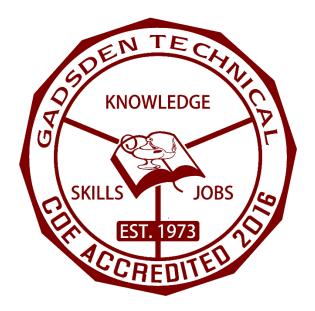# GADSDEN TECHNICAL INSTITUTE
STUDENT HANDBOOK
2017-2018

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Dr. Sylvia R. Jackson, Director of Career, Technical and Adult Education
Ms. Evonski Bulger, Administrator
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MISSION

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

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VISION STATEMENT

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

MISSION

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ANTI-DISCRIMINATION POLICY

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

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

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

GADSDEN TECHNICAL INSTITUTE OBJECTIVES

1. To provide a curriculum designed for the differences in abilities, interests and scholastic needs.

2. To challenge the academically talented and encourage the under-achiever through education tailored to student needs.

3. To challenge students to successfully compete in the work place at the highest levels nationally and internationally while also preparing students to make well-reasoned, thoughtful, and healthy lifelong decisions.

4. To provide a learning environment conducive to teaching and learning.

5. To ensure that instructors and staff members are professional.

6. To provide quality academic courses wherein adult students can earn a General Education Development diploma or certificate in a chosen field of study.

7. To provide quality performance-based courses wherein a secondary student can make up credits failed in high school.

8. To develop greater community awareness of Gadsden Technical Institute.

9. To provide quality programs and services for students that lead to enhance workforce and economic self-sufficiency.

GENERAL INFORMATION

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

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

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

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

Program Schedule
Gadsden Technical Institute certificate programs meet five days per week, Monday through Friday. Certificate programs are: Automotive Services Technology, Automotive Services Technology 1, Barbering, Carpentry, Cosmetology, Drafting, Facials Specialty, Nails Specialty, Practical Nursing, Power Equipment Technologies and Welding Technology, will meet on a part-time or full-time basis specific to the learning / certification goals of students. Programs that taught in the evening meet Monday – Thursday. Those programs are: Commercial Class B Driving, Patient Care Assistant and Pharmacy Technician, hours vary. Courses in each program are taken in sequential order based on pre-requisites. Adult Education courses are offered on a part-time basis only.

Daily Schedule
Daytime programs operate on one of two schedules, depending upon the program: Programs that operate five days per week start at 8:00 a.m. and end at 2:00 p.m., with a 1-hour lunch. Practical Nursing will operate five days per week starting at 8 a.m. and ending at 3:00 p.m., (with a 30-minute lunch), Monday through Friday.

Other programs that operate on a PT or FT basis meet five days per week from8:00 a.m. to 10:30a.m., 11:30 am – 2:00 pm or start at 8:00 am and end at 2:00 pm with a 30-minute lunch, Monday through Friday.

Part-time students may be scheduled for no fewer than 15 hours per week, up to 24 hours per week. Evening programs, when available, are offered between 4:00 and 6:00 p.m.

Café Hours
1st Break: 9:00 a.m. – 9:15 a.m.; 9:15 a.m. – 9:30 a.m.
Lunch: 10:30 a.m. – 11:25 a.m.
2nd Break: 12:30 p.m. – 12:45 p.m.; 12:45 p.m. – 1:00 p.m.

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

ADMISSION REQUIREMENTS

Adult Students – Career, Technical, and Adult Education
To enroll in GTI, an individual shall be sixteen years of age or older. Matriculation or advancement shall be made on an individual basis and shall be achieved by demonstrating competency in a subject. This is done by demonstration, successfully passing written exams, development of portfolios or a combination of assessment methods. Some programs that train students for regulated or licensed careers are more rigid and require attendance and completion of course work in a specified sequence and/or timeline. These pre-professional programs require level 2 background checks, minimal age of 18, high school diploma/equivalent, Level 11 TABE score, and program specific TEAS scores. Student must also attend a new or returning student orientation.

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

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

You MUST provide an official high school transcript with graduation code at time of registration for exemption.

  • Show proof of FL Driver's License or State of Florida Identification or any government issued form of ID.
  • Meet the Student Services Staff to discuss a choice of study.
  • TABE - $15.00

- Register, pay tuition and fees.
- Complete orientation with the Student Services Staff.
- Purchase school ID ($5.00)
- Begin class.

Secondary Students (Dual Enrolled)

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

To enroll at GTI, dual enrolled students must meet the following criteria:
- Have a minimum 2.5 GPA
- Have satisfactory attendance
- Have at least 5 credits (a ninth grade completer)
- Purchase school ID ($5.00)

To apply, students must contact their high school guidance counselor.

TRANSFER POLICY

Students transferring from other institutions are encouraged to file their registration and supporting academic documents in the Student Services Department. Transcripts are requested and clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available and admission requirements are met.

Transfers between Programs Policy

A transfers from one program area to another program area at Gadsden Technical Institute (GTI) is the exception and not the rule. The Director, the administrative team, career (financial) counselor, and instructor, may allow an adult student to change program areas after consideration of the request, under the following circumstances:

1. The adult student has completed less than 25% of the current training program (unless there are extenuating circumstances).

2. The adult student is not making appropriate progress in current program.

    a. Program has become too difficult resulting in failing grades.

    b. Progress is too slow (more than a month behind for feasible employment).

3. There is evidence from the program evaluation that the adult student has an ability to be successful in the area to which he/she wants to transfer.

4. There are special circumstances (determined by the team) that require a transfer.

REFUND POLICY

Full-time Career Certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first five class sessions for semester (18 weeks) scheduled classes. Full-time students who withdraw after the first five classes are <u>not</u> eligible for a refund. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. Half-time students who withdraw after the first 10 percent of the total scheduled class hours are <u>not</u> eligible for a refund. The drop period begins with the Entry date on the Class Schedule/Receipt.

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

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

<u>Gadsden Technical Institute Veterans Refund Policy</u> complies with CFR 21.42555. In the event the veteran or eligible person fails to enter the course or withdraws due to allowable cause (e.g. illness, death, care of family member, relocation, call to duty) at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of the application/registration fee and consumed instructional supplies is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

Any currently enrolled student who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty **or** withdrawing from the course or courses with a <u>full</u> refund of tuition and lab fees paid. The initial application fee, charges for books and supplies purchased through the school bookstore, and the parking decal charge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

ENROLLMENT

Selecting a Program of Study
Gadsden Technical Institute Student Services staff provides assistance in choosing realistic career goals. Students may see a Student Services staff member on a walk-in basis. Students are provided with information about the programs GTI offer. Information is also provided concerning local job markets, pay scales, and limitations (if any) imposed by working conditions. You may request a copy of any program of study.

Registration Process
After consulting with Student Services Staff and receiving and completing the Registration Form, enrollment is accomplished by turning in the form to the Registration office in Building 14. It is at this time that fees and tuition are paid. GTI accepts payment in cash, debit card, VISA, MasterCard, cashier's check or money order. Student schedule changes are permitted within the first five days of the semester only. This includes program changes and/or any changes to the student's schedule (number of days per week, number of hours per day, time of day registered).

Student ID / Parking
Access/ID cards are issued after orientation/registration each school year. There is a replacement cost of $5.00 for an access/ID card. A fee of $2.00 is required to replace the lanyard rope or clip.

Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense, 24 hours a day.

Dual enrolled (high school) students who are permitted to drive on their main campus are permitted to drive to classes held on the campus of Gadsden Technical Institute. Documentation, on school letterhead, must be provided to the administration. Bus transportation is provided for high school students.

STUDENT SERVICES

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

Counseling Services

Gadsden Technical Institute (GTI) provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available. In counseling sessions, test scores are explained and other information is provided to assist in decision-making. GTI assists students in exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values, and work preferences as they relate to career choices. After the student makes a program selection, the GTI staff reviews the policies and procedures with the student during an orientation session.

Learning Resource / Student Service Center
The availability and use of Learning Resource / Student Service Center resources are discussed with students during registration and departmental orientations. They are also oriented to media and equipment on an as-needed basis. Instructors may request orientation to new media and equipment from vendors or other faculty members who may be more knowledgeable of specific media resources.

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

Students and instructors have access to the Student Services Center school days from 7:00 a.m. until 4:00 p.m. On-line resources are available to students and instructors 24 hours a day from any Internet-accessible computer.

Media Services provides resources and services that support, facilitate, and enhance the information needs of the students and faculty of Gadsden Technical Institute (GTI), providing an atmosphere that fosters and promotes information competency and intellectual independence. Materials housed in this area include technical materials, personal enrichment, access to the Internet for educational purposes, and other resources.

Students using the resources during class time must have a Learning Resource / Student Service Center pass signed by the program instructor. All students wishing to use the Internet in the Media Center must fill out and follow the Gadsden County School District/Media Services Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by Gadsden County Schools.

High School Equivalency Diploma (HSED) Program
The HSED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the Official HSED Test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a HSED but also to utilize the acquired skills in the workforce and to achieve career and technical training. This

program is provided on the GTI campus through the Gadsden County Schools Adult Education Program. For more information call 850-875-8324.

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

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

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

The cost for the TABE is $15.00 and is not refundable. Please bring your valid Florida Drivers' License or valid Florida ID for scanning. Testing begins promptly at 8:00 am and 11:30 am.

Each student must take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE, Forms 9 and 10, Complete Battery or Survey Form. Students who present official documentation from the TABE Survey Form, which indicates that the student has not achieved the required exit level basic skills for their program of choice, will be required to retest on the longer form for diagnostic purposes. Students who possess an Associate Degree or higher, those who have successfully completed or are exempt from the College Level Academic Skills Test (CLAST), and those who are exempt from college entrance examination may be exempt from taking the TABE. Test scores are valid for two years. Where not specified in law or rule, Gadsden Technical Institute follows recommendations established by the Florida Department of Education, Division of Workforce Development, for technical assistance on assessment.

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

You MUST provide an official high school transcript with graduation code at time of registration for exemption.

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

Academic Advisement
GTI's mission is to help all students acquire challenging academic and technical skills and to be prepared for high skills, high wage, or high-demand occupation in the 21st century global economy.

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

Ready-to-Work Credentials Program
Florida Ready-to-Work is a credentialing program that tests and scores job skills. It gives jobseekers a competitive edge – a credential that proves to employers that they have the right skills for the job. For employers, it takes the guesswork out of hiring, saving time and money. Florida Ready-to-Work is sponsored by the state of Florida, so there is no cost for employers or jobseekers to participate in the program.

Job Development and Placement
Gadsden Technical Institute provides opportunities with local businesses to provide additional training.

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

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

Annual Career and Job Expo
This event is an opportunity for job seekers and those preparing to enter the workforce to see the type of employment available and learn about the skills employers are seeking. Speakers will provide information on a myriad of topics relating to careers, and those interested should be

prepared for possible job interviews. Many organizations will be on hand representing local, regional and national employment opportunities. Those interested in learning more about potential careers, as well as active job seekers, can benefit from this event.

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

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

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

FINANCIAL AID OPPORTUNITIES

Scholarships
There are a limited number of program scholarships available in various departments. See the Financial Aid Officer for details.

CareerSource Capital Region offers resources and training opportunities that can help students jump start their career. Gadsden Technical Institute is a part of the network of approved training providers, students may be eligible to complete training in an in-demand occupation that could lead to a vocational certificate/diploma.

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

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

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

CAREER AND TECHNICAL EDUCATION

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

Documentation of Achievement
GTI awards the following indicators of achievement:

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

High School Credit
Awarded to a secondary student who is enrolled in a career education program to earn credits. Students may come from a Gadsden County secondary school or a secondary school from a neighboring district under a dual enrollment agreement. Credit shall be awarded consistent with Gadsden County School Board policy.

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

recommend the amount of credit to be awarded. Credits earned may exceed the required number of elective credits needed for graduation.

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

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

Trade Certificates
Students who have completed an average of 500 hours of successful shop training per year, for a total of 1500 hours over a three and one-half year period, and who have maintained a cumulative average of "C" or higher in shop, are considered Program Completers and will receive a Trade Certificate upon graduation.

In the case of a late transfer from another school or another shop, if a student completes the necessary coursework while maintaining a "C" or higher average, and demonstrates the required competencies, he/she may be eligible to receive a trade certificate for Occupational Completion Points (OCPs) even if he/she had not completed 1500 hours. However, to become a Program Completer and meet the requirements of Title IV funding, a student must successfully complete all program clock hours. The issuance of program completer diplomas shall occur at the end of fall and spring semesters.

Students who have lost shop hours due to absences from school may make up the shop time only in school and under direct supervision of the shop instructor, and with the prior approval of the Director of Technical, Career, and Adult Education.

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

The grading system is as follows:

90- 100 =A – Outstanding

80 - 89= B - Above Average

70 - 79= C - Average

60 - 69= D - Below Average

45 - 59 = F - Failure

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

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

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

   a. **Diagnostic Testing**: Students enrolled in a post-secondary adult vocational program of four hundred fifty (450) clock hours or more shall complete a basic skills examination approved by the State Department of Education. This assessment is administered through the Student Services Department on the GTI Main Campus.

      i. Minimum basic-skills grade levels in mathematics, language, and reading are defined in each career education program description and published annually in the Florida Department of Education Curriculum Framework for each program. Students must meet the minimum program requirements before a certificate will be issued.

      ii. **Exceptions**. Students with a documented disability may have the basic-skills examination requirement waived.

   b. **Other Assessment**: Other assessments may be given to assist students in identifying their aptitudes, interests and work values. This additional information is helpful in the selection of career goals and training programs.

c. **Fees**: for the above tests and assessment, as annually approved by the Gadsden County School Board, The Florida Department of Education or GTI and will be charged to all adult students. Secondary students are tested free.

Advanced Standing

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

Students with Disabilities

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

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

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

Procedures for Requesting Accommodations

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

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

Dual Enrollment in High School and Gadsden Technical Institute

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

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

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

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

ADULT HIGH SCHOOL EQUIVALENCY DIPLOMA PROGRAM

Florida does not require students who are sixteen years or older to attend school. The adult program is designed to give further education to persons, sixteen or older, who are no longer attending the regular high school program.

To qualify for the adult program, a person must be sixteen years of age and not attending traditional high school, including home schooling. These students (age 16 or 17) must provide one of the following forms of documentation to be admitted to the Adult Education Program:

 a. Transcript (withdrawal form) with director's signature and withdrawal date from the last high school (9 – 12) that the student has attended;

 b. A letter, on school letterhead, from the last school of attendance, stating that the student is no longer enrolled (with the school director's signature); or

 c. A letter, on school letterhead, from the high school within the student's district that states the student does not attend that school (with the school director's signature.

Students may enroll in an adult general education program after attending a new or returning student orientation and while in this, progress at their own rate of speed.

Attendance

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

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

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

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

Instruction in adult education courses is individualized, self-paced and performance based. Students do not receive failing grades. The grades above are awarded for satisfactory progress in the Adult High School Credit Program. A grade of "C" is required to earn course credit if students drop out or a term ends, they can resume incomplete work upon return to school. Student progress in other adult education courses is determined by pre- and posttests using Department of Education approved assessment instruments.

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

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

Monitoring Process
The director or designee is responsible for monitoring the adult education program to ensure compliance with the Pupil Progression Plan. The Superintendent shall establish procedures and guidelines for district-wide monitoring of compliance with provisions of this policy.

- Completion of eighth grade in another program, such as a regular school program.

- Completion of the requirements of grades 1-8, such as the adult basic education program.

- A satisfactory score on a standardized test.

- Psychological reasons in the interest of students.

- Evaluation of student transcripts and other student records.

A minimum of one credit must be earned in residence with Adult Education before an adult high school diploma is granted.

FEES (AGE)

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

Terms	Length of Term	Resident Rate	Non- Resident/ Out-of-State Rate
Term I	Aug 14-Dec 15, 2017	$30.00	$30.00
Term II	Jan. 2- June 2, 2018	$30.00	$30.00

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

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) PROGRAM

State Graduation Requirements
Adult high school education programs in Florida must follow the state's course and credit requirements. The principle requirement is for each student to complete 24 credit hours of study. Of those 24 credits, each subject is allotted a specific number of hours. Students must have a cumulative grade point average of 2.0 on a 4.0 scale to graduate.

Students must take four credit hours in English with concentrations in literature, grammar and composition. Three credits of math must also be completed at the algebra level. The state of Florida requires students to take three credit hours apiece in science and social science. Finally, half-credit courses are required in vocational education, performing arts and life management skills. Students must also pass the standardized state exam, the Florida Comprehensive Assessment Test (FCAT) or Florida Standards Assessment, which is administered during the 10th grade.

To receive an adult education high school diploma a student must:

Successfully complete the required high school level credits listed below:

ENGLISH: 4
English I, II, and III are required (must include a concentration in literature and composition), plus 1 credit from approved electives
MATHEMATICS: 3

(To include Algebra I or its equivalent)

SCIENCE: 3
Biology I is required.

SOCIAL STUDIES: 3
1 - American History
1 - World History
1/2 Economics
1/2 American Govt.

PRACTICAL ARTS/PERFORMING FINE ARTS: 1

LIFE MANAGEMENT: 1/2

ELECTIVES: 9 1/2
TOTAL 24

Physical education is not a required subject for adult students; however, physical education credits earned in high school may be counted as elective credits toward graduation requirements.

Students may elect to take one full credit in either Practical Arts or Performing Fine Arts in lieu of one-half credit in each.

Pass the High School Competency Test (HSCT), Florida Comprehensive Assessment Test (FCAT), or Florida Standards Assessments. A student must earn a passing score of 300 on both the Reading and Mathematics of the FCAT.

Career program course substitution for required credits in English, mathematics, and science is permitted consistent with the current Florida Course Code Directory.

No students will be granted credit toward graduation for:

    a. More than 9 elective credits in Remedial programs.

    b. More than 1 credit in exploratory vocational courses.

c. More than 3 credits in Practical Arts Family and Consumer Science. This does not include the wage-earning program.

To complete diploma requirements, students must have at least a 2.0 overall average on an un-weighted 4.0 scale.

Standards, including those Sunshine State Standards in state course descriptions, are adopted for courses in grades 9 - 12 for which high school credit is awarded. Students in 9th-12th grade

courses, must demonstrate proficiency (70% or higher/grade of "C" or higher) on the course standards before credit can be awarded.

NOTE: All credits must be completed and state testing requirements fulfilled before an adult student can participate in graduation ceremonies.

Grading and Reporting Student Progress
Grades are not emphasized in adult education programs, with the exception of the adult high school credit program. The grading system used in the adult education high school credit program is as follows:

90- 100 =A – Outstanding

80 - 89= B - Above Average

70 - 79= C - Average

60 - 69= D - Below Average

45 - 59 = F - Failure

Instruction in adult education courses is individualized, self-paced and performance based. Students do not receive failing grades. The grades above are awarded for satisfactory progress in the Adult High School Credit Program. A grade of "C" is required to earn course credit if students drop out or a term ends, they can resume incomplete work upon return to school. Student progress in other adult education courses is determined by pre- and posttests using Department of Education approved assessment instruments.

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

Records and Report
Individual folders with records showing participation and progress are maintained on all students who enroll in adult education classes. All information is recorded according to procedures in the Gadsden School District's Educational Records Policy. The student work folders will be kept in

the class for one school year and will be purchased during the year following the student's withdrawal. Permanent student (cumulative) records will be sent to the District Records and Forms Office, in accordance with prescribed guidelines.

Monitoring Process
The director or designee is responsible for monitoring the adult education program to ensure compliance with the Progression Plan. The Director shall establish procedures and guidelines for district-wide monitoring of compliance with provisions of this policy.

Program of Studies - Adult General Education
Basic Education, Grades 1 - 8. The purpose of this program is to offer basic literacy and functional skills education for adults who are performing below the 9th grade level. The program of studies includes reading, language arts, mathematics and employability skills, as well as English for Speakers of other Languages (ESOL).

Mastery of basic skills is based on student performance at the eighth grade level (8.9) as determined by pre-and post-testing on an assessment instrument, approved by the State of Florida, for adult students.

Secondary Education, Grades 9 - 12 - High School Diplomas.
The HSED program of studies at the secondary level includes reviewing courses in preparation for taking the High School Equivalency Diploma (HSED) Test. Upon successful completion of the HSED test, a State of Florida High School Diploma will be issued.

The program of studies for adult students interested in the standard high school diploma is listed under Graduation Requirements - Adult Education. Upon successful completion of credit requirements and fulfillment of State testing standards, a regular (standard) high school diploma will be issued to the student.

Education for Adults with Disabilities and Senior Adult Learners
The purpose of this program is to provide educational programs to adults with disabilities and senior adult learners. The program of studies includes academic, daily living and economic independence skills. Programs and eligibility for adult education for adults with disabilities and senior adult learners will be in accord with the Adults with Disabilities Grant Program, State of Florida, and approved annually by the Florida Department of Education. Classes offered to adults with disabilities and senior adult learners will be determined by the adult education director and specified in the approved project application submitted annually to DOE for approval. Programs and services offered will not be identical to those offered through the pre-kindergarten through grade 12 Exceptional Student Education. Access to programs shall be limited to those persons who meet eligibility requirements for participation and within staffing ranges which do not exceed funding provided through the Adults with Disabilities Grant Program annual appropriation.

Alternatives to Normal Progression - Adult Education Acceleration
Students progress at their own speed because this is based on the earning of credits as a result of mastery of course standards. Students are encouraged, therefore, to accelerate according to the best of their abilities.

High School Equivalency Diploma (HSED) Program

The HSED is a national test that permits a person to receive a high school diploma upon successfully passing an examination. The diploma issued, by the Florida Department of Education, is the State of Florida High School Diploma. The 2014 GED® program ensures that an adult's high school equivalency credential signifies he or she has the skills and knowledge necessary to take the next critical steps in their life.

GED® test sections and times

Reasoning Through Language Arts - 150 min (10 min break)
Mathematical Reasoning - 115 minutes
Science - 90 minutes
Social Studies - 90 minutes
At least 150 points are required on each part to pass.

Applicant Approval Procedures

Persons 18 years of age or older are eligible to register, via computer, for the State of Florida High School Equivalency Diploma.

Applicants 16 and 17 Years Old

16 and 17 Year old students must register for and attend a GED® class before the testing site will allow them to register. They must score 158 or above on ALL four GED® Ready™ subtests. Minor students should start the registration process online at www.myged.com and continue until the site says to print a form that must be filled out and turned into your AGE instructor or bring to Gadsden Technical Institute 201 Martin Luther King, Jr. Blvd. Quincy, Florida 32351. The GED® testing company, Pearson Vue, will send the student an e-mail (which sometimes goes to spam) giving approval. Be sure to put the e-mail in your address book so you can get their response. Return to the www.myged.com website to select testing date(s) and time(s), make payment and finish the registration process.

Special Accommodations

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

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

Test accommodations are individualized and considered on a case-by-case basis. Consequently, no single type of accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities. Simply demonstrating that an individual meets diagnostic criteria for a particular disorder does not mean that the person is automatically entitled to accommodations.

Registering for the GED®
Register at www.myged.com with a credit or debit card. Cost is $128 for the full test or $32 for each of the four sections.

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

Scoring Requirements and Reporting of HSED Test Results
The GED® test will have a passing score of 150 for each subject. Therefore, students will need to reach a score of at least 150 on each subject and a total score of 600 or higher across all four subjects in order to receive the GED® test credential. Students may also earn an "Honors" score if they receive a score of 170 or higher on any subject. See below for the full score scale:

> Below Passing: 100 – 149
> Passing Score: 150 – 169
> Honors Passing Score: 170 – 200

HSED Transcripts/Diplomas
To request a transcript you must login at www.myged.com or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click sign-in.

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

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

Co-Enrollment in High School and Adult Education
Graduating juniors and/or seniors currently enrolled in a Gadsden County High School may enroll in Adult Education credit courses with prior written approval of their home school director or his/her designee. The adult education program will determine the number of students to be accepted in adult education classes. Such students shall be subject to the rules of the adult education program for their enrollment and progression in that program.

RULES FOR BEHAVIOR

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

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

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

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

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

Students with vehicles are expected to park in the designated student parking area only. (GTI campus)

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

Use of tobacco products on school property is permitted for legal age adults ONLY in the designated smoking area.

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

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

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

No weapons of any kind are permitted.

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

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

Skirts, Dresses and Shorts:
- Must reach beyond the tips of fingers when in standing position.

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

Pants:
- Waist of attire must not fall below the waistline

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

Hats:
- May not be worn inside classrooms and school buildings.

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

Attire and jewelry must NOT:
- Be sexually suggestive
- Feature crude/vulgar commercial lettering, printing, or drawing
- Depict drugs, tobacco, alcoholic beverages.
- Be indicative of gang membership.
- Be sheer and/or tight as to reveal underwear of body parts.

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

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

All dress code violations shall be referred to administrator or designee in charge of assessing disciplinary actions. Students shall be required to correct any violation before they shall be

allowed to return to their regular classes. Students failing to make corrections, shall be immediately directed off campus.

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

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

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

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

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

Non-Satisfactory Progress

If a student fails to make sufficient progress, he/she will be counseled by an adult education instructor to determine if outside factors are influencing the amount of work being turned in. If instructors deem that insufficient progress is occurring due to a poor work ethic, the student will be put on probationary status and given a list of reasonable daily assignments and weekly goals. If completion of work does not result, the student will be suspended by an administrator to await a later time when the student can show cause that circumstance have changed and a stronger commitment to the diploma can be shown.

For students who have been previously enrolled several different school years and shown little consistent progress, the director or assistant director will give automatic probationary entry status to the student until he/she reach his/her attendance goal consistently for a three week period.

Illegal Activities

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

Under-aged Tobacco

Smoking or use of tobacco products is not allowed in any area of the building including the garden area, halls, restrooms, porch and other areas on the front or back of trade areas. No smoking is allowed on school grounds. Students 18 years or older who must smoke may do so only in the designated smoking area – behind the café.

Dress Code

Students are expected to dress appropriately for a classroom/work setting. Suggestive or revealing clothing in not acceptable; underwear should never be visible. Clothing or personal property with lewd, indecent, violent, racist, or otherwise offensive language, logos, or slogans is not acceptable. This includes tobacco and alcohol logos. Particular attention should be given to low-waist pants, short tops, and any maternity clothing that leaves the mid-section exposed.

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

Parking Behavior

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

Grievance Procedure

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

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

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

The grievance process is initiated by submission of a written petition to the
Director of Career, Technical and Adult Education. The petition must include:
1. Name of the parties involved.
2. A clear statement of the nature of the grievance.
3. A narrative of the incident including
   a. what occurred
   b. when it occurred
   c. where it occurred
   d. who was present
4. The evidence on which the grievance is based.
5. Why this constitute capricious or arbitrary action on behalf of a staff or faculty member.
6. What has been done to resolve the grievance?
7. The desired outcome(s).

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

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

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

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

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

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

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

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

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

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

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

Within five working days the Director will consider the original written grievance and evidence submitted by both sides and render a final decision.

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

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

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

Attendance Policies
Workforce Education Certificate Program Attendance Policy

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

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

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

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

Student absences are exempt for the following reasons:

(a) Personal or immediate family illness supported by written documentation from the student or a doctor's excuse or receipt showing the time and date of a visit to a doctor's office.

(b) Death in the family, jury duty, or active reserve military duty, supported by documentation.

(c) Program related job interviews with prior approval of instructor and documentation.

(d) Religious holidays as designated by Leon County Schools.

(e) Administrative prior approval requests by parents of secondary students.

(f) Students with satisfactory progress who are withdrawn for any attendance infraction may reapply for the next nine-week period. Students attending programs with a waiting list will be placed on the list in sequence.

(g) Students are expected to report to class on time and remain for the entire class period.

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

Progress Reports
Instructors at Gadsden Technical Institute shall maintain progress records on all students which will be reported to MIS and the students at the end of each nine week grading period. Progress records shall be recorded in the school student data system and summarized on student transcripts.

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

These standards include:

1. Regular attendance. All instructors at GTI maintain daily records that comprise a monthly report indicating student attendance records. Students must meet the minimal attendance requirement as specified in the course catalog or for the specific program at all times.

2. A minimum GPA of 2.0 or "C". Instructors maintain GPA records on all students. Failure to maintain minimum GPA of 2.0 or higher may be cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.

3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student's work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.

4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Gadsden Technical Institute maintain separate progress records on each student.

5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Gadsden Technical Institute Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student's enrollment. Students will be evaluated a minimum of four (4) times annually.

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

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

a. The student has demonstrated the ability to successfully complete the program and acquire employability skills and will be allowed and encouraged to complete the chosen program. No action is necessary.

b. The student has not demonstrated the ability to successfully complete the program and acquire employability skills and will be recommended for counseling sessions to determine if transfer to a more appropriate program or other services are warranted.

Academic/Progress Probation
A student must progress at a rate that will enable him/her to complete the program within the DOE specified length. Each instructor will provide a projected timeline of competency expectations to

the students upon enrolling. Students not making satisfactory progress based on the timeline shall be placed on probation. The following steps are mandatory:

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

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

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

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

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

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

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

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

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

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

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

- Racial slurs, and harassment of any kind.
- Cheating.
- Stealing.
- Defacing or destroying public property.
- Possession or consumption of alcohol or drugs on school grounds.
- Presence on campus while under the influence of alcohol or drugs.
- Failure or refusal to comply with school safety rules and regulations.
- Disregard for school procedures (including parking violations)
- Gambling, fighting, disorderly conduct and moral laxity.
- Possession of weapons on school grounds including parking lots.
- Use of profane or indecent language.
- Threats of bodily harm to another student or staff member made directly or indirectly.
- Disruption or obstruction of the orderly educational process
- Failure to correct repeated misconduct.
- Possession of self-defense spray.
- Extortion
- Malicious mischief including intentional damage to personal property or vandalism.
- Creating a hostile environment that includes harassing physical, verbal, graphic, or written conduct that is sufficiently severe, pervasive, or persistent as to interfere with an individual's ability to participate in or benefit from school activities.

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

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

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

Temporary Withdrawal
Up to five days temporary withdrawal may be used by school administrator in extenuating circumstances, when a determination is made that continuation of an adult student in a class may

have a negative or disruptive impact on the instructional process or place students or staff in a compromising situation. In such cases the absence shall be exempt from the attendance rule.

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

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

TITLE IV FINANCIAL AID POLICIES AND PROCEDURES

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

Title IV Financial Aid Policies and Procedures

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

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

- Show proof of FL Driver's License or State of Florida Identification or any government issued form of ID.
- Meet the Student Services Staff to discuss a choice of study.
- Take the TABE assessment ($15.00).
- Register, pay tuition and fees.
- Complete orientation with the Student Services Staff.
- Purchase school ID ($5.00).

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

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

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

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

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

To qualify as a Florida resident for tuition purposes, a person or if that person is a dependent child, his/her parent or parents must have established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to his/her initial enrollment at Gadsden Technical Institute. An individual shall not be classified as a resident for tuition purposes and thus, shall not be eligible to receive the in-state tuition rate, until he or she has provided evidence related to legal residence status and its duration. The residency determination must be documented by the submission of verifications that includes two or more of the documents listed below. As some evidence is more persuasive than others, more than two documents may be requested. No single piece of documentation will be considered conclusive.

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

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

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

Financial Aid

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

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

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

Student Rights and Responsibilities

As a financial aid applicant or recipient, a student has the following rights:
- To be advised of what financial aid programs are available and how to apply for them
- To be advised of the requirements in cases of withdrawal
- To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing
- To have all application information treated with the highest confidentiality

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

Financial Aid Eligibility

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

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

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

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

Students seeking financial aid should be familiar with the following terms:
FAFSA – Free Application for Federal Student Aid
EFC – Expected Family Contribution
SAR – Student Aid Report
ISIR – Institutional Student Information Record

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

GTI recognizes that changes occur in family situations that are beyond students' control. On a case-by-case basis, using the Professional Judgment authority afforded post-secondary institutions by the federal government, GTI will review each student's situation and, where appropriate, make changes to the student or family financial information, family size or number in enrolled in post-

secondary education. If the request is for a change in standard budget, the change will be made to the student's expense budget. Special condition situations include the following:

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

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

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

Students who have filed a valid FAFSA and meet all other eligibility requirements for Federal Student Aid are given estimated awards based on full-time status. This initial award shows the most aid that would be available to the student. Eligible enrollment statuses are full-time and half-time. Full-time students are students enrolled for a minimum of 400 clock hours. Half-time students are enrolled for a minimum of 200 clock hours. Although students with documented disabilities may be considered full-time with less than 200 clock hours under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the student's financial aid budget and award will be based upon the actual number of credit hours taken, as required under federal financial aid guidelines.

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

Students earn a portion of the Title IV financial aid they receive for each day they are in school. Until more than 60 percent of the term is completed; at that point the federal government considers 100 percent of the aid to be earned. Students who withdraw from all classes before completing 60.5 percent of the term in which they are enrolled may be required to repay all or part of the Title IV financial aid they received. Students who fail to complete all classes within a term where Title

IV federal student aid was received may also be required to repay all or part of the Title IV financial aid they received. Under the **Federal Title IV Return of Funds Policy**, the amount of aid received will be multiplied by the percentage of the term completed to determine the total aid earned. The total aid earned will be subtracted from the total aid awarded, resulting in the amount of the unearned aid. The cost of tuition and fees must be returned to Title IV programs, and the student in turn incurs a financial obligation to the institution. The student must repay the institution within 45 days of the day the school notifies him/or of the overpayment. After 45 days, the account will be turned over to the U.S. Department of Education, and the student will be required to make satisfactory payment arrangements with the U.S. Government. The federal government does not allow a student to appeal a Title IV Repayment. If a student owes the institution funds due to a Title IV Repayment, he/she may be ineligible to re-enroll. Students who owe a Title IV Repayment may also be ineligible for additional Title IV federal financial aid from any post-secondary institution.

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

Order and Time Frame of Return of Title IV Funds
GTI must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. Title IV funds must be returned to the programs from which the student received aid during the pay period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:
- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant, for which a Return is required.

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

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

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

Any student who completed registration and finds it necessary to cancel it may do so by following official withdrawal procedures with the Admissions/Data Entry office. For a full refund of fees paid, official withdrawals must be done during the first five days of the payment period; otherwise, it will be treated as an unofficial withdrawal (drop) even if the student has not attended any classes.

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

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

These standards include:

1. Regular attendance. All instructors at GTI maintain daily records that comprise a monthly report indicating student attendance records. Students must meet the minimal attendance requirement as specified in the course catalog or for the specific program at all times.

2. A minimum GPA of 2.0 or "C". Instructors maintain GPA records on all students. Failure to maintain minimum GPA of 2.0 or higher may be cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the

withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.

3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student's work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.

4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Gadsden Technical Institute maintain separate progress records on each student.

5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Gadsden Technical Institute Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student's enrollment. Students will be evaluated a minimum of four (4) times annually.

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

Warning Period
The first term a student fails to meet the satisfactory progress standards for financial aid, he or she will be placed on Warning Status. While the student will continue to receive financial aid for the next term, it is the student's responsibility to restore his or her academic standing for financial aid by the end of the term in which the Warning Status was given. The Financial Aid office will notify a student if he/she is placed on Warning Status. Failure to restore academic standing by the end of the term will result in the student being ineligible for financial aid.

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

a. The student has demonstrated the ability to successfully complete the program and acquire employability skills and will be allowed and encouraged to complete the chosen program. No action is necessary.

b. The student has not demonstrated the ability to successfully complete the program and acquire employability skills and will be removed from the program.

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

WORKFORCE EDUCATION PROGRAMS

Automotive Service Technology
THE STANDARD LENGTH OF THIS PROGRAM IS 1800 HOURS

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

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

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

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

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

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

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

Student will be to: Demonstrate proficiency in the operation and servicing of automatic transmission/transaxle. Demonstrate proficiency in transmission/transaxle maintenance, adjustment and in-vehicle transmission/transaxle repair. Demonstrate proficiency in off-vehicle

transmission/transaxle repair (removal, disassembly, and reinstallation), oil pump and converter. Demonstrate proficiency in gear train, shafts, bushings, case, friction units and reaction units.

OCP	Course Number	Course Title	Course Length	SOC Code
D	AER0274	Manual Drive Train and Axle Technician	150	49-3023

Student will be able to: Demonstrate proficiency in general drive train diagnosis, clutch diagnosis and repair. Demonstrate proficiency in transmission & transaxle diagnosis and repair. Demonstrate proficiency in drive and half shaft universal and constant-velocity (CV) joint diagnosis and repair. Demonstrate proficiency in rear axle diagnosis and repair; ring and pinion gears, differential case assembly and limited slip differential. Demonstrate proficiency in drive axle shaft and four-wheel drive/all-wheel drive component diagnosis and repair.

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

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

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

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

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

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

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

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

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

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

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

Automotive Service Technology 1
THE STANDARD LENGTH OF THIS PROGRAM IS 1050 HOURS

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

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

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

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

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

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

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

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

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

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

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

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

Barbering
THE STANDARD LENGTH OF THIS PROGRAM IS 1200

Program Content / Objectives

This program is designed to prepare a person for entry level employment as a barber/stylist upon taking the Florida Barber License examination. The program requires full-time enrollment.

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Title
A	COS0150	Restricted Barber 1	333 hours	39-5011

Student will be able to: Demonstrate safe, sanitary and efficient work practices. Identify and perform shampoo/hair conditioners and scalp treatment. Identify and perform trimming/shaping hair.

OCP	Course Number	Course Title	Course Length	SOC Title
A	COS0151	Restricted Barber 2	333 hours	39-5011

Student will be able to: Identify and perform hairstyles. Identify and perform mustache and beard design. Demonstrate shaving the face.

OCP	Course Number	Course Title	Course Length	SOC Title
A	COS0152	Restricted Barber 3	334 hours	39-5011

Student will be able to: Demonstrate appropriate understanding of basic science. Identify and perform facial treatments. Demonstrate knowledge of professional development (employability skill. Demonstrate knowledge of Florida law and State Board requirements. Demonstrate an understanding of entrepreneurship.

OCP	Course Number	Course Title	Course Length	SOC Title
B	COS0671	Barber	200 hours	39-5011

Student will be able to: Identify and prepare hairpieces, wigs and hair attachments. Identify and perform permanent wave/reconstruction curl/chemical relaxing. Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques.

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

Carpentry
THE STANDARD LENGTH OF THIS PROGRAM IS 1200 HOURS

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

Program Content / Objectives

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

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	BCV0107	Carpenter Helper	300 Hours	47-3012

The student will be able to maintain a clean, orderly, and safe work area; transport, handle, and store materials safely; Operate a fire extinguisher; qualify in basic first-aid procedures; identify common safety hazards.; identify and explain the proper use of common personal protective equipment (hard hats, safety glasses, safety shoes; describe "Florida's Right-to-Know" Law, including the Material Safety Data Sheets; explain the purpose of the Occupational Safety and Health Administration (OSHA); identify health-related problems that may result from exposure to hazardous materials; describe the proper precautions for handling hazardous materials; explain eligibility and the procedures for obtaining worker's compensation.; explain the importance of complying with ADA requirements for handicapped accessibility.

OCP	Course Number	Course Title	Course Length	SOC Code
B	BCV0111	Trim And Finish Carpenter	300 Hours	47-2031

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, Fasten stock and joints; Assemble cabinet components; Demonstrate personal money-management concepts, procedures, and strategies; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; use blueprints and specifications for trim and finish carpentry.

OCP	Course Number	Course Title	Course Length	SOC Code
C	BCV0122	Carpenter, Rough	450 Hours	47-2031

The student will be able to: use blueprints and specifications for frame and form carpentry; set up and use a transit and a builder's level; perform site-preparation and layout activities; comply with hurricane codes; lay out and construct an exterior-stair system; install a window unit (wood and/or metal; install an exterior door (wood and/or metal)

OCP	Course Number	Course Title	Course Length	SOC Code
D	BCV0128	Carpenter	150 Hours	47-2031

The student will be able to: identify structural timber; use blueprints and specifications for form carpentry; explain or identify various forms

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required National Center for Construction Education and Research (NCCER) certification exams.

Commercial Class B Driving
THE STANDARD LENGTH OF THIS PROGRAM IS 150 HOURS

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

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

The following table indicates the PSAV program structure:

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

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

Cosmetology
THE STANDARD LENGTH OF THIS PROGRAM IS 1200 HOURS

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

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

The following table indicates the PSAV program structure:

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

Student will be able to: Identify career opportunities. Employ safe, sanitary and efficient work practices. Demonstrate appropriate understanding of science as related to grooming and salon services. Demonstrate knowledge of professional development-employability skills. Demonstrate an understanding of entrepreneurship-management skills Demonstrate knowledge of Florida Law and State Board requirements. Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measure and predicted. Demonstrate proper procedure and application of chemicals.

Student will be able to: Identify career opportunities. Employ safe, sanitary and efficient work practices. Demonstrate appropriate understanding of science as related to grooming and salon services. Demonstrate knowledge of professional development-employability skills. Demonstrate an understanding of entrepreneurship-management skills. Demonstrate knowledge of Florida Law and State Board requirements. Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measure and predicted. Demonstrate proper procedure and application of chemicals.

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

Student will be able to: Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing. Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs. Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

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

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

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

Drafting
THE STANDARD LENGTH OF THIS PROGRAM IS 1500 HOURS

The purpose of this program is to prepare students for employment in the drafting industry.

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

The content includes but is not limited to freehand sketching, drafting by hand and computer and 3D modeling.

This program is a planned sequence of instruction consisting of seven occupational completion points. When the recommended sequence is followed, the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or become an occupational completer. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required American Design Drafting Association (ADDA) certification exams.

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Title
A	TDR0070	Blueprint Reader	150 hours	17-3011

Student will be able to:
- Apply basic drafting skills
- Demonstrate mathematics knowledge and skills
- Prepare multi-view drawings
- Prepare sectional views
- Prepare auxiliary drawings
- Apply basic dimensioning
- Prepare pictorial drawings
- Prepare surface developments

OCP	Course Number	Course Title	Course Length	SOC Title
B	TDR0370	Drafting Assistant	450 hours	17-3011

Student will be able to:
- Prepare basic architectural drawings
- Demonstrate understanding of basic civil drawings
- Demonstrate basic electrical;/electronic literacy
- Perform basic computer aided drafting functions.
- Explain the importance of employability and entrepreneurship skills

OCP	Course Number	Course Title	Course Length	SOC Title
C	TDR0775	Drafting Detailer 1	150	17-3011
	TDR0776	Drafting Detailer 2	150 hours	

Student will be able to:
- Prepare computer aided 3-D architectural drawings.
- Prepare architectural multi-level residential drawings.
- Prepare a basic plot plan drawing.

Student will be able to:
- Prepare computer aided mechanical working drawings.
- Prepare computer aided 3-D mechanical drawings.
- Prepare typical wall section.
- Prepare a basic foundation plan drawing.
- Prepare a basic electrical plan drawing.
- Prepare a basic heating, ventilation and air-conditioning (HVAC) plan drawing.
- Prepare a basic plumbing plan drawing.

OCP	Course Number	Course Title	Course Length	SOC Title
D	TDR0570	Architectural Drafter	150 hours	17-3011

Student will be able to:
- Prepare architectural drawings for a commercial building.
- Prepare basic building utility drawings.
- Prepare presentation drawings.

OCP	Course Number	Course Title	Course Length	SOC Title
E	TDR0874	Civil Drafter	150 hours	17-3011

Student will be able to:
- Prepare computer aided map details.
- Understand surveying and mapping procedures.
- Prepare advanced map drawings.
- Prepare advanced civil drawings.

OCP	Course Number	Course Title	Course Length	SOC Title
F	TDR0777	Mechanical Drafter	150 hours	17-3013

Student will be able to:
- Prepare advanced mechanical drawings.
- Prepare production drawings using 3-D CAD techniques.
- Prepare pneumatic/hydraulic drawings.
- Prepare tool drawings using 3-D CAD techniques.

OCP	Course Number	Course Title	Course Length	SOC Title
G	TDR0875	Structural Drafter	150 hours	17-3019

Student will be able to:
- Prepare structural details.
- Prepare structural steel drawings.
- Prepare reinforced concrete drawings.
- Prepare structural wood drawings.
- Prepare advanced three-dimensional computer aided drawings.

Facials Specialty
THE STANDARD LENGTH OF THIS PROGRAM IS 260 HOURS

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

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

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0265	Facials/Skin Care Specialist	260 hours	39-5094

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, employ safe, sanitary and efficient work practices, locate, comprehend and evaluate key elements of oral and written information, draft, revise, and edit written documents using correct grammar, punctuation and vocabulary, present information formally and informally for specific purposes and audiences, discuss the role of creativity in constructing scientific questions, methods and explanations. formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings, identify science as it applies to decontamination and infection control, identify chemistry as it applies to products used in the salon, identify and describe the services and legal responsibilities of financial institutions, describe the effect of money management on personal and career goals, develop a personal budget and financial goals.

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

Nails Specialty
THE STANDARD LENGTH OF THIS PROGRAM IS 240 HOURS

Career Opportunities:
Professional Manicurist and Pedicurist.

Program Content / Objectives:
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It provides competencies in manicuring and pedicuring, and in applying artificial nails and nail wraps. This program prepares students for employment as a manicurist and pedicurist.

This program consists of a core and one occupational completion point. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

The following table indicates the PSAV program structure:

OCP	Course Number	Course Title	Course Length	SOC Title
A	CSP0015	Manicurist and Pedicurist	240 hours	39-5092

Student will be able to**:** Identify career opportunities. Employ safe, sanitary and efficient work practices. Demonstrate appropriate understanding of science as related to grooming and salon services. Demonstrate knowledge of professional development-employability skills. Demonstrate an understanding of entrepreneurship-management skills Demonstrate knowledge of Florida Law and State Board requirements. Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.

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

Patient Care Assistant
THE STANDARD LENGTH OF THIS PROGRAM IS 290

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

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

The following table indicates the PSAV program structure:

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

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

OCP	Course Number	Course Title	Course Length	SOC Code
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1014

The following intended outcomes 12-23 should be taught together as a module to achieve the occupational completion point of Articulated Nursing Assistant. The average achieving student should be able to complete the module in 75 clock hours. The standard length for the Nursing Assistant (Articulated) program including the core is 165 hours but cannot be less than 120 hours.

OCP	Course Number	Course Title	Course Length	SOC Code
C	HCP0332	Advanced Home Health Aide	50 hours	31-1011

This module has already completed a Nursing Assistant program. After completing this module, the student will have achieved the occupational completion point of Advanced Home Health Aide (a home health aide who is also a nursing assistant). This program also meets the requirements of Home Health Aide as stated in Rules of the Department of Health and Rehabilitative services, Division of Health, Chapter 10D-68 - Minimum Standards for Home Health Agencies.

OCP	Course Number	Course Title	Course Length	SOC Code
D	HCP0020	Patient Care Assistant	75 hours	31-9099

Students enrolled in this module have previously completed a Nursing Assistant and Home Health Aide program and are adding these skills to work in a health care facility other than a nursing home. The average achieving student should complete this module in 75 clock hours. The occupational completion point Patient Care Assistant can only be achieved when this module is completed plus the modules/or credentials for Home Health Aide and Nursing Assistant are satisfied.

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

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

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

THE STANDARD LENGTH OF THIS PROGRAM IS 1050

Program Content / Objectives

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

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

The following table indicates the PSAV program structure:

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

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

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

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

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

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

Practical Nursing
THE STANDARD LENGTH OF THIS PROGRAM IS 1350 HOURS

Career Opportunities:
Hospitals, Physician Offices, Long-term Care Facilities, Home Health Care Agencies, Rehabilitation Centers, Clinics, Public Health an Correctional Facilities.

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

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

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

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

OCP	Course Number	Course Title	Course Length	SOC Title
A	PRN0098	Practical Nursing Foundation 1	300 hours	31-1014
	PRN0099	Practical Nursing Foundation 2	300 hours	29-2061
B	PRN0290	Medical Surgical Nursing 1	300 hours	29-2061
	PRN0291	Medical Surgical Nursing 2	300 hours	29-2061

OCP	Course Number	Course Title	Course Length	SOC Title
B	PRN0690	Comprehensive Nursing and Transitional Skills	150	29-2061

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Welding Technology
THE STANDARD LENGTH OF THIS PROGRAM IS 1050 HOURS

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure:
The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

OCP	Course Number	Course Title	Course Length	SOC Title
A	PMT0070	Welder Assistant 1	150	51-9198

The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

OCP	Course Number	Course Title	Course Length	SOC Title
A	PMT0071	Welder Assistant 2	150	51-4121

The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

OCP	Course Number	Course Title	Course Length	SOC Title
B	PMT0072	Welder, SMAW 1	150	51-4121

The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills.

OCP	Course Number	Course Title	Course Length	SOC Title
B	PMT0073	Welder, SMAW 2	150	51-4121

The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).

OCP	Course Number	Course Title	Course Length	SOC Title
C	PMT0074	Welder	450	51-4121

The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required American Welding Society (AWS) certification exams.

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

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

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

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

Mathematics   Course Number 9900001

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

Reading   Course Number 9900002

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

Language   Course Number 9900003

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

High School Equivalency Diploma (HSED) Preparation
THE STANDARD LENGTH OF THIS PROGRAM IS 900 HOURS

The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the Official HSED Tests and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a HSED, but also to utilize the acquired skills in the workforce and to achieve career and vocational training and job placement success.

The HSED program is non-graded and characterized by open-entry/open-exit, self-paced instructional modules, flexible schedules, and performance-based evaluation.   The program is divided into five literacy completion points (LCPs), which may be taken individually or as an entire program. Reading and technology are integral parts of each literacy completion point and are integrated into the curriculum. It is highly recommended that a student be functioning at or above a 9.0 grade level.

This program is composed of the following:

Academic Structure			
Program Title	**Course Number**	**LCP**	**Course Length**
Reasoning Through Lang. Arts	9900131	N/A	Varies
Social Studies	9900132	N/A	Varies
Science	9900133	N/A	Varies
Mathematics	9900134	N/A	Varies

Applied Academics for Adult Education
(Formerly Vocational Preparatory Instruction - VPI)*
THE STANDARD LENGTH OF THIS PROGRAM VARIES

The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The VPI system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's comprehensive Career and Adult Education programs; it provides: Career assessment designed to assist persons with special needs in identifying vocational interests, temperament, aptitudes and learning styles; individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in vocational job preparatory programs or prevent completion of licensure vocational job preparatory programs of their choice; employability behavior instruction for job acquisition and job retention. Secretary's Commission on Achieving Necessary Skills (SCANS) competency training.

OCP	Course Number	Course Title	Course Length	CIP Number
	S990001	Applied Academics for Adult Ed	150	1532.010503

Program Structure
      The program encompasses a combination of the following instructional components:

    A.   Career Assessment and/or Referral

    B.   Basic Skills Related Instruction
         1)   Reading
         2)   Language
         3)   Mathematics
         4)   Study and Reference Skills

    C.   Other Related Instruction (as needed)
         1)   Science
         2)   Social Studies
         3)   Advanced Mathematics

    D.   Complementary Skills

    E.   Basic Computer Literacy

    F.   ELCATE (English Literacy for Career and Technical Education), (offered under postsecondary course number 9900050)

PROGRAM TUITION AND FEES

Fee Breakdown as allowed by the Florida Department of Education

Fee Description	Fee Amount
General Base	$2.44
Financial Aid Scholarships	$0.24
Technology	$0.12
Capital Outlay	$0.12
Total	**$2.92**

GADSDEN TECHNICAL INSTITUTE
Power Equipment Technologies

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (PT) 205 hrs. @ $2.92 per hr.	TUITION (FT) 410 hrs. @$2.92 per hr.
$598.60	$1,197.20

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Textbook	$150.00
Uniforms	$150.00

GADSDEN TECHNICAL INSTITUTE
Welding Technology

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (PT) 205 hrs. @ $2.92 per hr.	TUITION (FT) 410 hrs. @$2.92 per hr.
$598.60	$1,197.20

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Textbook	$350.00
Registration Fees	$150.00
Lab Fees ($300.00 per semester)	$600.00
Welding Gear (includes: welding hood, gloves, glasses, hammer, measuring tape and welding jacket)	$300.00

GADSDEN TECHNICAL INSTITUTE
Automotive Service Technology

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (PT) 205 hrs. @ $2.92 per hr.	TUITION (FT) 410 hrs. @$2.92 per hr.
$598.60	$1,197.20

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Textbook	$150.00
Uniforms & Lab Fee	$150.00

GADSDEN TECHNICAL INSTITUTE
Automotive Service Technology 1

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (PT) 205 hrs. @ $2.92 per hr.	TUITION (FT) 410 hrs. @$2.92 per hr.
$598.60	$1,197.20

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Textbook	$150.00
Uniforms & Lab Fee	$150.00

GADSDEN TECHNICAL INSTITUTE
Carpentry

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (PT) 205 hrs. @ $2.92 per hr.	TUITION (FT) 410 hrs. @$2.92 per hr.
$598.60	$1,197.20

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Textbook	$150.00
Uniform/Lab & Materials Fee	$150.00

GADSDEN TECHNICAL INSTITUTE
Commercial Class B Driving

2017/2018 Student Fees

Semester I (due September 11, 2017)

TUITION (FT) 150 hrs. @ $2.92 per hr.
$438.00

Semester II (due January 22, 2018)

TUITION (FT) 150 hrs. @ $2.92 per hr.	
	$438.00

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$90.25
ID Badge	$5.00

GADSDEN TECHNICAL INSTITUTE
Barbering & Cosmetology

2017/2018 Student Fees
Post-Secondary Program

Semester II (due January 3, 2018)

TUITION (PT) 245 hrs. @ $2.92 per hr.	TUITION (FT) 490 hrs. @$2.92 per hr.
$715.40	$1,430.80

Additional Fees Due Upon Enrollment

ID Badge	5.00
Lab Fee (per semester)	100.00
Lab Coat	50.00
Lab Kit (optional)	400.00

GADSDEN TECHNICAL INSTITUTE
Facials Specialty

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (FT) 260 hrs. @ $2.92 per hr.
$759.20

Semester II (due January 3, 2018)

TUITION (FT) 260 hrs. @ $2.92 per hr.	
	$759.20

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Book/Workbook	150.00
Uniform/Lab Fee	150.00

GADSDEN TECHNICAL INSTITUTE
Nails Specialty

2017/2018 Student Fees

Semester I (due August 14, 2017)

TUITION (FT) 240 hrs. @ $2.92 per hr.
$700.80

Semester II (due January 3, 2018)

TUITION (FT) 240 hrs. @ $2.92 per hr.	
	$700.80

Additional Fees Due Upon Enrollment (Included in above Table)

Administrative Fee	$20.00
TABE/ID Badge	$15.00
Book/Workbook	150.00
Uniform/Lab Fee	150.00

GADSDEN TECHNICAL INSTITUTE
Pharmacy Technology

2017/2018 Tuition and Fees

Term I

Tuition: (90 hours @2.92/hours)	262.80
Administrative Fee	30.00
Books	250.00
Liability Insurance	30.00
Lab Fee	62.50
Uniforms (Scrubs & Lab Jacket)	150.00
Name Tag	15.00
CPR/First Aid	60.00
Pass-Assured Computer Program	310.00
Comp Review	350.00
Drug Screen/Background	160.00
	1,680.30

Term II

Tuition: (360hours @2.92/hr.)	1,051.00
Lab Fee	62.50
Administrative Fee	30.00
	1,143.70

Term III

Tuition: (300 hours @2.92/hr.)	876.00
Lab Fee	30.00
Administrative Fee	30.00
	968.50

Term IV

Tuition: (300 hours @2.92/hr.)	876.00
Lab Fee	62.50
Administrative Fee	30.00
Grad Fee	30.00
	998.**50**

GADSDEN TECHNICAL INSTITUTE
GADSDEN CENTER FOR HEALTH EDUCATION
School of Practical Nursing
POST-SECONDARY (Adult)
2017/2018 Tuition and Fees
(Updated 6/22/17)

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

Term I   **August 14, 2017 – November 2, 2017**

Tuition: (300 hours @2.92/hr. – FL residents)	876.00
Administrative Fee	150.00
Books	755.00
Professional Liability	45.00
Lab Fee	150.00
ATI	275.00
Name Tag	10.00
(AHA) CPR/First Aid	60.00
Drug Screen/Background Check	170.00
	2,491.00

Term II   **October 3, 2017 – February 6, 2018**

Tuition: (300hours @2.92/hr.)	876.00
Lab Fee	20.00
Florida Board of Nursing	60.00
ATI	250.00
Administrative Fee	15.00
Comprehensive Review	400.00
	1,621.00

Term III   **February 7, 2018 – April 17, 2018**

Tuition: (300 hours @2.92/hr.)	**876.00**
Lab Fee	20.00
ATI	250.00
Administrative Fee	15.00
	1,161.00

Term IV   **April 18, 2018 – June 21, 2018**

Tuition: (300 hours @2.92/hr.)	**876.00**
Lab Fee	20.00
ATI	250.00
Administrative Fee	15.00
Pearson Vue/Licensure	310.00
	1,471.00

Term V   **June 22, 2018 – July 27, 2018**

Tuition: (150 hours @2.92/hr.)	**438.00**
Lab Fee	20.00
ATI	250.00
Administrative Fee	150.00
Level II/ Licensure	65.00
	923.00

Total Estimated Cost   **$ 7,667.00**

Additional Costs (Not Included In the Above Cost)

Graduation Fee	125.00
Pinning Ceremony Attire	~100.00
Uniform (Approximate)	~250.00
Uniform Tees	50.00

GADSDEN COUNTY SCHOOLS
2017-2018 SCHOOL CALENDARS
STUDENT AND DISTRICTIWIDE

2017		
August	14	First Day of School for Students
September	4	Labor Day Holiday (Districtwide)
October	13	End of 1st Nine Weeks (43 days)
	16	Teacher/District Planning/In-service Day (Students out)
November	10	Veterans Day Holiday (Districtwide)
	20-24	Thanksgiving Holiday (Districtwide)
December	15	End 2nd Nine Weeks (43 days); End of 1st Semester (82 Days)
	18-29	Winter Holidays (Districtwide)
2018		
January	1	Winter Holidays (Districtwide)
	2	Teacher Planning Day (Students out)
	3	Students Return
	15	Martin Luther King Holiday (Districtwide)
March	8	End 3rd Nine Weeks (46 days)
	9	Teacher Planning Day – (Students out)
	12-16	Spring Break – District-wide
	30	Students out of school
May	28	Memorial Day Holiday (Districtwide)
	31	Last day of school for students End of 4th nine weeks (52 days) End of 2nd Semester (180 days)

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

Sylvia R. Jackson   11/30/17

Dr. Sylvia R. Jackson   **DATE**
Director, Adult Career and Technical Education
Gadsden Technical Institute