02191

2019 – 2020



Student Handbook

## Okaloosa Technical College

## Administration

|  |
| --- |
| Jerry SansomPrincipal/ DirectorKelly HayesAssistant DirectorScott HuerkampAssistant DirectorDrew Willis Dean of StudentsNCCER Master TrainerCOE Contact**Support Staff**Mendy OwensFinancial Aid Jerry Lawhorn VA Financial AidMayela NagyRegistrarKim SchambergerRegistrarBarbara NystromBook KeeperNorma WingoData Entry |

## Okaloosa County School DistrictAdministration

|  |  |  |
| --- | --- | --- |
|  | Marcus ChambersSuperintendent of Schools |  |

## School Board Membersof Okaloosa County

Dr. Lamar White, Chairman – District 1 Dewey Destin, Vice-Chairman – District 2

 Linda Evanchyk – District 3 Tim Bryant – District 4 Dr. Diane Kelley – District 5

**Okaloosa Technical College**

**1976 Lewis Turner Blvd**

**Fort Walton Beach, Florida 32547**

**(850)833-3500 Office / (850)833-3466 Fax**

[www.OTCollege.net](http://www.OTCollege.net)

## Accreditation

The Okaloosa Technical College is accredited by the Accrediting Commission of the Council on Occupational Education. Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett, Executive Director

Accrediting Commission of the Council on Occupational Education

4840 Roswell Road
Building 300, Suite 325

Atlanta, Georgia 30350

Telephone: 770-396-3898

In addition, a number of programs have been approved or accredited by other professional organizations.

*The School Board of Okaloosa County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion, handicap, marital status, or any other reason prohibited by law. Students with disabilities are encouraged to enroll in all programs. We will make every effort to provide reasonable accommodations for individuals participating in our programs and activities.*

*An Equal Opportunity Agency*

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[One of the final steps in the registration process involves the payment of tuition and fees (to include lab fees, professional fees, etc.). Students are responsible for all fees incurred for enrollment. There are many ways for paying including: cashier’s check, money order, credit/debit card, cash, check or financial aid. 25](#_Toc14430529)

[Florida Pre-Paid provides a way for parents to prepay for a child’s tuition. There are several plans available. OTC accepts the Florida Prepaid for payment for tuition only. All students using Florida Pre-Paid are charged in-state tuition based on regulations. 25](#_Toc14430530)

[Veterans Benefits may also be applied toward tuition, lab fees, and other Veterans Administration approved fees at OTC. 25](#_Toc14430531)

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**2019-2020**

|  |
| --- |
| **Career and Technical Education (CTE)** **Day Schedule** **Monday thru Friday** |
| **TIME** | **PERIOD** |
| 7:05 a.m. – 9:35 a.m. | Morning Block |
| 9:42 a.m. – 11:02 a.m. | LUNCH |
| 11:02 a.m. – 1:32 p.m. | Afternoon Block |

|  |
| --- |
| **Career and Technical Education (CTE)** **Night Schedule** **Monday thru Thursday** |
| **TIME** | **PERIOD** |
| 12:30 p.m. - 3:00 p.m.  | Teacher Planning |
| 3:00 p.m. – 9:45 p.m. | Evening Full-Time |
| 30 minutes as scheduled by instructor5:30 p.m. - 6:30 p. m. | LUNCH |
|  4:30 p.m. – 9:45 p.m. | Evening 3/4 Time |

##

# PROGRAM OFFERINGS

**CAREER AND TECHNICAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name** | **Program Number** | **Certificate Program Hours** | **TABE Grade Levels** |
| **Math** | **Language** | **Reading** |
| Air Conditioning, Refrigeration & Heating Technology 1 | C400100 | 750 Hours | 10 | 9 | 9 |
| Air Conditioning, Refrigeration & Heating Technology 2 | C400200 | 600 Hours | 10 | 9 | 9 |
| Applied Cybersecurity | Y100300 | 750 Hours | 10 | 9 | 9 |
| Automotive Service Technology 1 | T400700 | 1050 Hours | 10 | 9 | 9 |
| Automotive Service Technology 2 | T400800 | 750 Hours | 10 | 9 | 9 |
| Building Trades and Construction Design Technology | C100100 | 900 Hours | 9 | 9 | 9 |
| Carpentry  | C510300 | 1200 Hours | 9 | 9 | 9 |
| Cosmetology | D500100 | 1200 Hours | 8 | 8 | 9 |
| Electrician | I460314 | 1500 Hours | 9 | 9 | 9 |
| Marine Service Technologies | T400210 | 1350 Hours | 9 | 9 | 9 |
| Practical Nursing | H170607 | 1350 Hours | 11 | 11 | 11 |
| Professional Culinary Arts and Hospitality  | N100500 | 1200 Hours | 9 | 9 | 9 |
| Solar Photovoltaic Design | X600400 | 600 Hours | 9 | 9 | 9 |
| Technology Support Services | Y100100 | 600 Hours | 10 | 10 | 10 |
| Welding Technology | I480500 | 1050 Hours | 9 | 9 | 9 |
| Welding Technology - Advanced | I480508 | 750 Hours | 9 | 9 | 9 |

# Certification Testing

**2019-2020**

|  |  |
| --- | --- |
| ASE | Automotive Service Excellence - exam is a computer based test offered by Pro-metric and is national certification for master automobile mechanics. Pre-registration with Pro-metric and testing fees are required. Testing is by appointment only. OTC is an approved Pro-metric testing center |
| Comp TIA A+ Network + | Technology Support Services |
| Comp- TIA Security +  | Applied Cybersecurity |
|  |  |
| NCCER |  Carpentry, Building Trades & Construction Technology, Solar Photovoltaic System Design, Installation and Maintenance- Entry level, and Electrician |
|  |  |
| AWS | Welding TechnologyWelding Technology-Advanced |
|  |  |
| ExcellenceEPAEsco | Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 and/or 2 |
|  |  |
| Yamaha 5 StarBRPE-ssentials | Marine Service Technologies |
|  |  |
| TABE | Test of Adult Basic Education. Unless exempt, this test is required for certification or completion for all of the career/technical programs offered at OTC. Pre-registration and testing fee are required prior to the testing date. |
|  |  |
| Please refer to the Tuition and Fee Schedule for a list of any fee(s) that might apply to the above tests. For your convenience the most recent Tuition and Fee Schedule may also be found on line at [www.OTCollege.net](http://www.bayschools.com/htc)  or you may contact Student Services by calling (850) 833-3500.*Information subject to change, check online at* [*www.OTCollege.net*](http://www.bayschools.com/htc)  *for the latest information.***Testing Center**OTC provides testing in a variety of areas, including Wonderlic,TABE, and more. Please see your instructor in reference to tests pertaining to your program. |

# Tuition and Fee Schedule

**2019-2020**

 *(Student fees are subject to change without notice)*

Okaloosa Technical College – 1976 Lewis Turner Blvd – Ft Walton Beach, FL 32547 – (850) 833-3500

####

|  |
| --- |
| Career Technology Education Fees |
|  |
| Resident |  | Non-Resident |
| $2.44 | Tuition Fee *(per clock hour)* |  |  $9.32. | Full cost: Standard tuition *(per clock hour)* |
| $0.24 | Financial Aid Fee *(per clock hour)* |  | $0.93 | Financial Aid Fee *(per clock hour)* |
| $0.12 | Capital Improvement Fee *(per contact hour)* |  | $0.46 | Capital Improvement *(per clock hour)* |
| $0.12 | Technology Fee *(per clock hour)* |  | $0.46 | Technology Fee *(per clock hour)* |
| $2.92 | Total Fee *(per clock hour)* |  | $11.16 | Total Fee *(per clock hour)* |
|  |  |  |
|  | Lab Fee- Program Specific |
| $50.00 | Registration Fee\* |
| $20.00 | Student Prof Organization Fee |
| $4.00 | NCCER Retake Fee |
| $7.00 | Student Center Access Key |
|  |  |  |

\**per term/upon each re-entry after withdrawal from a program*

|  |  |
| --- | --- |
| Other Fees (as applicable) | Non-Refundable Fees |
|  |  |  |
| $ 5.00 | Transcript (after the 1st one) | Books & supplies for class |
| $15.00 | Certificate or diploma replacement | Admission Fee |
| $ 5.00 | ID Badge Fee (replacement) | Technology Fee |
|  $ 8.00 | Retest fee Wonderlic or TABE | Testing Fees |
|   |   |  |

\**Includes registration, transcripts, diploma/certification, schedule changes, etc.*

Continuing Workforce Education class fees will be determined individually by courses. Specialized Testing Fees are charged based on the individual test requirement. Fees and fines relating to facilities and equipment damage shall be charged according to costs associated with repair and/or replacement. Books and supplies are additional fees.

**Fee Changes**

Student fees, including tuition, are subject to change by the Florida Legislature and OTC Administration. Refer to the Tuition and Fee Schedule within this handbook, front office kiosk, or online at www.OTCollege.net.

#

# Estimated Cost of Full-Time Attendance

**School Year (2019-2020)**

Estimated costs for attending Okaloosa Technical College are the sum of the tuition and fees, books and supplies, room and board commuting expenses, and an allowance for personal expenses. These budgets are established by research found online from other schools and reviews. Students are expected to budget themselves and live in a fiscally-responsible manner.

*Based on full-time enrollment for one school year – 900 hours (9 months)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Category* | *In-State Independent* | *In-State Dependent* | *Non-Florida Resident Independent Out-of-State Tuition* | *Non-Florida Resident Dependent Out-of-State Tuition* |
| Tuition | $ 2,628 | $ 2,628 | $ 10,044 | $ 10,044 |
| Lab Fees | $100 - $800 | $100 - $800 | $100 - $800 | $100 - $800 |
| Books & Supplies | $ 600 | $ 600 | $ 600 | $ 600 |
| Room & Board | $12,600 | $ 6,300 | $12,600 | $ 6,300 |
| Personal Expenses | $ 2,574 | $ 2,574 | $ 2,574 | $ 2,574 |
| Transportation | $ 1,200 | $ 1,200 | $ 1,200 | $ 1,200 |
|  | $20,402 | $14,102 | $27,818 | $21,518 |

**Tuition & Fees**

The amount for Tuition & Fees is based on $2.92 per hour in state and out of state $11.16 per hour. 900-clock hours per school year.

**Lab Fees**

The cost of Lab Fees varies by program.

**Books & Supplies**

The cost of Books & Supplies was derived by adding each program’s booklists and averaging the total. Program’s Books & Supply list is supplied by the instructor.

**Room & Board**

The cost for Room & Board is based on $645 per month (9-month period), an estimated $200 per month for utilities, and $300 per month for food. The amount is divided in half for Dependent students.

**Personal Expenses**

Included in this category are estimated costs for laundry, entertainment, health insurance, clothing, haircuts, dental checkups, and miscellaneous expenses.

**Transportation Expenses**

The amount includes a gas cost of $3.52 per gallon using 60 gallons of gas per month.

# Administration, Faculty and Staff Directory

**Front Office Phone – (850) 833-3500**

| **Name** | **Phone Ext.** | **Position** | **E-mail** |
| --- | --- | --- | --- |
| **School Administration** |
| **Sansom, Jerry**Bachelor of Science, University of West FloridaMaster of Education, Educational LeadershipUniversity of West Florida | 850-833-3500 | Director | sansomj@okaloosaschools.com |
| **Hayes, Kelly**Bachelor of Arts-Francis Marion CollegeMaster of Education in Educational Leadership and Policy Studies- University of Texas at Arlington | 850-833-3500 | Assistant Director | hayesk@okaloosaschools.com |
|  **Huerkamp, Scott**B.S. Business Administration, Florida State UniverstiyMasters of Education, Social ScienceFlorida State UniversityEducation Specialist, Educational LeadershipFlorida State University | 850-833-3500 | Assistant Director |  HuerkampS@okaloosaschools.com  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Willis, Drew**Master of Education, School Counseling-Lamar UniversityEducation Specialist in Educational Leadership- University of WestFlorida | 850-833-3500 |  Dean of StudentsCOE ContactNCCER Master Trainer | willisa@okaloosaschools.com |
| **Guidance** |
| **Financial Aid** |
| **Owens, Mendy** | 850-833-3500 | Financial Aid  | Melinda.owens@okaloosaschools.com  |
| **Lawhorn, Dr. Jerry** | 850-833-3500 | VA Certifying Official | Jerry.Lawhorn@okaloosaschools.com  |
| **Student Services** |
| **Nagy, Mayela** | 850-833-3500 | Admissions/Registrar | Mayela.Nagy@okaloosaschools.com  |
| **Schamberger, Kim** | 851-833-3500 | Admissions/Registrar | kimberly.schamberger@okaloosaschools.com  |
| **Faculty** |
| **Bates, Don** | 850-833-3500 | Auto Night | batesd@okaloosaschools.com |
| **Welch, James** | 850-833-3500 | Auto Day | james.welch@okaloosaschools.com  |
| **Preston, Royal** | 850-833-3500 | Carpentry & Building Trades  | prestonr@okaloosaschools.com |
| **Jackson, Cristi** | 850-833-3500 | Cosmetology Dept. Head | Cristi.Jackson@okaloosaschools.com  |
| **Hall, Twyla** | 850-833-3500 | Cosmetology | hallt@okaloosaschools.com |
| **Westerfield, Doris** | 850-833-3500 | Cosmetology | Doris.westerfield@okaloosaschools.com |
| **Deshong, Andrea** | 850\*833\*3500 | Cosmetology | deshonga@okaloosaschools.com |
| **Hencinski, Marcus**Bachelor’s Hospitality Management, Florida International University Associate’s degree, Culinary Institute of America | 850-833-3500 | Culinary | marcus.hencinski@okaloosaschools.com  |
| **Hope, Ray** | 850-833-3500 | Electrician | Raymond.Hope@okaloosaschools.com  |
| **Scott, Davin** | 850-833-3500 | HVAC/R  | scottd@okaloosaschools.com |
| **Mosteferis, Billy**Master’s in Educational Leadership, University of West FloridaBachelor’s Degree Elementary Education- Univ. of West Florida |  | HVAC/R  | mosteferisb@okaloosaschools.com |
| **Oldnettle, Mitch** | 850-833-3500 | Marine Engine Technologies | mitchell.oldnettle@okaloosaschools.com |
| **Rhena Wienert**Master’s in Psychology- Univ. of PhoenixBachelor’s in Human Services Management- Univ. of PhoenixBachelor’s in Nursing- Valdosta State University | 850-833-3500 | Practical Nursing Department Head | Rhena.wienert@okaloosaschools.com |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hibbing, Konnie**Bachelor of Science in Nursing- Florida State UniversityAssociate of Science- Okaloosa Walton Junior College | 850-833-3500 | Practical Nursing | konnie.hibbing@okaloosaschools.com |
| **Reed, Brionna** | 850-833-3500 | Practical Nursing | Brionna.reed@okaloosaschools.com |
| **Ridge, Jeanece**Bachelor Science Human Resources Management- Troy UniversityAA Nursing- Pensacola Junior CollegeAA General Studies- Pensacola Junior College | 850-833-3500 | Practical Nursing | ridgej@okaloosaschools.com |
| **Barrow, Jason** |  | Solar /Electrician | Jason.barrow@okaloosaschools.com |
| **Wise, Benjamin** | 850-833-3500 | Welding | Benjamin.wise@okaloosaschools.com  |
| **Bricker, David** | 850-833-3500 | Applied Cybersecurity | David.bricker@okaloosaschools.com |
| **Peace, Edward** | 850-833-3500 | Technology Support Services | Edward.peace@okaloosaschools.com |
| **Brazelton, Randall** | 850-833-3500 | Technology Support Services | Randall.brazelton@okaloosaschools.com |
| **Williams, William** | 850-833-3500 | Applied Cybersecurity | William.williams@okaloosaschools.com |
| **Wingo, John** | 850-833-3500 | Technology Support Services | Roy.wingo@okaloosaschools.com |
| **Safety** |
| **Deputy Alex Clausner** | 850-833-3500 | Resource Officer/OCSO |  |
| **Support Staff** |
| **Olsen, Sheila** |  850-833-3500 | Adult Basic Skills Tutor | sheila.olsen@okaloosaschools.com  |
| **Nystrom, Barbara** | 850-833-3500 | Bookkeeper | nystromb@okaloosaschools.com |
| **Wingo, Norma** | 850-833-3500 | Data Entry | connollyn@okaloosaschools.com |
| **Waters, Gerald** | 850-833-3500 | Testing Center Coordinator | gerald.waters@okaloosaschools.com |

#

# GENERAL INFORMATION

##

## Beliefs

* All students are unique and can learn.
* Clearly-defined expectations and a variety of instructional techniques must be provided for student achievement.
* Students are provided with a variety of assessments and with opportunities to demonstrate achievement, to become life-long learners, and to become productive members of society.
* Staff, parents, students, and community members should participate in and support a positive learning environment.
* Continuous reflection and ongoing professional development for staff is essential to provide effective, relevant training to prepare students for today’s changing global workplace.

## Mission Statement

“PREPARING LEARNERS FOR SUCCESS IN HIGH TECH, HIGH WAGE CAREERS”

“We prepare all students to achieve excellence by providing the highest quality education while empowering each individual to positively impact their families, communities, and the world.”

## Vision

We inspire a lifelong passion for learning.

## History of Okaloosa Technical College

Okaloosa Technical College began with a ceremonial groundbreaking among the pines on Lewis Turner Boulevard in 1975. Upon completion of the vocational school in March of 1976, the Okaloosa County School District adopted the Okaloosa Technical College as its new school. Serving both high school students and adults in the community, Okaloosa Technical College has endured 40 years of name changes, administrations, and missions. Today, Okaloosa Technical College continues to serve adults, as well as high school students from across the county and Northwest Florida in their pursuit of a successful career path.

## Institutional Advisory Committee

The OTC School Advisory Council meets regularly to review the purpose, mission, and direction of OTC. Members consist of Okaloosa District School employees, students, parents, and business leaders within the community.

## Occupational Advisory Committee

Each Career Technical Education Training program at the college maintains contact with private industry through its advisory committee. These committees consist of competent, well-informed business leaders in the particular career field related to the program area. Members of the Program Advisory Committees contribute to the programs as consultants in helping to maintain current industry standards, job placement information, and follow-up surveys of the college. These committees meet a minimum of twice a year to discuss programs’ needs and growth.

##

## Confidentiality and Inspection of Student Records

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to the Director of Okaloosa Technical College, and the Financial Aid Office. Application materials become the property of Okaloosa Technical College upon submission and are maintained in the student’s file.

**The** **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

* Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
	+ School officials with legitimate educational interest
	+ Other schools to which a student is transferring
	+ Specified officials for audit or evaluation purposes
	+ Appropriate parties in connection with financial aid to a student
	+ Organizations conducting certain studies for or on behalf of the school
	+ Accrediting organizations
	+ To comply with a judicial order or lawfully issued subpoena
	+ Appropriate officials in cases of health and safety emergencies
	+ State and local authorities, within a juvenile justice system, pursuant to specific State law

## Annual Notice Regarding Disclosure of Student Directory Information

Federal and State laws require that Okaloosa District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally-identifiable information from a student’s education records. However, Okaloosa District Schools may disclose appropriately-designated directory information without written consent UNLESS you advise Okaloosa District Schools to the contrary.

Students, or former students shall have 30 days from the date of this notice to inform the student’s school Director, in writing, that any or all of the directory information should not be released without their consent. Okaloosa District Schools has designated the following information as directory information:

* A student’s name, address, and telephone number (if there is a listed number)
* Image or likeness in photographs, videotape, film, or other medium
* Date and place of birth
* Major field of study
* Current grade level
* Dates of attendance
* Degrees and awards received
* Most recent previous educational agency or institution (school or center) attended by the student

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

* In-school use of student directory information for official school business
* Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities
* Student directory information of junior and senior students may be furnished, upon request to:
	+ Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail-out information to students in regard to opportunities available to them in the United States Armed Services; provided however, that any student may request that his/her name not be given for this purpose
	+ Florida public universities and colleges
	+ United States Congressmen and Senators and Florida Legislators

##

## Private Providers of Student Services

*(Okaloosa District School Board Policy 2.129)*

Not-for-profit private providers desiring to provide student services while students are subject to the control and jurisdiction of the district and/or on district property shall be required to execute a *Memorandum of Understanding* with the School Board. Such *Memorandum of Understanding* shall include a provision requiring the employees of said provider to be fingerprinted and submit to background checks as required by Florida law. For-profit providers and individuals desiring to provide student services while students are subject to the control and jurisdiction of the district and/or on district property shall not be permitted to render services to students when students are subject to the control or jurisdiction of the district and/or on district property.

## Americans With Disabilities Act

Okaloosa Technical College is committed to making its academic programs and services accessible to qualified students who have disabilities. It is a goal of Okaloosa Technical College to provide students who have disabilities equal opportunities to develop and demonstrate their academic skills, while maintaining the academic integrity of the technical programs. Consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 2008, it is the policy of Okaloosa Technical College that no qualified person with a disability shall be subjected to discrimination because of that disability under any program or activity conducted or sponsored by the school.

Students must self-identify their disability and provide current documentation during the registration process or to the instructor upon admission to the class. The Individual Educational Plan (IEP) is an acceptable form of documentation.

If a student self-identifies to a teacher, the teacher **WILL** immediately refer the student to counselor or the school administration.

## Non-Discrimination Policy

Okaloosa Technical College is committed to equal employment and educational opportunities. No person is discriminated against on the basis of race, color, religion, age, sex, national origin, gender, religion, marital status, sexual orientation, genetic information, handicap unrelated to program performance requirements, or Vietnam era or disabled veteran status. No person will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the administration of any educational program or activity, including admission to the school.

The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the school. The policy of nondiscrimination on the basis of sex is required by Title IX of the Education Amendments of 1972 (20 USC paragraph 1681, et. seq.) and Title 45, Part 86 of the Code of Federal Regulations. Any inquiries or complaints concerning the application of other legislation and its implementing regulations as they relate to Okaloosa Technical College should be directed to the Director of OTC. The policy of nondiscrimination on the basis of race color, or national origin is required by Title VI of the civil Rights Act of 1964. Section 504 of the Rehabilitation Act of 1972 prohibits discrimination on the basis of handicaps. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Title II of the Genetic Information Nondiscrimination (GINA) of 2008 prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II from requesting, requiring, or purchasing genetic information, and strictly limits the disclosure of genetic information.

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## Safety and Security

### Accidents/ Incidents

Students should report accidents to the teacher as soon as possible. In the case of serious injury, the teacher will notify an administrator immediately. The director’s office will be contacted to complete a student accident form. In case of an extreme emergency, dial **911**. Teachers must complete an accident form MIS 5063 (located on the “S” drive).

## Visitors

All visitors to the school must provide a valid form of photo identification and sign in at the Front Office located in the Main Building (Administration).

## Trespassing on School Property

Any person who enters or remains upon the school campus without obtaining authorization through Student Services commits a trespass upon the school grounds. Any student who enters the school campus and is currently under suspension or expulsion commits a trespass and is guilty of a misdemeanor. *(§810.097, Florida State Statutes)* It is a felony of the third degree for a person who

is trespassing upon school property to bring onto, or to possess any weapon or firearm. *(§810.095, Florida State Statutes)*

### Campus Security

OTC is patrolled by deputies from the Okaloosa County Sheriff’s Department and officers of the Fort Walton Beach Police Department.

**Telephone Numbers:**

**Emergency 911 . . . . . . . . .. DIAL"911"**

**Campus Main line . . . . . . . . . 833-3500**

**School Resource Officer . . . 833-3500**

**The National Suicide Prevention Hotline: 1-800-273-TALK (8255)**

**Local Crisis Hotline: (850) 522-4485 or 1-888-785-8570**

### Campus Crime Statistics Disclosure

The information contained in this disclosure document is provided by Okaloosa Technical College in compliance with the Student Right-to-Know and Campus Security Act. OTC is required to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes which must be reported are:

* Murder: the willful (non-negligent) killing of one human being by another.
* Forcible and non-forcible sexual offenses: a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.
* Robbery: the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
* Aggravated assault: an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
* Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.
* Motor vehicle theft: the theft or attempted theft of a motor vehicle.

### Criminal Offenses On-Campus (2018-2019)

1. Murder/Non-negligent manslaughter = 0
2. Negligent manslaughter = 0
3. Sex offenses – Forcible =0
4. Sex offenses – Non-forcible = 0

(Including only incest and statutory rape) = 0

1. Robbery = 0
2. Aggravated assault = 0
3. Burglary = 0
4. Motor vehicle theft = 0
5. Arson = 0

## Bullying, Harassment, or Cyberstalking 7.207

It is the policy of the School Board of Okaloosa County, Florida (the “District” or “School Board”) and Okaloosa Technical College, that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, or use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits?
3. Has the effect of substantially disrupting the orderly operation of a school?

**Bullying** and **Harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
	1. Incitement or coercion
	2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District and/or Center
	3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### Sexual Harassment And Discrimination Policy

Okaloosa Technical College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, genetic information, sexual orientation, marital status, religion, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on school property and while engaged in any school-sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the school community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the school. A nondiscriminatory environment is essential to the mission of the school. A sexually-abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the school maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the school shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society.

Administrators, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to Administration.

The employees of Okaloosa Technical College determine the ethical and moral tone for the school through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between school personnel of different ranks which involve partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom the instructor has responsibility, between any supervisor and an employee, or between a school employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Director of OTC. Any reprisals shall be reported immediately to the Director of OTC or to the Superintendent of the area in which the incident or alleged incident occurred.

### Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students.

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Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

## Procedures for Reporting

The Director of Okaloosa Technical College, or his designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director or the Director’s designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Director or the Director’s designee.

Any member of the school community who believes that he or she has been the victim of bullying, cyberstalking, sexual harassment or illegal discrimination may bring the matter in writing to the attention of any administrative personnel. When a written complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Director of OTC, who shall coordinate the investigation of such complaints. The Director shall notify the District Director of Human Resources if the complaint pertains to an employee of Okaloosa District Schools.

The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis, with a view toward protecting the interest of both parties.

The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

#### Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.
2. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
3. In the event of complaints against employees, the Director will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the procedures as set forth below.
4. The original and two copies of grievance must be filed with the school Director (depending on the complainant's work area assignment) within 30 calendar days following the date of alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all documents.

**NOTE:** If the last day for filing a notice of appeals falls on either Saturday, Sunday, or a legal holiday, complainant will have until the close of the first working day following the weekend or holiday to file a notice of appeal.

**Sexual Predator and Offender Notification**

The following information is provided for compliance with 1006.695 F.S.

Federal and Florida laws require that a person designated as a “Sexual predator or offender” register with the Florida Department of Law Enforcement. The Florida Department of Law Enforcement (FDLE) is then required to notify the appropriate local law enforcement agency where the predator/offender registrant resides or attends an institution of higher learning. Information regarding sexual predators or sexual offenders attending such institutions may be accessed from local law enforcement agencies, by calling the FDLE hotline (1-800-357-7332), or through the FDLE website: [www.fdle.state.fl.us/sexual\_predators](http://www.fdle.state.fl.us/sexual_predators)

## STUDENT SERVICES

## Admission and Registration

Okaloosa Technical College maintains an "open door" admissions policy that provides higher education for individuals who meet minimum admission standards. Admission to OTC does not guarantee entrance into a particular course or program since some programs have specific admission requirements. Requirements for admission to certain programs, such as the Health programs, are found in the Program Offerings section of this catalog.

### General Admission Procedures

To enroll in programs at OTC, simply complete the following:

* **Apply**: Submit a completed Application for Admission to the Student Services office.
* **Identification**: Provide valid and acceptable proof of identification (with photo) to the Student Services office.
* **TABE or Wonderlic:** Students are required to take an adult basic skills assessment wiithin the first six weeks of a program unless meeting one of the exceptions below. In order for a student to be a “completer” in any program and receive a program completion certificate, he/she must meet the basic skills requirement. This assessment covers three areas: reading, mathematics, and language. Payment and scheduling for the basic skills assessment is made through the registrar and testing coordinator. If a student does not meet the proficiency levels for the program as aligned with the state’s frameworks, he/she will be given an opportunity to work with a tutor in order to practice the skills.
* **1004.91** **Requirements for career education program basic skills.**—
* (1) The State Board of Education shall adopt, by rule, standards of basic skill mastery for completion of certificate career education programs. Each school district and Florida College System institution that conducts programs that confer career and technical certificates shall provide applied academics instruction through which students receive the basic skills instruction required pursuant to this section.
* (2) Students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first 6 weeks after admission into the program. The State Board of Education shall designate examinations that are currently in existence, the results of which are comparable across institutions, to assess student mastery of basic skills. Any student found to lack the required level of basic skills for such program shall be referred to applied academics instruction or another adult general education program for a structured program of basic skills instruction. Such instruction may include English for speakers of other languages. A student may not receive a career or technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program.

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* + Basic Skills Exemptions: Students who are exempt from meeting a program’s minimum basic skills requirements include:
		- A student who possesses a college degree- associate in applied science level or higher.
		- Individuals with a documented disability.
		- Have passed an approved state, national, or industry licensure exam.
		- A student who demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education:
			* Student entered 9th grade in a Florida public school in the 2003-2004 school year, or later, and earned a Florida standard high school diploma (transcript required)
			* A student who is serving as an active duty member of any branch of the United States Armed Services.
			* A student who demonstrates readiness by achieving or exceeding the test scores established by the state board and enrolls in a Florida College System institution within two (2) years after achieving such scores.
* **Pay Fees**: All fees (tuition, lab, tool box, registration, student activity fee, etc.) must be paid. Unless exempt, out-of-state tuition rates apply to CTE students who do not meet Florida residency requirements. According to Florida Statute §1009.25 tuition and fee exemptions apply for youth who were in custody of the Department of Children and Families (DCF). Please see someone in registration or financial aid for more information.

**\*All school fees must be paid by the first day of class.**

**\*\*\*Note** – Any student who has applied for financial aid and **has not** received confirmation that their Financial Aid is COMPLETE must pay all tuition and fees by the first day of class.

* **VA Chapter 31 and Chapter 33**- may have up to a 90 day deferment of payment

### Register for Classes

* See someone in the main office for information and a registration packet.
* Submit registration packet and pay $25.00 registration fee.
* Pay for classes:
	1. Financial Aid: deferment document if approved for FAFSA/Pell Grant, VA or WIOA.
	2. If using some types of Financial Aid to pay for classes, you may be required to provide an official copy of a high school diploma or transcript from an accredited educational institution.
	3. Tuition and fees must be paid by the first day of classes. Payment may be made with cash or debit/credit card, or exact amount if using personal check.

Should you have any questions, please contact us by calling**850-833-3500**.

### Checklist for Enrollment

* Complete an OTC application. If under 18, parent/guardian signature required. Applications are available in Administrative offices or online at [www.OTCollege.net](http://www.bayschools.com/htc) .
* If under 21 and never enrolled in Okaloosa District Schools, need proof of immunization.
* Two documents of Florida residency valid for at least the past 12 months if enrolling in a Career & Technical Education (CTE) program. See acceptable forms of residency in registrar’s office or at [www.OTCollege.net](http://www.OTCollege.net)
* OTC does require an official copy of a transcript or high school diploma from an accredited educational institution.
* Transcripts must be received within two weeks of enrollment in class.

### Appeals for Refunds

A student who discontinues enrollment and submits a written request at any point in the semester may receive a prorated tuition refund of the amount paid by the student for any of the circumstances noted below:

* Written documentation of call to active military duty or change of military station.
* Death of the student or member of the student’s immediate family (parent, spouse, child, sibling).
* Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
* Documented administrative error by OTC.

Written requests for tuition refunds under the Tuition Refund Policy, along with supporting documentation, should be submitted to Administrative Offices. Under no circumstances will a refund request be accepted more than two (2) weeks after the end of the term.

### Administrative Withdrawals

Students may be withdrawn immediately by the administration for the following reasons:

* Discipline referral
* Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration
* Unsatisfactory progress, and/or drug and/or alcohol abuse
* Attendance
* Non-payment of fees or tuition

Students may reapply for admission after one full enrollment period and must have approval of administration. **Students who are administratively withdrawn are ineligible for any refunds.**

**Administrative withdrawals may be appealed by following the appeal guidelines outlined in this handbook in the Appeals section.**

## Adult Student Center

Daytime adult students who wish to have access to the adult student center must purchase an access card. Replacement keys are available, for a fee, should a student be on campus without his/her key. Adult Students are not to share their keys with other students, nor should they allow high school students entry into the Adult Student Center. This action could result in revocation of Student Center Privileges.

## Bookstore

The OTC bookstore is provided for the convenience of all students enrolled at Okaloosa Technical College. The bookstore keeps stock of required books. Cosmetology kits are required to be purchased at OTC.

## Certificate of Immunization

Each student under the age of 21 shall, upon initial admission to a District school, present a certificate of immunization for those communicable diseases for which immunization is required by the Department of Children and Families. Any student may be provided an individual exemption on religious grounds if his/her parents or legal guardians object in writing that the administration of immunizing agents conflicts with his/her religious tenets or practices. Religious exemptions must be presented on HRS Form 681, which is to be issued only by HRS public health units. The principal or his/her designee is authorized to issue a temporary exemption from the provisions of this paragraph for a period not to exceed thirty (30) school days, in order to permit a student who transfers from another county to attend classes until his/her records can be obtained. (Okaloosa District School Board Policy 7.103)

## Dress Code

Okaloosa Technical College expects all students to use mature judgment in their personal dress and hygiene while on campus. One of the major objectives of Okaloosa Technical College is to aid students in preparing themselves to secure and maintain professional employment. Students are required to dress and maintain personal hygiene that would be appropriate to the occupations and professions for which they are training. Therefore, all program instructors must make interpretations of proper dress and hygiene for their classroom setting. Instructors have the right to refuse students into class for dress code or hygiene violations. Any student, faculty member, department head, or staff member that has questions concerning proper dress and hygiene should contact Administration. Additionally, some programs may require specific dress code, including uniforms.

## Drop/Add Period

The drop/add period is considered the first ten school days at the beginning of each academic semester at OTC. Students must officially withdraw from the program with the registrar during the drop/add period. The student is responsible for 10% of tuition for the semester of enrollment.

(Okaloosa District School Board Policy Chapter 8) All information pertaining to charges, refunds and appeals will be furnished to the student at the time of registration. Ninety-percent of unused tuition and refundable fees (FAA & Capital Improvement) charged will be refunded if the registered student does not attend class and does not notify the registrar prior to the first day of class. In addition, if the student withdraws or is dropped (within ten days of enrollment) the same rule applies.

## Fees

## One of the final steps in the registration process involves the payment of tuition and fees (to include lab fees, professional fees, etc.). Students are responsible for all fees incurred for enrollment. There are many ways for paying including: cashier’s check, money order, credit/debit card, cash, check or financial aid.

## Florida Pre-Paid provides a way for parents to prepay for a child’s tuition. There are several plans available. OTC accepts the Florida Prepaid for payment for tuition only. All students using Florida Pre-Paid are charged in-state tuition based on regulations.

## Veterans Benefits may also be applied toward tuition, lab fees, and other Veterans Administration approved fees at OTC.

* ***Students who withdraw from school within the first 10 days of class will be responsible for an administrative fee equal to 10% of their tuition cost for the hours enrolled.***

## Fee Changes

## Student fees, including tuition, are subject to change by the Florida Legislature and OTC Administration. Refer to the Tuition and Fee Schedule within this handbook, front office kiosk, or online at [www.OTCollege.net](http://www.OTCollege.net)

## Florida Residency for Tuition Purposes Policy

Residency refers to whether a student is considered an in-state Florida resident or an out-of-state resident, military, or eligible non-citizen, and this classification determines your rate of tuition. Florida residents pay discounted fees per clock hour, non-Florida residents pay full cost of tuition and fees.

Florida State Statute $1009.21 defines the requirements for *in-state* status. Generally, a person is considered a Florida resident for the purpose of paying taxes, voting or other legal purposes after residing in the state for a designated length of time.

However, state statute specifies additional requirements for a student to be classified as an in-state resident for tuition purposes. Most importantly: **Living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes.**

Your [initial residency classification](http://www.admissions.ufl.edu/pdf/residency.pdf) is determined by the Student Services Office when you apply to OTC. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or *out-of-state* resident classification for tuition purposes.

Florida statute requires the claimant (the student or dependent student's parent/legal guardian who is claiming residency) to be a U.S. citizen or permanent resident. The student or guardian 'resident' must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought.

In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a bona fide domicile in Florida. An out-of-state permanent address on pertinent records is not indication of established legal domicile in Florida.

#### Out-of-State Fee Waiver for Other than Dishonorable-Discharged Veterans

Chapter 2015-1, Laws of Florida, provides for an out-of-state fee waiver for honorably-discharged veterans of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically reside in Florida while attending OTC. The tuition and fees charged to a veteran who qualifies for the out-of-state fee waiver are the same as charged a resident student. The waiver is applicable for 110 percent of the required hours of the certificate program for which the student is enrolled.

#### Out-of-State Fee Waiver for Recent High School Graduates

Chapter 2015-62, Laws of Florida, provides for an out-of-state fee waiver for students who are undocumented for federal immigration purposes, and who meet the following conditions:

1. Attended a secondary school in Florida for three consecutive years immediately before graduating from a high school in Florida;
2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
3. Submit an official Florida high school transcript as evidence of attendance and graduation

The tuition and fees charged to a student who qualifies for the out-of-state fee waiver are the same as charged a resident student. The waiver is applicable for 110 percent of the required hours of the certificate program for which the student is enrolled.

### Residency Reclassification

You have until the last day of classes in your first term of enrollment to request a re-evaluation of your residency status by providing additional documentation not submitted previously. Once you have completed your first term at OTC, you can request a reclassification of your residency status when you register for your next term. Contact Student Services to initiate this process. No refunds will be given if residency status is reclassified after the drop/add period.

### Residency Appeals

Any student who is denied Florida residency for tuition purposes or residency reclassification may appeal the decision through a written petition to Administration via Student Services. The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent. Administration must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of Administration will constitute final action.

## Grading Scale

Okaloosa Technical College is a certificate-granting institution. At the satisfactory completion of various pre-determined points in a program and at the satisfactory completion of a program, instructors request certificates for their students.

Each instructor will have a syllabus to define satisfactory progress, as well as a breakdown of grading for the program.

### Grade Appeal Process

Appeals regarding student grades must be filed by the end of the next class day following the date on which the sanction is imposed for unsatisfactory academic progress based on the *Satisfactory Academic Progress* (SAP) Report.

## Licensure Programs – Additional Requirements

Certain programs that lead to state and/or national licensure may have additional requirements for admission. This may include, but is not limited to, criminal background checks, age restrictions, and an interview process. Not all students are accepted. For further information, including requirements and deadlines check online at www.OTCollege.net.

## Parking

*(Okaloosa District School Board Policy 7.307)*

For purposes of this rule a vehicle shall include any motor vehicle, motorcycle, or moped owned or operated by a student. Students are to park and drive in designated parking or paved areas only. Students who park in unauthorized areas may lose the privilege of parking on campus and/or the car may be towed at the expense of the student. No student may loiter in or around vehicles in the parking area or areas. Students shall not occupy vehicles during class hours, between classes, or before or after school, except as they arrive and leave for the school day. ***Students may not smoke in their vehicles on school property****.* If a student fails to observe the procedures herein, the director, or his/her designee, may revoke his/her privilege of driving a vehicle to school. Please lock your car while on campus.

## Prior Credit

Transcripts must be received within two weeks of enrollment in program. Students enrolling at Okaloosa Technical College (OTC) who have previously taken educational courses, either at OTC or another institution, may be given credit for courses taken which will reduce the required program clock hours needed to obtain certification. Students will be asked to provide a transcript indicating both, the courses taken and the grades received. Students with previous military service will also be asked to provide AARTS, SMART, CGI, and CCAR transcripts. Program instructor will review the transcripts and determine the remaining hours needed in the program.

Instructors will meet with students prior to enrollment or within the first two weeks to review educational experience to determine what, if any, prior credit will be applicable to the program at Okaloosa Technical College due to prior work experience/training/education. For evaluation purposes, the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the experience or training was received. After a thorough discussion between the instructor and student, the instructor will determine the remaining hours needed in the program.

The instructor will present the supporting documents to Administration for approval and, if approved, the student and Financial Aid Office will be informed of the decision to give prior credit. The Financial Aid Office will adjust overall program hours required and notify appropriate departments for tuition cost adjustment. Transcripts must be received within two weeks of registration.

## Probationary Period

When a student receives a grade of “D” or below at the mid-point (50 percent) of a course in which he/she is enrolled, he/she will be placed on academic probation for the upcoming grading period by administrative action. All students receiving a grade of “D” or below for two consecutive grading periods will be withdrawn from the program. Veterans who have been withdrawn from their program will also be terminated from VA compensation.

## Program Re-Entry Policy

Any student who has withdrawn from a program may be eligible to re-enroll at OTC at the beginning of the next enrollment period, pending administrative approval. Students who received Federal Title IV (Pell Grant) funding may be required to return Pell Grant funds received. Contact the Financial Aid Office for further information and details for funding status.

* See page 25 for administrative withdrawals.

**Refund Policy**

(Okaloosa District School Board Policy Chapter 8) All information pertaining to charges, refunds and appeals will be furnished to the student at the time of registration. Ninety-percent of unused tuition and refundable fees (FAA & Capital Improvement) charged will be refunded if the registered student does not attend class and does not notify the registrar prior to the first day of class. In addition, if the student withdraws or is dropped (within ten days of enrollment) the same rule applies.

If the class is canceled, 100 percent of the tuition and other fees will be refunded. Any tuition fees paid by a federal agency will be refunded to that agency first. If tuition fees were paid by more than one agency and if the refund is not sufficient to refund each agency, the refund will be allocated to each agency in the same ratio in which each agency initially funded the fees, except where federal regulations specify otherwise. **Students who are administratively withdrawn are not eligible for a refund.**

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 student.

## **Returning Students**

Students who withdraw in good standing and wish to return must submit an application for admission to the registration office for each academic year (school year). Students must provide a copy of official transcripts from all colleges/universities/technical schools attended since last term of enrollment.

Students who have been withdrawn due to unsatisfactory progress, discipline issues, or other reasons may request to re-enroll beginning the next enrollment period and must have administrative approval.

Please note, that if a student leaves at the end of the spring term and is still considered an active student, she/he must complete a form indicating intent to return. This form states that the student intends to return to school in the Fall Term.

**If returning within 180 days of his/her withdrawal date, to the same program,** student is immediately eligible to receive all Pell funds that were returned when the student ceased attendance. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance. Once the student completes the payment period for which he/she has been paid by Pell, he/she becomes eligible for subsequent Pell funding, if required Satisfactory Academic Progress (SAP) is attained by the end of that payment period.

**If returning after 180 days of his/her withdrawal date,** student will receive credit for hours previously earned, per program director/instructor recommendation. The student will start a new payment period when he or she reenters. The hours remaining in the program are treated as if they are the student’s entire program. The number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program upon reentry.

## Schedule Options

OTC realizes students have busy schedules and families. Scheduling of courses varies, depending upon the program. Typically, students may attend full-time or part-time evenings, depending upon the schedule. Day classes are limited to full-time. See a Counselor for more details.

## SkillsUSAlogoSkillsUSA

According to [www.skillsusa.org](http://www.skillsusa.org), “SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel. Its mission is to help its members become world-class workers, leaders and responsible American citizens.” OTC believes that students who participate in SkillsUSA competitions are benefiting in many ways, including a sense of accomplishment and achievement, as well as the intrinsic value of being able to compete on local, state, and national levels.

## Student Surveys

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student.

## Transcripts

There are two types of transcripts: incoming and outgoing.

The incoming transcript documents educational history for students who have attended other schools prior to enrolling at OTC. Students who have attended another school prior to OTC must request their transcripts be sent directly to OTC. There is no fee for this process to OTC, however prior schools may charge for this service. All transcripts must be received within two weeks on enrollment.

An outgoing transcript is a listing of a student’s educational history while attending OTC. An outgoing transcript is sent to another school subsequent to attendance at OTC.

To request an official transcript from OTC to another school, students must complete a Transcript Request form and pay the associated fee (see the current Tuition and Fee Schedule). The official transcript will be sent directly from OTC to the receiving school.

A student wishing to withdraw from Okaloosa Technical College prior to the end of a semester and/or financial aid disbursement period must provide notice to the school in writing. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students meeting SAP at the time of their withdrawal and return to the same program/major within 180 days, are considered to be in the same payment period. Written notice should be submitted to an Okaloosa Technical College counselor in Student Services. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by administration, or the last date of attendance.

The notice of intent to withdraw will be forwarded to the Financial Aid office, if the student is on financial aid. The Financial Aid office will calculate any adjustments due to the Title IV (Pell) award and notify the student in writing within ten days. The student will be billed for any balances due to OTC and the Federal Financial Aid programs.

* If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
* If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

*\*\*\*If a student is voluntarily or involuntarily withdrawn from a CTE or Licensure program and is eligible for re-admission, the following applies to Pell grant recipients, Per OTC refund policy, the student must first pay in full any balance due caused by the withdrawal, out-of-pocket, before being re-admitted.*

## Transfer Students

**Transfer Students – External**

Students transferring to Okaloosa Technical College from another institution must file their application and supporting documents with Administrative Offices. Transcripts are reviewed for transfer of credit and placement, with credit given for experience and/or prior training based on the instructor’s evaluation of documentation. Credit awarded will reduce remaining time for program completion based on documentation provided and Administrative approval.

**Transfer Students - Internal**

Students currently enrolled in a program or course at OTC wishing to transfer to another program or course may apply prior to training received. All in-school transfers are considered by administration on an individual basis providing that space is available and admission requirements are met. Students who are currently enrolled in a program must complete that program before changing to a new program. Successful completers have first priority in a new program the next semester. Successful includes industry certification and/or TABE as a successful technical skills attainment requirement.

The new instructor will evaluate the student’s training and experience to determine if prior credit toward the new program applies

For financial purposes with Title IV (Pell), students who change programs will be treated as transfer students with funding adjusted based on federal guidelines. All withdrawal and refund policies at OTC will be applied and any new fees will be the student’s responsibility.

If a student completes a program, the student must wait until the next academic term before returning to attend a different program at OTC. Some programs may accept student’s midterm, without waiting until the next term. (See administration for admission to a new program during the term). There will be three business days between finishing one program and entering another program.

**Transfer Students – Financial Aid**

Any student who has received a Pell grant from another school in the current award year is a transfer student. The Financial Aid Office will perform a review of the student’s financial eligibility for any funds available during the award year.

### Work-Based Learning

The programs at OTC will incorporate Work-Based Learning through internships, practicums, simulation labs, and cooperative education into the student’s program of study.

Work-based learning experiences can help students make career decisions, network with potential employers, select courses of study, and develop job skills relevant to future employment. Through the interaction of classroom experiences and work, students can enhance their academic knowledge, personal development, and career preparation.

In order to participate in a work-based learning activity off campus, a student must have a record free of serious discipline incidents. Students participating in work-based learning activities off campus will be employed for a pre-determined minimum number of hours determined by the courses in the curriculum in which the student is currently enrolled. Students will be exposed to all of the skills/competencies listed on the student evaluation sheet.

Participating students will be expected to follow the dress code, safety procedures, and policies of the partnering company where training is taking place. It is mandatory that students follow all safety procedures and wear all safety equipment required by the partnering company.

Attendance from students participating in work-based learning courses is expected for scheduled on-campus classes as well as appointed hours for the work-based learning. Students should exhibit excellent attendance in order to participate in work-based learning. These hours may not overlap. Should an emergency arise which would require the student to miss a total work day or leave the work site early, the student must notify the appropriate contact.

**\*\*\*Due to the Department of Veterans Affairs policies, students receiving VA benefits to pay for school are not eligible for Work Based Learning.**

### Changing Programs

Students who are currently enrolled in a program must complete that program before changing to a new program. The student will then be enrolled as soon as space is available, or at the Instructor’s enrolling point in the new program.

If a student wishes to leave a program after the drop/add period but before completing the program, he/she must sit out 1 semester term before admission to a new program is approved.

If a student is a non-completer for a second time he/she must sit out for a one year (2 semesters minimum.)

**Attendance Policy** – CTE (Career and Technical Education)

Time and statistics have demonstrated the direct connection between academic success and regular, punctual class attendance. Okaloosa Technical College students are responsible for the full work of the courses in which they are registered; therefore, students are responsible for attending all class meetings and taking all exams. The attendance policy applicable to a specific instructional program may be more restrictive than the general OTC Attendance Policy. The attendance policies are intended to promote realistic experiences and good habits.

* **All students registered in class are expected to attend every class period in full**.
* The teacher for each program will keep attendance. Absences will be counted from the first scheduled class meeting of a student’s enrollment.
* Individual Career Technical Education Programs may have additional requirements for attendance in their program. Students should refer to the class syllabus.
* **In compliance with Florida statute, a student will be dropped on the sixth consecutive day of absences. The withdrawal date will be the first of the six days the student was absent.**
* If a student’s accumulative attendance reaches a total of 10% of the clock hours for which a student is enrolled for in a program, they will be dropped from the program for lack of attendance. Each program may have a stricter policy as stated in the program syllabus.
* If a student is notified of an attendance policy violation, and the student wishes to file an appeal, the student can pick up an appeal request form from the Administrative office. The completed form and supporting documentation for days absent must be filed in

 Mr. Huerkamp’s office before the end of the next school day. Students are allowed a maximum of one Attendance Appeal per academic year.

* Attendance is calculated in15-minute increments, rounded to the nearest quarter hour.
* **The teacher's attendance book will be the final authority in determining the number of hours and absences for each student**.
* There are **NO excused absences.** Administrative Approved Absences are the only exception. During an appeal process it may be possible for a student to have an absence considered to be excused.
* **It is the responsibility of the student** to know the attendance policies for the program in which they are enrolled. It is the responsibility of the student to be aware of all absences and keep up with the number of hours they have been in attendance.
* **Students are required to sign-in and sign-out** for each class section using the open time clock. The attendance time clock will be maintained by the instructor.
* **Suspensions will be counted as absences.**
* **Make up time is limited to 5 % of clock hours per semester and must be completed in the presence of the instructor. Note:** Some programs may have stricter requirements. Students should refer to the syllabus for each class.
* Students are responsible for completing classwork and/or labs missed due to absences.

**Late Arrivals and Leaving Early**

* Students entering class after the designated start time will be marked absent to the nearest quarter hour.
* Students leaving class prior to dismissal will be marked absent to the nearest quarter hour.

**\*\*Important Note - additional information regarding attendance policies and regulation** **for** **students receiving Student Financial Aid is located in the Financial Aid Information section. Specifically, students receiving Federal Pell Grant and VA Benefits are responsible for knowing this information.**

## **Administrative Approved Absences** (AAA)

If a student experiences a life-altering event which causes them to exceed the attendance policy, they must provide documentation within two days of returning to school, the student **may** be administratively excused for the following reasons:

* Hospital confinement for the adult student, spouse or children.
* Death in the immediate family (spouse, children, parents, siblings).
* Extended illness (i.e., chemotherapy, severe diabetes, an illness that may require numerous trips to the doctor and can be documented).

**Documentation is defined as:**

* For hospital stay: a statement from the doctor and/or hospital indicating the date of admission and the date of dismissal.
* For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.
* An Administrative Excused Absence and Leave of Absence will affect financial aid status. Pell disbursement is calculated on time present (hours and minutes) in the class.
* An approved Administrative Excused Absence will not count against the percent of absences allowed during a payment period.

## Leave of Absence

Students may qualify for a leave of absence. Students must apply for the leave of absence prior to the requested time identified in the leave of absence. The leave of absence will be considered for a period of days (minimum of five school days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence. Students are maintained on the instructor’s roster during the leave of absence.

A *Request for Leave* form must be filed with the Administrate office and will be approved or denied by a member of the administration. (No more than one leave of absence will be granted in an academic semester.) Veterans’ benefits will be terminated and financial aid may be delayed. The attendance committee may consider extraordinary circumstances. Students may be expected to pay any fees due should there be a new payment period during the Leave of Absence.

##

MAKE UP HOURS:

A student may not make up more than 5% of the hours of enrollment.

5% of 450= 22.5 (full time)

5% of 337.5 = 17 (3/4 time)

# Student Code of Conduct

Okaloosa Technical College is dedicated to the total development of students. Therefore, OTC has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees. OTC assumes that its students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach; OTC believes in treating students as adults. Therefore, OTC reserves the right to discipline any student whose conduct and behavior is undesirable or harmful to the school. In addition to the OTC Code of Conduct and procedures, criminal behavior is subject to criminal charges.

Generally, OTC’s disciplinary action will be limited to conduct which adversely affects educational pursuits. It is the student's responsibility to become familiar with the rules and regulations of both the school and the department in which the student chooses to enroll. Failure to do so does not excuse the student from any policy as set forth by the school or the department in which the student is enrolled. Students who are on school trips are expected to abide by the code of conduct. In addition, each program has an established code of conduct, which may be stricter than the school’s code.

**Misconduct Defined**

A student is subject to disciplinary action by OTC, up to and including permanent expulsion, for misconduct on any property owned or controlled by the school, or off campus at any function which is authorized, sponsored, or conducted by the school or in parking lots adjacent to areas or buildings where school functions are being conducted. Such misconduct shall include the committing of, or the attempt to commit, any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the school.
2. Forgery, alteration, or misuse of school documents, exams, records, vehicle registration, verification, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus, and as defined by the school board policy.
5. Disorderly or disruptive conduct, including rioting, incites to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, and assembling to raid school’s properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Fighting.
9. Extortion or stealing.
10. Threatening students or school staff.
11. Violence against school personnel or other students.
12. Violation of sexual harassment policy.
13. Violation of transportation policies.
14. Initiating a false fire alarm.
15. Tampering with or using the AED in an inappropriate manner.
16. Vandalism.
17. Possession and/or use of electronic cigarettes.
18. Hazing.
19. Unauthorized entry to school facilities.
20. Unauthorized possession of a key to school facilities.
21. Unauthorized interference with the use of or access to a school facility.
22. Failure to promptly comply with directions of school officials or law enforcement officers acting in the performance of their duties as such officials and officers.
23. Violation of any school policy or regulation as published or referred to in the school Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
24. Violation of any federal, state, or local law or ordinance.
25. Profanity on school grounds.

## Tobacco and Smoking

OTC is a Tobacco-Free campus. Students are not allowed to smoke or use tobacco in any form, including but not limited to, electronic cigarettes and/or vape pens, on the Okaloosa Technical College campus. ***Students may not smoke in their vehicles on school property****.*

### Zero Tolerance Grounds for Expulsion

Students found to have committed the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity or trip will be administratively removed from OTC and reported to the local law enforcement agency.

1. Assault or aggravated assault on a teacher or other school personnel.
2. Aggravated battery.
3. Battery or aggravated battery on a teacher or other school personnel
4. Kidnapping or abduction.
5. Arson.

### Academic Misconduct

Certain types of inappropriate conduct are defined as "academic misconduct." In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2. Receive an "F" on the given exam or assignment; or
3. Receive an "F" for the course. Whether or not academic misconduct occurred, and what classrooms sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter to the Director of OTC.

### **Student Detention, Search & Seizure**

(Okaloosa District School Board Policy 7.204)

Any member of the instructional or administrative staff may temporarily detain and question a student when there is reasonable suspicion that the student has committed, is committing or is about to commit a violation of law or School Board policy.

If reasonable suspicion exists, including proper identification by a drug dog and its trainer, that a student is concealing stolen, prohibited, or illegally possessed substances or objects (contraband) on his/her person, within his/her locker or other storage place, or vehicle owned or operated by the student, then the director, or a school employee designated by the director, may search the student, his/her locker or other storage space, or his/her vehicle owned or operated by the student. In addition, the School Resource officer or the Okaloosa County Sheriff’s Department will be contacted.

### Student Complaint Process

Federal regulations and State laws require that public colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read your college's policies and procedures for filing complaints. These can be found in:

* Course Catalog
* Student Handbook
* Student Center Information Board
* OTC Website

Additionally, you may contact a variety of persons at the college level who can assist you, including, but not limited to:

* Instructors
* Deans of Students
* Assistant Director
* Director
* Academic Advisors

All persons are encouraged to work through the internal complaint and appeal processes at their respective institutions as the first step in filing a complaint. Each college is governed by a Board of Trustees or District Board of Trustees who are responsible for ensuring lawful implementation of complaint procedures according to State Statutes and Federal Regulations. If you believe that your complaint has not been addressed satisfactorily at your local institution after exhausting the college's complaint or grievance procedures, you may contact the following personnel at the Division of Florida Colleges for additional information:

Contact:

Rod Duckworth, Chancellor
325 West Gaines Street, Suite 734
Tallahassee, Florida 32399-0400
Phone: 850-245-0446
Fax: 850-245-9052
Email: CareerandAdultEd@fldoe.org

Complaint Form is available at <http://www.fldoe.org/core/fileparse.php/3/urlt/complaint-form.pdf>

# Student Grievance Policy

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Okaloosa Technical College. Students are reminded that Okaloosa Technical College is a public school operated by the Okaloosa County School District and that Okaloosa County School District publishes a Student Code of Conduct each year.

Student grievance procedures for Okaloosa Technical College are stated here:

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved: The student must give the Director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the Director not more than ten (10) days after the incident occurred. The Director will then render his/her response within three (3) school days when feasible.
3. If the student does not agree with the Director’s decision, the grievance, as described in Step 2, may be sent to the Okaloosa County School District Superintendent’s office. This has to be done within three (3) days after the Director’s decision. The Superintendent’s decision is considered final.
4. In accordance to School Board Policy, 5-02, filed Student Grievances will be maintained by the Director for a period of three (3) years from date of Director’s decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied receipt of services, participation in school activities, or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described to the Equity Officer, Okaloosa County Schools.

Okaloosa Technical College is accredited by the Commission of the Council on Occupational Education. The Commission’s contact information is:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

FAX: 770-396-3790

www.council.org

##

# Okaloosa County School District

# Statement on Postsecondary Students with Disabilities

Students with a documented disability who are completing a postsecondary adult Career and Technical Education (CTE) program, but have been unsuccessful obtaining the designated exit criteria on the adult basic skills test, may have this requirement waived based on the following procedures:

* The student must remediate with the prescriptive developed by Adult Student’s Basic Skills tutor.
* The student must test a second time after remediation on any areas of the basic skills test that do not meet the basic skills requirements for a CTE certificate.
* The student may retest only in the sections of the test where scores are deficient.
* The student is responsible for scheduling a retesting session and request in advance to be tested only in the deficient sections of the basic skills test.
* If after the above steps have been completed and the student still has not achieved basic skills but feel their inability to pass the basic skills test is the result of a disability, the student should “self-identify” and request a waiver.
* The student must complete the REQUEST FOR WAIVER FROM BASIC SKILLS REQUIREMENT and submit to their instructor.
* A meeting with the Adult Basic Skills tutor, the CTE instructor, the appropriate administrator and the student will take place to consider a waiver for the basic skills test.
* The student must provide documentation of the disability. Documentation may include an Individual Education Plan (IEP), transcript, report card from high school, verification from vocational rehabilitation counselor, or verification from a physician.
* If the committee agrees that the student possess the skills and knowledge to be successful in the workplace, the certificate will be awarded.

**A waiver will not be considered until the student has completed all the steps listed above.**

# Okaloosa County School District

# Request for Waiver from Basic Skills Requirement

Per State Board Rule 6A-10.040, Section 4, I am applying for a waiver from meeting the vocational basic skills levels required to complete the program for which I am currently enrolled and earn a certificate. I have remediated with the prescriptive materials provided by the Adult Basic Skills Instructor and have tested a second time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Student Number |  | Telephone Number |
|  |  |  |  |  |
| Street Address |  | City and State |  | Zip |
|  |  |  |  |
|  |  |  |
| Program |  | Instructor |

**Documentation (Check those that apply)**

\_\_Individual Education Plan (IEP) \_\_\_\_\_High School Transcript \_\_\_High School Report Card

\_\_Vocational Rehabilitation Counselor \_\_\_\_\_Physician Verification \_\_\_Other (Explain below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Program Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

# FINANCIAL AID INFORMATION

**General Financial Aid Information**

**\*\*\*Note** – Any student who has applied for financial aid and has not received confirmation that their Financial Aid is COMPLETE must pay all tuition and fees by the first day of class.

**Financial Aid** is any grant, scholarship, or paid employment offer to help a student meet his/her post-secondary educational expenses. Such aid is usually provided by various sources such as federal and state agencies, colleges, high schools, foundations, and corporations. The amount of **financial aid** that a student receives is determined through federal, state and institutional guidelines and may be awarded from one or any combination of sources. Aid received from grants and scholarships need not be repaid, loans must be repaid. Sources of financial aid at Okaloosa Technical College include the Federal Pell Grant, Florida Student Assistant Grant, Florida Bright Futures Scholarship, Veterans’ Affairs Education Benefits, Work Force Innovation and Opportunity Act Scholarship (WIOA), and various other institutional and private scholarships. The U.S. Department of Education has an informative web site at studentaid.gov for more information.

**Purpose of the Financial Aid Office**

The purpose of the Financial Aid Office at OTC is to process student financial assistance for students who can benefit from further career and technical education, but who cannot do so without financial assistance.

The Financial Aid Office meets the students’ needs by:

1. providing professional student financial counseling to students and parents concerning the costs of education;
2. administration of Title IV Aid (primarily Pell), Veterans’ Affairs Education Benefits, Florida State Aid and other scholarship programs competently according to the institution’s philosophy and policies as stated in federal and state regulations; and
3. maintaining institutional records of assistance programs and students assisted as required.

**Philosophy of Financial Aid Office**

Okaloosa Technical College believes that a consistent and equitable approach to the awarding of financial aid will enable students to attend OTC who would not otherwise have the financial resources to enroll. The primary responsibility for meeting educational costs rest with students and their families. However, financial aid is available to help bridge the gap between the cost of education and the available student and/or family resources. Our goal is to assist students in accessing federal and state funding sources to help meet the costs of their educational goals.

It is the policy of Okaloosa Technical College to award federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested.

**Types of Student Financial Aid**

**Scholarships**

**Florida Bright Futures**

Florida’s scholarship program available to high school students who meet academic requirements. Bright Futures pays Part of a student’s tuition. Current information and application for the Bright Futures scholarship requirements, eligibility, and application may be found on the Florida Dept. of Education website at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

**OTC Scholarships**

Scholarships in the General School Board Scholarship Fund are used to assist students in paying tuition. Any current or prospective student may apply for these funds to assist with the cost of a program. Applications are available in the Financial Aid and Administrative offices. The applications must be returned to the Financial Aid Office. A committee meets as needed during the school year to review applications. The applications must be returned at least three (3) working days prior to the meeting date. Ask for the next meeting date when you pick up your application.

All students, whether current or new, must meet TABE requirements for their program or be enrolled in remediation to be eligible for this scholarship. Students may apply for assistance as frequently as needed, but funds may not be awarded each time. Students who are awarded funding will be notified of the award or denial by phone or letter depending on time constraints. A complete list of guidelines is available in Financial Aid.

**WIOA (Workforce Innovation & Opportunity Act)**

The Workforce Innovation & Opportunity Act (WIOA) at OTC provides scholarships for occupational skills training and counseling for students with limited financial resources. Throughout the State of Florida, local workforce boards offer WIOA-funded employment and training programs through CareerSource job centers.

The target populations for WIOA services consist of:

* Workers who have lost their jobs through no fault of their own (dislocated workers);
* Homemakers who have lost financial support from a family member;
* Recipients of public assistance and other low-income individuals when funds are limited;
* Employed workers that need skills upgrading or retraining;

CareerSource Okaloosa Walton (the regional job center serving Okaloosa, and Walton counties) is located at 409 Racetrack Road NE, Ft Walton Beach, FL 32547. Orientation for scholarship applicants are held every Tuesday morning at 9am at the FWB facility. Students may call (850) 833-7587 for additional information. Or visit the website at www.careersourceokaloosawalton.com.

**Loans**

Loans are available to students at various federal, state, and local lending agencies. Loans must be repaid and will also incur an interest fee. **At present, OTC does not participate in any student loan programs.**

**State Grants**

**Florida Student Assistance Grant‐Career Education (FSAG‐CE)**

The Florida Student Assistance Grant-Career Education is a need-based grant for eligible Florida residents enrolled at full-time (450 clock hours) in a technical or vocational certificate program. Priority is given to early applicants. Award amounts vary depending on each student's need and enrollment level. This program has very limited funding. The grant will be awarded on a first-come, first-served basis. For more specific eligibility information, contact the Financial Aid Office.

**Federal Grants**

**Pell Grant** (Title IV)

The purpose of the Pell Grant is to provide funds to qualified students who demonstrate financial need which will assist them in obtaining the benefits of a post-secondary education. Every student enrolled in a Pell-eligible certificate program should complete and electronically submit a *Free Application for Federal Student Aid* (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Designate Okaloosa Technical College to receive your FAFSA information by using School Code **032303**. Federal Pell Grant is awarded based on 450 hours’ increments of course work. Eligible students will be paid for each segment of 450 hours, except when their final pay period is less than 450 hours. The last pay period may be pro-rated based on hours left to complete their program.

To be eligible for Title IV aid, students must have earned their high school diploma or GED. A Pell award is a grant provided for educational costs and does not have to be repaid unless the student has been over awarded. Eligibility is determined by student and/or family financial status per the U. S. Department of Education regulations. Fulltime enrollment is based on 450 clock hours of completed course work. Students will not enter their next Pell Award period until 450 hours of course work is completed.

The amount of federal aid the student receives depends on the student’s Expected Family Contribution (EFC), cost of attendance, enrollment status, enrollment date, and whether the student attends school for a full academic year. (Academic year is defined as 900 clock hours). The federal government provides an annual Pell Payment Schedule for use in determining Pell Grant award amounts. Students must maintain satisfactory attendance and satisfactory academic progress (SAP) to remain eligible for federal financial aid at Okaloosa Technical College. It is the student’s responsibility to know and understand the attendance and satisfactory academic progress policies for federal student aid and that these policies may differ from each program’s policies

Federal financial aid funds are awarded with the expectation that students will complete the entire program. Students “earn” a percentage of the funds disbursed with each day of class attendance per pay period. When students who are eligible for federal financial aid withdraw before the end of their current payment period in an award year, federal law requires Okaloosa Technical College to calculate the percentage and amount of “unearned” Pell that must be returned to the federal government. Once students have successfully completed over 61% of the clock hours for the payment period, they earn the full eligible award. This calculation may have the effect of requiring students to pay if a balance is due. OTC encourages students to contact the Financial Aid Office prior to making the decision to withdraw.

**Attendance Policy in relation to Federal Financial Aid**

* Financial Aid students are allotted a maximum of ten percent (10%) of their hours per semester unless program requirements are stricter.
* Students receiving Federal Financial Aid who withdraw or are administratively withdrawn will have their award recalculated and a repayment to the U.S.D.O.E. may be required.

# Satisfactory Academic Progress (SAP)

As a Title IV institution, Federal regulations require Okaloosa Technical College to have a Satisfactory Academic Progress (SAP) policy in place that ensures student financial aid recipients are moving through their academic program at a reasonable rate and are making progress toward their certificate.

***SAP Policy***

Okaloosa Technical College measures SAP in three areas: Grade Point Average (GPA), Attendance, and Maximum Time Frame. **Students must meet the requirements in ALL THREE areas each payment period to maintain Pell eligibility.**

Satisfactory progress will be monitored by the Financial Aid Office and will be evaluated at the point when the student’s scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. Per review results, the student will be assigned one of three financial aid statuses: meets SAP, Warning, or Suspended. A fourth financial aid SAP status of “Probation” can be assigned upon a student’s written appeal approval by the OTC Appeals Committee.

**Satisfactory Academic Progress Measurements*:***

* + **Qualitative:** Grade Point Average -Students must successfully complete the coursework associated with the clock hours in a payment period with a passing grade of C (70% or 2.0 GPA) or higher based on specific program requirements.
	+ **Quantitative: Attendance-Students must maintain 90% cumulative attendance ratio, or higher based on specific program requirements.**
	+ **Quantitative:** Ratio Maximum Time Frame – Students must successfully complete their coursework within 150% of the clock hours needed for their program to maintain Pell eligibility.

**Satisfactory Academic Progress Status*:***

* + **Meets SAP:** Assigned to a student who is currently meeting SAP in all measures.
	+ **Warning:** Assigned to a student who fails to make SAP at the end of a payment period. Conferred to student automatically without any action taken by the student. Student will continue to be eligible for Pell for one additional payment period. *Students in the Licensure programs may not qualify for Warning status if the program requirements cannot be achieved.*
	+ **Suspended:** Assigned to a student who fails to make SAP for the second consecutive payment period. A student in this status is **NOT** eligible for Pell award. The student will be notified in writing of the assignment of this status and must sign notice and return it to the Financial Aid Office. The student may submit a written appeal to Financial Aid Office, which will be reviewed by the Appeals Committee, to request “Probation” status. Student will be notified in writing of the decision of the Appeals Committee. The decision of the Appeals Committee is **final**.
	+ **Probation:** Assigned to a student who has submitted a written appeal and it has been approved. A student in this status iseligible for Pell for one payment period. Only one appeal is allowed per enrolled certificate program. If student does not meet SAP during the probationary period, he/she is no longer eligible to receive Pell award.

### Satisfactory Academic Progress Appeal Process

Students who have experienced extenuating circumstances beyond their control that prevented them from meeting SAP may appeal their status. SAP appeal forms are available in the Financial Aid Office.

The student must submit a written appeal within five (5) school days of receiving “Suspended” status notice. The appeal must state why the student failed to make SAP and what has changed in the student’s circumstances that will allow the student to make SAP by the next review. The appeal request must have documentation attached to support the validity of the extenuating circumstances. The student will be notified of the Appeals Committee decision within five (5) school days of receiving the appeal request.

Approved appeal request will be assigned financial aid status of “Probation” and student will adhere to that status’ requirements.

If student’s appeal request is Denied, the student becomes responsible immediately for all fees due to the school for current pay period. The student may either continue enrollment as a self-payer for one payment period or withdraw from the program. Student will not owe tuition charges during the appeal review process. Once appeal decision is made, if appeal is denied, student must pay all fees to continue in program for the payment period.

Extenuating circumstances beyond a student’s control include, but are not limited to:

* Medical condition or serious illness of student or immediate family member
* Death of immediate family member
* Call to military duty
* Jury duty or mandatory court appearances

# Withdrawals and Return of Financial Aid

Per federal regulations (34 CFR 668.22), students who withdraw and have received financial aid will be required to repay to the program sources the amount of unearned financial aid funds disbursed to them as of their withdrawal date. The unearned amount of program funds is calculated based on the last date of academic activity, which determines the percentage of the semester completed.

Both the College and student receiving financial aid are required to return unearned financial aid to the aid source. The Title IV aid qualifying program is the Federal Pell Grants.

The College is required to return the unearned portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, and other education-related expenses assessed by the institution. The funds returned to the aid source by the College will be credited against the students’ total liability of unearned funds. However, students will owe the College the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds, stops attending classes during the semester, and does not officially withdraw from the College, is considered an unofficial withdrawal according to Title IV federal regulations. The College is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially.

Students must repay the unearned Title IV funds to any Title IV aid program, unearned grant-program funds are considered overpayments. Students who owe grant overpayments remain eligible for Title IV program funds for forty-five days if during those forty-five days the student: 1) repays the overpayment in full to the College;

2) provides proof of entering into a repayment agreement with the Department of Education. Entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose financial aid eligibility if they do not comply with the options above and should consider their repayment responsibilities for these programs as part of any withdrawal decision. Please contact the Office of Financial Aid for the most current restrictions on eligibility.

**Note:** Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

**Veteran’s Affairs Education Benefits**

**Student General Information**

Enrollment in a program at Okaloosa Technical College (OT) using Veteran Administration (VA) Educational Benefits, the student is required to submit a copy of his/her DD Form 214 and a copy of the Certificate of Eligibility of Educational Benefits provided by VA. This information may be obtained from VA website: [www.vet.gov](http://www.vet.gov).

 Federal Pell Grants and other financial aid are also available for qualifying VA students. After acceptance into a program and receipt of required documents, a student will be certified for VA Educational Benefits by the OTC’s School Certifying Official. VA Educational Benefits are determined by VA and may be paid to the student or directly to OTC depending on which VA Educational Program the student is awarded. VA Educational Program awards, amount of payments, and payment dates are administer by VA. The OTC’s VA School Certifying Official will certify students that are enrolled at which time payments will follow thereafter. VA will send payments provided with Post/911/Chapter 33 for tuition, lab and professional fees directly to OTC. Books and supplies are paid by the student if purchased from the OTC bookstore.

OTC participates in the VA Vocational Rehabilitation Educational Program (Chapter 31.) OTC VA School Certifying Official will work closely with the local VA Vocational Rehabilitation office for eligible students.

With Chapters 30, 32, 35, 1606 and 1607 VA Educational Program benefits are paid directly to the student. It is the student’s responsibility to pay OTC for tuition and fees. A deferment payment may granted for tuition and fees if requested during initial enrollment. If payment for tuition and fees are not paid when required, the student will be terminated. Additionally, books, supplies and other associated costs will be paid by the student.

A student must be enrolled at least half-time to be eligible for VA Educational Benefits. Students attending less than 12 clock hours per week are considered less than half-time and are not eligible for VA Educational Benefits.

**Out-of-State Tuition Fee Waiver:** Chapter 2015-1, Laws of Florida, provides an out-of-state fee waiver for other than dishonorably-discharged veterans known as the “Congressman C. W. Bill Young Tuition Waiver Act.” Effective July 1, 2015, Okaloosa Technical College shall waive out-of-state fees for an honorably-discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled at OTC. Tuition and fees charged to a veteran who qualifies for the out-of-state fee waiver may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110 percent of the CTE program clock hours for which the student is enrolled.

**Purple Heart Recipient Tuition Waiver:** Chapter 2015-62, Laws of Florida, provides a tuition waiver for recipients of a Purple Heart or another combat decoration superior in precedence. The tuition waiver is provided to recipients who meet the following conditions:

1. Enrolled full-time, part-time, or in summer term in a CTE program;
2. Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and
3. Submits the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. The waiver is applicable for 110 percent of the CTE program clock hours for which the student is enrolled.
4. Student must meet attendance and GPA requirement to continue receiving waiver.

**Prior Education and Training**

All Veterans are required to submit copies of transcripts for ALL previous Education and Training (whether VA Benefits were used or not) to the Financial Aid Office in order to remain on VA Benefits. Veterans will have 2 weeks from the start of their program to submit all transcripts to the Financial Aid. If transcripts are not submitted within 2 weeks VA benefits will be terminated until missing transcripts are received.

Only Exceptions –

* Prior school has closed and records not available (must submit proof of closure)
* No credits would transfer because
	+ School was not accredited
	+ Review of prior school’s catalog proves no courses would transfer (student must supply catalog/website)
	+ Class was taken long enough prior to no longer be valid

**VA Attendance Policy**

Veterans at OTC must maintain 80% attendance **month to month**. If the Veteran does not maintain 80% attendance each month, the VA will be notified and monthly benefits will be terminated for the upcoming month. An attendance detail will be pulled at the end of each month to insure that the Veteran is meeting the Veterans Satisfactory Attendance Policy. In order for the monthly Veteran Benefits to be re-certified, he/she must maintain 80% attendance for one (1) month; at the end of the month, if in compliance; he/she can be re-certified. Attendance information is provided by the instructor at the end of each month. Veteran benefits will be terminated if a student withdraws or is administratively withdrawn. Students who are absent in excess of 20% in a month period may submit an appeal for review and possible 1-month probation to avoid termination of benefits. Only 1 appeal per semester is allowed.

* Attendance is calculated in 15 minute increments. If you are late for class, take an extended break or leave early your hours are affected.
* PER THE VA – the only hours that can be counted are during REGULAR CLASS PERIODS. There are NO ALLOWANCES for make-up hours.
* Students receiving VA Benefits - Attendance requirements are based on eighty percent (80%) of their scheduled hours per month. If a student’s attendance falls below 80% at the end of any month the VA will be notified and monthly benefits terminated until the next month when attendance is reviewed. At that time if a student is within standards benefits will be reinstated. This will not result in withdrawal from class.
* Veteran’s benefits will be terminated when a student withdraws or is withdrawn.

In accordance with **Title 38 US Code 3679 subsection** (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

* Prevent the student ‘s enrollment;
* Assess a late penalty fee to the student;
* Require the student to secure alternative or additional funding;
* Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

* Produce the VA Certificate of Eligibility (COE) by the first day of class;
* Provide a written request to be certified;
* Provide additional information needed to properly certify the enrollment as described in other institutional policies.

**VA Academic Policy**

VA students must also show a passing progression in their course of study. VA students must maintain a minimum of “C” (2.0 GPA) or higher based on program requirements to remain eligible for benefits. A student who does not meet Satisfactory Academic Progress (SAP) can have benefits terminated for a period of 30 days or until the student meets SAP requirements. SAPs for progress/grades are reviewed at the end of each term. Once the student has achieved a passing point of progression as indicated by the instructor, VA benefits will be reinstated for the student. OTC is responsible to maintain compliance with the VA in order to continue VA benefits on behalf of their students.

