



CATALOG SUPPLEMENT

2022-2023

Catalog Supplement: Table of Contents

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ACADEMIC/ATTENDANCE POLICIES

Attendance Policy for Diploma Programs

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Add under **“Students who miss 25% of total program hours will be terminated from the program”**.

“Students exceeding 25% absence of scheduled hours to date are subject to be placed on a 30-day attendance probation. During a 30-day attendance probation, a student may not miss more than 12 hours of class time during a 30-calendar day period. Exceeding 12 hours of absence may result in termination. If a student on a 30-day attendance probation encounters a medical emergency, is summoned to appear in court or attend court appointed meetings or called for military duty and provides verifiable documentation in advance (no later than the day the student returns to class), the hours missed may not count toward the student’s 30-day attendance probation; however, the missed-time is recorded as an absence on the student’s attendance record. The intent of the 30-day attendance probation is to (1) inform the student that the student is currently not on track to graduate, (2) the need to improve the student’s attendance record in order to remain enrolled, and (3) to encourage students to bring their attendance record back into good standing. A student who completes a 30-day attendance probation but still exceeds 25% absence of scheduled hours to date is subject to be placed on an additional 30-day attendance probation.

- **COVID EXCEPTION:** Students that are required by the College to miss class due to quarantine, isolation, or recovery due to COVID-19 during a 30-day attendance probation may exceed 12 hours of class time during a 30-calendar day period, but are expected to maintain regular contact with their instructor and student success advisor and are responsible for completing theory assignments from home, making up missed labs, tests, etc., and obtaining initial and follow-up COVID tests in a timely manner.
 - a) Absences related to COVID that require the student to miss class will be considered “excused absences”.
 1. An absence excused due to COVID requires the student to submit documentation of a COVID test and/or documentation from a doctor or hospital that the absence was related to COVID.
 - b) All students are expected to understand, follow, and comply with the expectations outlined by the College for COVID precautions and should not report to campus if they are sick.”

LEAVE OF ABSENCE POLICY

Leave of Absence Policy for Diploma Programs

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Replace “Due to the intense and short-term nature of Orleans’ programs, Orleans Technical College does not offer Leaves of Absence. Students who need to miss extended time from class must meet with their Student Success Advisor to request to withdraw and may apply for re-entry to the school at a later date. Students who miss extended time without withdrawing from school will be terminated in accordance with the attendance policy.” with:

“Requests for a leave of absence must be submitted in writing, signed, and be dated. Written requests should be made in advance of the leave and should include a reason for the request. For short-term diploma programs, leaves may not exceed 30 calendar days. Due to the intense and short-term nature of Orleans’ programs, Orleans Technical College does not offer Leaves of Absence. Students who need to miss extended time from class must meet with their Student Success Advisor to request to withdraw and may apply for re-entry to the school at a later date. Students who miss extended time without withdrawing from school will be terminated in accordance with the attendance policy. Any exceptions to the maximum length of the leave or the number of leaves per 12-month period will be made in writing through the Campus President's office. A leave of absence period may not exceed 180 days within any 12-month period. If more than one leave of absence is granted, the total combined leave of absence periods may not exceed 180 days within any 12-month period. The student must notify their Student Success Advisor of the date, reason, and anticipated length of the leave in writing prior to the start date of the requested leave. The period of the leave may not begin until the student has submitted, and OTC has approved a written and signed request for an approved leave of absence, except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance. In the case of an unforeseen circumstance, the request and reason(s) for the leave of absence, along with documentation to show that the leave could not have been requested and approved in advance, must be submitted no later than the day the student returns. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

A leave of absence may be requested for the following reasons:

- Medical (self or immediate family) - documentation from a doctor or hospital is required, identifying that the student is unable to attend school. Approved LOAs for medical circumstances require a doctor's note clearing the student to return to class with no restrictions.
- Military - documentation of military service orders are required.
- Jury Duty - documentation of jury duty is required.
- Severe circumstances as approved by the Campus President- supporting documentation of the severe circumstance is required.

If the school determines that there is a reasonable expectation that the student will return to the school, and the future class schedule permits the student to be registered into the same program prior to the leave, the school will grant the student an approved leave of absence. If the school determines that the requested

leave of absence is not justified or if it will occur at a critical point in the program, the request may be denied, and the student may be required to drop from the program and apply for re-entry at a later date. If a student takes a leave without the proper administrative approval, the leave will be treated as a withdrawal from the program.

Upon the return from leave of absence, the student is allowed to complete the coursework that began before the leave. All course work missed as a result of a leave must be made up at a mutually agreeable time before the maximum end date of the class. Students who take leaves of absence must check with their instructor to ensure that they have met all the course requirements or have an agreed-upon method for make-up work. If the student does not resume attendance on or before the end of the approved leave of absence, the school will treat the student as a withdrawal from the program and apply the school's refund policy in accordance with applicable published requirements.

Only approved leave of absences will not involve any additional charges to the student. Federal student loans will not be disbursed during the student's leave of absence period.

Students who have Federal Stafford loans will enter their grace periods beginning the day after their last day of attendance if they do not return from an approved leave of absence. Repayment can begin as early as 30 days up to the typical six (6) months after the student's last day of attendance.”

ENTRANCE DATES, CLASS SCHEDULES AND CURRICULA

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***Replace* “Enrolled students must report the first day of class start in order to maintain a position in class; however, the student will be given a reasonable extension of time to report should it be an act of God that would necessitate a delay in starting.” with:**

“Enrolled students must report to class within the first three days of the day program and the first 5 days of the evening program in order to maintain a position in class; however, the student will be given a reasonable extension of time to report in case of illness or any act of God that would necessitate a delay in starting.”

GRIEVANCE PROCEDURE

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Under Formal Process, Replace:

- “2. Schools accredited by the Accrediting Commission of Career Schools and Colleges have a procedure and operation plan for handling student complaints. If you do not feel that the school has adequately addressed a complaint or concern, you may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC**

Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org”**

A copy of the Commission's complaint form is available at Orleans Technical College and may be obtained by contacting the Campus President, or online at www.accsc.org.” with:

“2. Schools accredited by the Accrediting Commission of Career Schools and Colleges have a procedure and operation plan for handling student complaints. If you do not feel that the school has adequately addressed a complaint or concern, you may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org | complaints@accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.”



Class Schedule 2022- 2023

DAY CLASS SCHEDULE-6 MONTHS-MONDAY THROUGH FRIDAY

24 WKS	A/C REFRIGERATION/HEATING	08/24/22	03/06/23	8:15AM-2:55PM
24 WKS	A/C REFRIGERATION/HEATING	11/28/22	06/01/23	8:15AM-2:55PM
24 WKS	A/C REFRIGERATION/HEATING	03/06/23	09/01/23	8:15AM-2:55PM
24 WKS	A/C REFRIGERATION/HEATING	05/31/23	12/01/23	8:15AM-2:55PM
24 WKS	BUILDING MAINTENANCE	07/20/22	01/27/23	8:00AM-2:40PM
24 WKS	BUILDING MAINTENANCE	10/18/22	04/26/23	8:00AM-2:40PM
24 WKS	BUILDING MAINTENANCE	01/30/23	07/31/23	8:00AM-2:40PM
24 WKS	BUILDING MAINTENANCE	05/01/23	10/27/23	8:00AM-2:40PM
24 WKS	CARPENTRY	11/07/22	05/16/23	8:00AM-2:40PM
24 WKS	CARPENTRY	05/15/23	11/13/23	8:00AM-2:40PM
24 WKS	PLUMBING AND HEATING	11/08/22	05/17/23	7:45AM-2:25PM
24WKS	PLUMBING AND HEATING	05/15/23	11/13/23	7:45AM-2:25PM
24 WKS	R/C ELECTRICITY	08/17/22	02/27/23	7:45AM-2:25PM
24 WKS	R/C ELECTRICITY	11/15/22	05/23/23	7:45AM-2:25PM
24 WKS	R/C ELECTRICITY	02/27/23	08/25/23	7:45AM-2:25PM
24WKS	R/C ELECTRICITY	05/23/23	11/21/23	7:45AM-2:25PM

EVENING CLASS SCHEDULE-13 MONTHS-MONDAY THROUGH THURDAY

52 WKS	A/C REFRIGERATION/HEATING	09/28/22	11/09/23	6:30PM-10PM
52 WKS	A/C REFRIGERATION/HEATING	05/01/23	06/06/24	6:30PM-10PM
52 WKS	BUILDING MAINTENANCE	01/24/23	03/06/24	6:30PM-10PM
52 WKS	R/C ELECTRICITY	08/15/22	10/03/23	6:30PM-10PM
52 WKS	R/C ELECTRICITY	03/15/23	04/25/24	6:30PM-10PM
52 WKS	PLUMBING AND HEATING	09/12/22	10/25/23	6:30PM-10PM



ORLEANS TECHNICAL COLLEGE

Schedule of Fees July 2022 - June 2023

	Semester Credit Hours	Tuition per Semester Credit Hour	Tuition	Technology/ Consumable Supply Fee	Books/ Tools	Graduation Fee	Registration Fee	Total
Air Conditioning, Refrigeration and Heating	24	\$567.00	\$13,610	\$1,700	\$1,700	\$100	\$125	\$17,235
Building Maintenance	25	\$567.00	\$14,180	\$2,340	\$1,700	\$100	\$125	\$18,445
Carpentry	25.5	\$567.00	\$14,460	\$1,720	\$1,400	\$100	\$125	\$17,805
Plumbing and Heating	25	\$567.00	\$14,180	\$1,200	\$1,550	\$100	\$125	\$17,155
Residential and Commercial Electricity	26	\$567.00	\$14,740	\$1,200	\$1,850	\$100	\$125	\$18,015