

**2019-2020 Catalog Addendum**

**Effective July 1, 2019**

**Addendum legend**:

~~Strikethrough~~ = deleted information

Underline = new information`

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**2019-2020 Academic Calendar**

**July 8 Summer 2019 quarter begins**

July 8 Ten (10) Week quarter classes begin

August 5 5 (5) Week quarter classes begin

July 12 Last Day to Add or Drop a course

July 19 Last day to CANCEL a first quarter New Enrollment

August 11 Last day to CANCEL a first quarter New Enrollment - if ONLY taking a 5 week class.

August 12-Sept 13 Class Registration Dates

August 16 Last day to withdraw from a course

September 2 Labor Day (School closed)

September 9-13 Summer quarter finals week

September 13 Summer quarter ends

Sept. 14-October 6 Break

**October 7 Fall 2019 quarter begins**

October 7 Ten (10) Week quarter classes begin

November 4 5 (5) Week quarter classes begin

October 11 Last day to Add or Drop a course

October 18 Last day to CANCEL a first quarter New Enrollment

November 10 Last day to CANCEL a first quarter New Enrollment - if ONLY taking a 5 week class.

November 15 Last day to withdraw from a course

Nov 11-Dec 13 Class Registration Dates

November 28-29 Thanksgiving break (School closed)

December 9-13 Fall quarter finals week

December 13 Fall quarter ends

Dec. 14-January 5 Break

**January 6 Winter 2020 quarter begins**

January 6 Ten (10) Week quarter classes begin

February 10 5 (5) Week quarter classes begin

January 10 Last day to Add or Drop a course

January 17 Last day to CANCEL a first quarter New Enrollment

February 10-March 13 Class Registration Dates

February 14 Last day to withdraw from a course

March 9-13 Winter quarter finals week

March 13 Winter quarter ends

March 14-April 5 Break

**April 6 Spring 2020 quarter begins**

April 6 Ten (10) Week quarter classes begin

May 4 5 (5) Week quarter classes begin

April 10 Last day to Add or Drop a course

April 17 Last day to CANCEL a first quarter New Enrollment

May 10 Last day to CANCEL a first quarter New Enrollment - if ONLY taking a 5 week class.

May 11-June 12 Class Registration Dates

May 15 Last day to withdraw from a course

May 27 Memorial Day (School closed)

June 8-12 Spring quarter finals week

June 12 Spring quarter ends

June 13-July 5 Break

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**Library Services Support** **Technical Support**

Hours: Monday–Friday – 8:00am–5:00pm ET Hours: Monday-Friday 8:00am-5:00pm ET

(614) 508-6327 (614) 508-6327

[library@hondros.com](mailto:library@hondros.com) [hcobregistrar@hondros.com](mailto:hcobregistrar@hondros.com)

The College provides library resources onsite and an online library collection. Students can research multiple databases and find the most up-to-date information by accessing the online resources and periodicals. Students are also encouraged to utilize their local library resources as appropriate.

There are no student associated fees for the use of the Hondros College of Business online library collection, library services support, or technical support service.

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**Student Right to Cancel Policy**

A newly-enrolled student may cancel his or her enrollment, by any manner, at any time up through the end of the second calendar week of his or her first quarter and will receive a refund of any tuition paid to the school.

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**Tuition and Fees**

The tuition costs for the Associate Degree in Applied Business in Business Management program are shown below. Enrolled students will be charged for one (1) quarter at a time (see Refund Policy). Charges for tuition and other costs for future quarters become payable as they occur.

There are no student associated fees for the online library services, technical support services, or proctoring services.

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**Proctoring**

Hondros College of Business partners with a vendor called Respondus Monitor to offer secure online exams that require a student to show their photo ID to confirm identity. Students will log into designated exams or quizzes as usual within the LMS. Once logged in, Respondus Monitor will direct the student through a series of steps that requires students to enable their webcam and present their photo ID. The system confirms identity and sends a report to the instructor/administrator if it detects suspicious behavior.

There are no student associated fees for the use of Respondus Monitor.

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**Grade Policy**

A student’s academic standing is measured by the following grading scale:

**Letter Grades:**

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Percent Range/Description** | **Quality Points Per Credit Hour** |
| A | 90-100 | 4.00 |
| B | 80-89 | 3.00 |
| C | 70-79 | 2.00 |
| D | 60-69 | 1.00 |
| F | 59-below | 0.00 |
| I | Incomplete | ~~0.00~~ No quality grade points awarded |
| TR | Transfer Credit | ~~0.00~~ No quality grade points awarded |
| W | Withdrawal | ~~0.00~~ No quality grade points awarded |
| P | Prior Learning Experience Credit | ~~0.00~~ No quality grade points awarded |

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**Degree Advisory Committee Members**

Brian Whitta HCoB Graduate and Realtor, Rooney & Associates

Dina Schultz Commercial Lender, TelHio

~~Tamara Hentosz HR Generalist/ Recruiter, GO-HR~~

Lenee Pezzano Manager, Strategic Talent Delivery, Jobs Ohio

Kelsey Apple IT Business Consultant, Kelsey Apple Consulting

Dr. Carol Hrusovsky Program Director, -Associate A.D.N., Kent State University

Beau Euton V.P., Membership, Ohio Chamber of Commerce

Nathan Filia Broker/Owner – Golden Gate Real Estate

Pamela Kremer Chartered Insurance Operations Professional

Elizabeth Sigg Northwest Real Estate Services, Real Estate Appraiser and Broker

Tina Lapp President, Hondros College of Business (HCoB)

Carol Thomas VP, Degree Programs, Hondros College of Business

Sharon DeLay Academic Chair/ Faculty Manager, Hondros College of Business

Aleta Thomas Enrollment Specialist, Hondros College of Business

Michelle Harden Registrar, Hondros College of Business