python Certification, Coursera

Dr Jessica Shwartz

Computer Science Department

Doctorate in Management Information Systems - Concentration in Cybersecurity – Northcentral University

Master's degree in Business Administration - Concentration in Information Security – Keller Graduate School

Master's degree in Information Systems Management – Keller Graduate School

Bachelor's degree in Technical Management, concentration information technology – DeVry University

Certifications: CompTIA A+, Network + and Security+, Blockchain Technology Certification

Dr. Kosga Yagapparaj

Business Department

Doctor of Philosophy in commerce - Performance Management, Kamaraj University, Madurai, (TN, INDIA)

Master of Philosophy in Commerce - International Trade, Alagappa University, (TN, INDIA)

Bachelor's in education - Teaching Pedagogy, Loyola College of Education, (Sikkim, INDIA)

Master of Commerce - Management & Business, Annamalai University, (TN, INDIA)

Bachelor of Philosophy - Indian & Western Philosophy, Madras University, (TN, INDIA)

Bachelor of Commerce - Finance, Law & Tax, Loyola College, Madras University, (TN, INDIA)

ACCA UK - ongoing

Journals

1. Facing the Challenges of Higher Education in the Changing Scenario International Journal of Business Intelligence & Innovations. - Issues and Perspectives for Sustainable Development

and Excellence, Madras, Special Volume, Page No.149-157, March 2015 ISSN 2348 470

2. Systematic Review of Sustainable Development in Higher Education – Shod Samhita : Journal of Fundamental & Comparative Research, UGC Care Approved Peer Reviewed and Referred Journal, Ramtek, Vol.VII, No.11:2021; ISSN-2277-7067, Page No.161-166.

3. Entrepreneurial Intention and Entrepreneurial Attitude among Information Technology Students: An Empirical Study, pages 342 to 349, Journal of the Oriental Institute; ISSN: 0030-5324 Vol. 71, Issue. 01, No. 09 January - March: 2022 UGC Care approved peer Reviewed and Referral Journal

Dr. Stephen Ford

Business Department

Doctor of Management in Project Management, CTU

Master of Science, Space Studies (Engineering Mgmt.), UND

Bachelor of Science, Legal Studies (Gen Engineering), USAF Academy

Certifications: Project Management Professional – PMI, Six Sigma Lean Black Belt Professional, MSI Executive Management Certification, MSI, Project Management – Lean Process Certification, MSI Lean Culture Certified, MSI. Certified Team Supervisor, MSI, Lean Supply Chain Management, MSI, LEED AP (BD+C), US Green Building Council

Richard Guy

Business Department

Master of Business Administration – Fayetteville State University
Master of Science in Communication Studies – University of Alabama at Tuscaloosa
Bachelor of Science in History– Appalachian State University
Bachelor of Science in Secondary Education, concentration History – Appalachian State University
Certifications: Project Management Professional (PMP)

Dr. Debra Krouse

Business Department
Doctor of Business Administration- Walden University
Master of Business Administration- University of Phoenix
Bachelor of Science- Marine Engineering- US Merchant Marine Academy

Thomas Moore-Pizon

Computer Science Department and Business Department
Master of Computer Science - University of South Florida, Tampa
Master of Business Administration, Human Resources - Everest University, Tampa
Bachelor of Arts in Mathematics - New College of University South Florida, Tampa
Graduate Certifications - University of South Florida Tampa
Certifications: CompTIA A+ CE, CompTIA ITF+, CompTIA Project+, CompTIA Network+ CE, CompTIA Security+ CE, CompTIA Server+, CompTIA Cloud Essentials, CompTIA Certified Technical Trainer (CTT+ TKO201), Macromedia Flash MX Designer, Microsoft Access, (ISC)2 Certified in Cybersecurity (CC), CompTIA Network Infrastructure Professional, CompTIA Secure Infrastructure Specialist, EC-Council Certified Secure Computer User, CompTIA IT Operations Specialist, Certified Internet Webmaster Associate

Gina Moufouz

Business Department
Master of Business Administration, concentration in Project Management – Louisiana State University - Shreveport
Bachelor of Business Administration, concentration Accounting –University of New Mexico
Certifications: Certified Public Accountant – New Mexico (6129), Certified Internal Auditor – Institute of Internal Auditors (113940), Certified Lean Practitioner – Transformance Advisors (14045), Lean Six Sigma Green Belt (ICGB) – Transformance Advisors (13923), Diversity, Equity and Inclusion in the Workplace Certificate - University of South Florida Muma College of Business

Andre Noudjo

Business Department
Master of Science- International Economics- Florida Atlantic University
Bachelor of Business in Economics- Florida Atlantic University
UDACITY- Digital Marketing Analytics Certificate
Business Statistics and Analysis Certificate- Rice University

Dr. Gennifer Schultz

Business Department
Doctor of Business Administration- South University
Master of Science in Management- Argosy University

Bachelor of Science in Elementary Education- California University of Pennsylvania

Nicole Stone

Computer Science Department and Business Department

Master of Business Administration, Franklin University

Bachelor of Applied Science in Information Technology, Franklin University

Bachelor of Applied Science in Management of Information Systems, Franklin University Associate of

Applied Science in Network Security, Rhodes College

Associate of Applied Science in Advanced Computer Networking, Rhodes College

George Uko

Business Department

Master of Organizational Management, Phoenix

Bachelor of Science in Communications, Arizona State

Associate of Arts in Business, JCCC

Felicia Walters

Business Department and Computer Science Department

Doctor of Philosophy in Information Technology (ABD), Capella

Master of Human Resources Management, Keller

Master of Business Administration in Information Systems Management

Bachelor of Science in Family and Consumer Sciences, Illinois State

Certifications: SAFe® 5 Agilist (SA), Associate Human Resource Professional (aPHR™), Certified ScrumMaster (CSM®), Graduate Certificate in Ecommerce Management, Keller Graduate School of Management, Graduate Certificate in Wireless Communications, Keller Graduate School of Management

Eric Burnett

Computer Science Department

Doctorate(c) Information Technology / Cybersecurity and Education - Capella University

Master's Information Systems Management – University of Phoenix-San Diego

Bachelor's Information Technology / Business System Design – University of Phoenix

Associate's Information Technology / Networking – University of Phoenix

Derek Phair

Computer Science Department

Doctorate in Computer Science– Colorado Technical University

Master's degree in Business Administration – concentration in Operations Management - American Intercontinental University Online

Bachelor's degree in General Studies, concentration in Computer Science – City University

Programs

Associate of Applied Business – Business Management – IDL

CIP: 52.0204

The Associate of Applied Business (AAB) – Business Management – IDL program is offered via Interactive Distance Learning (IDL) and is designed to provide students with the skills allowing them to prepare for career growth and success in business management related fields. Graduates of the program are prepared for an entry-level or mid-level position in the ONet category 43-1011.00 First-Line Supervisors of Office and Administrative Support Workers including potential job titles such as: Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager or starting one's own business. The program focuses on applying critical thinking in the process of decision making, problem solving and to lead, facilitate, and contribute to meet organizational goals. Students will receive instruction in business principles and practices and specific training in management and information systems, human resources, small business, and project/quality management principles. The program is 96 quarter credit hours and can be completed in two 2 years as a full-time student.

Course Number	Course Title	QCredit Hours	Clock Hours
ACC 101	Accounting 1	4	72
ACC 104	Payroll Accounting	4	72
BUS 101	Business Law	4	72
BUS 102	Business Ethics	4	72
BUS 103	Banking Operations	4	72
BUS 104	Business Math 1	4	72
BUS 106	Organizational Behavior	4	72
BUS 107	Principles of Marketing	4	72
BUS 108	Operations and Supply Chain Management	4	72
BUS 109	Introduction to Business	4	72
BUS 110	Project Management	4	72
BUS 111	Total Quality Management	4	72
BUS 112	Small Business Management	4	72
BUS 113	International Business	4	72
BUS 114	Human Resource Management	4	72
BUS 115	Macro-Economics	4	72
BUS 116	Micro-Economics	4	72
CS 101	Computer Concepts	4	72
CS 112	Microsoft Office 1	4	72
CS 113	Microsoft Office 2	4	72
COM 102	Business Communication	4	72
ENG 101	English Composition 1	4	72
ENG 102	English Composition 2	4	72
HIS 101	History of Western Civilization	4	72
	Totals	96	1,728

The AAB – Business Management program consists of 24– 4 quarter hour courses and 4 quarter hour courses. The program totals 96 quarter credit hours and 1,1728 clock hours. A full-time student can complete this program by taking 8 quarters of 3 courses and 1 quarter of 2 courses (or any combination thereof) in any quarter sequence within 24 months. Students are responsible for purchasing books, supplies and materials needed in any course. The following is the retail list price of program textbooks = \$3,710.00. Cengage Unlimited is included with tuition and fees providing access to eBooks for all GTC courses.

Business Management Diploma - IDL

CIP: 52.0204

The Business Management Diploma – IDL program is offered via Interactive Distance Learning (IDL) and is designed to prepare students for entry-level management positions. Some of the possible employment opportunities are in Graduates of the program are prepared for an entry-level or mid-level position in the ONet category 52-0204.04 First-Line Supervisors of Office and Administrative Support Workers including potential job titles such as: Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager or starting one's own business. Students will receive instruction in business principles and practices and specific training in management and information systems, human resources, small business, and project/quality management principles. The program is 4 quarters in length, and students must attend and complete all courses to graduate.

Course Number	Course Name	QCredit Hours	Clock Hours
ACC 104	Payroll Accounting	4	72
BUS 101	Business Law	4	72
BUS 102	Business Ethics	4	72
BUS 103	Banking Operations	4	72
BUS 104	Business Math 1	4	72
BUS 106	Organizational Behavior	4	72
BUS 108	Operations and Supply Chain Management	4	72
BUS 109	Introduction to Business	4	72
BUS 110	Project Management	4	72
BUS 111	Total Quality Management	4	72
BUS 112	Small Business Management	4	72
BUS 114	Human Resource Management	4	72
COM 102	Business Communication	4	72
CS 112	Microsoft Office 1	4	72
	Totals	56	1008

The Business Management Diploma - IDL program consists of 14-4 quarter hour courses . The program totals 56 quarter credit hours and 1008 clock hours. A full-time student can complete this program by taking 2 quarters of 4 courses and 2 quarters of 3 courses in any quarter sequence within a 12-month time. Students are responsible for purchasing books, supplies and materials needed in any course. The following is the **retail** list price of program textbooks = \$2,850.00. Cengage Unlimited is included with tuition and fees providing access to eBooks for all GTC courses.

Associate of Applied Science – Computer Science - IDL**CIP: 11.1006**

The Associate of Applied Science (AAS) – Computer Science – IDL program is offered via Interactive Distance Learning (IDL) and is designed to provide students with the skills allowing them to be prepared for career growth and success in computer science related fields. The program prepares students for an entry-level or mid-level position in the ONet category 15-1232.00 Computer User Support Specialists, including job titles such as: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, and starting one's own business. The program focuses on applying critical thinking in decision-making and problem solving in the Information Technology (IT) and Information Systems (IS) fields. The program is 96 quarter credit hours and can be completed in two (2) years as a full-time student. A full-time student is defined as enrolled in twelve (12) quarter credit hours or more per quarter.

Course Number	Course Title	QCredit Hours	Clock Hours
BUS 101	Business Law	4	72
BUS 102	Business Ethics	4	72
BUS 104	Business Math	4	72
BUS 106	Organizational Behavior	4	72
BUS 109	Introduction to Business	4	72
BUS 115	Macro-Economics	4	72
BUS 116	Micro-Economics	4	72
COM 102	Business Communications	4	72
CS 101	Computer Concepts	4	72
CS 102	Operating Systems	4	72
CS 103	Managing & Maintaining PC 1	4	72
CS 104	Managing & Maintaining PC 2	4	72
CS 106	HTML & Java Script Basics	4	72
CS 107	Computer Support 1	4	72
CS 108	Computer Support 2	4	72
CS 109	Networking 1	4	72
CS 110	Networking 2	4	72
CS 111	Programing with Visual Basic	4	72
CS 112	Microsoft Office 1	4	72
CS 113	Microsoft Office 2	4	72
CS 114	Information Assurance	4	72
ENG 101	English Composition 1	4	72
ENG 102	English Composition 2	4	72
HIS 101	History of Western Civilization	4	72
	Totals	96	1,728

The Associate of Applied Science (AAS) – Computer Science program consists of 24 – 4 quarter hour courses . The program totals 96 quarter credit hours and 1,728 clock hours. A full-time student can complete this program by taking 8 quarters of 3 courses and 1 quarter of 2 courses (or any combination thereof) in any quarter sequence within 24 months. Students are responsible for purchasing books, supplies and materials needed in any course. The **retail** list price of program textbooks is \$3,920.00. Cengage Unlimited is included with tuition and fees providing access to eBooks for all GTC courses.

Computer Science Diploma - IDL

CIP: 11.1006

The Computer Science Diploma – IDL program is offered via Interactive Distance Learning (IDL) and is designed to prepare students for an entry-level or mid-level position in the ONet category 15-1232.00 Computer User Support Specialists, including job titles such as: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, and starting one’s own business. Students will receive instruction in business principles and practices as they apply to Computer Concepts and Systems, Managing and Maintaining Systems, Programming Basics, Networking, and Microsoft Office applications. The program is 4 quarters in length and students must attend and complete all courses to graduate.

Course Number	Course Name	Credits	Clock Hours
BUS 102	Business Ethics	4	72
COM 102	Business Communication	4	72
CS 101	Computer Concepts	4	72
CS 102	Operating Systems	4	72
CS 103	Managing and Maintaining PC 1	4	72
CS 104	Managing and Maintaining PC 2	4	72
CS 106	HTML and Java Script Basics	4	72
CS 107	Computer Support 1	4	72
CS 108	Computer Support 2	4	72
CS 109	Networking 1	4	72
CS 110	Networking 2	4	72
CS 111	Programming with Visual Basic	4	72
CS 112	Microsoft Office 1	4	72
CS 113	Microsoft Office 2	4	72
	Totals	56	1008

The Computer Science Diploma program consists of 14 – 4 quarter hour courses. The program totals 56 quarter credit hours and 1008 clock hours. A full-time student can complete this program by taking two quarters of four courses and two quarters of three courses in any quarter sequence within a 12-month time. Students are responsible for purchasing books, supplies and materials needed in any course. The following is the **retail** list price of program textbooks = \$1,625.00. Cengage Unlimited is included with tuition and fees providing access to eBooks for all GTC courses.

Course Availability and Cancellation

Not all courses in the programs are offered every academic quarter. Course offerings and new classes are dependent on many factors including student's interest and faculty availability. Prior to each quarter, GTC will notify students of course offerings in that quarter. GTC may change the start date or cancel courses prior to the start of the quarter, depending on the factors listed above and will inform students of such changes. All courses in all programs are currently offered via distance education under approval of the Ohio State Board of Career Colleges and Schools and temporary flexibilities allowed by ACCET.

Course Descriptions

Key to Course Descriptions

ACC	Accounting
BUS	Business
COM	Communication
CS	Computer Science
ENG	English
HIS	History

ACC 101 Accounting 1

This course provides an introduction to accounting and accounting principles. Students will learn how to analyze and adjust transactions and financial statements. Students will gain an understanding of the accounting cycle throughout the fiscal year and will learn various systems used to track inventory.

4 quarter credits

ACC 104 Payroll Accounting

Prepares students for career success with first-hand experience in calculating payroll, completing payroll taxes, and preparing payroll records and reports.

4 quarter credits

BUS 101 Business Law

Offers a practical approach to law that emphasizes current, relevant topics needed to succeed in contemporary business. Cases throughout the course address issues such as trademark infringement, computer tampering, pollution, agency, and employment-at-will.

4 quarter credits

BUS 102 Business Ethics

This course provides students with an understanding of how influences such ethics, the environment, technology, and public policy shape the law and affect today's modern business world. Subjects covered in this course include the legal system, business law (torts, contracts, property, business organizations), public policies (regulatory and promotional), and approaches to ethical analysis for decision-making. Particular attention is paid to technological areas including intellectual property and cyber law, as well as social and environmental regulation. This course will use a skills-based approach and apply practical ethical situations to real-world business settings and decisions

4 quarter credits

BUS 103 Banking Operations

Examines the role the banking system plays in individual financial activities and considers the monetary

policymaking that shapes the world's financial system.

4 quarter credits

Prerequisites: BUS 104

BUS 104 Business Math

Presents a basic, arithmetic-based approach to business math. Students will use practical skill-building to prepare students for careers in business through step-by-step development of concepts and numerous practice exercises.

4 quarter credits

BUS 106 Organizational Behavior

This course equips students with the skills and practical understanding to meet the management challenges of a new century. Students delve into the fundamentals of human behavior in today's organizations.

4 quarter credits

BUS 107 Principles of Marketing

This course will teach students about the components of the marketing mix. Students will utilize marketing planning strategies to identify potential current and future markets. Students will identify market segmentations and the best ways to market to each. Students will also identify the traditional marketing mix and new additions to that mix as more and more marketing shifts to the virtual world.

4 quarter credits

BUS 108 Operations and Supply Chain Management

The three unifying themes throughout the course are strategy, global supply chain, and service operations. Strategy will serve as an overarching framework and will be used in each chapter to present students with an alternative approach to specific challenges. The global supply chain and service operations themes will allow students to see how products move through different companies and countries.

4 quarter credits

BUS 109 Introduction to Business

Approaches business operations from the entrepreneurial and management perspective. Finance, marketing, and human resources are some of the topics that will be explored. Provides an overview of management, discusses the history of management, and compares management approaches and philosophies. Focuses on data analysis and decision-making, demonstrating the importance of math, statistics, and quantitative decision-making.

4 quarter credits

BUS 110 Project Management

This course details how to organize as well as how to manage effective project teams, from planning and scheduling to cost management.

4 quarter credits

BUS 111 Total Quality Management

This course will provide three main practical concepts: the foundation principles of quality management;

tools and techniques to drive and support design, control, and improvement of quality; and the organizational view of performance excellence as reflected by the Malcolm Baldrige Criteria.
4 quarter credits

BUS 112 Small Business Management

Provides the practical concepts, entrepreneurial insights, and comprehensive resources essential for students' success now and throughout their management future. This course covers the fundamentals of business management on starting and managing a business.
4 quarter credits

BUS 113 International Business

This course will introduce and use a skills-based approach and apply practical ethical situations to real-world business settings and decisions. This course will allow students the opportunity to analyze causes of success and failure in a global market. Further, this course will explore current research and global influences on global markets.
4 quarter credits

BUS 114 Human Resource Management

Students develop a practical understanding of today's human resource management skills, concepts, and principles. Students will learn techniques in interviewing, recruiting, and all other aspects of human resource management. Students will develop an understanding of the application of important laws and regulations.
4 quarter credits

BUS 115 Macroeconomics

The course is designed to introduce the basic models of macroeconomics. It allows students to understand US and foreign economies. It provides an overview on the effect of subjects such as unemployment, interest rates, and inflation on the economy. Other areas of interest such as public debt and social security will be explored.
4 quarter credits
Prerequisites: BUS 104

BUS 116 Microeconomics

In this course students explore the complex aspects of contemporary microeconomics from the foundation of personal life experiences. Microeconomic concepts become clear and interesting when related to personal experiences. Through relevant case studies students discover that they have been exposed to the principles of microeconomics throughout their lives. From that foundation, they learn to apply those principles to business decisions.
4 quarter credits
Prerequisites: BUS 104

COM 102 Business Communication

Business Communication provides students with the skills they need to communicate in the business environment necessary to run an organization efficiently. Students will learn the knowledge and skills to develop job-ready and future-proof skills for students entering today's complex mobile and social

workplace.

4 quarter credits

CS 101 Computer Concepts

This course equips students with the most relevant and essential information about computers and technology in today's digital world. Students will develop an understanding of computer hardware, software, file management systems, and data security.

4 quarter credits

CS 102 Operating Systems

This course presents a streamlined approach to exploring various operating systems. Students will be able to explain basic operating system concepts and how operating systems work. Students will understand how operating systems interface with software and hardware and understand the process required for installing and upgrading operating systems.

4 quarter credits

CS 103 Managing and Maintaining PC 1

Students will learn the fundamentals of supporting and troubleshooting computer hardware and software. Students will be introduced to operating systems, support processors, and will learn strategies for working with people in the technical world.

4 quarter credits

CS 104 Managing and Maintaining PC 2

This course equips students with advanced skills to troubleshoot, problem-solve and possess essential information about computers. Students learn operating systems, security, software, and operational procedures.

4 quarter credits

Prerequisites: CS 103

CS 106 HTML and Java Script Basics

This course presents the concepts and skills of using HTML and JavaScript. Students will be able to code behind webpage content and design basic web pages.

4 quarter credits

Prerequisites: CS 107

CS 107 Computer Support 1

This course is designed to be a language-independent introduction to programming logic. Course will focus on fundamentals of programming logic such as introductory concepts, structure, decision-making, looping, array manipulation, calling methods, object-oriented programming, GUI programming, UML, and file handling. Students will create many different logic design solutions during the course.

4 quarter credits

CS 108 Computer Support 2

This course is designed for students, as new IT professionals, to develop the skills needed to manage a Windows Server system. Students will develop knowledge and skills to administer, install, upgrade, and configure Windows Server.

4 quarter credits

Prerequisites: CS 107

CS 109 Networking 1

Introduces the fundamental building blocks that form a modern client server network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking.

4 quarter credits

Prerequisites: CS 104

CS 110 Networking 2

This course is designed for students to develop the skills to evaluate cloud service's value; explain IaaS, PaaS, and SaaS; compare public, private, and hybrid cloud models. Students will compare virtual hardware and discuss different cloud infrastructure options. Students will have a basic understanding of cloud connectivity and troubleshooting techniques. This course helps students and professionals alike master fundamental, vendor-independent cloud computing concepts.

4 quarter credits

Prerequisites: CS 109

CS 111 Programming with Visual Basic

This course in Visual Basic utilizes an innovative step-by-step pedagogy, which integrates demonstrations of professional-quality programs with in-depth discussions of programming concepts and techniques and opportunities for hands-on practice and reinforcement. The course will help students to create useful, realistic, and appealing applications while building their confidence and skills and guiding them to select appropriate Visual Basic programming methods.

4 quarter credits

Prerequisites: CS 106

CS 112 Microsoft Office 1

This course is designed with a critical-thinking, problem-solving approach to equip students with a comprehensive understanding of Microsoft Office. Students will learn basic foundational components to use Word®, PowerPoint®, and Excel® programs to accomplish tasks such as document creation, presentation creation, and data analysis. Students will learn to use various programs to accomplish tasks such as organization, data analysis, advertising, and publishing

4 quarter credits

CS 113 Microsoft Office 2

This course equips students with knowledge about how to use advanced features of Microsoft Office 365 to accomplish tasks such as presentations, organization, budgeting, data analysis, and publishing.

4 quarter credits

Prerequisites: CS112

CS 114 Information Assurance

This course focuses on the knowledge and skills required to perform core security functions in an IT security career. Students will be able to manage risks and operational security. In addition, students will be able to apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations.

4 quarter credits

Prerequisites: CS 109

ENG 101 English Composition 1

This course offers a practical approach to the role of critical reading and paragraph writing in the writing process. Students will write a critical essay using the strong relationship between reading, thinking, and writing. Additionally, students will review the basics of English grammar, punctuation, and mechanics. Students will enhance their writing skills used in other college courses and their future career.

4 quarter credits

ENG 102 English Composition 2

This course offers a practical approach to writing research papers. Students will explore various academic research techniques as well as organizational skills. Students will learn to apply APA format to writing. Students will also explore ways to utilize critical thinking skills when planning written writings and projects.

4 quarter credits

Prerequisites: ENG 101

HIS 101 History of Western Civilization

The course will focus on American History from Reconstruction (1877) to 2021. Throughout the course, you will generate an insight into the relation of social, economic, and political institutions of the United States and better develop skills needed to become responsible citizens.

4 quarter credits

Disclaimer and Liability Waiver

The College reserves the right to modify or cancel an entry in this publication and accepts responsibility for any consequences of such modification or cancellations.

Academic Calendar

July 2025						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Dates

2025-A-Jul
Class Start
Date

Last Date to
Add/ Drop

Last Day to
Receive a "W"

Class End Date

4- Independence
Day

July 7, 2025

July 14, 2025

September 5,
2025

September 26,
2025

25- End Date- May
(B) Cohort

August 2025						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates

2025-B-Aug
Class Start
Date

Last Date to
Add/ Drop

Last Day to
Receive a "W"

Class End Date

22- End Date- June
(C) Cohort

August 4, 2025

August 11, 2025

October 10,
2025

October 24, 2025

September 2025						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Important Dates

2025-C-Sep
Class Start
Date

Last Date to
Add/ Drop

Last Day to
Receive a "W"

Class End Date

1- Labor Day

September 8,
2025

September 15,
2025

November 14,
2025

November 28,
2025

19- End Date- July (A) Cohort

October 2025						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Important Dates

2025-A-Oct
Class Start
Date

Last Date to
Add/ Drop

Last Day to
Receive a "W"

Class End Date

24- End Date- Aug
(B) Cohort

October 6,
2025

October 13,
2025

December 12,
2025

December 26,
2025

19	20	21	22	23	24	25
26	27	28	29	30	31	

Veterans Education Act and Policy

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

VBTA Policy Global tech College in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any 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 Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

U.S. Departments of Veterans Affairs and Defense Education Benefits

Global Tech College has been approved by the veteran state approving agency in the states listed below for the training of veterans and eligible veterans' dependents. Where applicable, utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Satisfactory Academic Progress Policy of the catalog for more information). Students receiving veterans' benefits must report all prior education and training. Global Tech College will evaluate prior credit and accept which is appropriate. Global Tech College will not impose any penalty or late fees, deny access to classes, libraries, or other campus facilities, or require a covered individual to borrow additional funds due to delayed payments from the VA under chapter 31 or 33. Students with questions should contact the veteran state approving agency for the state in which their campus operates.

As a **Department of Defense Memorandum of Understanding** education institution participant and signatory, Global Tech College is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must get approval from their respective military branch or the Department of Defense before starting the course.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate

channels to investigate the complaint and resolve it satisfactorily.

While benefit and eligibility information is provided by Global Tech College, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at Global Tech College to learn more about these programs and participation. For additional information, visit www.globaltech.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

Courses Pending VA Payment

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a (certificate of eligibility can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the dates below for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Global Tech College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Global Tech College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. This will remain until the earlier of the following dates.
- The date on which payment is made to the institution
- 90 days after the date, the institution certified tuition and fees after receiving the certificate of eligibility.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp)