

# *Gadsden Technical College*

*"A Place Where Opportunity is at Your Fingertips"*

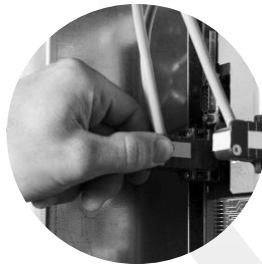
Career



Technical



Adult



Education



## Student Handbook 2022-2023

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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  
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#### MISSION

The mission of Gadsden Technical College is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The College encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

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## **VISION STATEMENT**

Gadsden Technical College is a community-oriented learning center which fosters an environment that develops positive student attitudes and achievements supported by active, involved educators, students, families, communities, and businesses. All students, through the use of school and community resources, will leave school as life-long learners prepared to meet individualized goals, pursue a career, and contribute to a changing society.

## **MISSION**

The mission of Gadsden Technical College is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The College encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

## **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 post-secondary 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.

## **GADSDEN TECHNICAL COLLEGE OBJECTIVES**

1. To provide a curriculum designed for the differences in abilities, interests and scholastic needs.
2. To challenge the academically talented and encourage the under-achiever through education tailored to student needs.
3. To challenge students to successfully compete in the work place at the highest levels nationally and internationally while also preparing students to make well-reasoned, thoughtful, and healthy lifelong decisions.
4. To provide a learning environment conducive to teaching and learning.
5. To ensure that instructors and staff members are professional.
6. To provide quality academic courses wherein adult students can earn a General Education Development diploma or certificate in a chosen field of study.
7. To develop greater community awareness of Gadsden Technical College.
8. To provide quality programs and services for students that lead to enhance workforce and economic self-sufficiency.

## **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.

### **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; second begins in January. The school calendar for post-secondary students (PSAV students) 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 issued 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 certificate programs meet five days per week, Monday through Friday. Certificate programs are: Automotive Services Technology, Automotive Services Technology 1, Barbering, Carpentry, Cosmetology, Diesel Maintenance Technician, Facials Specialty, Nails Specialty, Pharmacy Technician, and Power Equipment Technologies. These programs meet on a part-time or full-time basis specific to the learning / certification goals of students. Program that is taught in the evening meet Monday – Thursday. This program is: Commercial Class B Driving. Courses in each program are taken in sequential order based on pre-requisites. Practical Nursing is offered Monday-Friday from 8:00 AM – 3:30 PM. Adult Education courses are offered on both a part-time and full-time basis.

## **DAILY SCHEDULE**

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

AM Block: 8:00 a.m. – 10:30 a.m.  
AM Breaks\*: 8:50 - 9:00 a.m. and 9:50 a.m. – 10:00 a.m.

PM Block: 11:30 a.m. – 2:00 p.m.  
PM Breaks\*: 12:20 p.m. – 12:30 p.m. and 1:20 p.m. – 1:30 p.m.

**Commercial Class B Driving:** 5:00 p.m. – 8:00 p.m.

**Practical Nursing:** – 8:00 a.m. – 3:30 p.m.

\*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 GCPS Transportation at (850) 627-6858.

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.

## **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 consists 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.



<b>ENROLLMENT PROCESS:</b>	
Must be at least 16 years old to attend Gadsden Technical College (GTC)	
Proof of identification (Examples: Valid Driver's License or State Identification)	
Provide official transcripts from any/all schools attended. (in a sealed envelope)	
<b>ENROLLMENT STEPS:</b>	
<b>1. Complete an application packet.</b>	Registration packets are available in the front office. Complete <i>My Career Shines Journey</i> . Complete the Free Application for Federal Student Aid (FAFSA) online at: <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
<b>2. Schedule an appointment with Career Counselor-Job Development.</b>	Student Services will review your application, assess your TABE scores and validate official transcript(s)
<b>3. Academic Assessment – TABE (if applicable).</b>	<p>a. TABE Assessment:</p> <p><b>Choose from the following options:</b></p> <ul style="list-style-type: none"> <li>Schedule and take TABE Test at GTC - cost \$20.00).</li> <li>Provide TABE scores (in a sealed envelope).</li> </ul> <p>All adult students who enroll in Workforce Education Certificate Programs of 450 hours or more will complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all Post-Secondary students take the Test of Adult Basic Skills (TABE) or provide proof of acceptable forms of exemption from testing. The TABE measures basic skills in reading, mathematics and language arts. You may be exempt from the TABE testing if you:</p> <ul style="list-style-type: none"> <li>Possess a college degree at the associate in applied science level or higher</li> <li>Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled.</li> <li>Are an active duty member of any branch of the United States Armed Services</li> </ul>
<b>4. Schedule an appointment with Career Counselor-Financial Aid</b>	Meet with Career Counselor- Financial Aid to check for all needed financial aid documents (ISIR, verification letter, etc.). Bring proof of any additional grants, scholarships, or waivers in order to place your present loans in deferment.
<b>5. Prepare for Payment:</b>	<ul style="list-style-type: none"> <li><b>Adult Education</b> – self pay cost \$30.00 Part time or \$60.00 Full time <b>or</b> provide ITA Voucher (CareerSource)</li> <li><b>CTE</b> – Once it has been determined by Student Services that all of the required documents have been completed, students will be directed to Registration. Registration will officially complete until tuition, registration and lab fees have been paid or payment arrangements have been made with FA Career Counselor.</li> </ul>
<b>6. Schedule and Attend Orientation</b>	
<b>7. Take Photo ID</b>	

Gadsden Technical College admission policies require that all applicants take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE Forms 9 and 10, or 11 and 12. Students who present official documentation from the TABE Survey, which indicates that the student has not achieved the required exit level basic skills for their program of choice will be required to retest on a different level and/or form for diagnostic proposes.

## **TABE EXEMPTIONS**

Students may be EXEMPT from the TABE test if at least one of the following criteria is met.

1. Possession of an Associate's Degree of higher
2. Active duty member of any branch of the United States Armed Services
3. Successfully passed a state or national industry certification or licensure examination identified in Florida Board of Education rules aligned to the chosen career education program
4. Successfully passed one of the following tests within the last two years (all scores will be verified by the Career Counselor-Job Development).

ACT	American College Test
CLAS	Calibration Laboratory Assessment Service
CLAST	College Level Academic Skills Test
CPT	Curricular Practical Training
FCAT	Florida Comprehensive Assessment Test
MAP	Measures of Academic Progress Test
PERT	Postsecondary Education Readiness Test
SAT	Scholastic Aptitude Test

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

Secondary students may elect to be dually enrolled at their high school and GTC. Dual enrolled students will attend class part-time 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. Complete the TABE test (dual enrolled secondary students only)
5. Have satisfactory attendance

Gadsden Technical College admission policies require that all applicants take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE Forms 9 and 10, or 11 and 12. Students who present official documentation from the TABE Survey Form, which indicates that the student has not achieved the required exit level basic skills for their program of choice, will be required to retest on the longer form for diagnostic purposes.

## **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, administrative team, career counselor - (financial) and instructor 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 current program.
  - a. Program has become too difficult resulting in failing grades.
  - b. Progress is too slow (more than a month behind for feasible 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 five class sessions for semester (18 weeks) scheduled classes. Full-time students who withdraw after the first five 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 make a determination 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.

## **VETERAN REFUNDS**

Gadsden Technical College 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 proration 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.

Any currently enrolled student who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. If the student chooses to withdraw, the student's record shall reflect the reason for the withdrawal is due to active.

## **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 are provided with information about the programs GTC offers. 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)).

### **STUDENT ID/PARKING**

Student ID cards are issued after orientation/registration each semester. There is a replacement cost of \$5.00 for an ID card and a fee of \$2.00 is 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. Bus transportation is provided for Gadsden County District high school students.

Unauthorized and improperly parked vehicles may be ticketed and/or towed at 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.

## **LEARNING RESOURCE/STUDENT SERVICE CENTER**

The availability and use of Learning Resource/Student Service Center resources are discussed with students during registration and orientation. Students are also oriented to media and equipment on an as-needed basis. Instructors may request orientation to new media and equipment from vendors, district IT staff, and on-site staff members.

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.

Students and instructors have access to the Student Services Center school days from 7:30 a.m. until 4:00 p.m. On-line 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 access information that falls within the guidelines as established by Gadsden County Schools.

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

The HSED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the Official HSED Test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a HSED but also to utilize the acquired skills in the workforce and to achieve career and technical training. This program is provided on the GTC campus through the Gadsden County Schools Adult Education Program. For more information call 850-875-8324.

## **TEST of ADULT BASIC EDUCATION (TABE)**

The Florida Department of Education requires that students entering a Workforce Education Certificate Program must have recently taken the Test of Adult Basic Education (TABE). Exemptions are made for students who have proof of previous assessment or possess an Associate degree, or higher.

The TABE Test is given every Tuesday and Friday (except holidays) for Gadsden Technical College's Adult Education Programs and every Tuesday (except holidays) for the community.

Appointments are required. Test takers should allow two and one-half to three hours to complete the entire test. Plan for an additional 15 minutes in order to register and pay fees before the test begins.

The cost for the TABE is \$20.00 and is not refundable. Please bring your valid Florida Drivers' License or valid Florida ID for scanning. Testing begins promptly at 8:00 am and 11:30 am.

Each student must take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE, Forms 11 and 12, Complete Battery or Survey Form. Students who present official documentation from the TABE Survey Form, which indicates that the student has not achieved the required exit level basic skills for their program of choice, will be required to retest on the longer form for diagnostic purposes. Students who possess an Associate Degree or higher, those who have successfully completed or are exempt from the College Level Academic Skills Test (CLAST), and those who are exempt from college entrance examination may be exempt from taking the TABE. Test scores are valid for two years. Where not specified in law or rule, Gadsden Technical College follows recommendations established by the Florida Department of Education, Division of Workforce Development, for technical assistance on assessment.

### **TABE EXEMPTIONS**

Students may be EXEMPT from TABE testing if either one of the following conditions exist:

- possesses a college degree (associates or higher)
- has 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)
- is 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 which you are enrolled

An official high school transcript with graduation code must be provided at time of registration for exemption.

### **NEW STUDENT ORIENTATION**

New Student Orientation prepares students for the challenges and opportunities of GTC, as well as informs 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.

### **ACADEMIC ADVISEMENT**

GTC's mission is to help all students acquire challenging academic and technical skills and to be prepared for high skills, high wage, or high-demand occupations in the 21<sup>st</sup> century global economy.

### **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, TECHINCIAL 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 through 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 living and 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 statues, etc.

## **VETERANS**

For Post 9/11 GI Bill® (Ch. 33) students and VA Vocational Rehabilitation and Employment (Ch. 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. 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)

## **FINANCIAL AID OPPORTUNITIES**

### **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.

### **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 certificate (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 a secondary students who are enrolled in a career education program to earn credits. Students may come from a Gadsden County District secondary schools and/or Private Schools and Home Schools located in Gadsden County 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. 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.

### **TRADE 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 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 recommendation 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 will be 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 post-secondary career education.

### **PROCEDURES FOR REQUESTING ACCOMODATIONS**

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 student as prescribed by the District. The team develops a 504 plan. One of the professionals is the instructor who is responsible for teaching the student 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 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 a career education program. 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-proofed filing cabinet. Previous four (4) years' student records are maintained in a fire-proof filing cabinet located in the front office. Access to a student records is limited to administrators, career counselors and data secretary.

### **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 as many class meetings as possible 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 child care, 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 withdrawal. 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.

Withdrawal cannot be registered after a student's grade for the course has been posted. If the grade has been posted, it must be removed before the withdrawal can be processed.

### **RE-ENTRY**

Re-entering the 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 10 - Dec 16, 2022	\$30.00	\$30.00
Term II	Jan 3 - May 31, 2023	\$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 accommodations 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. 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. Accommodations 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 the 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 the 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 park in the designated student parking area only. (GTC campus)

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 of 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**

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.

#### **Shirts:**

- Must cover chest and back
- Must have a covering over each shoulder
- Each strap is to be no less than 2 inches wide at the top of the shoulder
- Must not expose the stomach or back when hands are placed above the head.
- Must not show excessive armpit area.
- Must not be made of “see-through” material.

#### **Skirts, Dresses and Shorts:**

- Must reach beyond the tips of fingers when in standing position.

#### **Shoes**

- Footwear is required at all times.
- No bedroom slippers

#### **Pants:**

- Waist of attire must not fall below the waistline

#### **Underwear:**

- Boxers, briefs, bras, bras straps, etc. must not be exposed at any time.

#### **Hats:**

- May not be worn inside classrooms and school buildings.

#### **Jackets:**

- May not be used for purpose of covering inappropriate attire.



**Attire and jewelry must NOT:**

- Be sexually suggestive
- Feature crude/vulgar commercial lettering, printing, or drawing
- Depict drugs, tobacco, alcoholic beverages.
- Be indicative of gang membership.
- Be sheer and/or tight as to reveal underwear of body parts.

**Medical/cultural/religious attire:**

- Will be allowed if it is part of a cultural activity, is religious uniform or needed for medical reasons.

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 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 devise
- 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 pocket knives, 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 had been a "Smoke-Free campus" since January 2017.

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.

### **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 appropriate). 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 constitute 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 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 written signed 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 which will be reported to MIS and the students at the end of each nine week grading period. 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 an 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 minimal 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 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.

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 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 including 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 administrator 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 the 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 Student Services Staff to discuss a choice of study.
- Take the TABE assessment (\$20.00).
- Register, pay tuition and fees.
- Complete orientation with the Student Services Staff.
- Purchase school ID (\$5.00).

### **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 the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE, Forms 11/12, Complete Battery or Survey Form. Students who present official documentation from the TABE Survey Form, which indicates that the student has not achieved the required exit level basic skills for their program of choice, will be required to retest on the longer form for diagnostic purposes.

### **TABE EXEMPTIONS:**

You may be EXEMPT from TABE 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 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

### **REDISENCY 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 Financial Aid office 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 takes into account 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 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 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 a 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 a 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 a 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 done 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 minimal 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 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. While 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 a render 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**

## THE STANDARD LENGTH OF THIS PROGRAM IS 1800 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

The program trains students with the latest software, simulators, and diagnostic equipment in all phases of automotive services and electronics technologies. The program combines classroom instruction with hands-on laboratory training in the troubleshooting, service, and repair of automotive systems. The Automotive Technology Program provides a platform for continuing education or employment in a rewarding, high-wage career. This program provides comprehensive skills enhancement training in the following automotive service areas:

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automobile Services Assistor	300	49-3023

Student will be able to: Demonstrate proficiency in the equipment skills and safety regulations relating to the automotive industry. Demonstrate proficiency in routine maintenance and consumer services. Demonstrate proficiency in appropriate understanding of basic sciences. Demonstrate proficiency in employability skills. Demonstrate proficiency in appropriate communication skills. Demonstrate proficiency in acceptable employee behavior in the automotive industry. Demonstrate proficiency in understanding of entrepreneurship.

OCP	Course Number	Course Title	Course Length	SOC Code
B	AER0110	Engine Repair Technician	150	49-3023

Student will be able to: Demonstrate proficiency in general engine diagnosis. Demonstrate proficiency in cylinder head and valve train diagnosis and repair. Demonstrate proficiency in engine block diagnosis and repair. Demonstrate proficiency in lubrication and cooling systems diagnosis and repairs.

OCP	Course Number	Course Title	Course Length	SOC Code
C	AER0257	Automatic Transmission and Transaxle Technician	150	49-3023

Student will be able to: Demonstrate proficiency in the operation and servicing of automatic transmission/transaxle. Demonstrate proficiency in transmission/transaxle maintenance, adjustment and in-vehicle transmission/transaxle repair. Demonstrate proficiency in off-vehicle transmission/transaxle repair (removal, disassembly, and reinstallation), oil pump and converter. Demonstrate proficiency in gear train, shafts, bushings, case, friction units and reaction units.

OCP	Course Number	Course Title	Course Length	SOC Code
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D	AER0274	Manual Drive Train and Axle Technician	150	49-3023
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Student will be able to: Demonstrate proficiency in general drive train diagnosis, clutch diagnosis and repair. Demonstrate proficiency in transmission & transaxle diagnosis and repair. Demonstrate proficiency in drive and half shaft universal and constant-velocity (CV) joint diagnosis and repair. Demonstrate proficiency in rear axle diagnosis and repair; ring and pinion gears, differential case assembly and limited slip differential. Demonstrate proficiency in drive axle shaft and four-wheel drive/all-wheel drive component diagnosis and repair.

OCP	Course Number	Course Title	Course Length	SOC Code
E	AER0453	Automobile Suspension and Steering Technician	150	49-3023

Student will be able to: Demonstrate proficiency in general suspension and steering systems diagnosis. Demonstrate proficiency in suspension systems diagnosis and repair; front suspensions. Demonstrate proficiency in suspension systems diagnosis and repair; rear suspensions, wheel alignment diagnosis, adjustment, repair and miscellaneous service. Demonstrate proficiency in wheel and tire diagnosis and repair.

OCP	Course Number	Course Title	Course Length	SOC Code
F	AER0418	Automotive Brake System Technician	150	49-3023

Student will be able: Demonstrate proficiency in the operation and servicing of automotive brake systems. Demonstrate proficiency in drum brake diagnosis and repair. Demonstrate proficiency in the operation of disc brake diagnosis and repair. Demonstrate proficiency in the operation of power assist units diagnosis and repair. Demonstrate proficiency in miscellaneous (wheel bearings, parking brakes, electrical, etc.) Demonstrate proficiency in antilock brake system.

OCP	Course Number	Course Title	Course Length	SOC Code
G	AER0360	Automotive Electrical/Electronic System Technician	300	49-3023

Student will be able to: Demonstrate proficiency in diagnosing/troubleshooting electrical/electronic components as related to power train. Demonstrate proficiency in battery diagnosis and service. Demonstrate proficiency in starting system diagnosis and repair. Demonstrate proficiency in charging system diagnosis and repair. Demonstrate proficiency in lighting systems, gauges, warning devices, and driver information systems diagnosis and repair. Demonstrate proficiency in horn and wiper/washer and accessories diagnosis and repair.

OCP	Course Number	Course Title	Course Length	SOC Code
H	AER0172	Automotive Heating and Air Conditioning Technician	150	49-3023

Student will be able to: Demonstrate proficiency in a/c system diagnosis and repair. Demonstrate proficiency in refrigeration system component diagnosis and repair of compressor, compressor clutch, evaporator, receiver/drier, condenser, etc. Demonstrate proficiency in heating and engine cooling systems diagnosis and repair. Demonstrate proficiency in a/c operating systems and related controls diagnosis and repair. Demonstrate proficiency refrigerant recovery, recycling, and handling.

OCP	Course Number	Course Title	Course Length	SOC Code
I	AER0503	Automotive Engine Performance Technician	300	49-3023

Student will be able to: Demonstrate proficiency in general engine diagnosis. Demonstrate proficiency in computerized engine controls diagnosis and repair. Demonstrate proficiency in ignition system diagnosis and repair. Demonstrate proficiency in fuel, air induction, positive crankcase ventilation, and exhaust systems diagnosis and repair. Demonstrate proficiency in fuel, air induction, positive crankcase ventilation, and exhaust systems diagnosis and repair. Demonstrate proficiency in intake air temperature controls, early fuel evaporation (intake manifold temperature) controls and evaporative emissions controls. Demonstrate proficiency in engine related service.

This program is 1800 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Automotive Industry Standards (AIS) or National Automotive Technicians Education Foundation (NATEF) certification exams.

**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.

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automobile Services Assistor	300	49-3023

The Automotive Service Assistor course prepares student for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

OCP	Course Number	Course Title	Course Length	SOC Code
B	AER0418	Automotive Brake System Technician	150	49-3023

The Automotive Brake System Technician prepares student for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

OCP	Course Number	Course Title	Course Length	SOC Code
C	AER0453	Automobile Suspension and Steering Technician	150	49-3023

The Automotive Suspension and Steering Technician prepare student for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

OCP	Course Number	Course Title	Course Length	SOC Code
D	AER0360	Automotive Electrical/Electronic System Technician	300	49-3023

The Automotive Electrical/Electronic System Technician prepares student for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

OCP	Course Number	Course Title	Course Length	SOC Code
E	AER0110	Engine Repair Technician	150	49-3023

The Engine Repair Technician prepares student for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.



**Barbering**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 900**

**Program Content / Objectives**

This program is a planned sequence of instruction consisting of one occupational completion point.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	COS0160	Barber 1A	320 hours	39-5011
	COS0161	Barber 2A	150 hours	
	COS0162	Barber 3A	300 hours	
	COS0163	Barber 4A	130 hours	

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 scissor, 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.

## **Carpentry**

### **THE STANDARD LENGTH OF THIS PROGRAM IS 1200 HOURS**

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 PSAV program structure:**

OCP	Course Number	Course Title	Course Length	SOC Code
A	BCV0112	Introduction to Carpentry	150 hours	47-3012
B	BCV0122	Rough Framing Carpentry	450 Hours	47-2031
C	BCV0125	Finish Trim Carpentry	450 Hours	47-2031
D	BCV0123	Foundation and Form Carpentry	150 Hours	47-2031

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**

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.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.

**The following table indicates the PSAV program structure:**

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

**Student should be able to:**

- Act as a responsible and contributing citizen and employee.
- Apply appropriate academic and technical skills.
- Attend 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**

**Career Opportunities:**

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 PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours	39-5012

Student will be able to: Identify career opportunities. Employ safe, sanitary and efficient work practices. Demonstrate appropriate understanding of science as related to grooming and salon services. Demonstrate knowledge of professional development-employability skills. Demonstrate an understanding of entrepreneurship-management skills. Demonstrate knowledge of Florida Law and State Board requirements. 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, measure and predicted. Demonstrate proper procedure and application of chemicals.

Student will be able to: Identify career opportunities. Employ safe, sanitary and efficient work practices. Demonstrate appropriate understanding of science as related to grooming and salon services. Demonstrate knowledge of professional development-employability skills. Demonstrate an understanding of entrepreneurship-management skills. Demonstrate knowledge of Florida Law and State Board requirements. 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, measure and predicted. Demonstrate proper procedure and application of chemicals.

OCP	Course Number	Course Title	Course Length	SOC Code
A	COS0002	Hairdresser And Cosmetologist (1 of 3)	300 hours	39-5012
	COS0003	Hairdresser And Cosmetologist (2 of 3)	300 hours	

Student will be able to: 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.

OCP	Course Number	Course Title	Course Length	SOC Code
A	COS0009	Hairdresser And Cosmetologist (3 of 3)	375 hours	39-5012

Student will be able to: 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.

This program is 1200 hours long. To complete the program students must earn Occupation Completion Points (OCPs) for courses and pass required Florida Board of Business and Professional Regulation licensure exam(s).

**Diesel Maintenance Technician**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 600 HOURS**

The purpose of this program is to prepare students for employment in the diesel engine technician 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 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 course content should also include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	DIM0101	Diesel Engine Mechanic/Technician Helper	150 hours	49-9098

The Diesel Engine Mechanic/Technician Helper course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

**For every task in Diesel Engine Mechanic/Technician Helper, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

OCP	Course Number	Course Title	Course Length	SOC Code
B	DIM0131	Diesel Air Brakes Technician	150 hours	49-3031

The Diesel Air Brakes Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air brakes.

**For every task in Diesel Air Brakes Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

OCP	Course Number	Course Title	Course Length	SOC Code
C	DIM0153	Diesel Preventative Maintenance Technician	300 hours	49-3031

The Diesel Engine Preventative Maintenance Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, fuel, air induction and exhaust, lubrication, instruments and control, safety equipment, hardware, heating, ventilation, air conditioning systems, electrical/electronic; battery and starting systems, charging systems, and lighting systems; air brakes, hydraulic brakes, drive train, suspension and steering, tires and wheels, frame and fifth wheel systems.

**For every task in Diesel Preventative Maintenance Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The tasks included in the Diesel Preventative Maintenance Technician area are entry-level technician inspection tasks designed to introduce the student to correct procedures and practices of vehicle inspection in a teaching/learning environment. They are not intended to satisfy the Annual Federal Vehicle Inspection requirement as prescribed in the Federal Motor Carrier Safety Regulations, Part 396, Appendix G to Subchapter B, Minimum Periodic Inspection Standards.



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

**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.

This program is a planned sequence of instruction consisting of a core and 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 indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0266	Facials Specialist	220 hours	39-5094

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 skill 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, measure and predicted. Demonstrate proper procedure and application of chemicals.

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

**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 postsecondary 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 skill 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**

**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.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0002	Basic Healthcare Worker	90 hours	31-9099

The Basic Health Care Worker (HSC0003) is referred to as the Health Science Core and is the first OCP in the majority of the PSAV health science programs. Secondary and Postsecondary students completing the health science core will not have to repeat the core in any other health science program in which it is a part. When the recommended sequence is followed, the structure allows students to complete at specified points for employment or remain for advanced training or cross-training.

OCP	Course Number	Course Title	Course Length	SOC Code
B	PTN0084	Pharmacy Technician 1	360 hours	29-2052
	PRN0092	Pharmacy Technician 2	300 hours	
	PRN0096	Pharmacy Technician 3	300 hours	

This program is a planned sequence of instruction consisting of 4 occupational completion points. Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes.

Those students who satisfactorily complete an approved course 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.

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required FLDOE Board of Pharmacy licensure exam(s).

**Power Equipment Technologies**  
**THE STANDARD LENGTH OF THIS PROGRAM IS 900 HOURS**

**Program Content/Objectives**

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.

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 content includes but is not limited to all aspects of the gasoline engine services technology industry, and demonstrates such elements of the industry as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

**Program Structure:**

The content includes but is not limited to all aspects of the gasoline engine services technology industry, and demonstrates such elements of the industry as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

OCP	Course Number	Course Title	Course Length	SOC Code
A	SER0080	Power Equipment Service Technician 1	300	49-3053

The Power Equipment Service Technician 1 course prepares students for entry into Power Equipment Service Technician 2. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of workplace safety and organization; pre-service maintenance and set-up procedures; industry related math, science, and communication skills; part inventory identification; basic fuel and exhaust systems; basic engine service; basic tune-up; transfer systems and engine controls; lubrication; electrical systems; cooling and exhaust systems; starting and ignition systems; and basic two-stroke and four-stroke engines.

OCP	Course Number	Course Title	Course Length	SOC Code
B	SER0081	Power Equipment Service Technician 2	300	49-3053

The Power Equipment Service Technician 2 course prepares students for entry into Power Equipment Service Technician 3. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of two-stroke and four-stroke cycle engines; engine interior components; power transfer systems; industry-related power and equipment; employability skills; acceptable employee behavior; and entrepreneurship.

OCP	Course Number	Course Title	Course Length	SOC Code
C	SER0082	Power Equipment Service Technician 3	300	49-3053

The Power Equipment Service Technician 3 course prepares students for entry into the outdoor and power equipment technology industry. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of portable generators; and basic principles of electronic fuel management systems.

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass 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 and 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	SOC Code
A	PRN0098	Practical Nursing Foundation 1	300 hours	31-1014
B	PRN0099	Practical Nursing Foundation 2	300 hours	29-2061
	PRN0290	Medical Surgical Nursing 1	300 hours	29-2061
	PRN 0291	Medical Surgical Nursing 2	300	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills	150	29-2061

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

**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 be receiving 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

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

# Automotive Service Technology

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	<b>\$20.00</b>
TABE/ID Badge	<b>\$20.00</b>
Textbook	<b>\$150.00</b>

# Automotive Service Technology 1

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	<b>\$20.00</b>
TABE/ID Badge	<b>\$20.00</b>
Textbook	<b>\$150.00</b>

# Barbering

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
TABE/ID Badge	\$20.00
Uniform and Lab Fee	\$150.00
Textbook	\$150.00

# Carpentry

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
TABE/ID Badge	\$20.00
Uniform	\$30.00
Textbook	\$150.00

# Commercial Class “B” Driving

## 2022 – 2023 SY

<p><b>SESSION I</b></p> <p><b>September 12, 2022 – December 16, 2022</b></p> <p>Full time Florida Resident Tuition (\$2.92 x 150 hours)</p>	<p><b>\$438.00</b></p>
<p><b>SESSION II</b></p> <p><b>January 23, 2023 – May 31, 2023</b></p> <p>Full time Florida Resident Tuition (\$2.92 x 150 hours)</p>	<p><b>\$438.00</b></p>
<p><b>FEES</b></p> <p>Administrative Fee</p>	<p><b>\$95.25</b></p>

# Cosmetology

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
TABE/ID Badge	\$20.00
Uniform	\$30.00
Textbook	\$150.00

# **Diesel Maintenance Technician**

## **2022 – 2023 SY**

<b>TERM I</b>  <b>August 10, 2022 – December 16, 2022</b>  Full time Florida Resident Tuition (\$2.92 x 300 hours)	         <b>\$876.00</b>
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<b>TERM II</b>  <b>January 3, 2023 – May 31, 2023</b>  Full time Florida Resident Tuition (\$2.92 x 300 hours)	         <b>\$876.00</b>
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<b>BOOKS &amp; FEES</b>  Administrative Fee TABE/ID Uniform Textbook	  \$20.00 \$20.00 \$35.00 \$150.00
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# Facials Specialty

## 2022 – 2023 SY

<b>SESSION I</b>	
<b>August 10, 2022 – October 13, 2022</b>	
Full time Florida Resident Tuition (\$2.92 x 220 hours)	<b>\$642.40</b>

<b>SESSION II</b>	
<b>October 14, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 220 hours)	<b>\$642.40</b>

<b>SESSION III</b>	
<b>January 12, 2023 – February 24, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 220 hours)	<b>\$642.40</b>

<b>SESSION IV</b>	
<b>February 27, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 220 hours)	<b>\$642.40</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	<b>\$20.00</b>
TABE/ID Badge	<b>\$5.00</b>
Textbook	<b>\$150.00</b>
HIV/Aids Course	<b>\$15.00</b>
License	<b>\$75.00</b>

# Nails Specialty

## 2022 – 2023 SY

<b>SESSION I</b>  <b>August 10, 2022 – October 7, 2022</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 10, 2022 – December 16, 2022</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>SESSION III</b>  <b>January 3, 2023 – March 10, 2023</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>SESSION IV</b>  <b>March 21, 2023 – May 31, 2023</b>  Full time Florida Resident Tuition (\$2.92 x 180 hours)	     <b>\$525.60</b>
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<b>BOOKS &amp; FEES</b>  Administrative Fee TABE/ID Badge Textbook HIV/Aids Course License	  \$20.00 \$5.00 \$150.00 \$15.00 \$75.00
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# Pharmacy Technician

**2022 – 2023 SY**

<b>TERM I</b>	
Full time Florida Resident Tuition (\$2.92 x 236 hours)	\$689.12
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	\$299.00
	<b>\$1373.12</b>

<b>TERM II</b>	
Full time Florida Resident Tuition (\$2.92 X 319 hours)	\$934.40
Lab Fee	\$50.00
Administrative Fee	<u>\$30.00</u>
	<b>\$1014.40</b>

<b>TERM III</b>	
Full time Florida Resident Tuition (\$2.92 X 235 hours)	\$689.12
Lab Fee	\$50.00
Administrative Fee	<u>\$30.00</u>
	<b>\$769.12</b>

<b>TERM I</b>	
Full time Florida Resident Tuition (\$2.92 x 236 hours)	\$753.36
Lab Fee	\$50.00
Administrative Fee	\$30.00
Board of Pharmacy	\$105.00
National Certification Exam	<u>\$129.00</u>
	<b>\$1076.36</b>

**Total Estimated Cost.....\$4335.00**

# Power Equipment Technologies

## 2022 – 2023 SY

<b>TERM I</b>	
<b>August 10, 2022 – January 11, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>TERM II</b>	
<b>January 12, 2023 – May 31, 2023</b>	
Full time Florida Resident Tuition (\$2.92 x 450 hours)	<b>\$1,314.00</b>
Part time Florida Resident Tuition (\$2.92 x 225 hours)	<b>\$657.00</b>

<b>BOOKS &amp; FEES</b>	
Administrative Fee	\$20.00
TABE/ID Badge	\$20.00
Uniform	\$30.00
Textbook	\$150.00

**GADSDEN TECHNICAL COLLEGE**  
**GADSDEN CENTER FOR HEALTH EDUCATION**  
*School of Practical Nursing*  
**POST-SECONDARY (Adult)**  
**2022/2023 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>
Administrative Fee	25.00
Books	670.00
Professional Liability	25.00
Skills Lab Fee	150.00
ATI	450.00
Name Tag	15.00
School Patch	30.00
(AHA) CPR/First Aid	70.00
Florida Board of Nursing	200.00
Drug Screen/Background Check	<u>140.00</u>
	<b>3,089.00</b>

**Term II**

Tuition: (450hours @2.92/hr.)	<b>1314.00</b>
Skills Lab Fee	100.00
ATI	450.00
Administrative Processing Fee	<u>25.00</u>
	<b>1,889.00</b>

**Term III**

<b>Tuition: (450 hours @2.92/hr.)</b>	<b>1314.00</b>
Skills Lab Fee	50.00
ATI	450.00
Administrative Processing Fee	25.00
Pearson Vue/Licensure	315.00
Graduation Fees	<u>100.00</u>
	<b>2,254.00</b>

**Total Estimated Cost..... \$7,232.00**

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

Classroom Uniform (Approximate)	120.00
Clinical Uniform Female (Approximate)	175.00
Clinical Uniform Male (Approximate)	220.00
Pinning Ceremony Attire	TBA

## **Program(s) Total Cost**

<b>Program</b>	<b>Program Hours</b>	<b>Tuition</b>	<b>Fees</b>	<b>Total Program Amount</b>
Automotive Service Technology	1800	\$5256.00	\$80.00	\$5336.00
Automotive Service Technology 1	1050	\$3066.00	\$80.00	\$3146.00
Barbering	900	\$2628.00	\$80.00	\$2708.00
Carpentry	1200	\$3504.00	\$110.00	\$3614.00
Commercial Class "B" Driving	150	\$438.00	\$95.25	\$533.25
Cosmetology	1200	\$3504.00	\$80.00	\$3584.00
Diesel Maintenance Technician	600	\$1752.00	\$75.00	\$1827.00
Facials Specialty	220	\$642.40	\$280.00	\$922.40
Nails Specialty	180	\$525.60	\$280.00	\$805.60
Pharmacy Technician	1050	\$3066.00	\$1289.00	\$4355.00
Power Equipment Technologies	900	\$2628.00	\$75.00	\$2703.00
Practical Nursing	1350	\$3942.00	\$3935.00	\$7877.00

## SCHOOL CALENDAR

## Gadsden County School District

# 2022-2023 Student Calendar

<b>2022</b>	
August 10	Students first day of school
September 5	Students out of school – Labor Day Holiday District-wide
October 17	Students out of school – Teacher Planning/In-Service Day
October 28	Students out of school – Teacher Paid Holiday
November 11	Veterans Day Observed – District-wide
November 18	Students out of school – Teacher Paid Holiday
November 21 – 25	Students out of school for Thanksgiving Holidays/Fall Break
December 19 – 31	Students out of school for Christmas Holidays/Winter Break
<b>2023</b>	
January 2	Students out of school for Christmas and New Year's Holidays/Winter Break
January 3	Students return from Holiday Break/Winter Break
January 16	Students out of school – Martin Luther King, Jr. Day – District-wide
February 20	Students out of school – President's Day
March 13 – 17	Students out of school – Spring Holidays – District-wide
March 20	Students out of school – Teacher Planning/In-Service Day
April 7	Students out of school – Good Friday
May 29	Students out of school – Memorial Day – District-wide
June 7	Last day of school for students



## FACULTY AND STAFF

## GTC Faculty

Adult Education	Ms. Ga'Mocha Jones
Automotive Service Technology Automotive Service Technology 1	Mr. James "Jimmy" Weeks
Barbering	Mr. Garrett Dowdell
Carpentry	Mr. Alfred "Jeff" Suber
Commercial Class B Driving	Mr. Matthew Bryant
Cosmetology	TBA
Diesel Systems Technician 2	Mr. H. Gerard Moore
Facials Specialty Nails Specialty	TBA
Pharmacy Technician	TBA
Power Equipment Technologies	Mr. David McPhaul
Practical Nursing	Mrs. Doris Drake Ms. Rebecca Hines

## GTC Staff

Career Counselor - Admissions	Mrs. Tatia L. Thomas
Career Counselor - Financial Aid	Mrs. Natalie DuPont-Bradwell
Data Entry/Secretary	Mrs. Rosa Yzagurrie
Environmental Engineer	Mr. Marshall Jones
Office Manager	Ms. Floria Green
Receptionist	Mrs. Amelia Harris



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

*Thomas Saxton*

*07/14/2022*

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**Mr. Thomas Saxton**  
**Director, Adult Career and Technical Education**  
**Gadsden Technical College**

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**DATE**