

ADMISSIONS POLICIES

Requirements for Admission

Admission to the College requires a high school diploma, or its equivalent. Zane State College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs or activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status.

Certain Health and Public Service Technologies may conduct interviews and have other special admission requirements. These technologies include: Early Childhood Education, Criminal Justice, Health Information Management, Medical Assisting, Medical Laboratory, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Sport and Fitness Management. Specific admission requirements for these programs can be found as part of the program description in the body of the Zane State College catalog. Within certain programs in Health and Public Service, students will be required to follow the policies and procedures of the fieldwork site. In addition, students will be required to have clinical and fieldwork experiences in more than one setting. While students may have an opportunity to express preferences for clinical or fieldwork sites, the College has the responsibility and authority to make the final decision regarding placement in clinical and fieldwork experiences.

In regard to Health and Public Service program curricula, its purpose is to build student knowledge and skills in a logical and sequential manner. Each semester of foundational and technical courses is viewed as preparing for the following semester. Students who elect to alter the sequence of foundational courses are often not prepared to succeed in technical courses. Clinical, fieldwork, and student teaching courses are particularly dependent upon completion of all prerequisite coursework. Students may be considered a liability to the agency, field site, and/or clinical field site, and to Zane State College if prerequisite work for a practical experience placement is incomplete. Therefore, if a student chooses not to complete all coursework in the appropriate sequence, the student's enrollment in fieldwork, clinical, or student teaching courses may be delayed. In some instances this may lead to "sitting out" of the program for a full year.

Admission Procedures

Each prospective student must adhere to the following procedures:

1. Complete all parts of the Application for Admission and return it to the Zane State College Admissions Office. Additional application forms may be obtained by writing to the Admissions Office, Zane State College, 1555 Newark Road, Zanesville, Ohio 43701. Applications are kept on file for one year from date of receipt. At that time, if the applicant has not started classes, all records are destroyed.
2. Zane State College requires that all students submit a certified copy of their high school transcript. In addition, applicants who are not high school graduates are required to submit a school report of the Test of General Educational Development (GED). Information concerning the GED is available from any local high school or from the State GED Office, 25 South Front Street, Columbus, Ohio 43215, Phone 614-466-1577.
3. Contact the Student Services One Stop on the Zanesville Campus or the Student Services on the Cambridge Campus to make arrangements to complete the ACCUPLACER. This is Zane State College's computerized placement tool. In some instances, ACT scores that meet the placement levels for college level courses may be substituted for ACCUPLACER scores in certain subject areas. Please submit a copy of your ACT scores to the Admissions Office if you wish to have them considered in place of the ACCUPLACER.
4. Completion of the Health Occupations Aptitude Examination is required for students applying to the MLTP, OTAP, PTHA, or RADT programs. Students must earn a minimum average percentage score to be considered for admissions to these programs. Information regarding the minimum average percentage score required for each program should be obtained from the specific program director. Students may schedule the examination at the Student Success Center. There is a \$25 fee for each attempt at the examination, with a maximum of two attempts.
5. All students enrolled in the Early Childhood Education program, or any other courses which will involve working with children, must have on file a completed medical statement. This form can be obtained from the Early Childhood Education faculty.
6. An interview with a technical faculty member is recommended before beginning classes to help answer additional questions concerning the chosen field of study. This interview is required for admission to some health programs.

7. A screening process is required before final acceptance into Early Childhood Education, Criminal Justice, Health Information Management, Medical Assisting, Medical Laboratory, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Sport and Fitness Management programs.
8. Hepatitis B immunizations for Health students: Federal legislative action through the Occupational Safety and Health Act (OSHA) now mandates that facilities employing individuals who come in contact with hazardous and infectious materials, i.e., body fluids such as blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, synovial fluid, peritoneal fluid, amniotic fluid, saliva, or any fluid contaminated with blood must offer their employees Hepatitis B immunization. While Zane State College does not fall under OSHA regulations, most of the clinical affiliates for MEDA, MLTP, OTAP, PTHA, RADT, and SFMT course work do and must comply with the law. Students are not employees of the hospitals or clinical affiliates. Therefore, these facilities are not required to provide the immunization for students but they can limit the College's access to their facilities if students are perceived to be at risk and without appropriate opportunity for immunization. Consequently, ALL STUDENTS TAKING MEDA, MLTP, OTAP, PTHA, and RADT COURSES MUST ACQUIRE THE HEPATITIS B IMMUNIZATION SERIES OF THREE INJECTIONS (OVER A SIX MONTH PERIOD). New MEDA, MLTP, OTAP, PTHA, and RADT students must provide the College with documentation of the first Hepatitis B injection no later than July 30, or sooner if the technology situation requires it. Certain health programs may require current CPR certification prior to participation in field work courses. Entering students who fail to provide the appropriate documentation by the designated timeline will be withdrawn from their program and their places will be given to alternates. Students failing to complete the series of three injections will be unable to register and/or complete their programs. ALL COSTS ASSOCIATED WITH MEETING THE HEALTH/IMMUNIZATION REQUIREMENTS ARE THE SOLE RESPONSIBILITY OF THE STUDENT. In some instances, Tuberculin Skin Tests may also be required. Students should not begin Hepatitis B immunization until they have been fully accepted into the program of choice as evidenced by receipt of official notification from the supervising faculty member of the respective program as follows:

HIMT (Health Information Management) - M. Hamilton
MEDA (Medical Assisting Technology) - S. Brooks
MLTP (Medical Laboratory Technology) – L. Geiger
OTAP (Occupational Therapy Assistant) - M. Arnold
PTHA (Physical Therapist Assistant) – L. Wahl
RADT (Radiologic Technology) – L. Huffman
SFMT (Sport and Fitness Management) – S. Zimmerman

9. Criminal background investigations for ECED, OTAP, PTHA: Ohio Senate Bill 38 requires that individuals having contact with children in a licensed day care or child care environment undergo a criminal background investigation. This investigation involves having fingerprint records checked through the Bureau of Criminal Investigation and, in the case of individuals who have resided in Ohio less than five years, fingerprint records will be checked through the FBI. All students accepted into OTAP and PTHA will be required to be fingerprinted. All students planning to take any ECED course will be required to be fingerprinted prior to enrollment. For questions or concerns regarding policies, procedures and student rights in regard to this legislation, please contact your faculty advisor or the Dean of Health, Public Service and Service-Related Programs. Students who require reasonable accommodations to attend classes and/or complete coursework due to physical or mental disabilities may arrange a conference with the Director of the Student Success Center.

Academic Assessment for Course Placement

Several levels of communications and math courses are offered to meet the needs of students. The ACCUPLACER will measure current abilities in reading, writing, math, and Algebra so that students can begin their work in these subjects at the appropriate level. All new full-time students and part-time students planning to register for an ENG or a MTH course must take the test prior to registration. Selective programs may have college level ENG/MTH requirements for admission to technology courses. Contact the Student Success Center in College Hall, Room 148 or the Willett-Pratt Training Center to arrange an appointment. Test exemptions are granted to students who have:
Credit for a college-level ENG or MTH course with a grade of D or better within the last five years; or have An associate's degree or a higher degree. College transcripts must be submitted to the Zane State College Registrar's Office prior to the planned semester of enrollment. OR ACT test scores that show college level minimum scores in the areas of English (18), reading (21), and math (22).

Potential students must demonstrate minimum competency levels in reading, writing, and math for placement into the first level of basic skills courses. After enrollment in basic skills courses, a student must demonstrate progress toward college-level work.

Early Admission

The REACH program enables high school juniors and seniors to take one free course at the College during certain semesters. Enrollment is permitted on a space-available basis. A student will be considered for this early admission only when recommended by appropriate high school personnel and solid academic ability is apparent.

Post-Secondary Enrollment Options Program

The Post-Secondary Enrollment Options Program (Senate Bill 140, Senate Bill 55 and House Bill 215) provides high school students in grades nine through twelve the opportunity to earn college and high school graduation credit through the successful completion of college courses.

The program is intended to complement rather than replace the high school preparatory curriculum. Complete details and admissions criteria can be obtained by contacting the high school counselor or the Zane State College Admissions Office.

Catalog in Force

Requirements to earn a degree or certificate are based on the catalog which is in force at the time of the Student's initial enrollment. Students have five years to complete their degree program from initial enrollment under the catalog in force at the time of initial enrollment. However, the College reserves the right to change course offerings and academic requirements without notice. In this regard, the following guidelines determine which catalog a student must follow in meeting program requirements:

- Students may elect to complete their coursework under the most recent catalog and must comply with all of the new requirements for their program.
- Students who change majors or are admitted to selective programs must meet requirements of the catalog which is in force at time they make said change.
- Students who transfer to another college or university and return to Zane State College will be readmitted under the catalog which is in force at the time of readmission.
- Students who do not earn any credit hours toward their degree requirements in two calendar years must satisfy requirements of the catalog in force at the time of re-enrollment.
- Dismissed students are readmitted under the catalog which is in force at the time of readmission.

Exceptions to the above may be necessary when changes in certification, accreditation, or licensure standards and changing technology mandate changes in academic requirements or in College programs. Students who take longer than five years must meet the requirements of the most recent college catalog. Questions concerning this policy should be directed to the Registrar's Office.

International Student Admission Policy

Zane State College is not authorized by federal law to enroll nonimmigrant alien students.

Transfer Issues

Students transferring from other institutions of higher education must complete the application procedures outlined previously in the Admission Procedures section. In addition, official transcripts of all previous work must be submitted to the Office of the Registrar. Official evaluation for transfer credit is made after the application for admission is completed.

Transfer to/from an Ohio Public College or University

The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements.

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college's or university's general education program. The Transfer Module consists of 36 to 40 semester hours of courses in the following areas: English, mathematics, arts and humanities, social and behavioral sciences, natural and physical sciences, and interdisciplinary study.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may require additional general education courses beyond the Transfer Module.

Since many degree programs require specific courses that may be taken as a part of the general education or Transfer Module program at an institution, students are encouraged to meet with an academic advisor at the institution to which

they plan to transfer early in their academic career. Because of specific major requirements, early identification of a student's intended major is encouraged. Advisors at the institution to which a student wishes to transfer should be consulted regarding Transfer Module and general education courses and any specific program requirements that can be completed before transfer.

Computer Accessible Transfer Information

The Ohio Board of Regents also has established a Transfer Assurance Guide (TAG) system in conjunction with a nationwide computerized Course Applicability System (CAS). This combined system enables college and university advisors and individual students to access via computer course transfer potential information at virtually all public (and a few private) institutions of higher education in the State of Ohio and even more participants throughout the nation. Within Ohio, higher education institutions have matched standard courses for transfer potential. Initially, approximately 175 courses have been linked to all public institutions. As the system grows, more courses will be linked. All public institutions are mandated to investigate transfer potential with institutions from which they receive a set minimum number of transfer students annually.

The national website is www.transfer.org and the Course Applicability System site is www.transfer.org/cas and the Ohio transfer site is www.transfer.org/ohio. Students, parents, advisors, and counselors are strongly encouraged to access, learn and utilize this system.

Transfer to/from an Independent College or University

Because independent and proprietary colleges in Ohio may or may not be participating in the transfer module, transferring credit to/from independent institutions will vary. Students endeavoring to transfer to Zane State College from an independent or proprietary college should schedule an appointment with the Admissions Office and/or the program director of the desired program to determine if credit will transfer. During the process, students will be required to provide transcript information and supporting documentation describing, in detail, the contents of courses taken at the independent college. Students may also be required to take a proficiency test(s). Based on a thorough review of the provided material and proficiency test scores, credit may or may not be awarded. Students transferring to an independent or proprietary college from Zane State College are encouraged to check with that College's admissions office to verify ability to transfer credit.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Transfer of Zane State College Credits to Another Institution

Students who decide to transfer to another college before or after completing a two-year program at Zane State College should check carefully with the receiving institution to determine what transfer credit will be awarded. The exact amount of transfer credit students can expect to receive depends upon the program pursued at Zane State College and the type of program entered at another college. Normally, a student can expect the greatest number of credits to transfer into a bachelor of technology program. When a student transfers from a technical program into a professional program, he/she can expect to have credits that will not transfer.

Readmission Requirements and Procedures

Persons who have previously taken courses at the College but not during the preceding semester and who are in good standing may gain readmittance by completing a Reactivation Form and submitting it to the Zane State College Registrar's Office. Information for readmission of academically dismissed students is found in the section on academic dismissal. Transcripts of any college work after separation from the College should be forwarded to the Registrar's Office. Readmission to the College does not guarantee eligibility to receive financial aid. The Director of Student Financial Aid will determine this eligibility.

Transient Student Admission

Students who want to take course work at Zane State College for the express purpose of receiving transfer credit from another institution follow the same admission procedures as shown in the Transfer Students section. Each student should insure that the institution in which he/she is enrolled will accept the course(s) for credit before enrolling at Zane State College.