



Consumer Information

Introduction

As a current or prospective student at Cogswell Polytechnical College, we'd like you to know important information about the College.

Staff are available during regular business hours, Monday-Friday, 9AM-6PM to answer any questions you may have or give you more information about the information in this document.

Paper copies of this document are available upon request.

Academic Programs

A full listing of the College's academic programs is available on both the Cogswell Polytechnical College website: www.cogswell.edu, and in the College's catalog: <http://www.cogswell.edu/academics/catalog.php>

Accreditation and Approvals

WASC Senior College and University Commission (WSCUC) <http://www.wascsenior.org/>

Cogswell College is approved for participation in federal grant, loan and work-study programs as well as the Cal Grant program.

Student and Exchange Visitor Program (SEVP) <http://www.ice.gov/sevis/>

Cogswell College is approved for the training of veterans by the California State Approving Agency for Veteran's Education (CSAAVE). For benefit eligibility information, call 1-888-GIBILL1.

For more information, please contact a Cogswell staff member.

Facilities

Cogswell College is conveniently housed in one large 65,000 square foot, single story building, supporting our culture of collaboration and the fusion of arts and engineering. We also have ample free parking and if you do not drive, we are within two blocks of the VTA light rail and several bus lines. All classes (with the exception of online classes) are held in this building.

Facility Hours:

Monday - Friday 8:00 AM – 5:00 PM PST

Saturday 9:00 AM – 1:00 PM PST

Faculty and Instructional Personnel

A list of full-time faculty may be found here: <http://www.cogswell.edu/academics/faculty.php>

Contractual and Consortium Agreements With Other Schools

Cogswell Polytechnical College currently has a consortium agreement with Ohlone College, which is located in Fremont, CA. For a complete list of courses approved by this Agreement, and more information, please go to: <http://www.cogswell.edu/pdf/ArticAgreementOhloneCogswell2014.pdf>

Tuition and Fees

Tuition and fees are listed on the Cogswell Polytechnical College website.

Undergraduate tuition and fees may be found at http://www.cogswell.edu/financial-aid/tuition_fees.php

Graduate tuition and fees may be found at. http://www.cogswell.edu/financial-aid/tuition_fees_grad.php

For more information on tuition and fees, as well as estimates for other expenses incurred while in school, such as books, supplies, and transportation, please contact the Financial Aid Office.

Withdrawal procedures, leaves of absence, refunds, and return of aid

Information on withdrawal from school, its impact on tuition and financial aid, as well as procedures for withdrawing and taking a leave of absence may be found in the Cogswell Catalog: <http://www.cogswell.edu/academics/catalog.php>

Student Grievance and Complaint Policy

A non-academic student complaint may be a complaint related to civil rights, services, violation of FERPA Regulations, or other complaints not academic in nature.

The full policy may be found in the Cogswell Catalog at <http://www.cogswell.edu/academics/catalog.php>

Services available to students with disabilities

Cogswell College complies with the provisions of the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973. The College will make every effort to assist students pursue their academic goals. If a student is requesting accommodations, they must provide appropriate documentation verifying the disability to the Dean of Students. The Dean of Students will work directly with the student in providing accommodations in accordance with applicable laws. A student is not required to disclose their disability if they are not seeking accommodations.

Transfer of Credit

The Transfer of Credit Policy is listed in the College's catalog at <http://www.cogswell.edu/academics/catalog.php>.

Graduation and Retention Rates

Under the Student Right to Know and Campus Security Act, colleges and universities produce statistics and/or information on retention and graduation rates. Graduation and retention rate data are available upon request from the Office of Institutional Research and Effectiveness.

Career Services

Cogswell's Career Services provides services and resources to students and alumni to assist in career preparation. Career workshops and coaching are offered on topics such as interviewing, resumes, cover letters, job search strategies, and portfolio preparation.

Website resources, magazines, books, bulletins, job descriptions, and salary information are among the resources available to students and alumni.

Safety and Security

Cogswell Polytechnical College is committed to assisting all members of the Cogswell community in providing for their own safety and security. The annual security and fire safety compliance document is available on the Cogswell website at <http://www.cogswell.edu/about/disclosures.php>

Student Diversity

Information on student diversity at Cogswell Polytechnical College, as well as the College's nondiscrimination policy may be found at http://www.cogswell.edu/about/college_facts.php

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 when he or she reaches the age of 18 or attends a school beyond the high school level.

For more information on FERPA, go to <http://www.cogswell.edu/current/ferpa.php> or contact the Registrar's Office.

Notice of Financial Assistance Availability

Cogswell Polytechnical College is required to publish annually and make readily available to current and prospective students a description of all the federal, state, local, private, and institutional need-based and non-need-based student financial assistance programs available to them.

A description of the financial aid programs offered by Cogswell Polytechnical College, as well as how to apply, reapply, and maintain eligibility is available in the Cogswell Polytechnical College Catalog, which may be found at: <http://www.cogswell.edu/pdf/CogswellCollegeCatalog2013-2015.pdf>

Student loans borrowed must be repaid. For current interest rates, a sample repayment schedule, and options for repayment, information about loan forgiveness, and information about student rights and responsibilities as they pertain to the loan programs, go to:
<https://studentloans.gov/myDirectLoan/index.action>

Student loan borrowers who graduate, withdraw, or attend less than half-time, will be required to complete Exit Counseling, which informs the borrower of student loan rights and responsibilities, repayment information, and consequences of default. Exit Counseling may be completed online at <https://studentloans.gov/myDirectLoan/index.action>. Financial aid staff are happy to assist with any questions you may have during the Exit Counseling, or any other financial aid process.

Financial aid staff are available to help with any questions you might have about financial aid, billing, or any of the information in this section.

State Grants

Cogswell College is approved by the California Student Aid Commission for students to receive Cal Grant funds under Cal Grant A and B programs. Cal Grant programs require academic qualifications and financial qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year. These funds are not guaranteed. The state reserves the right to change, reduce, or eliminate any of the programs described below based on state law and budget limitations. Aid can be separated into three categories:

1. Cal Grant A
2. Cal Grant B
3. Chafee Grant for Foster Youth

For more information, and for any changes or revisions to these programs, visit <http://calgrants.org> and <http://csac.ca.gov>.

Chafee Grant for Foster Youth

Please contact the California Student Aid Commission (CSAC) for more information on the qualifications needed, how to apply, yearly amounts, and disbursement information. For more information, visit <http://csac.ca.gov>.

The California Student Aid Commission may be reached by phone at (888) 224-7268 or at www.csac.ca.gov.

Other State Grant Programs

State grant programs may also be available for students who are not California residents. Those students are encouraged to contact the appropriate state agency for more information and to apply.

Gainful Employment Disclosures

For more information about our graduation rates, the median debt of students that completed the program, and other important information, please visit our website at <http://www.cogswell.edu/about/disclosures.php>

Substance and Alcohol Abuse Prevention and Program Policy

Cogswell College is committed to providing its students and employees with a drug-free work place and campus environment. It emphasizes prevention and intervention through education. The purpose of this policy is to communicate the College's concern and desire to provide an environment of excellence and safety for teaching and learning, along with articulating its intent to comply with all appropriate federal, state, and local regulations regarding illicit use of drugs and the abuse of alcohol in the workplace.

For more information, as well as resources, go to: <http://www.cogswell.edu/about/disclosures.php>

Copyright Infringement

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 a 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, and may result in disciplinary action, up to and including dismissal from the College.

Civil and criminal penalties for copyright infringement may include:

Persons 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.

For more information on copyright, and legally acceptable alternatives, please contact the Information Technology Department.

Books and Supplies

A list of required textbooks, as well as their prices, is listed on the Cogswell Polytechnical College website at <http://www.cogswell.edu/current/library.php>

Pell-eligible students whose financial aid is in excess of charges for the term may request those excess funds for purchase of books and/or supplies. Students may also request a voucher for required course supplies to be used in the Cogswell Armory. Requests may be made at the Financial Aid Office.

License to Operate

Bureau for Private Postsecondary Education - <http://www.bppe.ca.gov/>

If you have questions about any of the information in this document, or for more information, please ask a Cogswell staff member. We’re happy to help.