

*Gadsden Technical College*  
*2025 - 2026*  
*Student Handbook*



**Major (Ret.) Willie A. Jackson, Ed. D.**

**Director**

**Mrs. Stephanie B. Moore**

**Assistant Director**

**Mrs. Angela G. Sapp - CTE Coordinator**

**Mrs. Doris Drake - Health Science Coordinator**

**Gadsden Technical College**

**201 Martin Luther King, Jr. Blvd.**

**Quincy, FL 32351**

**850-875-8324**

**<https://www.gadsdentech.org>**



201 Martin L. King, Jr., Boulevard Quincy, Florida 32351

Telephone 850-875-8324

Fax 1-850-627-7297

<http://www.gadsdentech.org>



A public institution of the Gadsden County School District  
Certified by the Florida Department of Education



Accredited by

The Accrediting Commission of the Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Telephone: 800-917-2081 or 770-396-3898

Fax: 770-396-3790

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## **VISION STATEMENT**

The vision of GTC is to develop high demand workforce skills through Career and Technical Education.

## **MISSION**

The mission of Gadsden Technical College (GTC) is to provide industry linked programs and services opportunities to prepare students for the workforce, in order to achieve economic self-sufficiency, contribute to the economic prosperity of Gadsden County, and compete in a global market.

## **BELIEF**

A belief is providing a learner-centered environment that offers quality instruction, resources, and services while presenting opportunities for the continued growth and development of faculty and students.

## **ANTI-DISCRIMINATION POLICY**

The Gadsden County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age or disability in any of its programs, services or activities.

Thank you for choosing Gadsden Technical College. We appreciate your willingness to further your education by taking this first step toward your postsecondary and career certification. Please let us know anytime you need assistance with classroom activities and let us know how we can help you as you seek to gain a realistic balance with your family, work, and community responsibilities.

You are special to us. Like you, we look forward to your walk across the stage to receive the diploma you have earned.

## **CORE VALUES**

Loyalty Empathy, Accountability, Discipline, Empowerment, Respect, Self-Awareness, Honesty, Integrity, and Passion

## MAJOR GOALS

1. Accessibility - Increase admission and enrollment by promoting and maintaining an inclusive, accessible environment where all stakeholders are welcomed, valued, and respected.
2. Support - Provide holistic and meaningful support to increase student outcome and program success.
3. Relevance - Provide relevant, engaging, and high-quality instruction aligned with Florida Department of Education (DOE) curriculum frameworks.
4. Sustainability - Pursue and sustain adequate human, fiscal, and physical resources needed to produce workforce ready graduates.
5. Workforce Readiness - Increase program completion, placement, and certification/licensure rates for high-demand industry jobs in the region.
6. Growth and Expansion - Expand educational programs to offer Degree and Career Certificate programs.

### Title Programs Compliance Contacts

#### **Title I, IV, and V Contact Person**

Joanette Thomas, Director of Federal Programs  
(850) 627-9651 ext. 1375  
[thomasjoa@gcpsmail.com](mailto:thomasjoa@gcpsmail.com)

#### **Title II Contact Person**

Kysha Hopkins, Director of Professional Learning  
(850) 627-9651 ext. 1570  
[hopkinsk@gcpsmail.com](mailto:hopkinsk@gcpsmail.com)

#### **Title III Contact Person**

Lucia Esquivel, Migrant/ELL Coordinator  
(850) 328-3175  
[Lucia.esquivel@paec.org](mailto:Lucia.esquivel@paec.org)

#### **Title VI, VII, IX & Equity Contact**

Dr. Sonya Jackson, Human Resources  
(850) 627-9651 ext. 1565  
[jacksonsonya@gcpsmail.com](mailto:jacksonsonya@gcpsmail.com)

#### **504 Contact Person**

Dr. Nickitra Jones, Guidance Services  
(850) 627-6030 ext. 2408  
[jonessnic@gcpsmail.com](mailto:jonessnic@gcpsmail.com)

#### **IEP Contact Person**

Kesandra Brown, Director of ESE  
(850) 627-9651 ext. 1240  
[brownk@gcpsmail.com](mailto:brownk@gcpsmail.com)

## **GENERAL INFORMATION**

### **STUDENT HANDBOOK**

The Gadsden Technical College (GTC) Student Handbook is an information and reference guide on GTC's policies, facilities, certificate programs, course offerings, services, and personnel. The statements in the catalog are for informational purposes only and should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the handbook are applicable as stated, but Gadsden Technical College reserves the right to initiate changes, including but not limited to academic requirements for program graduation, without direct notification to individuals. Any statement in this handbook is subject to change by the Director or a designee. Though GTC's handbook is produced as a reference guide, each student is responsible for keeping apprised of current requirements for program graduation for a particular certificate program by staying in constant contact with school staff/program coordinator.

GTC's website; [www.gadsdentech.org](http://www.gadsdentech.org) serves as the school's official publication and contains all information pertinent to the institution. Hard copies of reference materials can be obtained from the administration office at the institution.

### **EQUAL ACCESS**

Gadsden Technical College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, national origin, gender, age, marital status, or disability.

Gadsden Technical College does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.

### **SCHOOL CALENDAR**

The school calendar for dual enrolled students operates by the semester system. Each quarter is nine (9) weeks. The first semester begins in August; the second begins in January. The school calendar for Career Certificate Programs operates on the clock-hour system. The first term (payment period) includes 0-450 clock hours, and the second term (payment period) begins at 451 clock hours. Each Title IV Aid payment period is based on the completion of the appropriate number of instructional weeks and clock hours. Registration takes place prior to each term of enrollment. All fees are due at the time of registration unless a deferment has been provided by Financial Aid or a letter of intent to pay for tuition has been issued by a government agency or private business. Registration, counselors and financial aid are located in Building 14 (Administration). For more information regarding the Title IV school calendar please refer to the Title IV Funding section of this handbook.

### **PROGRAM SCHEDULE**

Gadsden Technical College Career Certificate Programs meet five days per week, Monday through Friday. Career Certificate Programs are: Automotive General Service Technician, Automotive Service Technology 1, Barbering, Building and Maintenance and Management, Carpentry, Commercial Class B Driving, Cosmetology, Facials Specialty, Nails Specialty, Pharmacy Technician, Power Equipment Technologies, Practical Nursing, Principles of Teaching. These programs meet on a part-time or full-time basis specific to the certification/licensure goals of students. Courses in each program are taken in sequential order based on the structure of the curriculum framework. Programs that are taught in the evening meet Monday–Thursday from 5:00pm to 8:00 pm. These programs are: Adult General Education, and Commercial Class B Driving. Practical Nursing is offered Monday-Friday from 8:00 AM – 3:30 PM.

## **DAILY SCHEDULE**

### **Career Certificate Programs (excluding Commercial Class B Driving and Practical Nursing)**

Campus Hours 7:30 am - 8:00 pm

Operating Hours 8:00 am - 5:00 pm

Instructional Time 9:00 - 11:30 am / 12:30 - 3:00 pm

AM Block: 9:00 am – 11:30 am

AM Breaks\*: 9:50 am - 10:00 am and 10:50 am - 11:00 am

PM Block: 12:30 pm - 3:00 pm

PM Breaks\*: 1:20 pm - 1:30 pm and 2:20 pm - 2:30 pm

**Commercial Class B Driving:** 5:00 pm – 8:00 pm

**Practical Nursing:** 8:00 am– 3:30 pm

**Adult General Education:** 5:00 pm - 8:00 pm

**\*Break schedule as required by Title IV**

## **BUS TRANSPORTATION**

Gadsden County Transportation will transport high school students and adult students between the ages of 16 and 19. All other students must provide their own transportation. For more information about pick-up and drop-off points, please call Gadsden County Public School Transportation at (850) 627-6858.

## **CAMPUS SECURITY**

Gadsden Technical College makes every effort to provide a crime-free campus. In the event of criminal action during periods of occupancy, the local law enforcement authorities will be notified. The district compiles statistics on crimes committed on campus each year. These statistics are available from the administration upon request and posted on Gadsden Technical College's website.

Gadsden Technical College Health and Safety Plan consist of Gadsden County Public School District School Board Policies that relate specifically to the health and safety of employees, students, and patrons. School Board Policies in their entirety may be found at <http://www.neola.com/gadsden-fl/> on the District website <http://www.gcps.k12.fl.us/>. This plan is reviewed annually by the institution's stakeholders which include administrators, faculty, staff, students, and advisory council members. Based on their recommendations, revisions are made to reflect the needs of Gadsden Technical College.

## **ADULT STUDENTS – CAREER, TECHNICAL, AND ADULT EDUCATION**

All students must adhere to the following for general admission to Gadsden Technical College. Anyone who desires to attend Gadsden Technical College (GTC) must be sixteen years of age or older. Matriculation or advancement shall be made on an individual basis and shall be achieved by demonstrating competency in a program of study. This is achieved by demonstration, successfully passing written exams, development of portfolios or a combination of assessment methods. Some programs that train students for regulated or licensed careers are more rigid and require attendance and completion of course work in a specified sequence and/or timeline. Students must also attend a new or returning student orientation.

**ADMISSIONS / ENROLLMENT:** GTC assures that a lack of English language skills will not be a barrier in admission or participation in programs and activities.

**1. Complete the GTC Online Admissions / Enrollment Application.**

Career Counselor for Admissions will review your application once it is submitted. Please allow 72 hours for an Admissions Representative to reply with communications concerning the information from your submitted application.

**2. The Career Counselor will schedule an appointment with the student to:**

- \* Review your application
- \* Validate official transcript(s)
- \* Complete a Career Assessment
- \* Schedule to take a Basic Skills Assessment (if applicable)

**3. Acceptable Basic Skills Assessments** include CASAS, the TABE Test, or an acceptable Basic Skills Test approved by The Florida Department of Education, or provide Basic Skills Test Scores from another entity (Must be in a sealed envelope and signed by the Test Administrator)

**4. Prepare for Payment**

- \* Apply for the Federal PELL Grant (FASFA) or request documents needed for other funding methods (VA, CareerSource, etc.). Complete the Federal Student Aid (FASFA) online application at <https://studentaid.gov>.
- \* Contact the Financial Aid Advisor (If you are self-paid, you may skip this step.)
- \* Contact the Financial Aid office to schedule an appointment to discuss your PELL Grant award. Be sure to bring proof of any additional grants, scholarships or waivers you have been awarded. The Financial Aid advisor can be reached by contacting 850.875.8324

***Important Note:***

*Registration will not be officially complete until tuition, registration, and lab fees have been paid, or payment arrangements have been made with the Financial Aid Career Counselor.*

**5. Acceptance Letter to Recipient with Award Status, Date of Entry, and Graduation Date.**

**6. Schedule and Attend Orientation and Complete Enrollment Forms.**

**7. Complete necessary technology access and permission forms with CTE Coordinator.**

**8. School Photo ID: \$5.00**



## **SECONDARY STUDENTS (DUAL ENROLLED)**

Secondary students may elect to be dually enrolled at their high school and GTC. Dual enrolled students will attend part-time classes at their home school and enroll part-time in a workforce education program on GTC's campus.

High school students who are interested in attending must apply through their high school guidance counselor and meet the following criteria.

1. Be classified as a full-time 10<sup>th</sup> grade student
2. Have a minimum of 2.0 GPA
3. Complete an enrollment application
4. Have satisfactory attendance

## **TRANSFER POLICY**

### **TRANSFER BETWEEN PROGRAMS**

A transfer from one program area to another program area at Gadsden Technical College is the exception and not the rule. The Director, or administrative team may allow an adult student to change program areas after consideration of the request, under the following circumstances.

1. The adult student has completed less than 25% of the current training program (unless there are extenuating circumstances).
2. The adult student is not making appropriate progress in the current program.
  - a. Programs have become too difficult resulting in failing grades.
  - b. Progress is too slow (more than a month behind for possible employment).
3. There is evidence from the program evaluation that the adult student has an ability to be successful in the area to which he/she wants to transfer.
4. There are special circumstances (determined by the team) that require a transfer.

### **TRANSFER FROM OTHER INSTITUTIONS**

Students transferring from other institutions are required to submit registration and supporting academic documents as well as official transcript(s) in order to determine placement. Transcripts are requested and clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available, and admission requirements are met.

## **REFUND POLICIES**

Full-time Career Certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first 10 class sessions for semester (18 weeks) scheduled classes. Full-time students who withdraw after the first 10 classes are not eligible for a refund. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. Half-time students who withdraw after the first 10 percent of the total scheduled class hours are not eligible for a refund. The drop period begins with the Entry date on the Class Schedule/Receipt. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.00. Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to

the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the students.

#### **TITLE IV REFUNDS**

Title IV refunds are based on earned and unearned portions of Title IV aid as of the date the student ceased attendance and based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds, and the school will decide as to whether the student is eligible for a post-withdrawal disbursement. Title IV funds shall be administered per the Federal Student Aid Handbook guidelines.

Students scheduled for Continuing Workforce Education (CWE), Customized Training or Personal Enrichment who are unable to attend must notify the school in writing a minimum of 48 hours before the first scheduled class to qualify for a refund.

### **ENROLLMENT**

#### **SELECTING A PROGRAM OF STUDY**

Gadsden Technical College Student Services staff provides assistance in choosing realistic career goals. Students may see a Student Services staff member on a walk-in basis. Students may see a Career Counselor to learn about programs offered at GTC. Information is also provided concerning local job markets, pay scales, and limitations (if any) imposed by working conditions. Information about training programs offered at GTC is available at the administration building and on the school's website ([www.gadsdentech.org](http://www.gadsdentech.org)).

#### **VETERAN**

GTC admission/enrollment policy complies with 38 U.S. Code 3679 (f). Students receive admission and are enrolled after completing an admission application and signing a commitment letter. Upon enrollment, students are provided with information regarding the requirements to graduate from such program of study, including, to the maximum extent practicable, information regarding when required classes will be offered and a timeline to graduate. Enrollment is by semester and automative renewal in a course and program of study is prohibited. Students shall review and approve course of enrollment each semester.

Any student who is a member of the Armed Forces, including the reserve components and the National Guard, who enroll in a course of education at GTC may be readmitted at such institution if such members are temporarily unavailable or have to suspend such enrollment because of serving in the Armed Forces; and otherwise accommodates such members during short absences by reason of such service. Student whose absence from GTC is necessitated by reason of service in the uniformed services shall be entitled to readmission to the institution if, (A) the student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at GTC; (B) the cumulative length of the absence and of all previous absences from that institution of GTC by reason of service in the uniformed services does not exceed five years; and (C) except as otherwise provided in this section, the student submits a notification of intent to reenroll at GTC in accordance with the provisions of the readmission requirements for servicemembers.

GTC's Veterans Refund Policy complies with CFR 21.42555. In the event the veteran or eligible person fails to enter the course or withdraws due to allowable cause (e.g. illness, death, care of family member, relocation, call to duty) at any time prior to completion, any unused portion of tuition, fees, and other

charges are refunded. Any amount in excess of the application/registration fee and consumed instructional supplies is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proportion will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

### **STUDENT ID/PARKING**

Student ID cards and parking decals are issued after orientation/registration each semester. All cars must be registered. There is a replacement cost of \$5.00 for an ID card or decal. A fee of \$2.00 will be required to replace the lanyard rope or clip.

Dual enrolled (high school) students who are permitted to drive on their main campus are permitted to drive to classes held on the campus of Gadsden Technical College. Documentation on school letterhead, must be provided to the administration. GTC's Administration will provide those students with parking decals. Bus transportation is provided for Gadsden County District high school students.

Unauthorized (no decal) and improperly parked vehicles may be ticketed and/or towed at the owner's expense, 24 hours a day.

## **STUDENT SERVICES**

### **STUDENT SERVICES MISSION**

Gadsden Technical College (GTC) strives to provide services and support to existing and prospective students. The campus is concerned with the overall quality of student life. The administration, faculty and staff support teaching, learning, research and service through: (1) Facilitating student academics, personal, civic, and professional growth and development; (2) Preparing students for leadership in a global, diverse and changing society; (3) Visiting best practice sites to ensure continuous program and student growth; (4) Providing articulated programs with local colleges and universities for a seamless transition; (5) Cultivating a safe and caring environment.

### **COUNSELING SERVICES**

Gadsden Technical College (GTC) provides individual counseling services for prospective and currently enrolled students. In counseling sessions, test scores are explained, and other information is provided to assist in decision-making. GTC assists students in exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values, and work preferences as they relate to career choices.

### **STUDENT SERVICE CENTER**

Learning Resource Centers are located throughout the campus and are managed by individual instructors. The necessary equipment to support learning resources is made available to users in each center. In addition, internet access is available to enhance student learning and research activities.

Online resources are available to students and instructors 24 hours a day from any Internet-accessible computer.

Media Services provides resources and services that support, facilitate, and enhance the needs of the students, faculty, and staff of Gadsden Technical College (GTC), providing an atmosphere that fosters and promotes information competency and intellectual independence. Materials housed in this area include

technical materials, personal enrichment, access to the Internet for educational purposes, and other resources.

All students wishing to use the Internet in the Media Center must fill out and follow the Gadsden County School District/Media Services Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to accessing information that falls within the guidelines as established by Gadsden County Schools.

## **HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) PROGRAM**

Adult education programs are available to individuals that:

- Are 16 years or older.
- Are not enrolled or required to be enrolled in secondary school.
- Do not have a high school diploma or its equivalent.
- Want to learn to speak, read, and write the English language.

## **BASIC SKILLS ASSESSMENT EXEMPTIONS**

Section 1004.91, Florida Statutes (F.S.), Career-Preparatory Instruction and State Board of Education Rule 6A-10.040 Florida Administrative Code (F.A.C.) requires students who enroll in a career certificate or applied technology diploma program offered for career credit of 450 clock hours or more to complete an entry-level examination within the first six weeks after admission into the program.

Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (official high school transcript required).

Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university (official diploma or transcript required).

A student who is serving as an active-duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution.

Demonstrate readiness on the 2014 GED® (official transcript required).

Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (official test results required. Valid up to 2 years prior to the start of program).

Active-duty member of any branch of the United States Armed Services (paper order or ID card required).

Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (official test results required).

Enrolled in an apprenticeship program that is registered with FLDOE.

Career and Technical program is less than 450 Clock Hours.

## **NEW STUDENT ORIENTATION**

New Student Orientation prepares students for the challenges and opportunities of GTC, as well as informing them of the services and activities available, and helps students feel comfortable in the postsecondary environment. When students participate in orientation programs, they increase their chances of academic and personal success.

## **STUDENT COUNSELING AND ADVISING**

Counseling and advising is an essential element in career preparation to assist students in identifying career goals and selecting appropriate training programs. Explaining the demands of the academics involved in the CTE program is an important part of the counseling process. It is important for students to understand the relationship between basic skills and success in his or her chosen CTE program, and that improving his or her skills will help foster success in the program and in future employment.

All students who are referred to adult education programs require ongoing counseling and monitoring to ensure that: (1) progress is being made, (2) support services are being provided if needed and (3) progression toward completion of program goals is occurring.

## **CAREER ADVISEMENT**

Interest inventories and personality traits are explored with relation to chosen career paths. Students are contacted throughout the year to assess their continued interests in chosen career fields.

## **JOB DEVELOPMENT and PLACEMENT**

Gadsden Technical College partners with local businesses to provide additional training and employment opportunities for graduates.

## **CAREER, TECHNICAL STUDENT ORGANIZATIONS**

Involvement takes many forms at GTC and has countless benefits. Every opportunity has the potential to help students learn new skills and develop as an individual. Leadership works with Career Technical Education Student Organizations to make sure students have many options to choose from within programs and areas of interest at GTC. Whether a student wants to join a student organization, partake in an internship, or help to plan student activities, GTC offers resources for success.

## **EXTERNSHIPS/CLINICALS**

To hone their clinical and research skills, students participate in externships during the last semester of their program study. Externships may also lead to employment after graduation. Clinical experiences at local health facilities occur throughout the year. GTC has on campus opportunities in addition to local businesses and industry options.

## **ANNUAL CAREER and JOB EXPO**

This event is an opportunity for job seekers and those preparing to enter the workforce to see the type of employment available and learn about the skills employers are seeking. Speakers representing local, regional and national employment opportunities will provide information on a myriad of topics relating to careers. Those interested in learning more about potential careers, as well as active job seekers, can benefit from this event.

## **STUDENTS RIGHTS**

The goal of Gadsden Technical College (GTC) is to help ensure that experiences here are positive ones, and that students find this setting conducive to learning. Each student is to take responsibility for creating an environment dedicated to the principles of fairness, civility and diversity. Students have the right to address any issue felt to be detrimental to their success. Students are encouraged to bring to the attention of an administrator or staff member any concerns or issues that involve academic or student life. Please see the student handbook or any campus staff member of proper procedures.

### **AMERICAN WITH DISABILITIES**

Gadsden Technical College (GTC) does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, or religion in admission to educational programs, activities, and employment practices in accordance with **Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990** and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and services necessary to afford individuals with a disability an equal opportunity to participate.

### **MULTICULTURALISM**

Gadsden Technical College (GTC) envisions an inclusive, multicultural campus environment that welcomes and actively supports diversity in the widest sense: race, ethnicity, religion, disability, sexual orientation, gender identification, gender expression, social economic status, etc.

## **FINANCIAL AID**

### **VETERANS**

GTC's tuition policy complies with 38 USC 3679(e). The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31, 33, or 35 of this title, or chapter 1606 of title 10. In accordance with Florida Statue 1009.26(13) and (14), GTC will provide the equivalent of in-state tuition to all honorably discharged Veterans (Armed Forces, Reserves, or National Guard), or Veteran beneficiaries using VA education assistance while enrolled in school and residing in Florida. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) for complete details. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Students shall be provided with a form (College Financing Plan) that contains information personalized to the student and program of study prior to enrollment in a course of education at GTC. Students shall be provided with an updated form that contains changes not later than 15 days after the date on which GTC (or the governing body of the institution) determines tuition rates and fees for an academic year that is different than the amount being charged by the institution. The College Financial Plan identifies federal and Institutional aid available to VA beneficiary. Each covered student enrolled in a course of education at the GTC shall be counseled on Federal financial aid not administered by the Secretary and financial aid offered by GTC; and alert such student of the potential eligibility of the individual for such financial aid before packaging or arranging student loans or alternative financing programs for the individual.

### **SCHOLARSHIPS**

There are a limited number of program scholarships available in various departments. See the Career Counselor/Financial Aid officer for details.

#### **TITLE IV (PELL)**

Federal Student Aid plays a central and essential role in supporting postsecondary education by providing money for postsecondary education to eligible students and families. See the Career Counselor/Financial Aid offices for more information.

#### **CAREERSOURCE CAPITAL REGION**

CareerSource Capital Region offers resources and training opportunities that can help students jump start their career. Gadsden Technical College is a part of the network of approved training providers, students may be eligible to complete training in an in-demand occupation that could lead to a career technical education certificate or program specific license.

As a career seeker interested in obtaining occupational skills training, through the Workforce Investment Act (WIA) program, students may receive career guidance and possibly financial assistance to help with training-related costs such as:

- Tuition and fees of the training provider
- Books
- Supplies required to be used in training
- Uniforms and shoes required to be worn while in training
- Certification/licensure fees required after completion of training

#### **VOCATIONAL REHABILITATION**

Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities receive training and skills needed to get or keep a job. Vocational Rehabilitation is committed to helping people with disabilities find meaningful careers.

### **CAREER AND TECHNICAL EDUCATION**

Career education programs offered by Gadsden Technical College (GTC) are consistent with the mission of the College and the needs of the community. Each program has clearly stated objectives, defined content relative to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content. GTC offers a wide variety of career education certificates (job preparatory) and continuing education programs. These programs are developed in cooperation with local employers in order to develop the area workforce. Training in job preparatory skills, upgrading of existing skills, and student participation in internship/externship (work based) programs are components of college operations. Gadsden Technical College operates all programs in accordance with Florida Statutes, the Florida State Board of Education rules, and Council on Occupational Education accreditation requirements and Gadsden County School Board policies. Florida Department of Education curriculum frameworks and other applicable guidelines are used to develop programs.

### **DOCUMENTATION OF ACHIEVEMENT**

#### **CAREER EDUCATION CERTIFICATE**



This certificate is awarded for mastering specific competencies leading to completion of a postsecondary career education program and achieving basic skills levels indicated in Florida Department of Education Curriculum frameworks.

### **HIGH SCHOOL CREDIT**

This is awarded to secondary students who are enrolled in a career education program to earn credits. Students from Gadsden County Public School District (secondary schools, private schools, and or home schools) may enroll at Gadsden Technical College.

For occupational proficiency programs, credits will be awarded and will be accepted by the high school on the basis of demonstrated competency. Credits earned shall be exempt from the 135-hour rule consistent with the provisions of Florida Statute 1003.436. Students may earn more or less than one credit for each 135 hours of instruction. Competency lists based on Department of Education student performance standards will be used to assure competencies are met and to recommend the amount of credit to be awarded. Credits earned may exceed the required number of elective credits needed for graduation.

Students shall successfully complete all of the benchmarks (competencies) with a minimum of 75% mastery (average). Demonstration of mastery for Exceptional Education Students on a special diploma track shall be determined by the goals and objectives identified in the Individual Education Plans. The curriculum may be modified to meet the needs of this population.

### **RECOGNITION OF COMPETENCY**

Awarded for mastering specific competencies leading to partial completion of an entire career education program. These competencies are occupational completion points which correspond to occupations within a field of study.

### **CAREER CERTIFICATES**

Students who have completed their program hours will receive a career and technical education certificate upon graduation. If a student completes the necessary, course work he/she may be eligible to receive an OCP for that course. The issuance of a program completer certificate shall occur at the end of the fall and/or spring semesters.

## **GRADING**

### **SECONDARY STUDENTS**

Grading reflects a composite of many factors: attendance, class participation, homework, the demonstration of skill competencies and content mastery, assessed through exams, tests, quizzes, and projects (oral and written). Letter grades, based on the high school grading system, will be awarded to all secondary students at each grading period as scheduled by the Gadsden County School Board.

The grading system is as follows:

90- 100 =A – Outstanding

80 - 89= B - Above Average

70 - 79= C - Average

60 - 69= D - Below Average

45 - 59 = F - Failure



The grading system for ***Practical Nursing*** is as follows:

90- 100 =A – Outstanding

80 - 89= B - Above Average

75 - 79= C+ - Average

70 - 74= C - Failure

60 - 69= D - Failure

45 - 59 = F - Failure

### **ADULT POSTSECONDARY STUDENTS**

All programs shall follow the grading policy adopted by the Gadsden County School Board. Each adult postsecondary student will be provided a copy of the grading policy at the beginning of their training. Each instructor will evaluate each student at the end of each unit, competency or objective. The instructor will hold a personal conference with each student no less than once each quarter for the purpose of informing the student of his/her progress in the program. A written progress report will be provided to the student and maintained in the student file for each of the required conferences. Adequate CASA, TABE scores and clock hours must be maintained for program completion.

### **ADMITTANCE**

Adult students generally enter GTC programs in the first week of each semester. Certain lock-step programs may have class starting dates that do not coincide with the college's semester beginning dates. In this case students may enter these programs at the scheduled class beginning date. High school students usually enroll at the beginning of each semester. High school students may also enroll at other times based on recommendations from their home school, referral from the District Office, or other agency that appears to be in the best interest of the student. Such enrollments shall be on a space available basis.

### **TESTING**

Some programs require admissions testing. Other programs may request testing on an individual student basis.

- a. **Diagnostic Testing:** Students enrolled in a post-secondary adult vocational program of four hundred fifty (450) clock hours or more shall complete a basic skills examination approved by the State Department of Education. This assessment is administered through the Student Services Department on the GTC Main Campus.
  - i. Minimum basic-skills grade levels in mathematics, language, and reading are defined in each career education program description and published annually in the Florida Department of Education Curriculum Framework for each program. Students must meet the minimum program requirements before a certificate is issued.
  - ii. **Exceptions.** Students with a documented disability may have the basic-skills examination requirement waived.

- b. **Other Assessments:** Other assessments may be given to assist students in identifying their aptitudes, interests and work values. This additional information is helpful in the selection of career goals and training programs.
- c. **Fees:** for the above tests and assessments, as annually approved by the Gadsden County School Board, The Florida Department of Education or GTC and will be charged to all adult students. Secondary students are not assessed a fee for testing.

### **ADVANCED STANDING**

Previous records of achievement and demonstrated proficiency may be considered on an individual basis and confirmed by the instructor for advanced placement in a career education program. Advanced Standing Placement, which is awarded for previous achievement shall be documented in the student's records.

### **STUDENTS WITH DISABILITIES**

Adult students with a documented disability may request assistance or accommodation available under Section 504 of the Rehabilitation Act of 1973 through their instructor.

Secondary students with disabilities at Gadsden Technical College shall be provided exceptional student educational services and services required under Section 504 in coordination with the District Exceptional Student Education Office at their home schools. Modified Occupational Completion Point (MOCP) may be developed for students in conjunction with their Transition IEP and course outcomes as per State Board of Education Rule 6A-6.0312 FAC. Student performance standards may not be modified for students enrolled in secondary career education.

Adult career education programs have two important features of services available to students with disabilities: accommodations and modifications. Accommodations are changes to the way the student is expected to learn. Modified Occupational Completion Point (MOCP) may be developed for students in conjunction with their 504 plans and course outcomes. Student performance standards may not be modified for students enrolled in postsecondary career education.

### **PROCEDURES FOR REQUESTING ACCOMMODATIONS**

In Career Education, students shall request accommodation and may be asked to provide supporting documentation of their eligibility under Section 504 and ADA. Adult students are required to self-identify.

To begin the consideration process, a Referral for 504 Assistance (Form 501-1) shall be completed by the student's instructor. Instructors may obtain these forms from the Student Services Department. Once the form is completed, it should be returned to Student Services (Intervention Team/504 Committee). The Intervention Team consists of professionals, family members, and the students as prescribed by the district. The team develops a 504 plan. One of the professionals is the instructor who is responsible for teaching students with disabilities. The team decides what accommodations or modifications the student needs for his or her educational program and for the state and district testing programs.

### **DUAL ENROLLMENT IN HIGH SCHOOL AND GADSDEN TECHNICAL COLLEGE**

While still enrolled in high school, a student who has completed grade 9, and who has reached age 16, may be, with the PRIOR WRITTEN PERMISSION of the high school counselor or designee, be enrolled at the same time in the career education program at GTC. All credits earned will be transferred back to the high school to be credited toward graduation requirements.

## **ENROLLMENT IN GADSDEN TECHNICAL COLLEGE AS AN ADULT**

Individuals sixteen years or older with or without a high school diploma may enroll at Gadsden Technical College to pursue training in career education programs. These students shall be required to pay tuition and all other associated fees.

## **RECORDS AND REPORTS**

Records showing participation and progress shall be maintained on all students who enroll in GTC classes. Credits earned by high school students will be reported to the school maintaining the cumulative folder.

## **STUDENT COURSEWORK, TESTING, AND RECORDS ACCESS**

### **Privacy of Student Records**

Written consent from students must be given before any student coursework, testing, records, and/or transcripts are released.

All student records are maintained in the front office. Current student records are stored in a locked fire-proof filing cabinet. The previous four (4) years' student records are maintained in a fire-proof filing cabinet located in the front office. Access to student records is limited to administrators, career counselors and data secretaries.

### **Transcript Request Procedure**

Students must provide a written request each time a transcript is needed. A nominal fee of \$5.00 must be paid for each transcript. Request forms are located in the main office. Students may pick up transcripts in person or direct the school to mail it to a specific institution, agency, or individual.

### **FERPA – Family Educational Rights and Privacy Act**

Staff members are trained annually on FERPA. For complete information about this Federal Law, visit the website: <http://www.ed.gov.policy/gen/guid/fpco/ferpa/index.html>.

## **MONITORING**

Career Counselors, Instructors, and School Administrators will work together to ensure students meet program requirements.

## **STATE OF FLORIDA HIGH SCHOOL EQUIVALENCY DIPLOMA PROGRAM**

### **ENROLLMENT**

Please refer to enrollment procedures on page nine (9).

### **ATTENDANCE**

Students are expected to attend class daily in order to gain the maximum benefit from the instructional program. A student who misses six consecutive class meetings shall be withdrawn from that course. Though many adult students have competing demands for their time, such as childcare, jobs and other family responsibilities, continued patterns of excessive absence shall be grounds for administrative withdrawal. Excessive absence is defined, in this case, as absence or tardiness so repetitive as to impede the learning progress for that student in the judgment of the instructor. Conditions for re-enrollment in any adult education course will be determined by the Director of Career, Technical and Adult Education Programs.

## **WITHDRAWAL**

Withdrawal of students occurs on the sixth consecutive absence of adult general education classes or the sixth for career and technical classes or at any other time the student officially withdraws. The withdrawal is indicated with a "W" on the specified absence. The effective withdrawal day will be after the last day of attendance in class.

Once a student has been withdrawn from a class, a student cannot receive a grade for the course. If the grade has been posted, it must be removed before the withdrawal can be processed.

## **RE-ENTRY**

Re-entering is a term used when a student has been withdrawn from a class and subsequently re-enters the same class. This procedure is for adult general education classes only.

Instruction in adult education courses is individualized, self-paced and performance based. Students do not receive grades. Student progress in other adult education courses is determined by pre- and posttests using Department of Education approved assessment instruments.

## **PLACEMENT**

Adult General Education students are placed in courses based on their performance level as assessed by available student records and Department of Education approved placement tests.

## **RECORDS and REPORTS**

Individual folders with records showing participation and progress are maintained on all students who enroll in adult education classes. All information is recorded according to procedures in the Gadsden County School Board Educational Records Policy. The student work folders will be kept in the class for one school year and will be purged during the year following the student's withdrawal.

## **FEES (AGE)**

Students must pay tuition for each term enrolled (Effective July 2014) tuition rates are as follows:

<b>Terms</b>	<b>Length of Term</b>	<b>Resident Rate</b>	<b>Non- Resident/ Out-of-State Rate</b>
Term I	Aug. - Dec. 2025	\$30.00	\$30.00
Term II	Jan.- May. 2026	\$30.00	\$30.00

Grade levels are not emphasized in adult education in grades 1-8. Adult students are classified as ninth grade students.

## **EDUCATION FOR ADULTS WITH DISABILITIES AND SENIOR ADULT LEARNERS**

The purpose of this program is to provide educational programs to adults with disabilities and senior adult learners. The program of studies includes academic, daily living and economic independence skills. Programs and eligibility for adult education for adults with disabilities and senior adult learners will be in accord with the Adults with Disabilities Grant Program, State of Florida, and approved annually by the Florida Department of Education. Classes offered to adults with disabilities and senior adult learners will

be determined by the adult education director and specified in the approved project application submitted annually to DOE for approval. Programs and services offered will not be identical to those offered through the pre-kindergarten through grade 12 Exceptional Student Education. Access to programs shall be limited to those persons who meet eligibility requirements for participation and within staffing ranges which do not exceed funding provided through the Adults with Disabilities Grant Program annual appropriation.

### **ALTERNATIVES TO NORMAL PROGRESSION - ADULT EDUCATION ACCELERATION**

Students' progress at their own speed because this is based on the student's individualized, self-paced, and performance-based of each student's mastery of course standards.

### **SPECIAL ACCOMMODATIONS**

The purpose of accommodations is to provide candidates with full access to the GED® test. However, accommodations are not a guarantee of improved performance or test completion. GED Testing Service provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. GED® test accommodations may include things such as:

- A separate testing room
- Extra testing time
- Extra breaks

As noted in the accommodation section, students should request accommodations from GED testing services through their GED portal. The Pearson Vue ADA program coordinator schedules appointments with accommodations and makes the necessary arrangements. Myged.com will post messages on the portal for the student at each milestone of the account creation and scheduling process.

### **REGISTERING FOR THE GED**

Register at [www.myged.com](http://www.myged.com) with a credit or debit card. The cost is \$128 for the full test or \$32 for each of the four sections.

#### **Additional GED® test information**

Students may take the test one part at a time if they choose. There is no residency requirement. Test takers must be comfortable using the computer and be able to type an essay. The test can be taken three times in one year without any waiting period between tests. After the third time, the test taker must wait at least 60 days to reschedule the test. Testing at Gadsden Technical College is in the GED® Assessment Center, Building 14 Room 18. Please bring a driver's license, state ID or other comparable government issued ID to the front office before testing begins. Testing is available every week. Check online for available dates. Unofficial scores will be ready for students within two to three hours after finishing the test. Qualified candidates can get accommodations for extra time, breaks, etc., if approved. Accommodation approval takes up to four weeks. Registration will be stopped while approval is verified.

### **GED TESTING FOR MINORS**

The minimum age of GED testing is 18 years of age on the day of the examination. Candidates who are 16 or 17 must do the following:

1. Be withdrawn from High School.
2. Take the Test of Adult Basic Education (TABE).
3. Attend GED predatory classes.
4. Receive verification of completion skill levels (testing waiver).
5. Receive written permission from Superintendent.

## SCORING REQUIREMENTS AND REPORTING OF GED TEST RESULTS

The passing score for each GED® subject area test is 145. Therefore, students will need to reach a score of at least 145 on each subject area tests, mathematics, reading/language arts, social studies and science. See below for the full score scale:

Below Passing: 100 – 144  
Passing Score: 145 – 164  
College Ready Score 165-174  
Honors Passing Score: 175 – 200

## TRANSCRIPTS/DIPLOMAS

To request a transcript students must login at [www.myged.com](http://www.myged.com) or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click sign-in.

If this is your first time using the online request system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

**Note: All GED® Testing is on a computer and registration is handled online by the company producing the GED®, not by Gadsden Technical College (GTC), even if you register to take the test at our official GED® Testing Center.**

## RULES FOR BEHAVIOR

### GENERAL INFORMATION

The responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the school directors and/or their designated administrative representatives. When distractions or disruptions do occur, the administrators are authorized to take the necessary steps to correct any interruptions of normal educational activity taking into consideration the welfare of all students.

When students violate the rules, regulations or policies of Gadsden Technical College and/or the Gadsden County School District, they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct improper behavior.

Students are expected to identify themselves and the program they are attending to staff members, if asked.

Students are expected to report to classes on time and remain for the entire class period.

Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program.

Students with vehicles are expected to register their vehicles and receive a parking decal.

Students are expected to respect the rights and property of other students, visitors and staff, at all times in all class locations. Discriminatory slurs, sexual harassment, vulgar or profane language or gestures, loud, disruptive talk, provision of false information and moral laxity will not be permitted.

Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.

Students are expected to inform friends and acquaintances not to visit them at school during class time unless prior approved by the administrator.

Food and beverages are not permitted inside classrooms, unless otherwise authorized. This includes gum, candy and snacks.

No weapons of any kind are permitted.

Students are expected to dress appropriately for a school/work environment.

## **DRESS CODE**

All students shall practice appropriate dress and grooming at all times. Appropriate dress is clean, safe, modest, and non-disruptive. Inappropriate dress will be handled according to disciplinary procedures.

Classroom instructors of technical training programs will provide students with dress guidelines appropriate to the training program. Students are expected to adhere to proper dress code policy. Students are expected to dress appropriately for a classroom/work setting. Suggestive or revealing clothing is not acceptable; underwear should never be visible. Clothing or personal property with lewd, indecent, violent, racist, or otherwise offensive language, logos, or slogans is not acceptable. This includes tobacco and alcohol logos. Particular attention should be given to low-waist pants, short tops, and any clothing that leaves the mid-section exposed.

Gadsden County School Board policy will be enforced; any clothing and property which is contrary to the school's mission and could cause disruption will not be tolerated. This enforcement will be equal and across the board.

Questionable dress or appearance will be referred to administration. Questionable dress is considered any attire that draws undue attention and is questionable to good taste and modesty.

All dress code violations shall be referred to the administrator or designee in charge of assessing disciplinary actions. Students shall be required to correct any violation before they shall be allowed to return to their regular classes. Students failing to make corrections shall be immediately directed off campus.

## **ZERO TOLERANCE**

Possession or use of illegal substances or alcohol is prohibited at all class locations. Cell phones are permitted but may **NOT** be **used** during instructional hours.

Gadsden Technical College and the Gadsden County School Board have zero-tolerance for students found to have committed any of the offenses listed below on school property, school-sponsored transportation, including designated bus stops, or during a school-sponsored activity. These students **will** be expelled from all programs.

- Threatening/assaulting (intentional or unintentional) an instructor or other school personnel of Gadsden Technical College

- Homicide (murder, manslaughter)
- Sexual battery
- Possessing weapons
- Possessing, using drugs/alcohol
- Armed robbery
- Aggravated battery
- Arson
- Possession, use or, sale of any firearm; or
- Possession, use or, sale of any explosive device
- Possession, use or, sale of drugs or alcohol
- Threat or false report involving a school or school personnel's property, school transportation or school-sponsored activity.
- Bomb threat
- Possession, use of hazardous chemical or substances material.
- Fighting, instigating a fight or inciting violence

The above Zero Tolerance policy is consistent with The School Board of Gadsden County Bylaws & Policies 5530 (Drug Prevention), which states that the Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or any school-sponsored event. Information for students concerning substance abuse may be found in the Student Center. Faculty seeking substance abuse information may contact the District's Human Resource Office.

## **ACTIONS THAT MAY RESULT IN PROBATION/DISMISSAL**

### **INSUBORDINATION**

Students will be respected and treated as adults, and the staff of Gadsden Technical College will expect the same consideration in return. Failure to follow the requests of instructors will be considered insubordination and will result in a disciplinary conference. This program is voluntary, and enrollment is not mandatory; therefore, no discipline problems or disruptive behavior will be tolerated. Any student causing a disturbance or problem can expect to be asked to leave.

### **ILLEGAL ACTIVITIES**

Weapons must not be brought on the grounds of the campus - This includes pocketknives, multi-tools, box cutters you may use at work, etc. Drug or alcohol use, possession, or distribution will mean immediate disciplinary action leading to expulsion from all programs at Gadsden Technical College. Personal and/or car searches can be conducted by the police/authorized school personnel at any time just as is true for all other Gadsden County Public Schools.

### **UNDER-AGED TOBACCO**

Smoking or use of tobacco products is not allowed in any area on campus. Gadsden Technical College has been a "Smoke-Free campus" since January 2017.

### **PARKING BEHAVIOR**

No student should be in the parking lot for a period of more than 15 minutes since breaks are limited to 15 minutes. Students who do not follow this procedure will be considered to be loitering. Loitering, offensive language, loud behavior or loud stereo equipment will be considered disruptive. Safe driving behavior should, of course, be followed at all times. Any disruptions will be dealt with according to violations of the handbook policy as stated unless a dangerous situation warrants more immediate action.



## **GRIEVANCE PROCEDURE**

The process described below should be used after all informal means have been exhausted. In the area of academics, protocol requires that student concerns or grievances about course content and relevancy, grading, teaching style, and the like, should be consulted first with the instructor of the given class. Failure to resolve the matter at that point may require a meeting with the Director.

In the event that the informal procedures fail to resolve the problem, the student will indicate in writing the nature of the grievance, the evidence upon which it is based, and the redress sought, and submit the document(s) to the Director of Career, Technical and Adult Education for academic and non-academic matters. At that time, a Grievance Committee will be formed and proceed according to the guidelines stated below.

The formal grievance procedures shall be initiated only after other attempts to resolve the matter have been exhausted (i.e. conferring with the individual instructor, director, or staff member appropriately). The student has no more than ten (10) working days after meeting with the individual they believe has given them cause for grievance or fifteen (15) working days after the incident that occasioned the grievance in which to file his/her written petition.

The grievance process is initiated by the submission of a written petition to the Director of Career, Technical and Adult Education. The petition includes (please refer to the uniform complaint form on the website):

1. Name of the parties involved.
2. A clear statement of the nature of the grievance.
3. A narrative of the incident including
  - a. what occurred
  - b. when it occurred
  - c. where it occurred
  - d. who was present
4. The evidence on which the grievance is based.
5. Why this constitutes capricious or arbitrary action on behalf of a staff or faculty member.
6. What has been done to resolve the grievance?
7. The desired outcome(s).

When a dispute on student placement or progression arises, the student (or guardian) shall first discuss the complaint informally with the person against whom it is directed. If the dispute is not resolved at this level, the student (or guardian) shall, within five school days following the dispute, discuss the dispute with the director or designated assistant director who shall render a written decision within five school days.

The decision, normally made by the director or designated assistant director, may be appealed to the Superintendent or designee in writing, within five school days following the school administrator's decision. The Superintendent or designee shall investigate the facts of the situation and shall render a final decision in writing to the student within ten days following notification of the student appeal.

## **DEFINITIONS**

### **Grievance**

*A dispute or alleged dispute initiated by a student of the Gadsden Technical College arising out of the interpretation of the application of School Board policy or alleged discrimination in school programs on the basis of race, sex, color, religion, age, or disability.*

### **Grievant**

*A student who has been directly affected by the application or misapplication of a school procedure or district policy or one who has been discriminated against. An example of a grievance would be a situation when a student feels that he/she has been unfairly withdrawn from a program.*

In the event that an adult student believes there is a basis for a grievance that is specifically not permitted by this document, the grievant must first (step 1) discuss the alleged grievance with the individual with whom there is a complaint and seek an informal resolution to the problem.

If the dispute is not resolved by informal discussion, (step 2) the student may submit a signed written grievance to school administrators not later than the close of the fifth (5) school day following the alleged incident prompting the grievance. If this time frame is not met, the issue shall not be grievable. School administrators shall respond in writing within three working days after receiving the grievance.

If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within three working days of such filing, (step 3) the same written grievance shall be submitted to the school administration of Gadsden Technical College for resolution. If the grievance is not delivered to the director within ten days from the date of the alleged incident the issue shall no longer be grievable.

A school administrator shall, within three working days, appoint a review panel of three to seven members. Adult students may be utilized as committee members, but at no time will the number of student committee members exceed the number of school staff serving on the committee.

The school administrator or a designee shall preside as chairperson of such a panel. The review panel shall review the written grievance and hear evidence from both sides on the written grievance. No other issues shall be considered or discussed. The committee shall respond in writing to the director within 5 days of receiving the request to hear the grievance.

The school administrator will respond in writing to the grievant within three working days as to the disposition of the grievance after receiving the written recommendation of the grievance/appeals committee.

If the student is not satisfied with the disposition of the grievance, (step 4) the same written grievance must be submitted to the Director within five (5) school days of receipt of the written response from the school administrator.

Within five working days the Director will consider the original written grievance and evidence submitted by both sides and render a final decision. There shall be no further appeals of any grievance of any adult student at GTC from this point. However, the student may provide information to GTC's Accreditation Agency if the grievance is not settled at the institutional level:

- The Commission of the Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350  
800-917-2081 or 770-396-3898, Fax: 770-396-3790  
[www.council.org](http://www.council.org)

- Florida Department of Education, Division of Career and Adult Education  
325 West Gaines Street, Suite 734, Tallahassee, FL 32399-0400  
850-245-0446, Fax: 850-245-9052  
Email: [CareerandAdultEd@fldo.org](mailto:CareerandAdultEd@fldo.org)
- Florida Board of Nursing (Florida Department of Health)  
4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399  
850-488-0595, Fax: 850-6176460  
<http://floridanursing.gov>

## **FAIR AND EQUITABLE TREATMENT**

All grievances will be entitled to fair, reasonable and equitable treatment. A grievant who participated or intends to participate in any grievance under Title IV, IX and Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, shall not be subjected to discipline, reprimand, warning, or reprisal because of such participation or initiation.

All documents, communications and records dealing with processing of a grievance will be filed separately from the grievant cumulative student folder.

If after taking the above steps a grievant remains unsatisfied with the outcome the complaint process, he/she may also provide feedback to the following agencies: 1) Florida Department of Education, Career and & Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400 or telephone 850-245-9052; and/or 2) Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or telephone 1-770-396-3898.

## **ATTENDANCE POLICIES**

### **Workforce Education Certificate Program Attendance Policy**

It is the responsibility of post-secondary and dual-enrolled students to notify their instructor if they will be absent from class for any reason. Secondary students enrolled in workforce programs shall follow the attendance policies of those programs.

Non-exempt Absences - Students have a maximum of five (5) (five-day schedule) non-exempt absences in each nine-week period. After three (3) (five-day schedule) absences the instructor will:

- (a) Review the attendance policy and requirements with the student
- (b) Complete an Attendance Contract placing the student on probation - to include the statement that any further absences during the remainder of the nine-week period that exceed the mandatory absence limits will result in withdrawal.
- (c) Have the contract signed by all parties, if possible. If the student is unavailable to sign the document due to non-attendance, a copy shall be mailed to the student with the notation that the student was unavailable for signature. Students are responsible for notifying the Office of any address change.

The student can request, or the instructor may require additional counseling from Student Services. Exempt Absences - Students have a maximum of five (5) (five-day schedule) exempt absences in each nine-week period.

Student absences are exempt for the following reasons:

- (a) Personal or immediate family illness supported by written documentation from the student or a doctor's excuse or receipt showing the time and date of a visit to a doctor's office.
- (b) Death in the family, jury duty, or active reserve military duty, supported by documentation.
- (c) Program related job interviews with prior approval of instructor and documentation.
- (d) Religious holidays as designated by Gadsden County Schools.
- (e) Administrative prior approval requests by parents of secondary students.
- (f) Students with satisfactory progress who are withdrawn for any attendance infraction may reapply for the next nine-week period. Students attending programs with a waiting list will be placed on the list in sequence.
- (g) Students are expected to report to class on time and remain for the entire class period.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### **PROGRESS REPORTS**

Instructors at Gadsden Technical College shall maintain progress records on all students. Progress records shall be recorded in the school student data system and summarized on student transcripts.

### **STANDARDS OF PROGRESS**

Students must maintain minimum standards of progress for the program in which they are enrolled. If standards are not met, the student will be given a written warning for the following reporting period/financial aid payment period. Students who have received a Student Academic Progress (SAP) warning remain eligible for Title IV financial aid for one payment period.

These standards include:

1. Regular attendance. All instructors at GTC maintain daily records that comprise a monthly report indicating student attendance records. Students must meet the minimum attendance requirement as specified in the course catalog or for the specific program at all times.
2. A minimum GPA of 2.0 or "C". Instructors maintain GPA records on all students. Failure to maintain a minimum GPA of 2.0 or higher may be the cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.

3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student's work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.
4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Gadsden Technical College maintain separate progress records on each student.
5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Gadsden Technical College Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student's enrollment. Students will be evaluated a minimum of four (4) times annually.

If at the end of the warning period the student has not met SAP, the student will be placed on academic probation. The purpose of probation is to clearly define expectations for students having difficulty in order to provide opportunities for improvement and success.

#### **PROBATIONARY PERIOD OF ENROLLMENT**

At the conclusion of the probationary period, one of the following determinations will be made:

- a. The student has demonstrated the ability to successfully complete the program and acquire employability skills and will be allowed and encouraged to complete the chosen program. No action is necessary.
- b. The student has not demonstrated the ability to successfully complete the program and acquire employability skills and will be recommended for counseling sessions to determine if transfer to a more appropriate program or other services are warranted.

#### **ACADEMIC/PROGRESS PROBATION**

A student must progress at a rate that will enable him/her to complete the program within the DOE specified length. Each instructor will provide a projected timeline of competency expectations to the students upon enrolling. Students not making satisfactory progress based on the timeline shall be placed on probation. The following steps are mandatory:

- a. Counseling between instructor and student to determine the reason for the grade deficiency.
- b. Discussion and written documentation of strategies developed to assist the student. This must be written and signed by the student and the instructor. A student's refusal to sign does not negate the requirements of the document.
- c. If, after the designated time period, the deficiency has not been corrected, the student may be withdrawn by the supervising administrator upon recommendation of the instructor. The student shall be referred to counseling to explore other career possibilities.

All of the above shall be in writing and signed by the student and the instructor.

High School Students: Counselors will be involved whenever possible in the process.

## **ADMINISTRATIVE PROBATION**

May be used by administrators to handle on campus situations, usually to manage inappropriate student behavior.

### **Disciplinary**

A student shall be placed on disciplinary probation by the instructor/administrator when the student's attitude and/or behavior are not conducive to career training, but not serious enough for immediate or emergency dismissal from school by the site administrator (i.e., excessive tardies, skipping class, conduct unbecoming, disrespect but not at a level necessary for immediate withdrawal, etc.) A student may also be placed on disciplinary probation by a school administrator for disciplinary reasons. Concurrently, the student shall be referred for counseling.

The student, the instructor or administrator, will develop a plan to outline the behavior necessary to improve within a designated time.

All of the above will be in writing and signed by the student, the instructor or administrator.

### **Withdrawal**

After being placed on probation for academic, attendance notification or for discipline reasons, a student shall be withdrawn for documented lack of improvement or documented repeated offenses that led to the original probation or attendance notification.

Such withdrawal period shall be no less than nine weeks and no longer than 16 weeks or the next scheduled beginning of a class for which the withdrawn student meets the entry criteria.

Such withdrawal may be appealed through the student grievance procedure as stated in section Student Grievance Procedures.

## **IMMEDIATE/EMERGENCY WITHDRAWALS**

Serious misconduct, or other behavior that reflects discredit on the student, the school and its staff or the community, carries the penalty of immediate interruption of that student's training program. Below is a representative listing of types of misconduct, which when documented, are considered serious enough to warrant immediate withdrawal from school by the administrator in charge of the area where the incident occurred.

- Racial slurs, and harassment of any kind.
- Cheating.
- Stealing.
- Defacing or destroying public property.
- Possession or consumption of alcohol or drugs on school grounds.
- Presence on campus while under the influence of alcohol or drugs.
- Failure or refusal to comply with school safety rules and regulations.
- Disregard for school procedures (including parking violations)
- Gambling, fighting, disorderly conduct and moral laxity.
- Possession of weapons on school grounds including parking lots.
- Use of profane or indecent language.
- Threats of bodily harm to another student or staff member are made directly or indirectly.
- Disruption or obstruction of the orderly educational process
- Failure to correct repeated misconduct.
- Possession of self-defense spray.
- Extortion

- Malicious mischief includes intentional damage to personal property or vandalism.
- Creating a hostile environment that includes harassing physical, verbal, graphic, or written conduct that is sufficiently severe, pervasive, or persistent as to interfere with an individual's ability to participate in or benefit from school activities.

Note: Withdrawals, as a result of the above listed misconduct, shall not be subject to the student grievance procedure unless the student can present factual written evidence to the appropriate assistant director to begin the student grievance procedure.

Note: Adult students withdrawn with immediate/emergency withdrawals shall not be eligible for re-enrollment for a six-month period from date of withdrawal. The re-enrollment request of students withdrawn under this rule will be initiated by the student with written notification to the director or designee. Such notification shall be no less than 1 week prior to enrollment. In limited access programs such notification shall be in such time as to meet the enrollment and entry criteria of the class.

Note: Adult students who have been withdrawn because of willfully endangering or threatening the safety or wellbeing of others shall be denied enrollment at any time.

### **TEMPORARY WITHDRAWAL**

Up to five days temporary withdrawal may be used by school administrators in extenuating circumstances, when a determination is made that continuation of an adult student in a class may have a negative or disruptive impact on the instructional process or place students or staff in a compromising situation. In such cases absence shall be exempt from the attendance rule.

Student Grievance Procedure: The following student grievance procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against discrimination. The procedure is provided in an effort to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 applies to all educational programs offered by Gadsden Technical College.

### **RECOGNITION OF TRAINING PROGRAM DIFFERENCES**

GTC trains individuals for a wide range of jobs and careers. Each has a unique set of standards influenced greatly by employers and external licensure and regulatory agencies. Instruction reflects those varying standards influenced by external agencies and actions expected by them to maintain our licensure, certification and recognition of training in those areas.

## TITLE IV FINANCIAL AID POLICIES AND PROCEDURES

*The policies and procedures discussed in this section are intended to be consistent with all policies discussed in other sections of this handbook, the 2015-16 Federal Student Aid Handbook, and 34 Code of Federal Regulations (C.F.R.). If a policy or procedure is unclear as stated in this section, the institution will defer directly to the most recent Federal Student Aid Handbook and Code of Regulations as the authority on the policy, rule or procedure in question.*



## **TITLE IV FINANCIAL AID POLICIES AND PROCEDURES**

### **ADMISSION POLICY**

A person must be enrolled as a regular student in an eligible program to receive FSA funds (See exception below: Students with Intellectual Disabilities). A regular student is someone who is enrolled or accepted for enrollment for the purpose of obtaining a certification or licensure offered by Gadsden Technical College.

Potential students **MUST** provide an official high school transcript, high school diploma or GED equivalent with the graduation code at time of registration for exemption. They must also:

- Show proof of FL Driver's License or State of Florida Identification or any government issued form of ID.
- Meet the Career Counselor Admissions and Financial Aid personnel to discuss a choice of study.
- Take the CASA assessment (\$20.00 for adults)
- Register, pay tuition and fees.
- Complete orientation with the Career Counselor/Admissions
- Purchase school ID and decal (\$10.00).

### **STUDENTS WITH AN INTELLECTUAL DISABILITY**

Can receive funds from the Pell Grant, FSEOG, and FWS programs. They must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program (as defined in 34 CFR 668.231) for students with intellectual disabilities and must maintain satisfactory academic progress as determined by the school. These students:

- Do not have to be enrolled for the purpose of obtaining a degree or certificate, and
- Are not required to have a high school diploma or its recognized equivalent.

Gadsden Technical College admission policies require that all applicants take CASAS or provide proof of acceptable forms of assessment.

### **CASAS EXEMPTIONS:**

You may be EXEMPT from CASAS testing if you:

- possess a college degree (associates or higher),
- have taken one of the following within the last two years:  
CPT, CLAS, CLAST, MAPS, ACT, SAT, PERT, FCAT (please verify score requirements in Student Services),
- are an active-duty member of any branch in US Armed Services,
- passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program in which you are enrolled.

### **CITIZENSHIP**

Section 1009.21, F.S. allows U.S. citizens, lawful permanent residents, and aliens lawfully in the United States who are in an eligible visa category to be classified as Florida residents for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought.

To qualify as a Florida resident for tuition purposes, a person or if that person is a dependent child, his/her parent or parents must have established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to his/her initial enrollment at Gadsden Technical College. An

individual shall not be classified as a resident for tuition purposes and thus, shall not be eligible to receive the in-state tuition rate, until he or she has provided evidence related to legal residence status and its duration. The residency determination must be documented by the submission of verifications that includes two or more of the documents listed below. As some evidence is more persuasive than others, more than two documents may be requested. No single piece of documentation will be considered conclusive.

Residency documentations must include at least one of the following items:

- A Florida driver license
- A State of Florida identification card
- A Florida voter registration card
- A Florida vehicle registration
- Proof of a permanent home in Florida which is occupied as a primary residence
- Proof of a homestead exemption in Florida
- Transcripts from a Florida high school for multiple years (two or more years) if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

Documentation may include one or more of the following items:

- A declaration of domicile in Florida
- A Florida professional or occupational license
- A Florida incorporation
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida

## **RESIDENCY EXEMPTIONS**

Section 1009.21, F.S., permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes (e.g. active-duty members of the Armed Services of the United States and spouse or dependent of an active-duty member of the Armed Services of the United States).

## **FINANCIAL AID**

The Financial Aid Office makes every effort to meet a student's demonstrated financial need. However, it is not always possible to do so, and it may be necessary for the student to pay some educational expenses from personal funds. All financial aid awards are estimates and are subject to change. Because most financial aid programs have limited funding, it is imperative that the student apply for financial aid as soon as possible after January 1 for the following academic year. The Financial Aid Office awards funds on a first-come, first-serve basis; students who apply early generally receive the best aid packages. Students must reapply for financial aid each year.

GTC adheres to all federal and state guidelines when administering financial aid, without regard to race, color, ethnicity, genetic information, national origin, religion, gender, marital status, disability or age. All applicable federal and state laws supersede any information contained herein, and the information provided is subject to change without notice.

The Title IV Funding Calendar is based on the clock hour system. The academic year consists of 900 clock hours and 36 weeks. The first term (payment period) includes 0-450 clock hours, and the second term (payment period) begins at 451 clock hours. Each Title IV Aid payment period is based on the completion of the appropriate number of instructional weeks and clock hours.

### **STUDENTS RIGHTS and RESPONSIBILITIES**

As a financial aid applicant or recipient, a student has the following rights:

- To be advised of what financial aid programs are available and how to apply for them
- To be advised of the requirements in cases of withdrawal
- To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing
- To have all application information treated with the highest confidentiality

As a financial aid applicant or recipient, a student has the following responsibilities:

- To apply for financial aid early
- To submit all required forms accurately and completely
- To provide all documentation, verification of income, corrections and/or other information required to complete the financial aid file
- To accept responsibility for all forms and agreements the student signs
- To use financial aid only for the student's actual educational expenses

Students who apply for financial aid must be fully admitted to GTC before their financial aid can be processed. They must also be enrolled in an eligible program to earn a certification or license. Transient students, non-certificate/license seeking students and students working on a GED diploma are ineligible for financial aid. Students requesting financial aid must be U.S. citizens or eligible non-citizens. Non-citizens must have a match with the U.S. Immigration and Naturalization Service (INS) or must complete all required forms to prove eligibility. Students convicted of possession or distribution of drugs while they are receiving Title IV, students who are in default on a student loan, and students who owe repayment on a federal grant may not be eligible for financial aid.

If a student's admission status changes due to an incomplete or ineligible status either before the term starts or after the term is in session, the student's financial aid will be revoked. If the change occurs before the start of the term, the student's financial aid will not be disbursed until the enrollment status is updated to an eligible status.

### **TRANSFER STUDENTS**

Must have a complete enrollment file before financial aid will be awarded. This includes the submission and evaluation of transcripts from high school and all previously attended post-secondary institutions. Once transcripts have been evaluated and posted on the student's academic record, the coordinators will determine if the student meets GTC's Standards of Satisfactory Academic Progress for Financial Aid. Students not meeting GTC's established academic standards will not be eligible for financial aid.

### **AWARD ADJUSTMENTS**

Students who are later found to be ineligible for financial aid that they have received due to a clerical error, an increase in the Expected Family Contribution or any other error are responsible for repayment of the funds they were not actually eligible to receive. If a student receives a refund that he or she did not anticipate or that is in excess of what the student expected, the student should contact the Financial Aid office. Students will be notified if there are changes to their financial aid.

Students seeking financial aid should be familiar with the following terms:

FAFSA – Free Application for Federal Student Aid

EFC – Expected Family Contribution

SAR – Student Aid Report

ISIR – Institutional Student Information Record

It is the responsibility of the student to ensure GTC has a copy of his/her financial aid information.

1. The student must submit the FAFSA as soon as possible after January 1. The FAFSA may be completed and submitted electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The student must submit a GTC Financial Aid Application.
3. Once the SAR (generated from the FAFSA) is received, the student should check with the financial aid counselor to see if any additional information is required.
4. The Financial Aid office will notify the student of the aid for which he/she is eligible.
5. If a student chooses to retain all the awards issued, no further action is necessary. If the student decides to turn down any of the awards offered, the student should notify the Financial Aid office.
6. The student should pay particular attention to financial aid obligations should classes be reduced or dropped.
7. The student must re-apply for financial aid each year. Financial aid is determined using a federal formula that considers the student's Expected Family Contribution (EFC), the estimated cost to attend GTC and the student's enrollment status at GTC.

GTC recognizes that changes occur in family situations that are beyond students' control. On a case-by-case basis, using the Professional Judgment authority afforded post-secondary institutions by the federal government, GTC will review each student's situation and, where appropriate, make changes to the student or family financial information, family size or number in enrolled in post-secondary education. If the request is for a change in the standard budget, the change will be made to the student's expense budget. Special condition situations include the following:

- Loss of employment by parent, spouse or student
- Death of a parent or spouse
- Loss of nontaxable income
- Separation or divorce by parents or student and spouse
- Parents in post-secondary program
- Siblings in K-12 private education
- Proof of additional educational expense
- Other documented circumstances

In order for the Financial Aid office to issue a Professional Judgment decision, the student must provide supporting documentation. Supporting documentation includes but is not limited to a signed statement from the student; a signed statement from the parent; court documents; death notice; unemployment verification; letters of support from counselors, ministers, lawyers, or doctors, or other legal documents. Students may request a budget increase by providing appropriate documentation. GTC has a Professional Judgment request form that can be used; however, other types of written requests will be accepted as well. The request will be reviewed by the director, one of the school administrators, and the financial aid counselor.

Once a student's financial aid file is complete, it will be evaluated for demonstrated need by subtracting the student's Expected Family Contribution (EFC) from the Estimated Cost of Attendance (ECA). If a student's determined need qualifies for financial aid, the student will be notified. If a student decides to turn down any of the awards offered, he/she must notify the Financial Aid office in writing.

Students who have filed a valid FAFSA and meet all other eligibility requirements for Federal Student Aid are given estimated awards based on full-time status. This initial award shows the most aid that would be available to the student. Eligible enrollment statuses are full-time and half-time. Although students with documented disabilities may be considered full-time with less than 200 clock hours under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the student's financial aid budget and award will be based upon the actual number of clock hours taken, as required under federal financial aid guidelines.

### **RETURN TO TITLE IV POLICY**

*Class Attendance* is a key requirement of Title IV Financial Aid. Title IV financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal PLUS loans and Federal Subsidized and Unsubsidized Direct Loans.

Students earn a portion of the Title IV financial aid they receive for each day they are in school. Until more than 60 percent of the term is completed; at that point the federal government considers 100 percent of the aid to be earned. Students who withdraw from all classes before completing 60.5 percent of the term in which they are enrolled may be required to repay all or part of the Title IV financial aid they received. Students who fail to complete all classes within a term where Title IV federal student aid was received may also be required to repay all or part of the Title IV financial aid they received. Under the **Federal Title IV Return of Funds Policy**, the amount of aid received will be multiplied by the percentage of the term completed to determine the total aid earned. The total aid earned will be subtracted from the total aid awarded, resulting in the amount of the unearned aid. The cost of tuition and fees must be returned to Title IV programs, and the student in turn incurs a financial obligation to the institution. The student must repay the institution within 45 days of the day the school notifies him/or of the overpayment. After 45 days, the account will be turned over to the U.S. Department of Education, and the student will be required to make satisfactory payment arrangements with the U.S. Government. The federal government does not allow a student to appeal a Title IV Repayment. If a student owes the institution funds due to a Title IV Repayment, he/she may be ineligible to re-enroll. Students who owe a Title IV Repayment may also be ineligible for additional Title IV federal financial aid from any post-secondary institution.

Students who withdraw from all classes before completing 60.5 percent of the term for which they are enrolled, may be required to repay all or part of any Title IV financial aid. If Title IV funds are not earned by the student and have been disbursed to the student, it is the student's responsibility to repay the money he or she received to the federal government. It is strongly recommended that students who receive Title IV financial aid check with the Financial Aid office before withdrawing to determine if they may incur financial liability. Title IV financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Subsidized and Unsubsidized Direct Loans, and Federal PLUS Loans.

### **ORDER AND TIME FRAME OF RETURN OF TITLE IV FUNDS**

GTC must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. Title IV funds must be returned to the programs from which the student received aid during the pay period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required

- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant, for which a Return is required.

### **OFFICIAL WITHDRAWAL**

All students are expected to attend class. Attendance will be taken and if a student fails to appear on an instructor's class attendance verification form, the student must work with the Financial Aid Office to verify enrollment/attendance before receiving a financial aid disbursement. Failure to attend class may result in revocation or reduction of a student's financial aid. Students who decide they are not going to attend class must officially withdraw from the college. Students should not assume their classes will be dropped. **Students will receive financial aid based on their enrollment status as determined by their documented class attendance.**

Students who withdraw or have their class schedule canceled after the regular drop/add period should consult with the Financial Aid office, as they may incur financial liability. Students who have their class scheduled canceled (completely withdrawn with a full refund) will have their financial aid canceled and will be required to repay all funds received. All students who withdraw are required to do so through the Admissions/Data Entry office. If a student wants to cancel classes before the end of the drop/add period, the student is responsible for officially dropping all courses because financial aid may be awarded before the classes are purged from the system. **Do not assume classes will be dropped automatically.**

Non-attendance and/or withdrawal from classes may result in Title IV Financial Liability (Repayment). It is strongly recommended that before withdrawing from classes, students who receive any type of Title IV financial aid funds talk with the Financial Aid counselor to determine if he/she will incur financial liability.

Any student who completed registration and finds it necessary to cancel it may do so by following official withdrawal procedures with the Admissions/Data Entry office. For a full refund of fees paid, official withdrawals must be made during the first five days of the payment period. A student who ceases to attend class or who never begins class and fails to complete the proper withdrawal procedures will be classified as an unofficial withdrawal.

### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

To be eligible for financial aid, all students, including students transferring to GTC from another institution, must meet GTC's standards of satisfactory academic progress for financial aid. Students' academic progress is reviewed at the end of each term. A transferring student's satisfactory progress will initially be determined from the student's academic history at all previously attended institutions. Students who attended GTC in the past will be reviewed based on all previously attempted courses.

Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who become ineligible for financial aid due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until they meet the standards. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. It is the student's responsibility to monitor his/her progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards, students who do not receive notifications regarding progress are still ineligible for financial aid.

These standards include:

1. Regular attendance. All instructors at GTC maintain daily records that comprise a monthly report indicating student attendance records. Students must meet the minimum attendance requirement as specified in the course catalog or for the specific program at all times.
2. A minimum GPA of 2.0 or "C". Instructors maintain GPA records on all students. Failure to maintain a minimum GPA of 2.0 or higher may be cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.
3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student's work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.
4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Gadsden Technical College maintain separate progress records on each student.
5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Gadsden Technical College Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student's enrollment. Students will be evaluated a minimum of four (4) times annually.

(Probation: The purpose of probation is to clearly define expectations for students having difficulty in order to provide opportunities for improvement and success.)

**NOTE:** *For program such as Practical Nursing, according to the guidelines given by the Florida Department of Education (FLDOE) and the Florida Board of Nursing (FBON), student must complete and pass enrolled course before being allowed to progress to the next course. There are also two pivotal mandated components that are passage mandated requirements, Dosage Calculations and Medication Administration. Failure to pass either of these components after good faith efforts to remediate the student will result in students' withdrawal.*

### **WARNING PERIOD**

The first term a student fails to meet the satisfactory progress standards for financial aid, he or she will be placed on Warning Status. The student will continue to receive financial aid for the next award period; but they MUST meet the SAP requirements listed above by the end of the next payment period, in order to receive the subsequent payments. The Financial Aid office will notify a student if he/she is placed on Warning Status. Failure to restore academic standing by the end of the term will result in the student being ineligible for financial aid.

### **PROBATIONARY PERIOD**

If a student fails to meet Satisfactory Academic Progress (SAP) at the end of a warning period, the student must submit an appeal to be placed on probation. The appeal must be based on mitigating circumstances and if approved, the student's Title IV aid will be reinstated. See Appeals below. At the conclusion of the probationary period, one of the following determinations will be made:



- a. The student has demonstrated the ability to successfully complete the program and acquire employability skills and will be allowed and encouraged to complete the chosen program. No action is necessary.
- b. The student has not demonstrated the ability to successfully complete the program and acquire employability skills and will be removed from the program.

When a student chooses to not complete the appeal process, financial aid eligibility ceases for that academic year. Students may re-enter the same program one academic year later and will be considered a new student.

## **APPEALS**

Appeals to academic probation are allowed. Every effort will be made to notify students on SAP probation at the end of the grading period as to whether or not they have met SAP standards. However, it is the responsibility of every student to understand the standards of academic progress for financial aid and to monitor his or her own standing. At the end of the probation period a student failing to meet SAP will be notified. Students will have 15 days after notification of failure to meet SAP to submit an appeal if they desire to do so. The appeal must include why you failed to make satisfactory academic progress, and what may have changed in your situation that will allow you to demonstrate SAP at the next evaluation. Remember the appeal must be based on unusual and mitigating circumstances. Unusual and mitigating circumstances include, but are not limited to, death in the student's immediate family, medical condition, hospitalization, documented emotional distress or other situations beyond the student's control. Submitting fraudulent documentation is a crime and students submitting fraudulent documentation will be reported to local law enforcement authorities, to the Student Conduct Committee, and the U.S. Department of Education Office of the Inspector General. Submitting fraudulent documentation may result in a fine of up to \$20,000, a prison sentence, or both. All supporting documentation will be fully verified by the financial aid officer before the appeal application is forwarded to an appeal committee. Within 5 business days of receiving an appeal, the Appeal Committee will review the appeal application and render a judgment. The appealing student will be notified of the Appeal Committee's decision within 2 business days of the rendered decision.

If the student's appeal is denied, financial aid eligibility ceases for that academic year. The student will be withdrawn from the college. Students may re-enter the same program one academic year later and will be considered a new student.

## **REVIEW**

Once a student is enrolled in a program, the GTC counselors thoroughly review the policies and procedures with the student during an orientation session.



# WORKFORCE EDUCATION PROGRAMS

## Automotive General Service Technician

The standard length of this program is 1050 hours

### Career Opportunities:

Technicians, Instructor, Technician Assistant, Service Manager, Business Owner, Service Advisor, Factory Training Instructors, Parts Manager/Counterperson, Auto Specialty Technician, Manufacturer District Service Manager.

### Program Content / Objectives

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Course Length
A	AER0014	Automobile Services Assistor	300
B	AER0418	Automotive Brake System Technician	150
C	AER0453	Automobile Suspension and Steering Technician	150
D	AER0110	Engine Repair Technician	150

After successfully completing this program students should be able to:

- Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.
- Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.
- Demonstrate proficiency in preparing vehicles for routine pre/post maintenance and customer services.
- Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, traction control, stability control systems and miscellaneous (wheel bearings, parking brake, electrical, etc.) systems.
- Explain and apply proficiently the diagnosis, service and repair of front and rear suspensions systems, wheel alignment, and wheels and tires.
- Explain and apply proficiently the diagnosis, service and repair of engines, cylinder heads, valve train, engine block, lubrication and cooling systems.

**Barbering**  
**The standard length of this program is 900 hours**

**Career Opportunities:**

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

**Program Content / Objectives:**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

**The following table indicates the career certificate program structure:**

OCP	Course Number	Course Title	Course Length
A	COS0160	Barber 1A	320 hours
	COS0161	Barber 2A	150 hours
	COS0162	Barber 3A	300 hours
	COS0163	Barber 4A	130 hours

After successfully completing this program student should be able to:

- Demonstrate safe, sanitary and efficient work practices.
- Identify and perform shampoo/hair conditioners and scalp treatment.
- Identify and perform trimming/shaping of hair (cutting) with the use of scissors, clipper, and razor.
- Identify and perform hairstyles.
- Identify and perform mustache and beard design.
- Demonstrate shaving the face.
- Demonstrate appropriate understanding of basic science.
- Identify and perform facial treatments.
- Demonstrate knowledge of professional development (employability skills).
- Demonstrate knowledge of Florida law and State Board requirements.
- Demonstrate an understanding of entrepreneurship.
- Identify and prepare hairpieces, wigs and hair attachments.
- Identify and perform permanent wave/reconstruction curl/chemical relaxing.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques.

**Building Maintenance and Management**  
**The standard length of this program is 960 hours**

**Career Opportunities:**

The purpose of this program is to prepare students for employment or advanced training in the building maintenance industry.

**Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

**The following table indicates the career certificate program structure:**

OCP	Course Number	Course Title	Course Length
A	BCV0480	Facilities Maintenance Helper	360
B	BCV0481	Facilities Maintenance Technician	180
C	BCV0482	Facilities Maintenance Technician 2	180
D	BCV0483	Facilities Maintenance Technician 3	240

After successfully completing this program students should be able to:

- Apply safety practices.
- Identify and use hand tools.
- Identify and use power tools.
- Identify and classify parts, materials, hardware, and characteristics.
- Understand the importance of employability skills.
- Demonstrate plumbing rough skills.
- Demonstrate electrical rough in skills.
- Demonstrate groundskeeping skills.
- Demonstrate drywall installation and repair skills.
- Demonstrate rough and finish carpentry skills.
- Demonstrate tile and flooring masonry skills.
- Demonstrate painting and decorating skills.
- Demonstrate small engine repair.
- Demonstrate appliance installation and repair skills.
- Demonstrate finished electrical skills.
- Demonstrate finished plumbing skills.
- Demonstrate winterizing skills.
- Demonstrate Heating, Ventilation and Air Conditioning (HVAC) rough in skills.
- Demonstrate finished HVAC skills.
- Understand the building maintenance industry and related occupational trades.
- Understand the natural environment and green built environment.
- Understand laws and codes applicable to the building maintenance industry.

- Understand maintenance agreements, drawings, documents, and specifications and how they apply.
- Understand elevator systems.
- Present a capstone project using skills learned throughout the program.

### **Carpentry**

**The standard length of this program is 1200 hours**

#### **Career Opportunities**

The purpose of this program is to prepare students for employment in the carpentry and cabinetmaking industry with a stress on basic carpentry/cabinet making skills.

#### **Program Content / Objectives**

This program is designed to prepare students for further education and careers in the Architecture & Construction career cluster; provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture & Construction career cluster.

**The following table indicates the career certificate program structure:**

<b>OCP</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Course Length</b>
A	BCV0112	Introduction to Carpentry	150 hours
B	BCV0122	Rough Framing Carpentry	450 Hours
C	BCV0125	Finish Trim Carpentry	450 Hours
D	BCV0123	Foundation and Form Carpentry	150 Hours

After successfully completing this program, the student will be able to perform the following:

- Apply shop and construction site safety skills.
- Select, use and maintain hand tools, power tools and stationary equipment.
- Apply mathematics knowledge to assist in constructing buildings, structures, and various construction and woodworking related projects.
- Read, understand and create basic construction and shop drawings and/or sketches.
- Select and recommend appropriate building materials for building and woodworking projects.
- Select and use appropriate fasteners and hardware for specific construction and woodworking applications.
- Set up and install basic rigging and scaffolding.
- Identify ways that sustainable design and construction strategies impact the built environment (Optional).
- Explain the importance of employability and entrepreneurship skills (Optional).
- Perform site-preparation and building layout activities.
- Understand how to layout and/or construct a building foundation.
- Layout, cut and install framing members for a floor system (wood and/or metal).
- Layout, cut and install a wall framing system (wood and/or metal).
- Comply with current hurricane building codes.
- Layout, cut and install a wood frame roof system.
- Frame walls using cold-formed steel (Optional).
- Lay out, cut and rough frame a stair system.
- Identify, select and install various roofing materials for building structures.

- Identify and apply appropriate thermal boundary, moisture protection and water management systems.
- Install windows and exterior doors.
- Install gypsum drywall.
- Identify and fasten wood stock and joints.
- Install cabinets and components.
- Identify, interpret and describe types of interior and exterior doors types, hardware and assembly component requirements, and installation techniques based on plans and specifications.
- Install interior trim and other finishes based on construction drawings, details and specifications.
- Identify and install various types of interior wall and ceiling finish materials.
- Layout, cut and finish a stair system.
- Select and install exterior finishes.
- Demonstrate building site layout to excavate for footings and foundations, and optionally, trenching for utilities.
- Erect, plumb and brace simple concrete forms with reinforcement.
- Explain or identify various foundation forms.
- Demonstrate an understanding of vertical concrete formwork.
- Demonstrate an understanding of constructing horizontal formwork.
- Explain and demonstrate how to place reinforcing bars in walls, columns, beams, girders, joists and slabs.
- Discuss the transport and placement of concrete.

**Commercial Class B Driving**  
**The standard length of this program is 150 hours**

**Career Opportunities**

The purpose of this program is to prepare students for a Class “B” Commercial Driver License.

**Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

**The following table indicates the career certificate program structure:**

OCP	Course Number	Course Title	Course Length	SOC Code
A	TRA0084	Truck Driver Heavy Florida Class “B”	150 hours	53-3033

After successfully completing this program, the student will be able to perform the following:

- Act as a responsible and contributing citizen and employee.
- Apply appropriate academic and technical skills.
- Attending to personal health and financial well-being.
- Communicate clearly, effectively and with reason.
- Consider the environmental, social and economic impacts of decisions.
- Demonstrate creativity and innovation.
- Employ valid and reliable research strategies.
- Utilize critical thinking to make sense of problems and persevere in solving them.
- Model integrity, ethical leadership and effective management.
- Plan education and career path aligned to personal goals.
- Use technology to enhance productivity.
- Work productively in teams while using cultural/global competence.

**Cosmetology**  
**The standard length of this program is 1200 hours**

Skin Care Specialist, Nail Specialist, Makeup Artist, Retail Specialist, Platform Artist, Hair Company Representative, Cutting Specialist, Hair Color Specialist, Chemical Texturizing Specialist, Television and Print Stylist

**Program Content / Objectives:**

This program is designed to prepare students for employment upon passing the Florida Cosmetology Examination. Specialized instruction and practical experience in hair, nail, and skin care procedures, related chemistry, anatomy, physiology, safety, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates a "cutting edge" in the cosmetology industry.

**The following table indicates the career certificate program structure:**

OCP	Course Number	Course Title	Course Length
	CSP0009	Grooming and Salon Services Core Facials and Nails	225 hours
	COS0002	Cosmetologist and Hairdresser 1	300 hours
	COS0003	Cosmetologist and Hairdresser 2	300 hours
	COS0003	Cosmetologist and Hairdresser 2	300 hours

After successfully completing this program, the student will be able to perform the following:

- Identify career opportunities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Employ safe, sanitary and efficient work practices.
- Demonstrate language arts knowledge and skills.
- Demonstrate mathematics knowledge and skills.
- Demonstrate science knowledge and skills.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Describe the importance of professional ethics and legal responsibilities.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Use information technology tools.
- Solve problems using critical thinking skills, creativity and innovation.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
- Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
- Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding

of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.

- Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.



**Facials Specialty**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 220 HOURS**

**Career Opportunities**

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

**Program Content / Objectives**

The purpose of this program is to offer a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

The following table indicates the career certificate program structure:

OCP	Course Number	Course Title	Course Length
A	CSP0266	Facials Specialist	220 hours

After successfully completing this program, the student will be able to perform the following:

- Identify career opportunities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Employ safe, Sanitary and efficient work practices.
- Demonstrate science knowledge and skills.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Describe the importance of professional ethics and legal responsibilities.
- Use information technology tools.
- Solve problems using critical thinking skills, creativity and innovation.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass the required FLDOE Business and Professional Regulation licensure exams.

**Master Automotive Service Technology 1**  
**The standard length of this program is 1050 hours**

**Career Opportunities:**

Technicians, Instructor, Technician Assistant, Service Manager, Business Owner, Service Advisor, Factory Training Instructors, Parts Manager/Counterperson, Auto Specialty Technician, Manufacturer District Service Manager.

**Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The following table indicates the career certificate program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automobile Services Assistor	300	49-3023
B	AER0418	Automotive Brake System Technician	150	49-3023
C	AER0453	Automobile Suspension and Steering Technician	150	49-3023
D	AER0360	Automotive Electrical/Electronic System Technician	300	49-3023
E	AER0110	Engine Repair Technician	150	49-3023

After successfully completing this program students should be able to:

- Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.
- Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.
- Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.
- Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, traction control, stability control systems and miscellaneous (wheel bearings, parking brake, electrical, etc.) systems.
- Explain and apply proficiently the diagnosis, service and repair of front and rear suspensions systems, wheel alignment, and wheels and tires.
- Explain and apply proficiently the diagnosis, service and repair of electrical/electronic system components, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.
- Explain and apply proficiently the diagnosis, service and repair of engines, cylinder heads, valve train, engine block, lubrication and cooling systems.

**Nails Specialty**  
**The standard length of this program is 180 hours**

**Career Opportunities:**

Professional Manicurist and Pedicurist.

**Program Content / Objectives:**

This program is a planned sequence of instruction consisting of one occupational completion point. Students must complete the core or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

**The following table illustrates the career certificate program structure:**

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0016	Manicurist and Pedicurist Specialist	180 hours	39-5092

After successfully completing this program, the student will be able to perform the following:

- Identify career opportunities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Employ safe, sanitary and efficient work practices.
- Demonstrate science knowledge and skills.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Describe the importance of professional ethics and legal responsibilities.
- Use information technology tools.
- Solve problems using critical thinking skills, creativity and innovation.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.

**Pharmacy Technician**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 1050 HOURS**

**Career Opportunities**

Pharmacy Technicians

**Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The following table indicates the career certificate program structure:

OCP	Course Number	Course Title	Course Length
A	HSC0002	Basic Healthcare Worker	90 hours
B	PTN0084	Pharmacy Technician 1	360 hours
	PRN0092	Pharmacy Technician 2	300 hours
	PRN0096	Pharmacy Technician 3	300 hours

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Practice personal relation skills.
- Identify pharmaceutical abbreviations and terminology as related to Community Pharmacy Practice.
- Identify medical and legal considerations in various pharmacy settings.
- Perform clerical duties as related to Pharmacy Practice.
- Demonstrate knowledge of basic pharmaceutical chemistry and drug classification.
- Demonstrate knowledge of inventory management.
- Initiate measurement and calculating techniques as it relate to United States Pharmacopeia (USP) 795 (non-sterile) compounding in pharmacy practice.
- Demonstrate a basic knowledge and skills in areas of science relevant to pharmacy technicians including anatomy/physiology and pharmacology.
- Prepare and deliver medications.
- Repackage unit dose medications.

- Prepare United States Pharmacopeia (USP) 797 and USP 800 sterile products.

Those students who satisfactorily complete an approved program are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long-Term Care.

## **Power Equipment Technologies**

### **The standard length of this program is 900 hours**

#### **Career Opportunities**

The purpose of this program is to prepare students for employment or advanced training in the power and equipment technology industry and for a career as a small gas engine mechanic.

#### **Program Content/Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The following table indicates the career certificate program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	SER0080	Power Equipment Service Technician 1	300	49-3053
B	SER0081	Power Equipment Service Technician 2	300	49-3053
C	SER0082	Power Equipment Service Technician 3	300	49-3053

After successfully completing this program, the student will be able to perform the following

- Demonstrate an understanding of workplace safety and workplace organization.
- Demonstrate proficiency in performing pre-delivery maintenance services and set-up procedures.
- Demonstrate industry-related math skills.
- Demonstrate industry-related science skills.
- Demonstrate industry-related communication skills.
- Demonstrate proficiency in parts inventory identification and repair order processing.
- Perform basic fuel and exhaust system service.
- Perform basic engine service and minor repairs.
- Perform basic tune-up service.
- Perform power transfer system service and engine controls adjustments.
- Service and repair lubrication systems.
- Diagnose, service, repair and adjust electrical systems.
- Service and repair cooling and exhaust systems.
- Service and repair starting systems.
- Diagnose and repair ignition systems.
- Service, repair and adjust engine controls.
- Understand basic two-stroke and four-stroke engines.
- Demonstrate proficiency in repairing and maintaining two-stroke cycle engines.
- Demonstrate proficiency in repairing and maintaining four-stroke cycle engines.
- Demonstrate proficiency in repairing engine interior components.
- Demonstrate proficiency in diagnosing and repairing power transfer systems.
- Demonstrate proficiency in servicing, repairing, and adjusting various types of industry-related power and equipment.

- Demonstrate employability skills.
- Demonstrate proficiency in acceptable employee behavior.
- Demonstrate an understanding of entrepreneurship.
- Diagnose, service, repair and adjust portable generators.
- Demonstrate and identify basic principles of electronic fuel management (EFI) systems.

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass the required Equipment and Engine Training Council (EETC) certification exams.

## Practical Nursing

### THE STANDARD LENGTH OF THIS PROGRAM IS 1350 HOURS

#### Career Opportunities:

Hospitals, Physician Offices, Long-term Care Facilities, Home Health Care Agencies, Rehabilitation Centers, Clinics, Public Health in Correctional Facilities.

#### Program Content / Objectives

Practical Nursing is a competency-based program and is 11-12 months in length. Included is classroom instruction with concurrent clinical experiences in long-term care facilities as well as in the acute care settings. It is designed to prepare the student as a licensed practical nurse in order to, under the direction of a registered nurse, plan and provide nursing care to the patient with less complex needs and to assist the registered nurse in the care of the patient with complex nursing needs.

#### Program Requirements

Applicants seeking admission to the Practical Nursing Program must be at least 18 years of age; interview with Gadsden Technical College Practical Nursing Coordinator and nurses; make application to GTC Practical Nursing Education Department; have a high school diploma or equivalent; score successfully on the TABE and the TEAS tests; immunizations up to date as required and provide three references, attend a General Information Program Session.

Students must keep their CPR certification current for the duration of the program. Successful completion of the program is dependent on meeting all the requirements of the program. A criminal background check and drug screening is required (drug screening will be performed randomly). Students may be denied participation in the clinical practicum by the facility if the outcome of their background and drug screening is unsatisfactory.

#### Licensure Requirements

In Florida, to become a Licensed Practical Nurse an individual must be at least 18 years of age; possess a high school diploma or its equivalent; have successfully completed the Practical Nursing Program under rules established by the Florida Board of Nursing (FBN); submit application to the board and pay fees to the FBN and to take the NCLEX examination; submit information to the Board for a statewide criminal records correspondence check through FDLE; be in good mental and physical health; and be able to communicate in the English language (Florida Statutes 464.008).

OCP	Course Number	Course Title	Course Length
A	PRN0098	Practical Nursing Foundation 1	300 hours
B	PRN0099	Practical Nursing Foundation 2	300 hours
	PRN0290	Medical Surgical Nursing 1	300 hours
	PRN 0291	Medical Surgical Nursing 2	300
	PRN0690	Comprehensive Nursing and Transitional Skills	150

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.



- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic techniques.
- Describe the structure and function of the human body.
- Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- Describe human growth and development across the lifespan.
- Demonstrate the performance of nursing procedures.
- Demonstrate how to administer medication.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- Demonstrate how to care for pediatric patients, utilizing nursing principles.
- Develop transitional skills.
- Demonstrate employability skills specific to practical nursing

**Principles of Teaching**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 600 HOURS**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to competencies and skills needed to become a professional in the field of education. This includes an understanding of education in the United States, the ability to work effectively with all students, educational technology, classroom management, student assessment, communication skills, and other skills needed to support the learning activities of students.

To be enrolled a student's status in school and schedule must allow sufficient time for the student to be able to complete the program. The Principles of Teaching program is designed to support **teaching activities for students in classroom settings**. It is **not** a program to provide clerical support to faculty or office/administrative personnel.

OCP	Course Number	Course Title	Course Length
A	EDG0312	Substitute Teacher	150
B	EDG0317	Substitute Teacher	450

- Utilize career planning skills to explore career opportunities in education and training.
- Demonstrate professionalism in an educational and training setting
- Explain the various components of diversity
- Adhere to professional code of conduct.
- Describe the purpose of education from its historical foundations to current best practices.
- Describe accountability systems education and training organizations use to manage and improve performance
- Explain employment practices
- Demonstrate the ability to lead and work on a team.
- Recognize leadership and career and technical student organization (CTSO) activities.
- Design and Create Student Professional Portfolio
- Articulate the fundamental principles of child growth and development.
- Articulate how students learn and the developmental characteristics of age groups.
- Explain developmental characteristics and intervention strategies for exceptional students across education and community settings.
- Understand fundamental principles of the human development process in childhood.
- Explore instructional methods to develop appropriate activities that foster growth and development.
- Analyze and evaluate developmentally appropriate classroom management strategies.
- Recognize the effects of child abuse, substance abuse and risk factors on learning.
- Identify practices that contribute to healthy learning environments.
- Grow your Professional Portfolio.
- Explore basic theories of educational psychology to enhance student learning.

- Assess the impact of sociological factors on learning.
- Understand critical thinking, problem solving and innovation skills independently or in teams to formulate solutions to problems.
- Demonstrate basic technology competencies through effective use of multiple software applications.
- Use existing and emerging technology to accomplish educational goals.
- Explain the laws and regulations governing information gathering, software and educational use.
- Align curricular goals and instructional objectives with the capabilities of electronic media.
- Demonstrate competence in the content/subject area to be taught.
- Use content-specific instructional strategies.
- Describe school and district priorities and Florida's academic and technical content standards.
- Explain the relationship of knowledge within a content area to other content areas.
- Connect content to relevant life experiences and career opportunities.
- Describe the importance of reading and writing skills for personal and social growth, and for the achievement of excellence in all subject matters.
- Align instructional goals and activities with school and district priorities and Florida's academic and technical content standards.
- Demonstrate knowledge of effective Literacy Strategies that can be applied across the curriculum.
- Explain the laws and regulations governing information gathering, software and educational use.
- Align curricular goals and instructional objectives with the capabilities of electronic media.
- Demonstrate competence in the content/subject area to be taught.
- Use content-specific instructional strategies.
- Describe school and district priorities and Florida's academic and technical content standards.
- Explain the relationship of knowledge within a content area to other content areas.
- Connect content to relevant life experiences and career opportunities.
- Describe the importance of reading and writing skills for personal and social growth, and for the achievement of excellence in all subject matters.
- Align instructional goals and activities with school and district priorities and Florida's academic and technical content standards.
- Demonstrate knowledge of effective Literacy Strategies that can be applied across the curriculum.
- Enhance and update your Professional Portfolio.
- Plan and deliver instruction that illustrates the best teaching practices.
- Communicate clear learning goals and link learning activities to those defined goals.
- Apply knowledge of how students think and learn instructional design and delivery.
- Differentiate instruction to support the learning needs of all students.
- Design activities to help students develop as independent learners and complex problem-solvers.
- Use resources effectively to enhance student learning.
- Maintain general safety standards in accordance with applicable regulations, health standards and organizational policy.
- Supervise the safety and health of students.
- Explain emergency response plans.
- Recognize the impact of stress on health.
- Identify ways to continue to grow professionally.
- Completion of Comprehensive Professional Portfolio.
- Completion of a Capstone Presentation.

**Adult General Basic Education**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 900 HOURS**

The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth-grade level. The content develops basic literacy in all areas of knowledge.

Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in HSED preparation courses. A student enrolled in the Comprehensive ABE program may receive instruction in one or more.

This program is divided into Literacy Completion Points (LCPs). Progress through levels (LCPs) may be measured by approved standardized tests or by documentation of proficiency in each standard. It is the instructor's job to decide and inform the student of the criteria for demonstrating proficiency in a benchmark. Though a student need not master 100% of the benchmarks to demonstrate proficiency in a standard, a student must demonstrate proficiency in 100% of the standards to earn a literacy completion point.

**Mathematics    Course Number 9900001**

Course	Grade Equivalent	Hours
Beginning ABE Literacy	0.0-1.9	450 hours
Beginning Basic Education	2.0 -3.9	450 hours
Low Intermediate Basic Education	4.0-5.9	300 hours
High Intermediate Basic Education	6.0-8.9	300 hours

**Reading    Course Number 9900002**

Course	Grade Equivalent	Hours
Beginning ABE Literacy	0.0-1.9	450 hours
Beginning Basic Education	2.0-3.9	450 hours
Low Intermediate Basic Education	4.0-5.9	300 hours
High Intermediate Basic Education	6.0-8.9	300 hours

**Language    Course Number 9900003**

Course	Grade Equivalent	Hours
Beginning ABE Literacy	0.0-1.9	450 hours
Beginning Basic Education	2.0-3.9	450 hours
Low Intermediate Basic Education	4.0-5.9	300 hours
High Intermediate Basic Education	6.0-8.9	300 hours

## PROGRAM TUITION AND FEES

**Fee Breakdown as allowed by the Florida Department of Education**

<b>Fee Description</b>	<b>Fee Amount</b>
General Base	\$2.44
Financial Aid Scholarships	\$0.24
Technology	\$0.12
Capital Outlay	\$0.12
<b>Total</b>	<b>\$2.92</b>

# Automotive General Service Technology

## 2025 – 2026 SY

TERM I	
August 11, 2025 – December 19, 2025	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

TERM II	
January 5, 2026 – May 22, 2026	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

BOOKS & FEES	
Administrative Fee	\$20.00
Student Equipment	\$225.00
Uniforms	\$65.00
ID Badge	\$5.00
Textbook	\$270.00

## Gadsden Technical College

# Barbering

### 2025 – 2026 SY

TERM I	
August 11, 2025 – December 19, 2025	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

TERM II	
January 5, 2026 – May 22, 2026	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

BOOKS & FEES	
Administrative Fee	\$20.00
ID Badge	\$5.00
Uniform	\$25.00
Textbook	\$270.00

## Building Maintenance and Management

### 2025 – 2026 SY

TERM I	
August 11, 2025 – December 19, 2025	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

TERM II	
January 5, 2026 – May 22, 2025	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

BOOKS & FEES	
Administrative Fee	\$20.00
ID Badge	\$5.00
Uniform	\$25.00
Student Equipment	\$65.00
Textbook	\$270.00



## Commercial Class “B” Driving

### 2025 – 2026 SY

<b>SESSION I</b>  <b>September 7, 2025 – December 19, 2025</b>  Part time Florida Resident Tuition (\$2.92 x 150 hours)	         <b>\$438.00</b>
<b>SESSION II</b>  <b>January 5, 2026 – May 22, 2026</b>  Part time Florida Resident Tuition (\$2.92 x 150 hours)	         <b>\$438.00</b>
<b>FEES</b>  Administrative Fee ID Badge Textbook	         <b>\$20.00</b> <b>\$5.00</b> <b>\$10.00</b>

## Gadsden Technical College

# Cosmetology

### 2025 – 2026 SY

<b>TERM I</b>	
<b>August 11, 2025 – December 19, 2025</b>	
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1314.00</b>

<b>TERM II</b>	
<b>January 5, 2026 – May 22, 2026</b>	
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1314.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
ID Badge	\$5.00
Textbook	\$270.00

## Facials Specialty

<p align="center"><b>SESSION I</b></p> <p align="center"><b>August 11, 2025 – October 10, 2025</b></p>	
<p>Full time Florida Resident Tuition (\$2.92 x 220 hours)</p>	<p><b>\$642.40</b></p>

<p align="center"><b>SESSION II</b></p> <p align="center"><b>October 13, 2025 – December 19, 2025</b></p>	
<p>Full time Florida Resident Tuition (\$2.92 x 220 hours)</p>	<p><b>\$642.40</b></p>

<p align="center"><b>SESSION III</b></p> <p align="center"><b>January 5, 2026 – March 23, 2026</b></p>	
<p>Full time Florida Resident Tuition (\$2.92 x 220 hours)</p>	<p><b>\$642.40</b></p>

<p align="center"><b>SESSION IV</b></p> <p align="center"><b>March 24, 2026 – May 22, 2026</b></p>	
<p>Full time Florida Resident Tuition (\$2.92 x 220 hours)</p>	<p><b>\$642.40</b></p>

FEES	
Administrative Fee	\$20.00
ID Badge	\$5.00

## Nails Specialty

### 2025 – 2026 SY

<b>SESSION I</b>  <b>August 11, 2025 – October 1, 2025</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>SESSION II</b>  <b>October 2, 2025 – December 2, 2025</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>SESSION III</b>  <b>December 3, 2025 – February 7, 2026</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>SESSION IV</b>  <b>February 10, 2026 – April 9, 2026</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>FEES</b>  Administrative Fee ID Badge	     <b>\$20.00</b> <b>\$5.00</b>
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# Pharmacy Technician

## 2025 – 2026 SY

TERM I	
Full time Florida Resident Tuition	\$1314.00
Lab Fee	\$50.00
Uniforms	\$100.00
Drug Screen/Background	\$125.00
CPR/First Aid	\$40.00
Liability Insurance	\$20.00
Administrative Fee	\$50.00
Pharmacy Management Software	<u>\$299.00</u>
	<b>\$1998.00</b>

TERM II	
Full time Florida Resident Tuition	\$1314.00
Lab Fee	\$50.00
Administrative Fee	<u>\$30.00</u>
	<b>\$1394.00</b>

TERM III	
Full time Florida Resident Tuition	\$438.00
Lab Fee	\$50.00
Administrative Fee	\$30.00
Board of Pharmacy	\$105.00
National Certification Exam	<u>\$129.00</u>
	<b>\$752.00</b>

FEES	
Administrative Fee	\$20.00
ID Badge	\$5.00

**Total Estimated Cost.....\$4144.00**

## Power Equipment Technologies

### 2025 – 2026 SY

TERM I	
August 11, 2025 – December 19, 2025	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

TERM II	
January 5, 2026 – May 22, 2026	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	\$1,314.00
Part time Florida Resident Tuition (\$2.92 x 225 hours)	\$657.00

BOOKS & FEES	
Administrative Fee	\$20.00
ID Badge	\$5.00
Student Equipment	\$225.00
Textbook	\$163.00

**GADSDEN TECHNICAL COLLEGE**  
***School of Practical Nursing***  
**POST-SECONDARY (Adult)**  
**2025/2026 Tuition and Fees**

**PLEASE NOTE: THESE ARE ESTIMATES ONLY. There may be slight increases or decreases.**

**Term I**

Tuition: (450 hours @2.92/hr. – FL residents)	<b>1314.00</b>
Books	640.47
Professional Liability Insurance	25.00
Skills Lab Fee	200.00
ATI	533.33
Name Tag	15.00
School Patch	40.00
(AHA) CPR/First Aid	70.00
Florida Board of Nursing	200.00
Level I Background Check(Leon County)	7.00
Level II Background Check	88.00
Drug Screen	<u>55.00</u>
	<b>3,187.80</b>

**Term II**

Tuition: (450hours @2.92/hr.)	<b>1314.00</b>
Skills Lab Fee	150.00
ATI	<u>533.33</u>
	<b>1,997.33</b>

**Term III**

Tuition: (450 hours @2.92/hr.)	<b>1314.00</b>
Skills Lab Fee	100.00
ATI	533.33
Application and Licensing Fee to Board of Nursing	110.00
Pearson Vue/Licensure	200.00
Board of Nursing Background Check	85.00
Graduation Fees	<u>150.00</u>
	<b>2,492.33</b>

**Total Estimated Cost..... \$7677.46**

**Additional Costs (Not Included In the Above Cost)**

Classroom Uniform (Approximate)	180.00
Clinical Uniform Female (Approximate)	195.00
Classroom & Clinical Supplies (Approximate)	150.00
Pinning Ceremony Attire	TBA

## Gadsden Technical College

# Principles of Teaching

### 2025 – 2026 SY

<b>TERM I</b>	
<b>August 11, 2025 – December 19, 2025</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 5, 2026 – May 22, 2026</b>	
Full time Florida Resident Tuition (\$2.92 x 150 hours)	<b>\$438.00</b>
Part time Florida Resident Tuition (\$2.92 x 150 hours)	<b>\$438.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
ID Badge	\$5.00
Student Equipment	\$225.00
Textbook	\$163.00



## Program(s) Total Cost

Program	Program Hours	Tuition	Fees	Total Program Amount
Automotive General Service Technology	760	\$2219.20	\$585.00	\$2804.20
Barbering	900	\$2628.00	\$320.00	\$2948.00
Building Maintenance and Management	750	\$2190	\$385.00	\$2575
Commercial Class "B" Driving	150	\$438.00	\$35.00	\$473.25
Cosmetology	1200	\$3504.00	\$295.00	\$3799.00
Facials Specialty	220	\$642.40	\$25.00	\$667.40
Nails Specialty	180	\$525.60	\$25.00	\$550.60
Pharmacy Technician	1050	\$3066.00	\$1103.00	\$4169.00
Power Equipment Technologies	900	\$2628.00	\$413.00	\$3041.00
Practical Nursing	1350	\$3942.00	\$3436.73	\$7378.73
Principles of Teaching	600	\$1752.00	\$25.00	\$1777.00

## Gadsden County School District

# 2025 – 2026 School Calendar

<b>2025</b>	
August 11	First day of school
September 1	Students out of school – Labor Day Holiday (District Holiday)
October 17	Half Day
October 31	Half Day
November 11	Veterans Day Observed – District-wide
November 21	Students out of school – Planning/Professional Development Day
November 24 – 28	Students out of school for Fall Break
December 19	Half Day
December 22 – 30	Students out of school for Christmas/Winter Break
<b>2026</b>	
January 1-4	Student out of school for Winter Break
January 5	Students return
January 19	Students out of school – Martin Luther King, Jr. Day – District-wide
February 13	Half Day
February 18	Students out of school – President’s Day
March 9 – 13	Spring Break – District-wide
May 22	Last day of school for students

# Faculty and Staff

## GTC Faculty

Adult Basic Education	Ms. Lucretia Battles
Adult General Basic Education AGE	Ms. Bright-Bridges
Adult General Basic Education	Ms. Lucretia Battles
Adult with Disabilities	Mrs. Corelia Sanger
Automotive General Service Technology	Mr. James “Jimmy” Weeks
Barbering	Mr. Garrett Dowdell
Building Maintenance and Management	Mr. Alfred “Jeff” Suber
Commercial Class B Driving	Mr. Franklin Scott
Cosmetology	Ms. Ciara Hinson
Facials Specialty	Ms. Ciara Hinson
Family and Consumer Sciences	Ms. Corelia Sanger
Nails Specialty	Ms. Ciara Hinson
Pharmacy Technician	Ms. Krislyn Thurston
Power Equipment Technologies	Mr. David McPhaul
Principles of Teaching	Ms. Jenny Levinson
Practical Nursing	Ms. Rebecca Hines Mrs. Christina Saint-Charles
Underage GED Instructor	Mr. Hasan Jones

## GTC Staff

Admissions	Ms. Mildred Sheffield
Assistant Custodian	Mr. Roosevelt Daniels
Data Entry/Secretary	Ms. Linda Smith
Financial Aid	Ms. Destiny Derico
Head Custodian	Mr. Marshall Jones
Office Manager	Mr. <a href="#">Jacary Byrd</a>
Underage GED Paraprofessional	Mrs. Petula Gordan
CTE Coordinator CTE	Mrs. Angela Sapp
Assistant Director with the Responsibilities of Adult Education	Mrs. Stephanie Moore
Health Science Coordinator	Mrs. Doris Drake

*This document is certified true and correct in content and policy.*

*Major Willie A. Jackson*

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Major Willie A. Jackson. Ed. D.  
Director, Career Technical and Adult Education

*06/30/2025*

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DATE