

MARION TECHNICAL COLLEGE ADMINISTRATION

Scott CarpenterAssistant Principal
 Donna SchaferAssistant Principal

CAREER EDUCATION FACILITATOR/PROGRAM MANAGERS

Debbie Salerno.....Adult Education
 Cheryl SirmonsHealth Science Programs
 Earl Scott..... Advertising, Business Office, Industrial,
 and Information Technology
 Tracey Thornhill-ParkerYoung Parent Program,
 Grooming and Salon Services, and Culinary

STUDENT SERVICES

Jeanine JohnsonProgram Manager
 Susan Cannon Career Education Facilitator
 Delores Holcomb..... Guidance Counselor
 Janet Dube.....Receptionist, Student Services
 Sherry Lou Edwards..... School Receptionist
 Kayla Moffatt..... Testing Clerk
 Rachel Porcelli..... School Receptionist, Evening
 Rachel Randolph.....Clerk Typist, Student Fees
 Jennifer Rich..... Clerk Typist
 Sue Silva Testing Paraprofessional

FINANCIAL AID

Anissa Damon Career Education Facilitator
 Billie Jo Strodl..... Finance Clerk
 Sherri Townsend Account Clerk
 Lacie Watson Receptionist, Financial Aid

Marion Technical College is accredited
 by the Commission of the Council on Occupational Education.
 7840 Roswell Road • Building 300, Suite #325 • Atlanta, GA 30350 • (770) 396-3898

Marion Technical College operates under the auspices of Marion County
Public Schools

SUPERINTENDENT

Heidi Maier, Ed.D

SCHOOL BOARD

Nancy Stacy

Kelly King

Bobby James

Beth McCall

Angie Boynton

MARION COUNTY PUBLIC SCHOOLS:
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Students in Marion County are entitled to certain rights, standards and protections including those of due process, equal opportunity protection, accurate and confidential record keeping, safeguards to health and safety, and access to suitable employment. The School Board is committed to affording students the benefits of these rights, standards and protections.

Students who feel that they have questions concerning this matter have the right and the responsibility of discussing such questions with the school's administration.

The Marion County Public School District does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or qualified disability in its employment practices and in its access and admission to educational programs, services and activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, the Florida Educational Equity Act of 1985, Section 504 of the Rehabilitation Act of 1973, Title IX Amendments of 1972 and the Civil Rights Act of 1964. Questions or request for additional information regarding these acts may be forwarded to the designated equity administrator.

Rose Cohen, Equity Assurance Director, ADA, Title IX and Equity Issues
Phone: (352) 671-7711
512 SE Third Street, Ocala, Florida 34471

Contact for Section 504 compliance:
Amanda Steckman, Program Specialist
Phone: (352) 671-6860

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WELCOME

Thank you for choosing Marion Technical College, also referred to as MTC, as your education provider. We want to make your experience here gratifying and valuable. The following information is provided to promote a positive learning environment. Thank you for reading this Marion Technical College student guide and for your cooperation so that all may enjoy time spent in our programs.

MARION TECHNICAL COLLEGE MISSION

"The mission of Marion Technical College is to serve the citizens of Marion County by providing relevant high quality educational opportunities and positive personal interaction with all who enter our doors."

VISION STATEMENT

"Educating our Community Today for a Better Tomorrow."

SCHOOL INSPECTION

In accordance with E.P.A. regulations, all Marion County Schools have been inspected for asbestos containing materials. The original inspection along with a diagram of the location(s), and a copy of all re-inspections has been made available in the administrative office at each school for review.



MTC COURSE AND PROGRAM OFFERINGS

POST-SECONDARY CAREER AND TECHNICAL PROGRAMS

Post-secondary Career and technical programs are designed to prepare students to enter the workforce. Each career and technical program's coursework is based on the specific program's Florida Department of Education Program Frameworks. These frameworks outline the curriculum to be taught and are followed and documented by the instructor for each student enrolled in a program. Successful program completers receive a State of Florida certificate through MTC indicating that the student has:

1. Completed state of Florida Performance Standards, and
2. Maintained at least minimum acceptable grade average and attendance level.

CONTINUING WORKFORCE EDUCATION COURSES

Continuing Workforce Education Courses (CWE) are for those desiring to improve their skills in their occupation. These classes are taught by experienced industry personnel. Students enrolled in these classes must have work experience in the area or be currently employed in the specific industry for which they are seeking training. Course completers receive a MTC certificate showing successful completion of the course.

ADULT GENERAL EDUCATION

The Adult General Education Program includes Adult Basic Education (ABE), General Education Development (GED), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in post-secondary education. Adult learners enrolled in GED can earn a high school diploma or its equivalent by successfully passing the GED tests.

LEISURE COURSES

Marion Technical College offers personal enrichment courses to the community through its leisure course offerings. These classes are designed for those seeking to improve skills or knowledge in a hobby, or an area of interest. These classes typically last a few weeks to several months and can be retaken as many times as a student desires.

STUDENT SERVICES

STUDENT SERVICES CENTER

Student Services at Marion Technical College (MTC) is available to assist students in their academic and professional endeavors. Student Services is located in the main building and is easily accessible to students and visitors.

The Student Services Department provides the following services:

- Pre-admission information to potential students
- Pre-admission counseling
- Intake, testing, and assessment
- Articulation between programs and referring agencies
- Orientations for students to MTC and its programs
- Counseling and support services for currently enrolled students
- Financial aid advisement and assistance with the federal aid process
- Assistance in choosing an appropriate educational program and/or career track
- Job placement assistance to graduates/ program completers
- Basic skills remediation

Students who work closely with a counselor while planning their educational goals are more likely to succeed at MTC. Counselors are seen by appointment or during walk-in registration. The professional counseling staff stands ready to serve you in your endeavor. It is recommended that you schedule early!

All career and technical program applicants are encouraged to complete a career assessment. A career assessment program assists students to narrow possible career options based on their interest and skills. Our goal is to help students explore occupations, educational programs, and personal goals to assist them in developing their career goals and paths. Students may meet with a counselor to review their career assessment and plan their career path.

GUIDANCE/CAREER COUNSELING

The primary role of the post-secondary guidance counselor is to assist students in gaining information about themselves and their choices, which is necessary for making adequate decisions as to career and educational needs. Services include career, academic, and program counseling and referrals. The guidance counselor assists students with pre-admission information, pre-admission counseling and intake, testing and assessment.

SPECIAL SERVICES

Marion Technical College is dedicated to providing programs and services to assist students so that their chances for employment will be increased. Some of the services offered include the following:

- Interpreters for hearing impaired
- Special FRS (voice)
- Assistance with basic academic skills for the TABE
- MTC website

Adult students who wish to self-disclose a disability may request assistance for accommodations. Forms for documentation must be completed with the Guidance Counselor. Marion Technical College will provide reasonable accommodations to aid students.

Students needing more information should contact the Student Services Center at (352) 671-4134.

GENERAL POLICIES

ENROLLMENT POLICY

Student enrollment includes entering demographic information into the student information system, signing the course registration form, and providing payment for the term. Enrollment is not complete until all three of these items are completed. This process takes place up to four times each year. Students must complete enrollment prior to beginning class. Fees for all classes in a respective term(s) are due at the time of enrollment. It is the student's responsibility to obtain each term's enrollment information. Students may receive this information from the Student Services Department or program coordinator responsible for the course. The 2017-2018 general enrollment term dates are as follows:

TERM	START OF TERM	END OF TERM
Fall 2017	July 5, 2017	December 19, 2017
Spring 2018	January 4, 2018	June 14, 2018

Some courses/programs may differ slightly: The enrollment periods for the terms listed above will be announced prior to the beginning of each term.

RETURN CHECK POLICY

There is a \$5.00 service charge on all returned checks. Upon notification of a returned check, the student must clear the debt within two (2) business days after receiving the notice. When the debt is paid in cash, certified check or money order, the returned check may be redeemed from the business office. Non-compliance will result in action to have the student immediately withdrawn from the class and/or the program. A returned check will result in the student having to pay all future fees to MTC in cash, certified check, or money order.

TRANSCRIPT REQUEST

A student needing a copy of a MTC career and technical programs transcript must submit a transcript request form to the Student Services Center in person, by email, or by phone. A transcript request form may be obtained through the MTC website, www.MarionTC.edu or visiting the MTC campus. There is a \$1.00 charge per transcript copy. The charge must be paid before the transcript will be released or sent. If paying by check or money order, please make payable to Marion County School Board. Please email transcript request to Jeanine.Johnson@marion.k12.fl.us.

***NOTE:** If a GED transcript is needed, please visit the State of Florida Department of Education GED website and follow the instructions on the screen. MTC does not have access to GED transcripts.

STATEMENT ON POST-SECONDARY STUDENTS WITH DISABILITIES

Students with Disabilities: In accordance with State Board Rule 6A-10.040, Section 4, adult or high school students with a documented disability who are completing a career and technical program, but have been unsuccessful in obtaining the designated exit criteria on the TABE (Tests of Adult Basic Education), may have this requirement waived based on the following procedures:

- The student must test and remediate skills.
- The student must complete TABE Waiver Request Form.
- If scores have not reached the designated exit criteria after remediation, a meeting with the remediation teacher, the career and technical teacher, the appropriate administrator, program coordinator, and the student will take place to review exemption of the exit criteria.
- If the committee agrees that the student possesses the skills and knowledge to be successful in the workplace, an appropriate certificate will be awarded.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential and shall be accessible only to professional staff, the parents of students who are under the age of 18, eligible students 18 years of age or older, and other individuals and agencies as set forth by the Family Educational Rights and Privacy Act (FERPA). To view FERPA in full, please see the MTC Catalog, Notification of Rights Under FERPA section.

ABILITY TO BENEFIT

Marion Technical College will admit students who do not have a high school diploma, the recognized equivalent of a high school diploma, or who have not completed secondary school education in a homeschool setting on an Ability-to-Benefit basis in cases where all requirements are met as defined in section 484 (d) (2) of the Higher Education Act. Ability-to-Benefit implies that an individual student is able to perform the work required in a program of study and that the student will benefit from participation in such program.

ABILITY-TO-BENEFIT APPLICATION AND ENROLLMENT PROCEDURE

An individual who applies to a program under the Ability-to-Benefit provision must take the following steps:

1. Schedule the Wonderlic Basic Skills Test (WBST) in the Student Services department.
2. Once the prospective student has received the results of their assessment, and has a completed application they will set up an appointment for an interview with the guidance and career counselor, and/or program personnel.
3. After acceptance into a program, the instructor of the program will provide periodic reports of student progress in each occupational completion point to the Program Coordinator/Manager.
4. A copy of all reports and records pertaining to an Ability-to-Benefit student will be maintained by the Student Services Department.
5. If the student is in need of additional skill remediation services, the Guidance Counselor will work with the student to secure tutoring and/or additional assistance as needed.
6. The Guidance Counselor will be responsible to set up an exit interview with the Ability-to-Benefit student(s) to evaluate the procedures used for admission and monitoring of student achievement and seek suggestions for improving service to future students.

CLASS CANCELLATION AND REFUND POLICY 2017-2018

Marion Technical College has a fair and equitable refund policy for the refund of tuition, fees, and other charges that is uniformly administered and is published in the MTC catalog. This policy complies with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. Tuition refunds for MTC students leaving prior to program completion are based on the following refund policy:

- a) In the event of class cancellation, all tuition and fees will be refunded within 45 days of the scheduled class start date.
- b) If a student formally withdraws before the first scheduled day of instruction, all tuition and fees excluding the \$20.00 application fee and any fees paid for items already received by the student, will be refunded.
- c) For MTC Fee Based courses: No refund will be given after the first class meeting.

- d) For Adult Education courses, no refund will be given after the 5th class meeting after initial enrollment for the term.
- e) For Continuing Workforce (CWE) classes: If a student withdraws before completing two (2) days of a scheduled CWE class, a refund will be given within 45 days with or without a written request from the student. No refunds are made after the second class meeting or for fees of \$10.00 or less.
- f) For CCP programs: If a student withdraws before completing five (5) days of the first scheduled course in that payment/enrollment term, a refund will be given within 45 days with or without a request from the student.
1. A processing fee of \$50.00 will be retained on all CCP refunds.
 2. No refunds are made after the 5th class meeting.
 3. Student is responsible for any unpaid federal, state, or other financial assistance.
- g) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty following, either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. The \$20.00 application fee is non-refundable.
- h) No refunds will be given for administratively withdrawn students after the 5th scheduled class meeting.
- i) Online Refund Policy: All cancellations of class enrollment must occur prior to five (5) business days before the start of the scheduled class to receive a full refund. Individuals cancelling enrollment within the (5) day period preceding the start of a scheduled class will be assessed a \$50.00 processing fee. The remainder of the class fee will be refunded to the individual via the same credit card used to pay for the class.
- j) A student who is called or enlists in active military service shall not incur academic or financial penalties by performing military service on behalf of our country.
- k) For students receiving Title IV financial aid, federal regulations also apply.
- l) Fees for all classes in a respective term(s) are due (a) at the time of registration and/or (b) on the date(s) set by a Tuition Installment Plan (TIP).
- m) Fees for uniforms, drug screening, background checks, and tools, kits, or equipment and other miscellaneous fees are non-refundable.

GENERAL STUDENT RIGHTS AND RESPONSIBILITIES

SCHOOL SAFETY AND ENVIRONMENT

All schools in the Marion County School System are designated as Drug Free Zones. Marion Technical College will take steps to provide an environment that is safe, disciplined, and drug free. However, safe schools are created through involvement of the entire community. That involvement begins with the student.

STUDENT ID BADGE

All MTC students are required to wear the MTC Student ID badge at all times while on campus. The MTC student ID badge must be:

- Visibly worn above the waist;
- Showing the student's identification information and;
- Worn at all times while on campus.

If a badge is lost or stolen, the student should notify his/her instructor to arrange for a replacement (\$5 replacement fee). Marion Technical College ID badges are recognized by several area businesses towards discounts on merchandise and/or services.

ILLEGAL DRUG and SUBSTANCE POLICY

In compliance with the Drug Free Schools and Campuses Act of 1989, Marion Technical College (MTC) prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campuses, or at any school-related activities. This policy applies to all employees and students. Applicants for admission are required to sign a Drug Free Certification form at the time of submitting their application to MTC.

Specific requirements are outlined below:

Students:

- Will not possess, sell, purchase, use, manufacture or distribute illegal drugs or controlled substances while present on the MTC campus or in attendance at any school-sponsored event.
- Any student receiving financial aid will notify MTC within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.
- Will submit to drug testing if required, or requested by the stated program of interest.

Applicants:

- For admission to MTC , the student will be required to sign this document to certify that he or she is in complete understanding of the Drug and Substance Policies of Marion Technical College.
- An applicant who refuses to sign this form may be denied admission to MTC . If an applicant cannot agree to accept the conditions for admission, he/she may be offered information and/or counseling as to where to obtain assistance.

COMPLIANCE / NON-COMPLIANCE

At the beginning of each course/program, students will receive a syllabus which contains a calendar or timeline of classroom events, student and instructor expectations and course/program specific policies. Any student not in compliance with attendance, behavioral or academic progress requirements of the program in which he/she is enrolled, may be administratively withdrawn from the program.

RULES FOR FOOD, DRINK, AND TOBACCO PRODUCTS

Food and drink are not allowed in classrooms or laboratory areas. For student convenience, there are vending machines and designated dining areas available on campus. All Marion County Public Schools properties, including MTC, have banned the use of tobacco products. No one is allowed to smoke or use tobacco products while on Marion County Public Schools property.

STANDARDS OF CONDUCT

All Marion Technical College students are expected to adhere to the following standards:

- Demonstrate courtesy when interacting with the faculty and staff.
- Do not loiter in the parking lots, outside, or inside any of the campus buildings.
- Park in designated areas only and lock vehicles.
- Do not bring anyone to campus who does not have an official reason to be on campus.
- Keep main walkways and hallways open and free of obstruction.
- Turn off all beepers and cell phones while in class.
- Respect all state and local school board policies regarding conduct.

UNACCEPTABLE ACTIONS

Students and visitors are expected to conduct themselves as responsible adults at all times. The following behaviors are considered unacceptable and any student in violation is subject to administrative action including possible

suspension:

- a. Any act, or attempted act of defacement or destruction of property
- b. Abusive or profane language toward a staff member, another student, or school visitor
- c. Use of any form of tobacco products except in designated areas
- d. Being under the influence/use of, or possession of illegal drugs, drug paraphernalia or alcohol
- e. Physical violence or threat thereof, not limited to fighting
- f. Possession of weapons or explosives or any materials that may be dangerous or harmful, including those defined by School Board Policy
- g. Insubordination or refusal to follow the orders or directions of any school staff member
- h. Stealing, cheating, and gambling
- i. Disorderly conduct or disruption of the school function
- j. Falsification of documents
- k. Sexual harassment or activity of any type
- l. Any other illegal behavior.

Withdrawal for any of the above reasons shall not be subject to the student grievance procedure.

WIRELESS COMMUNICATION DEVICES

Cell phones and similar wireless devices may be in the possession of students on campus, but cannot be visible or activated during regular school hours. The exception to activation would be with administrative approval under the direct supervision of a teacher for instructional use as outlined in a lesson plan. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Using or possessing a wireless communication device to view or transfer or store material of a sexual nature is a violation of the Code of Student Conduct and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers and/or students is prohibited.

LOITERING/TRESPASSING

Loitering by students or visitors is prohibited. When students are not in class, they should be in route to class or in an authorized support area, such as a basic skills laboratory. Individuals on campus without a legitimate purpose may be asked to leave the campus or facility. Failure to leave will result in a verbal trespass warning, followed by a call to local law enforcement, if necessary.

DRESS CODE AND GENERAL APPEARANCE

The Marion County School Board believes that proper attire, etiquette, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or to school-related functions neat, clean, appropriate clothing that meets the standards of this educational environment. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operation of the school is not acceptable. In career and technical programs, students are expected to dress for safety and success. A uniform dress code which promotes safety and a "Business Like" attitude will be enforced. As such:

- Students are expected to wear clothing and clothing accessories in keeping with their gender. Undergarments should not be visible at any time.
- Students are not to wear hats of any kind within the school building unless hats are part of an approved program uniform.
- Men's and women's hair will be clean, neat, and well-groomed.
- Students are not to wear T-shirts, other garments or items with pictures, logos, phrases, decals, patches, emblems, or words printed on them that are obscene or disruptive in the judgment of the school administration. This will include, but not be limited to: nude/semi-nude figures; figures in sexually suggestive postures; or logos of alcoholic beverages, tobacco products, or prohibited substances; or satanic/occult references or gang identification.
- Tops must be long enough to clearly overlap the belt line or remain tucked in during the course of normal movement throughout the day. Shirts falling below mid-thigh length will be tucked in. No bare midriff shirts/blouses, sleep wear, muscle shirts, or tank tops will be worn. A tattoo that is obscene or disruptive in the judgment of the school administration must be covered.
- Garments will be secured at the waist. Shorts and skirts are permitted and will be mid-thigh length or longer.
- Students shall wear shoes for foot protection and for hygienic reasons while on school grounds or school transportation. Slippers are not permitted.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a disruption to the education process.
- Wallet chains or dog collars shall not be permitted.
- The MTC student ID badge must be visibly worn, above the waist, at all times while on campus.

Anyone violating the student dress code will be removed from class and asked to leave campus to obtain appropriate clothing. Any class time missed due to dress code violation will not be made up, and all missed assignments will be graded as a zero.

SEXUAL HARASSMENT

The School Board Policy 2.71 forbids discrimination against any student on the basis of sex. The Board will not tolerate sexual harassment activity involving any of its students. This policy includes teachers, staff, volunteers or anyone that has contact with students. Sexual harassment, as defined above, may include, but is not limited to the following:

- Unwelcome or unwanted sexual advances
- Unwelcome request or demands for sexual favors. (This includes unwelcome requests for dates.)
- Verbal abuse or kidding that is sex-oriented and considered unwelcome
- Any type of sexually oriented conduct that would unreasonably interfere with work or academic performance
- Creating a work or school environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.

PROCEDURES

A. In the event a student believes that he or she has been a victim of sexual harassment, the student shall contact the school principal or guidance counselor within a reasonable time of the alleged act or event.

B. The principal or guidance counselor shall assist the student in completing the Sexual Harassment Complaint Form and shall immediately forward the complaint form to the Superintendent's office.

C. Upon receipt of a completed sexual harassment complaint form, the Superintendent shall designate an appropriate person to conduct an investigation of the complaint. It is suggested that in cases where an employee of the district is the alleged cause of a sexual harassment complaint, the Director of Employee Relations should be designated; and in cases where a student is the alleged offender, the Director of Student Services should be appointed to investigate the matter.

D. The Superintendent's designee shall meet with the complainant within

three (3) days in order to discuss the specific facts of the complaint. Any additional facts ascertained during that meeting shall be appended to the original complaint form.

E. The Superintendent's designee shall meet with the respondent within three (3) days following the conference with the complainant. During that meeting, the Superintendent's designee shall discuss the particulars of the complaint and request the respondent's explanation and defenses.

A substantiated charge against a student shall subject that student to disciplinary action including, but not limited to, suspension or expulsion, consistent with the Code of Student Conduct.

FAIR TREATMENT

In all cases where the student believes he or she is not being treated fairly by any person in authority, the student has the right and the responsibility to report such circumstances to the administration.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

The following procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against discrimination. This procedure is provided in an effort to comply with Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

It is recognized that complaints and grievances by students and employees may arise from actual or perceived situations and circumstances related to the prohibition of discrimination and/or harassment on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status or qualified disability. It is the intent of this procedure to assure that complaints and grievances are resolved in an expeditious, orderly and equitable manner that serves to fulfill the letter and intent of the regulations. All administrative heads and principals are required to make a conscientious effort to fully consider and understand the nature and basis of the complaint or grievance of a student or employee, and resolve it without delay; or refer it to the appropriate source for resolution without delay. The initiation of a complaint or grievance by a student will not be used as a basis for actions that adversely affect the student's standing in school.

Grievances and complaints for discrimination and/or harassment will be handled in an informal manner and without extraneous administrative barriers, except that a record or log of each complaint and grievance including the final disposition of each will be maintained

A. Procedure for Complaints

Step 1 – The plaintiff(s), student(s), shall communicate within sixty (60) school or working days of the alleged incident to the principal or guidance counselor the desire to discuss a discrimination and/or harassment-related complaint. If, through no fault of the plaintiff, the discussion is not scheduled and held within three (3) school days or working days following the initial communication, a grievance may be filed.

Step II – If the discussion is scheduled and held within three (3) working days following the initial communication and the complaint is not resolved, the plaintiff may file a grievance.

C. Procedure for Grievance

Step I – The plaintiff, student(s), shall within sixty (60) school days or working days communicate in writing to the principal or guidance counselor that there has been a discriminatory or harassing action or inaction committed at the school, as appropriate, by factors specified. The principal or administrator will be responsible for scheduling a discussion of the grievance with the plaintiff within five (5) school days or working days following receipt of the communication or knowledge giving rise to the grievance.

Step II – If, as determined by the plaintiff, the grievance is not satisfactorily resolved in Step I, an appeal for a ruling may be made by the student five (5) days following receipt of Step I decision to the Executive Director of Student Services of the nature and substance of the grievance filed.

Step III – If after discussion of the grievance with the Executive Director of Student Services (student) in the opinion of the plaintiff, it is not resolved,

or cannot be resolved at that level, the grievance may be forwarded by the plaintiff within five (5) school or working days to the Superintendent for a final ruling.

D. Special Provisions

Failure on the part of a student to observe the time limits for initiation and/or follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned. Failure by a principal or administrator to respond to a complaint or grievance within the prescribed time limits will automatically move the complaint or grievance to the next step. Under the aforementioned circumstances, the plaintiff may submit the complaint to the next level of consideration.

Students are required to continue attendance at school and pursue their studies as directed while complaints or grievances are pending resolution.

Copies of all communications pertaining to a complaint or grievance may be provided to the student; and, if appropriate, copies will be furnished to the Section 504, Title IX or Education Equity Coordinator for input.

Step IV – If the grievance is not settled at the district level, the student may appeal to the accreditation agency (COE).

Council on Occupational Education
7840 Roswell Road
Building 300, Suite #325
Atlanta, Georgia 30350
(770) 396-3898

CAREER AND TECHNICAL PROGRAM POLICIES

ACADEMIC INTEGRITY

Marion Technical College requires all students to adhere to high standards of integrity in their academic work. Activities such as cheating and plagiarizing will not be tolerated by this institution. Students involved in these activities will face serious disciplinary action, which may include failing grade on the assignment/examination, academic suspension, or expulsion from MTC.

Any violations of the Academic Integrity Policy will be reported to your instructor. Your instructor will forward the report to the department's program coordinator/manager for action.

ATTENDANCE

Marion Technical College strives to provide the best possible preparation and learning experience for all of our students. In order to receive the best preparation and learning experience, students must be present for all class sessions. Being absent and/or late for class will negatively impact a student's grade and progress. Missing more than ten (10) percent of the scheduled class time is considered excessive, and may result in loss of financial assistance and disciplinary action. Students are responsible for all missed work, assignments, etc. In the event of absence, it is the student's responsibility to notify the instructor in advance. The instructor's policies on attendance and make-up work are included in the course/program syllabus.

BASIC SKILLS REQUIREMENTS

Basic skills requirements are determined by the Florida Department of Education and are identified for each career and technical program. Students who do not meet the literacy requirements necessary for program completion may be referred to remediation courses until the required basic skills in reading, mathematics and language levels, as reflected by TABE test scores, are achieved. Attendance is strongly recommended in the remedial program, and students are responsible for the costs of remediation.

POST-SECONDARY CAREER AND TECHNICAL PROBATION POLICY

Students, who at the end of a grading period or course, fail to achieve at least the minimum acceptable standard (attendance and/or grade performance) established by a program, will be placed on probation. Students will remain on probation until the end of the course, or grading period. At that time, if satisfactory progress has not been made, the student will be dismissed from the program and will not be permitted to re-enroll in the same program for a minimum of one calendar year. Students who have been dismissed for academic reasons may be re-admitted only after counseling and administrative approval, and on a space-available basis. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish satisfactory academic progress. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedures. All appeals are final.

EXTERNSHIP

One of the major advantages of attending MTC is externship opportunities available through the career and technical programs. Externships allow students to gain practical work experience and academic credit at the same time. These unpaid, supervised programs of work and study involve students working in governmental, community service, or business settings within their discipline of study. The duration of externships varies depending on the program but allows students ample opportunity to gain “real world experience” in an academic setting. Students must meet the program specific criteria prior to being approved for externship training. It is the student’s responsibility to ensure he/she has transportation, time, and materials necessary to participate in an externship. Students not meeting the criteria may not be allowed to participate in an externship and remain in the classroom setting for the entire program. In some cases, externships are required and not meeting the criteria for participation may lead to dismissal from the program. Please see your instructor for further details.

STUDENT WITHDRAWAL

A student may voluntarily withdraw from a program. To ensure the integrity of a student’s academic records (transcripts), a student must officially withdraw from a course or program. The responsibility for initiating withdrawal rests solely with the student. The student should inform the Program Manager immediately of his/her decision to withdraw so appropriate paperwork can be filed and the date of withdrawal established. Students may also be withdrawn for excessive absences. Financial Assistance recipients may incur charges when withdrawing before 60% completion of a payment period (see MTC catalog for the complete Return of Pell Grant Title IV Funds policy).

GRADES

Students must establish a minimum final grade of a “C” or higher as established by the program in which the student is enrolled. Students not maintaining a minimum of a “C” average will be placed on academic probation. At his/her own expense, the student must retake the class and earn a minimum of a “C”. If at that time, the student does not earn a “C” average, the student may be withdrawn for the subsequent term. The following grading system is used unless otherwise specified by a particular program.

A = 90-100 B = 80-89 C = 70-79 D = 60-69 Failing = 00-59

CERTIFICATE OF COMPLETION REQUIREMENTS

Marion Technical College and the Florida Department of Education has set forth certain requirements which must be met before a certificate of completion can be granted. These requirements relate to state-established student performance objectives, program standards, basic skills requirements, and in some programs, the successful passing of certification examinations. Instructors, guidance counselors, and program coordinators/managers are available to help students understand the specific requirements of the various programs offered at MTC .

OCCUPATIONAL COMPLETION POINT CERTIFICATES

Certificates may be awarded in career and technical programs with multiple OCP points. An occupational completion point is a set of competencies that qualify a person to enter an occupation that is linked to a career program. An OCP certificate may not be awarded for a terminal occupational completion point.

CERTIFICATES OF ATTENDANCE

An attendance certificate is offered in some programs to students who have successfully completed a set of specific tasks but who have not yet completed an occupational completion point or who have not met the basic skills requirement for completion.

GRADUATION

Marion Technical College holds two graduation ceremonies each school year, one in December and one in June. Students eligible for graduation must meet the following criteria:

- Completed number of required program hours
- Satisfied attendance requirement
- Achieved minimum grade average requirement
- Paid all fees

Students eligible for graduation will be notified in writing of graduation eligibility and the following information:

- Graduation ceremony date, time, and location
- Cap and gown photo
- Ordering information for cap and gown
- Graduation ceremony admission information

FINANCIAL ASSISTANCE INFORMATION

Marion Technical College accepts many forms of financial assistance (see the MTC catalog for a list of financial aid sources). Students must re-apply for all financial aid each award year. Award years run from July 1 to June 30. A student who will be in attendance in more than one award year will need to re-apply for financial aid to cover the section of the program that falls into the next award year.

- Bright Futures Scholarship
- MTC Financial Assistance
- Federal Pell Grant
- Florida Prepaid College Fund
- FCB – Florida Council of the Blind
- FCCLV – Florida Council Certified Low Vision
- Florida Governor’s Council on Indian Affairs
- FSAG-CE Grant
- FSEOG
- Rosewood Family Scholarship
- Scholarships for Children/Spouses of Deceased/Disabled Veterans
- Veterans Education Assistance Program
- Vocational Rehabilitation
- Other Third Party Financial Assistance

Visit or call the MTC Financial Aid Office for additional information regarding financial assistance.



SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 2017-2018

The Marion Technical College (MTC) Satisfactory Academic Progress policy (SAP) is used to ensure that students are moving toward successfully completing the program of study for which they are receiving Title IV aid in a timely manner. The SAP policy is comprised of qualitative and quantitative measurements that must both be met to comply as disclosed in regulation 668.34. A full description of this regulation is available in the financial aid policy & procedure manual. The following satisfactory academic progress policy below is pursuant to regulation 668.34 and will affect all students as of 07/01/2017.

The qualitative measure relates to the grade average that a student must maintain. A student must maintain a "C" (70%) average or higher as designated by the individual program grading scale in which they are enrolled. The quantitative measure applies to attendance and completing the program of study on pace within a maximum time frame considering both scheduled hours and weeks. The student's attendance and pace will be measured at the end of each disbursement payment period. The maximum time frame to complete a program will be within 110% of the designated program length. A student must attend and complete at least 90% of the program scheduled hours and weeks. Student absences within the 10% allowed time frame per the Institutions attendance policy will not be required to be made up. The student's cumulative clock hours over a calendar year will be evaluated. A chart that depicts each program's maximum time frame as well as the checkpoints by disbursement payment periods is printed on the reverse side of this SAP policy.

A student's transfer credits will be evaluated and certified by the program manager/instructor, using the MTC transfer of credit form and required transcripts or other acceptable documentation. Copy of the transfer of credit form will be provided to the financial aid office and any accepted transfer hours will be considered as completed hours in the maximum time frame calculation.

The instructor/program manager will complete a corrective action form on any students not maintaining satisfactory academic progress indicating the category, description of situation and plan for improvement signed by student, instructor & program coordinator. Copy of the corrective action will be provided to the financial aid office for the student's financial aid folder.

The procedure for checking SAP will be as follows:

For programs less than one academic year, SAP will be evaluated by the financial aid office at the point when the student successfully completes the scheduled clock hours for a disbursement payment period. The financial

aid office will review the student's financial aid file for any corrective actions issued and view the student academic report in MTC student information system (FOCUS) indicating the student's grade, attendance and progression/pace in the program. If any of the stated requirements fall below the minimum standards, the student will automatically be placed on a "warning status" until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Failure to achieve satisfactory academic progress by the end of the warning payment period will result in termination of Title IV aid. At this point in time, the student will be classified as "self-pay" and no additional Title IV aid will be offered. A probation period is not allowed.

For programs greater than one academic year, SAP will be evaluated by the financial aid office at the point where a student successfully completes the scheduled clock hours for a disbursement payment period. The financial aid office will review the student's financial aid file for any corrective actions issued and view the student academic report in MTC student information system (FOCUS) indicating the student's grade, attendance and progression/pace in the program. If any of the stated requirements fall below the minimum standards, the student will automatically be placed on a "warning status" until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Failure to achieve satisfactory academic progress by the end of the warning payment period will result in termination of Title IV aid. The student could remain in school as a self-pay student for the next payment period. Reinstatement of Title IV aid may occur after a successful SAP evaluation at the end of the self-pay payment period.

There is no appeal process to re-establish Title IV eligibility if a student that was terminated due to unsatisfactory academic progress wants to return to school at a later date. They would not be eligible for Title IV funding, and would return on a "self-pay" basis if re-admission to the program was granted. After a successful SAP evaluation of a payment period they can become Title IV eligible if applicable. There is no provision in this SAP policy to allow for repeats, remedial, withdrawals or incomplete coursework. If a student withdraws from the program after losing Title IV eligibility, the required R2T4 calculation will be performed to determine if any monies are owed to the federal government. The student may still owe a balance to the school.

For a complete list of Pell-Eligible programs, and schedules of Pell payment periods, please visit the MTC website, MarionTC.edu, or visit the Financial Aid Office.