



# **Adult & Community Education, Columbus City Schools Catalog**

**2025 – 2026**

2323 Lexington Avenue  
Columbus, OH 43211  
614-365-6000  
<https://www.ccsch.us/domain/197>



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## History and Overview

The Adult & Community Education (ACE) Department at Columbus City Schools has a longstanding tradition of serving adult learners in the greater Columbus area. Columbus' history of adult education began almost 200 years ago when classes were offered for adults seeking learning and self-improvement. One hundred years later in 1927, the Columbus Evening School was established to teach adults, including those of foreign ancestry.

Today, Columbus is the largest city in the state of Ohio, with 905,748 citizens and the fourteenth largest city in the country. Columbus is growing increasingly diverse as well. The city's population is 53.4% white, 28.8% black, 7.8% Hispanic, 5.8% Asian, .4% American Indian, 4.3% other, and 7.2% multi-racial (2020 U.S. Census Bureau).

More new Americans continue to call Columbus home. In the past 10 years, the six largest refugee groups have emigrated to Columbus from Somalia (3000), Bhutan (8410), the Democratic Republic of the Congo (3312), Iraq (2500) and Afghanistan (345) (*Columbus Dispatch*, Aug 2021). Despite the city's growth, however, only 22.9% of Columbus residents over the age of 25 have earned bachelor's degrees, and 19.5% of residents live below the poverty level (U.S. Census Bureau).

To help meet this demand, Adult & Community Education, Columbus City Schools offers workforce development programs, including a Practical Nursing program and a Nurse Aide program for adults in the local community who wish to enter the health care profession. For adults who wish to pursue a construction-related career path, ACE offers a Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program.

Additionally, the Aspire program at ACE specializes in English for Speakers of Other Languages courses, High School Equivalency exam preparation and other initiatives that bridge literacy and career-technical education and employment, including the Adult Diploma Program (ADP). Finally, certificate programs, such as the in-person Broadband Infrastructure Training program and online career training programs through ed2go are also offered.

Through decades of work, ACE has developed programs to serve the evolving educational and career training needs of Columbus' diverse adult population. It is our vision to be a world-class model of public education that prepares members of our communities to reach their full potential.



## Institutional Information

### National Accreditation and State of Ohio Approval

The Practical Nursing and HVACR programs offered by ACE are nationally accredited by the Council on Occupational Education and approved by the Ohio Department of Higher Education.

### Plans Required by the Council on Occupational Education

The institutional plans required as part of ACE accreditation by the Council on Occupational Education can be found here: <https://www.ccsch.us/Page/2207>. For more information about national and program accreditation, please contact the institution.

### Avocational Programs/Courses

Avocational programs/courses are neither accredited by the Council on Occupational Education nor qualify students to receive Title IV financial aid.

## Mission and Vision Statements

Columbus City Schools (CCS) mission statement: *Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

Adult & Community Education (ACE) mission statement: *Adult & Community Education improves the lives of adult students through personalized, quality learning.*

Adult & Community Education Vision Statement: *A world-class model of public education that prepares members of our communities to reach their full potential.*



## **Program Information**

Basic information on programs and courses, including required courses and program dates, may be found in the individual program information packets available for download from the ACE website (<https://www.ccsch.us/domain/197>).

### **Program Locations**

The full-time Practical Nursing program is held during the day at the main campus of Adult & Community Education, Columbus City Schools, 2323 Lexington Avenue, Columbus, OH, 43211, located between Cleveland Avenue and I-71 in the Linden area. The part-time HVACR program is held in the evening at Fort Hayes Career Center, 546 Jack Gibbs Blvd., Columbus, OH, 43215, located near downtown Columbus. Both locations for occupational training have labs and equipment for student use.

The Aspire program offers classes during the day and in the evenings at the main campus, as well as online.

### **Student Conduct**

Practical Nursing and HVACR students are given their respective student handbook upon entrance into their program, which describes student codes of conduct. Students are responsible for knowing the rules of conduct and consequences that may be faced if violations occur.

### **Admission Requirements and Procedures**

Please see the information packet for your program of choice, which may be downloaded from the ACE website (<https://www.ccsch.us/domain/197>), for program admission requirements and procedures. Each program information packet outlines pre-requisites and requirements and an application checklist detailing the procedure for enrolling in the program. Questions about these processes may be directed to the ACE Student Services Office, 380.997.7617.

### **Attendance and Participation**

Regular class attendance and participation in all programs are central to student success. Student attendance in ACE programs will be monitored and documented. If a student falls below 75% attendance for two consecutive weeks, the student will be placed on probation. Termination from the program may result if attendance falls below 75% for three consecutive weeks.

### **Grading System**

The grading system for each course or program is clearly outlined in the course syllabus.

### **Academic/School Calendar**

Classes in Practical Nursing are offered throughout the calendar year. Dates for registration, grades, final exams and holidays vary for each program. Please see the syllabus and orientation materials for dates corresponding to the program.

**Transfer between Programs within the Institution**

ACE staff will work with any student who desires to transfer from one program to another within ACE to find a suitable occupational area. Students may transfer into a different program within ACE as long as they meet the admission requirements of the new program.

**Transfer of Students from Other Institutions**

ACE welcomes students from other institutions wishing to attend our school. Applicants who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation with the reasons for failure/dismissal. ACE retains the right to refuse admission to these applicants.

**Transfer of Credits**

ACE is an Ohio Technical Center approved by the Ohio Department of Higher Education. Courses are credited back and forth between system member schools. Students from other schools who wish to gain advanced standing in the Practical Nursing program for designated courses taken at other schools must complete an advanced standing request form and supply the necessary documentation at the time of application. Coursework completed will be considered by the admissions committee, and the applicant will be notified of the decision.



## **Tuition and Fees**

ACE prides itself on offering the best possible value in occupational education. There are no application or registration fees for ACE occupational programs. However, for the health occupations programs, other costs, such as physical examinations, immunizations, a background check, and entrance examination fees may be incurred during the application process. The cost of books varies depending upon where they are purchased. Students may be required to purchase school uniforms for health occupations programs. There may be a fee assessed to applicants in any program to hold their place in the program, which is deducted from their tuition. Tuition, fees, and other costs related to ACE programs are outlined in their respective program information packets, which may be downloaded from the ACE website (<https://www.ccsch.us/domain/197>).

### **Federal Financial Aid**

Federal financial aid is offered for the Practical Nursing and HVACR program. The program handbooks contain current information about the application process and the amount students may expect to receive if they qualify for the maximum amount. The ACE Financial Aid Coordinator can assist students with information on applying for financial aid.

The primary sources of federal financial aid include the following:

- Federal Pell Grant - based on financial need and does not have to be repaid.
- Federal Subsidized Direct Loan - based on financial need; interest begins upon enrollment. Repayment begins six months after the student leaves school.
- Federal Unsubsidized Direct Loan - not based on financial need; payment begins six months after the student leaves school.
- Federal Parent PLUS Loan – Parents of students designated “Dependent” on the FAFSA may apply for the federal Parent PLUS loan; payment begins while the student is still in school. This loan requires a standard credit check by the lending agency.

### **Federal Financial Aid Eligibility Requirements**

Below are general requirements for receiving federal financial aid. Other forms of assistance may require additional documentation or have their own specific requirements.

- Student must have a high school diploma or equivalency.
- Students must have a valid Social Security Number.
- Students must be enrolled in an approved training program (e.g., Practical Nursing, HVACR).
- Students must be a U.S. citizen or eligible non-citizen.
- Students cannot be in default on any Federal Title IV student loan or owe a repayment of any Federal Title IV grant.
- Students must maintain Satisfactory Academic Progress after enrollment as defined in their program handbook.

### **Other Financial Aid Sources**

Students are also encouraged to explore Ohio Means Job as a potential means of financial assistance for their program costs.



## **Refund Procedures**

### **Refunds For Classes Cancelled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

### **Refunds for Students Who Withdraw on or Before the First Day of Class**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### **Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

### **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction**

Short-term program fees and instructional charges are not refundable after the course start date

### **Refunds for Withdrawal after Class Commences**

The refund guidelines shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition;
- and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

***Please note: Only excess tuition payments are refunded.***





## Grievance and Dismissal Procedures

A complaint, appeals, and grievance process has been developed for current (not formerly withdrawn) students as a means to address academic and non-academic issues. It is expected that meeting with the teacher or the Health Occupations Administrator or Director will resolve most problems that might occur. However, if the issue cannot be resolved, the student may request and use the ACE Student Complaint, Appeal, and Grievance process found here: <https://www.ccsos.us/Page/2207>

### Dismissal from Adult & Community Education Programs

Dismissal means that the student is terminated from the program. Students who are dismissed will not receive any refund or financial credit. A student may be dismissed from the program for the following reasons:

- Receiving a failing grade twice in a course;
- Receiving a failing grade within a trimester for three or more courses;
- Attitude and poor adjustment to programs as evidenced by unprofessional behavior, such as harassment or inappropriate language with instructors, students, patients or staff in the school or clinical area, or evidence of being under the influence of alcohol or drugs at any time;
- Inability to satisfactorily complete required clinical experiences;
- Academic dishonesty (cheating, plagiarism);
- Any falsified statements or records;
- Failure to pay tuition/fees when due;
- Theft or misappropriation of school, hospital, patient, staff or student property;
- Breach of patient confidential information to unauthorized persons;
- Absence from classroom or clinical assignments without notifying the instructor will result in a warning or probation;
- Illegal use, possession, sale or distribution of controlled substance or alcohol;
- Any threat or act of endangering the health or safety of other students, faculty/staff, patients or visitors, including possession and/or use of dangerous weapons; and
- Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate.

Additional reasons for dismissal for students enrolled in the Practical Nursing program include the following:

- Failure to maintain standards of nursing practice or to maintain professional boundaries with patients;
- The School of Practical Nursing may require blood/urine testing if chemical impairment is suspected during the time the student is participating in class, lab, or the clinical setting;
- If the student is convicted of any felony or aggravated crime (per the Ohio Board of Nursing definition) during the program; and
- Failure to notify the administrator of any litigation which occurs while in the program and involves any egregious crimes defined by the Ohio Board of Nursing or excluding offenses as defined in Ohio Statute for Care of Children and Older Adults.



The student has the right to appeal dismissal per the due process procedure. The *ACE Student Complaint, Appeals, and Grievance* process form is available here:

<https://www.ccsch.us/Page/2207>. A student who is dismissed from an ACE program and wishes to return to the program will not be considered for re-admission if the reason for dismissal is related to safety issues in the clinical area, unprofessional behavior, falsified statements or academic dishonesty. Students dismissed due to receiving two (2) failing grades in a course may be considered for re-admission after one year from dismissal with evidence that appropriate steps have been taken in order to assure future success. The student must meet all existing program requirements at the time of re-application.

Students who want to continue the appeals process may contact the Council on Occupational Education at:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898 / FAX: 770-396-3790  
[www.council.org](http://www.council.org)



### **Occupational Entrance Requirements**

Graduates of ACE occupational training programs will be awarded a certificate of completion and information that may help them find work in their chosen field. Practical Nursing graduates must take and pass the Ohio Board of Nursing NCLEX-PN examination in order to earn their license, which is required in the state of Ohio in order to practice as a Licensed Practical Nurse.

HVACR program completers must take and pass the in-course exams in order to become commercially certified.



## **Columbus City Schools Board of Education Members 2025 - 2026**

Michael Cole, Board President  
[mcole@columbus.k12.oh.us](mailto:mcole@columbus.k12.oh.us)

Jennifer Adair, Board Vice President  
[jadair1@columbus.k12.oh.us](mailto:jadair1@columbus.k12.oh.us)

Christina Vera, Board Member  
[cvera@columbus.k12.oh.us](mailto:cvera@columbus.k12.oh.us)

Sarah Ingles, Board Member  
[singles@columbus.k12.oh.us](mailto:singles@columbus.k12.oh.us)

Dr. Tina D. Pierce, Board Member  
[tpierce@columbus.k12.oh.us](mailto:tpierce@columbus.k12.oh.us)

Ramona R. Reyes, Board Member  
[rreyes@columbus.k12.oh.us](mailto:rreyes@columbus.k12.oh.us)

Brandon Simmons, Board Member  
[bsimmons@columbus.k12.oh.us](mailto:bsimmons@columbus.k12.oh.us)

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